

Board of Education Regular Meeting
Wednesday, July 10, 2019 11:00 AM
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. Superintendent Report
8. District Reports
 1. Technology Report
 2. Maintenance/Facilities/Transportation Report
 3. Board/Committee Report
9. Discussion Items
 1. Beef Club Update
 2. Route Transportation Update for 2019-2020
 3. Junior High Football Cooperative 2020 and 2021

4. Pre-School Survey
5. 2019-2020 Budget Draft
6. Custodial/Maintenance Staffing

10. Action Items

1. Discuss and take all necessary action to surplus (trade-in) the 2012 Town & Country and purchase a 2019 Pacifica from Columbus Motor Company for \$25,768
2. Discuss and take all necessary action to adopt/amend School Board policies 203.06, 407.07, 502.01, 507.02, 604.11, 702.03, 706.01, 1005.12, and 1006.02
3. Discuss and take all necessary action to adopt the Staff Handbook, Student Handbook, and Activity Policy additions/amendments for the 2019-2020 school year
4. Discuss and take all necessary action to support the student request to start YADA (Youth Against Drugs and Alcohol) student organization.
The organization will work with regional and state organizations to promote and advocate for positive peer behavior and decisions through various school activities, promotional campaigns, and attendance at conferences. The adult leader position will be volunteer.
5. Discuss and take all necessary action on Classified Staff Leave/Benefit Schedule for 2019-2020

11. Set Dates

12. Adjournment

1. Call to Order

Meeting was called to order at 12:04pm.

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 Geoffrey Ruth 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

6. Consent Agenda

6.1. Minutes

6.2. Treasurers Report

Motion to approve Consent Agenda 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

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

8.2. Maintenance/Facilities/Transportation Report

8.2.1. Town and Country Van (2013)

8.3. Board/Committee Report

9. Discussion Items

9.1. 2020 High Reliability Schools Summit

9.2. Classified Benefits and Bus Driver Wage Proposal for 2019-2020

10. Action Items

10.1. Discuss and take all necessary action on surplus equipment

Motion to place the 2001 Delta 15" Planer as a surplus item. Passed with a motion by Geoffrey Ruth 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 elementary locker bid(s)

Motion to approve the bid from Lyon Lockers. for \$9,737.83. Passed with a motion by Chris Whitmore 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

10.3. Discuss and take all necessary action on Door #15 repair/replacement

Motion to approve the M&O Door bid. Passed with a motion by Heath Vrbka 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

10.4. Discuss and take all necessary action on sousaphone bid(s)

Motion to approve the bid from Woodwind Brasswind for \$7,824. Passed with a motion by Chris Whitmore 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

10.5. Discuss and take all necessary action on 2019-2020 Nutrition Program meal prices

Motion to approve the 2019-2020 SRC Meal Program lunch prices. Passed with a motion by Geoffrey Ruth 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

10.6. Discuss and take all necessary action on hiring new certified staff

Motion to approve the hiring of Jennifer Bobolz as a full-time district substitute and elementary interventionist. Passed with a motion by Geoffrey Ruth 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

10.7. Discuss and take all necessary action on Superintendent 2019-2020 Contract Amendment

Motion to approve the 2019-2020 amendment to the Superintendent's contract. 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

10.8. Discuss and take all necessary action on Superintendent Contract for 2020-2021/2021-2022

Motion to approve the 2020-2022 Superintendent contract. Passed with a motion by Jackie Sliva 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

11. Set Dates

12. Adjournment

Motion to adjourn at 12:51pm. 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

July 10, 2019

11:00 AM

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	Fund: 01 GENERAL FUND
37586	AMAZON	888.61
37587	APPLE INC.	11,760.00
37588	BLACK HILLS ENERGY	242.97
37589	BLICK ART MATERIALS	401.52
37590	BOYS TOWN	4,099.50
37591	CAPITAL ONE	4,815.91
37592	CENTRAL NEBRASKA REHABILITATION SERVICES	3,087.77
37593	COLUMBUS STEEL SUPPLY	341.55
37594	CONNECTING POINT COMPUTER CENT	331.67
37595	CONSTELLATION ENERGY	169.84
37596	CUBBEYS CORPORATE OFFICE	610.00
37597	CULLIGAN OF YORK	136.00
37598	CURRICULUM ASSOCIATES	49.56
37599	E.S.U. #7	22.66
37600	EDUCATIONAL SERVICE UNIT #7	981.00
37601	EDUCATIONAL SERVICE UNIT #7	1,917.48
37602	EDUCATIONAL SERVICE UNIT #7	1,212.30
37603	ESU #7 DISTANCE LEARNING	688.47
37604	ESU7 STUDENT SERVICES	1,760.00
37605	FLINN SCIENTIFIC INC.	214.05
37606	GENERAL FUND-PETTY CASH	1,771.68
37607	GOPHER	1,496.43
37608	hand2mind, Inc.	205.86
37609	HOMETOWN LEASING	2,146.55
37610	JUNIOR LIBRARY GUILD	168.00
37611	K-C AUTO SUPPLY INC.	79.14

Check #	Vendor Name	Amount
37612	LAKESHORE LEARNING MATERIALS	174.87
37613	LINCOLN JOURNAL STAR	168.06
37614	LINGO	130.73
37615	MARKER BOARD PEOPLE, THE	88.35
37616	MATHESON TRI-GAS INC.	8,728.20
37617	MCGRAW-HILL EDUCATION	167.67
37618	MCILNAY & COMPANY	3,454.11
37619	MENARDS	2,201.74
37620	MID-AMERICAN RESEARCH CHEMICAL	713.00
37621	MOVING MINDS	64.29
37622	MSC INDUSTRIAL SUPPLY CO.	159.48
37623	MYSTERY SCIENCE INC	297.00
37624	NASCO	1,053.10
37625	NATIONAL ART & SCHOOL SUPPLIES INC.	109.71
37626	NATIONAL PROFESSIONAL RESOURCES, INC	89.78
37627	NE COUNCIL OF SCHOOL ADM.	1,760.00
37628	NEBRASKA HEALTH SYSTEM	50.00
37629	ORIENTAL TRADING COM	248.09
37630	ORKIN PEST CONTROL	89.90
37631	PARTS BIN, THE	123.01
37632	PAY FLEX	200.00
37633	PEARSON EDUCATION	709.60
37634	PLANK ROAD PUBLISHING	273.08
37635	POLK CO. RURAL PUBLIC POWER DISTRICT	8,193.20
37636	POLK COUNTY NEWS	98.33
37637	QUILL CORPORATION	12.74
37638	RAINBOW RESOURCE CENTER	75.84

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
37639	REALLY GOOD STUFF, LLC	538.42
37640	REHMER AUTO PARTS	392.28
37641	REMEDIA PUBLICATIONS	227.98
37642	RESERVE ACCOUNT	1,000.00
37643	ROCHESTER 100 INC.	270.00
37644	SCHOOL SPECIALITY	416.98
37645	SHELBY AUTO CLINIC	379.98
37646	SHELBY LUMBER CO.	16.62
37647	SHRED MONSTER, INC.	130.05
37648	SOCIAL THINKING	69.60
37649	SOFTWARE UNLIMITED INC	5,750.00
37650	SOUTHERNCARLSON, INC.	4,499.99
37651	STAPLES ADVANTAGE	78.96
37652	STEVE WEISS MUSIC	165.49
37653	SUPER DUPER PUBLICATIONS	74.85
37654	TEACHER'S DISCOVERY	36.89
37655	TRACTOR SUPPLY CO	247.98
37656	TREND ENTERPRISES, INC.	114.24
37657	TRUCK CENTER COMPANIES	439.08
37658	TWEEN PUBLISHING	1,023.50
37659	VERSATILE SUPPORT SERVICES, INC.	115.50
37660	VILLAGE OF SHELBY	1,092.70
37661	WEST MUSIC	126.91
37662	WINDSTREAM	670.21

Invoices:	\$	86,910.61
Payroll:	\$	358,764.49
Total:	\$	445,675.10

Batch Description: JULY 2019 GENERAL FUND INVOICES
Vendor ID: AMAZON AMAZON

Processing Month: 07/2019

Invoice Number: 20190708 Amount: 888.61

PO Number: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Detail Description	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2670 610 000 0000 0 000			RETRACTABLE BADGE HOLDER	10.99			
01 2610 733 000 0000 0 000			SMART THERMOSTATS	320.97			
01 1100 610 002 0070 0 000			STABILITY YOGA BALL	14.98			
01 2230 650 000 0000 0 000			TECH SUPPLIES	392.17			
01 2130 610 000 0000 0 000			NURSE SUPPLIES	149.50			

Vendor ID: APPLECO APPLE INC.

Invoice Number: AA23458879 Amount: 11,760.00

PO Number: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Detail Description	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 6992 650 000 0000 0 000			IPADS	11,760.00			

Vendor ID: BLACKHILLS BLACK HILLS ENERGY

Invoice Number: 7919 Amount: 242.97

PO Number: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Detail Description	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2610 621 000 0000 0 000			FUEL	242.97			

Vendor ID: BLICK BLICK ART MATERIALS

Invoice Number: 20981090 Amount: 401.52

PO Number: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Detail Description	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1100 610 000 0185 0 000			SUPPLIES	401.52			

Vendor ID: BOYSTOWN BOYS TOWN

Invoice Number: NIA000173591 Amount: 4,099.50

PO Number: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Detail Description	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1200 320 000 0000 0 000			COLTON MELENDREZ	2,049.75			
01 1100 320 000 0000 0 000			ESTRELLA ISORDIA	2,049.75			

Vendor ID: CAPITAL CAPITAL ONE

Invoice Number: 7819 Amount: 4,815.91

PO Number: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Detail Description	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1160 610 000 0000 0 000			SUPPLIES	358.00			
01 2670 610 000 0000 0 000			CUSTOM LANYARDS	672.80			
01 2220 640 000 0000 0 000			GOLF DIGEST	31.62			
01 2310 890 000 0000 0 000			YEARS OF SERVICE PINS	557.75			

01 2320 890 000 0000 0 000 CALENDAR MAGNETS & FLAGS FOR SCHOOL 699.98 N
01 2590 643 000 0000 0 000 BAMBOO & ADOBE 748.28 N
01 2590 890 000 0000 0 000 ENROLLMENT FOLDERS 295.38 N
01 2710 430 000 0000 0 000 BUS PARTS 1,004.99 N
01 2710 626 000 0000 0 000 GAS FOR VAN 70.00 N
01 1100 610 001 0180 0 000 SUPPLIES 343.19 N
01 2130 610 000 0000 0 000 NURSE SUPPLIES 33.92 N

Vendor ID: CENTRAL PO Number: Invoice Number: 9105 Amount: 3,087.77
CENTRAL NEBRASKA REHABILITATION SERVICES

Description: Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 3,087.77
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID 1099 Detail Amount Asset/Asset Tag In Full
01 2173 340 000 0000 0 000 SPED 0-2 PT 1,008.15 N
01 2161 340 000 0000 0 000 SPED S.A. OT 1,559.67 N
01 2171 340 000 0000 0 000 SPED S.A. PT 519.95 N

Vendor ID: COLSTEEL PO Number: Invoice Number: 134539 Amount: 341.55
COLUMBUS STEEL SUPPLY

Description: Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID 1099 Detail Amount Asset/Asset Tag In Full
01 1100 610 001 0180 0 000 MATERIAL FOR CLASS 341.55 N

Vendor ID: CONNEC PO Number: Invoice Number: 5720,5721 Amount: 331.67
CONNECTING POINT COMPUTER CENT

Description: Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID 1099 Detail Amount Asset/Asset Tag In Full
01 1100 432 000 0000 0 000 CHROMEBOOK REPAIRS 331.67 N

Vendor ID: CONSTELLA PO Number: Invoice Number: 2631407 Amount: 169.84
CONSTELLATION ENERGY

Description: Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID 1099 Detail Amount Asset/Asset Tag In Full
01 2610 621 000 0000 0 000 FUEL 169.84 N

Vendor ID: CUBBYSCORP PO Number: Invoice Number: 3378942 Amount: 610.00
CUBBYSCORP CORPORATE OFFICE

Description: Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID 1099 Detail Amount Asset/Asset Tag In Full
01 2610 610 000 0000 0 000 CLEANING SUPPLIES 9.57 N
01 2610 626 000 0000 0 000 MAINTENANCE FUEL 159.31 N
01 2710 626 000 0000 0 000 BUS FUEL 358.27 N
01 2712 626 000 0000 0 000 SPED VAN FUEL 82.85 N

Vendor ID: CULLIGANYO CULLIGAN OF YORK

Description: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 2610 610 000 0000 0 000 WATER & COOLER RENTAL

PO Number: **Invoice Number: 7819** **Amount:** **136.00**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
136.00 N

Vendor ID: CURRICULUM CURRICULUM ASSOCIATES

Description: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 1100 610 002 0020 0 000 QW EVERY DAY WRITER

PO Number: **Invoice Number: 90588183** **Amount:** **49.56**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
49.56 N

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

Description: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 1200 550 000 0000 0 000 SPED PRINTING

PO Number: **Invoice Number: JUNE** **Amount:** **22.66**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
22.66 N

Vendor ID: ESU71 EDUCATIONAL SERVICE UNIT #7

Description: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 1200 643 000 0000 0 000 SRS SYSTEM
01 1200 330 000 0000 0 000 SLP QUARTERLY MEETING

PO Number: **Invoice Number: SLPSPRC0621** **Amount:** **981.00**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
901.00 N
80.00 N

Vendor ID: ESU7NETWOR EDUCATIONAL SERVICE UNIT #7

Description: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 2230 735 000 0000 0 000 SOPHOS ANTI VIRUS & CLOUD SERVER PROTECT

PO Number: **Invoice Number: TE061019-14** **Amount:** **1,917.48**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
1,917.48 N

Vendor ID: ESU7SP EDUCATIONAL SERVICE UNIT #7

Description: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 1200 320 000 0000 0 000 18-19 FINAL SPED INVOICE

PO Number: **Invoice Number: FINAL** **Amount:** **1,212.30**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 1,212.30

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
1,212.30 1,212.30 N

Vendor ID: ESU7DIST ESU #7 DISTANCE LEARNING

Description: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 2224 382 000 0000 0 000 JULY-SEPT 2019 SERVICE

PO Number: **Invoice Number: DL061019-17** **Amount:** **688.47**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
688.47 N

Vendor ID: ESU7STUSER ESU7 STUDENT SERVICES

PO Number: **Invoice Number: 62019-16** **Amount:** **1,760.00**

Description: Checking Account ID:
Sequence: 1 Check Type:
Chart of Account Number
01 2240 320 000 0000 0 000 JOHN BAYLOR PREP CONSORTIUM

Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1,760.00 In Full

Vendor ID: FLINN FLINN SCIENTIFIC INC.
Description: Checking Account ID:
Sequence: 1 Check Type:
Chart of Account Number
01 1100 610 003 0145 0 000 WEATHER MODEL, WEATHER EVENTS KIT

PO Number: Invoice Number: 2354749 Amount: 214.05
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 214.05 In Full

Vendor ID: PETTY GENERAL FUND-PETTY CASH
Description: Checking Account ID:
Sequence: 1 Check Type:
Chart of Account Number
01 1190 890 002 0000 0 000 OMAHA CHILDRENS MUSEUM
01 9000 805 000 0000 0 000 BUTLER COUNTY TREASURER
01 2224 733 000 0000 0 000 TV FOR CONFERENCE ROOM
01 2710 530 000 0000 0 000 BUS CELL PHONE

PO Number: Invoice Number: 7919 Amount: 1,771.68
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 193.00 In Full
162.30 N
802.88 N
613.50 N

Vendor ID: GOPHER GOPHER
Description: Checking Account ID:
Sequence: 1 Check Type:
Chart of Account Number
01 1100 610 000 0150 0 000 DISC GOLF TARGET

PO Number: Invoice Number: 9611807 Amount: 1,496.43
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1,496.43 In Full

Vendor ID: HAND2MIND hand2mind, Inc.
Description: Checking Account ID:
Sequence: 1 Check Type:
Chart of Account Number
01 1200 610 000 0000 0 000 SPED SUPPLIES

PO Number: Invoice Number: 60164364 Amount: 205.86
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 205.86 In Full

Vendor ID: HOMETO HOMETOWN LEASING
Description: Checking Account ID:
Sequence: 1 Check Type:
Chart of Account Number
01 2590 443 000 0000 0 000 COPIER PAYMENT
01 2610 440 000 0000 0 000 EQUIPMENT PAYMENT

PO Number: Invoice Number: 7819 Amount: 2,146.55
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1,276.84 In Full
869.71 N

Vendor ID: JUNIORLIBR JUNIOR LIBRARY GUILD
Description: Checking Account ID:
Sequence: 1 Check Type:
Chart of Account Number
01 2220 640 000 0000 0 000 BOOKS

PO Number: Invoice Number: 459489 Amount: 168.00
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 168.00 In Full

Vendor ID: KCAUTO K-C AUTO SUPPLY INC.

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
01 2710 610 000 0000 0 000 FASTDRY

PO Number: Invoice Number: 117615 Amount: 79.14
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Checking Account ID:
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
79.14 N

Vendor ID: LAKESH LAKESHORE LEARNING MATERIALS

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
01 1200 610 000 0000 0 000 SPED SUPPLIES
01 1100 610 002 0070 0 000 K SUPPLIES

PO Number: Invoice Number: 3604120619,360417061 Amount: 174.87
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Checking Account ID:
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
152.89 N
21.98 N

Vendor ID: LINCOL LINCOLN JOURNAL STAR

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

PO Number: Invoice Number: 7819 Amount: 168.06
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Checking Account ID:
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
168.06 N

Vendor ID: LINGO LINGO

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
01 2590 530 000 0000 0 000 LONG DISTANCE

PO Number: Invoice Number: 7819 Amount: 130.73
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Checking Account ID:
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
130.73 N

Vendor ID: THEMARKERB MARKER BOARD PEOPLE, THE

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
01 1100 610 002 0070 0 000 DRY ERASE MARKERS
01 1100 610 002 0050 0 000 DRY ERASE MARKERS

PO Number: Invoice Number: 235939 Amount: 88.35
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Checking Account ID:
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
29.45 N
58.90 N

Vendor ID: MATHESON MATHESON TRI-GAS INC.

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
01 1100 610 001 0180 0 000 WELDERS & SUPPLYS

PO Number: Invoice Number: 51475715,19909684 Amount: 8,728.20
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Checking Account ID:
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
8,728.20 N

Vendor ID: MCGRAW MCGRAW-HILL EDUCATION

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
01 1100 640 003 0130 0 000 TEACHER LESSON CENTER
SUBSCRIPTION

PO Number: Invoice Number: 10522633001 Amount: 167.67
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Checking Account ID:
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
167.67 N

Vendor ID: MCILNA **MCILNAY & COMPANY**

Description: Checking Account ID:
Sequence: 1 Check Type: Detail Description
Chart of Account Number WORK ON THE LIBRARY & BAND ROOM
01 2620 430 000 0000 0 000 UNITS

PO Number: **Invoice Number: 3810,3926** **Amount: 3,454.11**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
3,454.11 N

Vendor ID: MENARD **MENARDS**

Description: Checking Account ID:
Sequence: 1 Check Type: Detail Description
Chart of Account Number CUSTODIAN SUPPLIES
01 2610 610 000 0000 0 000 TRANSPORTATION SUPPLIES
01 2710 610 000 0000 0 000 IND ARTS SUPPLIES
01 1100 610 001 0180 0 000

PO Number: **Invoice Number: 91719815368139590657** **Amount: 2,201.74**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
705.39 N
9.99 N
1,486.36 N

Vendor ID: MIDAME **MID-AMERICAN RESEARCH CHEMICAL**

Description: Checking Account ID:
Sequence: 1 Check Type: Detail Description
Chart of Account Number FLOOR FINISH
01 2610 610 000 0000 0 000

PO Number: **Invoice Number: 0669062-IN0668336-IN** **Amount: 713.00**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
713.00 N

Vendor ID: MOVINGMIND **MOVING MINDS**

Description: Checking Account ID:
Sequence: 1 Check Type: Detail Description
Chart of Account Number SENSORY PEANUT BALL
01 1200 610 000 0000 0 000

PO Number: **Invoice Number: 9611942** **Amount: 64.29**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
64.29 N

Vendor ID: MSCINDUST **MSC INDUSTRIAL SUPPLY CO.**

Description: Checking Account ID:
Sequence: 1 Check Type: Detail Description
Chart of Account Number WELDING MATERIALS
01 1100 610 001 0180 0 000

PO Number: **Invoice Number: 24591231** **Amount: 159.48**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
159.48 N

Vendor ID: MYSTERYSCI **MYSTERY SCIENCE INC**

Description: Checking Account ID:
Sequence: 1 Check Type: Detail Description
Chart of Account Number KINDERGARTEN CLASSROOM
01 1100 610 002 0070 0 000 MEMBERSHIP
01 1100 610 002 0010 0 000 1ST GRADE CLASSROOM MEMBERSHIP
01 1100 610 002 0040 0 000 4TH GRADE CLASSROOM MEMBERSHIP

PO Number: **Invoice Number: 54760** **Amount: 297.00**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
99.00 N
99.00 N
99.00 N

Vendor ID: NASCO **NASCO**

Description: Checking Account ID:
Sequence: 1 Check Type:

PO Number: **Invoice Number: 434477426704426703** **Amount: 1,053.10**
Invoice Date: 07/08/2019 **Due Date:** 07/10/2019 **Status:** A **1099 Amount:** 0.00

Check Number: Check Date:

Chart of Account Number
01 1100 610 002 0070 0 000
Detail Description
PLAY-DOH STARTER, SPACER FINGER
PK25
01 1100 610 001 0140 0 000
MATH SUPPLIES
01 1100 610 001 0145 0 000
SCIENCE SUPPLIES

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
42.80 N
243.45 N
766.85 N

Vendor ID: NATLART NATIONAL ART & SCHOOL SUPPLIES INC.

109.71

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number
01 1100 610 001 0145 0 000
SCIENCE SUPPLIES
01 1200 610 000 0000 0 000
SPED SUPPLIES

PO Number: Invoice Number: 699203699202 Amount:
Invoice Date: 07/08/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
49.09 N
60.62 N

Vendor ID: NATIONALPR NATIONAL PROFESSIONAL RESOURCES, INC

89.78

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number
01 1200 610 000 0000 0 000
STRATEGIES FOR INCLUSIVE
CLASSROOMS

PO Number: Invoice Number: 13797 Amount:
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
89.78 N

Vendor ID: NECSA NE COUNCIL OF SCHOOL ADM.

1,760.00

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number
01 2213 330 000 0000 0 000
NCE CONFERENCE
01 2320 810 000 0000 0 000
SUPERINTENDENT ADMIN DAYS
01 2410 810 002 0000 0 000
ELEM PRINCIPAL ADMIN DAYS
01 2410 810 001 0000 0 000
SEC PRINCIPAL & AD ADMIN DAYS

PO Number: Invoice Number: 60254602556025160252 Amount:
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
795.00 N
240.00 N
265.00 N
460.00 N

Vendor ID: NEHEAL NEBRASKA HEALTH SYSTEM

50.00

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number
01 2220 890 000 0000 0 000
HUMANITIES SPEAKER

PO Number: Invoice Number: 7919 Amount:
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
50.00 N

Vendor ID: ORIENT ORIENTAL TRADING COM

248.09

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number
01 1100 610 002 0070 0 000
K SUPPLIES
01 1100 610 002 0020 0 000
2ND SUPPLIES

PO Number: Invoice Number: 696894017-01 Amount:
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
197.85 N
50.24 N

Vendor ID: ORKINP ORKIN PEST CONTROL

89.90

Description:
Sequence: 1 Check Type: Checking Account ID:

PO Number: Invoice Number: 182847463 Amount:
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:

Chart of Account Number
01 2610 420 000 0000 0 000

Detail Description
PEST CONTROL

Cost Center ID
N

Vendor ID: THEPARTSBI PARTS BIN, THE

Description:
Sequence: 1 Check Type:

Amount: 123.01

Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Invoice Number: 7919

Check Number:
Detail Amount 123.01 1099 Detail Amount 0.00 Asset/Asset Tag

In Full

Vendor ID: PAYFLEX PAYFLEX

Description:
Sequence: 1 Check Type:

Amount: 200.00

Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Invoice Number: 7919

Check Number:
Detail Amount 200.00 1099 Detail Amount 0.00 Asset/Asset Tag

In Full

Vendor ID: PEARSON PEARSON EDUCATION

Description:
Sequence: 1 Check Type:

Amount: 709.60

Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Invoice Number: 7026734100

Check Number:
Detail Amount 709.60 1099 Detail Amount 0.00 Asset/Asset Tag

In Full

Vendor ID: PLANK PLANK ROAD PUBLISHING

Description:
Sequence: 1 Check Type:

Amount: 273.08

Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Invoice Number: 19-042325

Check Number:
Detail Amount 273.08 1099 Detail Amount 0.00 Asset/Asset Tag

In Full

Vendor ID: POLKCORPP POLK CO. RURAL PUBLIC POWER DISTRICT

Description:
Sequence: 1 Check Type:

Amount: 8,193.20

Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Invoice Number: 7919

Check Number:
Detail Amount 8,193.20 1099 Detail Amount 0.00 Asset/Asset Tag

In Full

Vendor ID: POLKCS POLK COUNTY NEWS

Description:
Sequence: 1 Check Type:

Amount: 98.33

Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Invoice Number: 25328

Check Number:
Detail Amount 98.33 1099 Detail Amount 0.00 Asset/Asset Tag

In Full

Vendor ID: QUILL QUILL CORPORATION

Description:
Sequence: 1 Check Type:

Amount: 12.74

Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Invoice Number: 8313564

Check Number:
Detail Amount 12.74 1099 Detail Amount 0.00 Asset/Asset Tag

In Full

Vendor ID: RAINBOWRES RAINBOW RESOURCE CENTER

PO Number: Invoice Number: 2673940 Amount: 75.84
Invoice Date: 07/09/2019 **Due Date:** 07/10/2019 **Status:** A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description
01 1190 610 002 0000 0 000 BAMBINOLUK ITEMS

Vendor ID: REALLY REALLY GOOD STUFF, LLC

PO Number: Invoice Number: 6908011801080168014 Amount: 538.42
Invoice Date: 07/09/2019 **Due Date:** 07/10/2019 **Status:** A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description
01 1100 610 001 0100 0 000 ENGLISH SUPPLIES
01 1100 610 002 0070 0 000 K SUPPLIES
01 1100 610 002 0010 0 000 1ST SUPPLIES
01 1100 610 002 0020 0 000 2ND SUPPLIES
01 1100 610 002 0050 0 000 5TH SUPPLIES

Vendor ID: REHMER REHMER AUTO PARTS

PO Number: Invoice Number: 134987 Amount: 392.28
Invoice Date: 07/09/2019 **Due Date:** 07/10/2019 **Status:** A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description
01 1100 610 001 0180 0 000 IND ARTS SUPPLIES

Vendor ID: REMEDI REMEDIA PUBLICATIONS

PO Number: Invoice Number: 483223 Amount: 227.98
Invoice Date: 07/09/2019 **Due Date:** 07/10/2019 **Status:** A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description
01 1200 610 000 0000 0 000 EVERYDAY LIFE & PRACTICAL READING BINDER

Vendor ID: RESERVE RESERVE ACCOUNT

PO Number: Invoice Number: 7919 Amount: 1,000.00
Invoice Date: 07/09/2019 **Due Date:** 07/10/2019 **Status:** A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description
01 2590 531 000 0000 0 000 POSTAGE FOR MACHINE

Vendor ID: ROCHESTER ROCHESTER 100 INC.

PO Number: Invoice Number: INV15471 Amount: 270.00
Invoice Date: 07/09/2019 **Due Date:** 07/10/2019 **Status:** A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description
01 2410 890 002 0000 0 000 GREEN FOLDERS

Vendor ID: SCHOSP SCHOOL SPECIALTY

PO Number: Invoice Number: 20812302488005141505 Amount: 416.98
Invoice Date: 07/09/2019 **Due Date:** 07/10/2019 **Status:** A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description

01 2410 610 002 0000 0 000 ELEM PRINCIPAL SUPPLIES
01 1100 610 002 0070 0 000 K SUPPLIES
01 1100 610 002 0020 0 000 2ND SUPPLIES

258.21 N
49.02 N
109.75 N

Vendor ID: SHELBYAUTO SHELBY AUTO CLINIC

Description:

Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 2710 430 000 0000 0 000 VAN & BUS SERVICED
01 2710 626 000 0000 0 000 OIL

PO Number: Invoice Number: 032807032787032861 Amount: 379.98
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 150.00

Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
202.86 150.00 N
177.12 N

Vendor ID: SHELBS SHELBY LUMBER CO.

Description:

Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 2610 610 000 0000 0 000 SUPER GLUE
01 2710 610 000 0000 0 000 TRANSPORTATION SUPPLIES

PO Number: Invoice Number: 098616912099173 Amount: 16.62
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
3.99 N
12.63 N

Vendor ID: SHRED SHRED MONSTER, INC.

Description:

Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 2620 430 000 0000 0 000 PAPER SHREDDING

PO Number: Invoice Number: 28639 Amount: 130.05
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
130.05 N

Vendor ID: SOCIALTHIN SOCIAL THINKING

Description:

Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 1200 610 000 0000 0 000 SPED SUPPLIES

PO Number: Invoice Number: 138575 Amount: 69.60
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
69.60 N

Vendor ID: SOFTWA SOFTWARE UNLIMITED INC

Description:

Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 2590 643 000 0000 0 000 SOFTWARE UNLIMITED ANNUAL FEE

PO Number: Invoice Number: 1001036 Amount: 5,750.00
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
5,750.00 N

Vendor ID: SOUTHERNCA SOUTHERNCARLSON, INC.

Description:

Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
01 1100 610 001 0180 0 000 LUMBER FOR CLASS

PO Number: Invoice Number: CB40035111 Amount: 4,499.99
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
4,499.99 N

Vendor ID: STAPLES STAPLES ADVANTAGE

Description:

Sequence: 1 Check Type: Checking Account ID:

PO Number: Invoice Number: 34164584058404528118 Amount: 78.96
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Chart of Account Number
01 1100 610 001 0145 0 000
01 1200 610 000 0000 0 000

Detail Description
SCIENCE SUPPLIES
SPED SUPPLIES

Detail Amount 1099 Detail Amount Asset/Asset Tag
48.97 N
29.99 N

In Full

Vendor ID: STEVEWEISS STEVE WEISS MUSIC

Description:
Sequence: 1 Check Type:
Chart of Account Number
01 1100 610 000 0170 0 000

PO Number: **917068**
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
165.49 N

Amount: 165.49

Vendor ID: SUPERD SUPER DUPEP PUBLICATIONS

Description:
Sequence: 1 Check Type:
Chart of Account Number
01 1200 610 000 0000 0 000

PO Number: **2444406A**
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
74.85 N

Amount: 74.85

Vendor ID: TEACHE TEACHER'S DISCOVERY

Description:
Sequence: 1 Check Type:
Chart of Account Number
01 1100 610 003 0130 0 000

PO Number: **304311**
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
36.89 N

Amount: 36.89

Vendor ID: TRACTOR TRACTOR SUPPLY CO

Description:
Sequence: 1 Check Type:
Chart of Account Number
01 2620 430 000 0000 0 000

PO Number: **7919**
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
247.98 N

Amount: 247.98

Vendor ID: TREND TREND ENTERPRISES, INC.

Description:
Sequence: 1 Check Type:
Chart of Account Number
01 1100 610 002 0050 0 000

PO Number: **2080538 RI**
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
114.24 N

Amount: 114.24

Vendor ID: TRUCKCEN TRUCK CENTER COMPANIES

Description:
Sequence: 1 Check Type:
Chart of Account Number
01 2710 430 000 0000 0 000

PO Number: **201141J201677J201926**
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
439.08 N

Amount: 439.08

Vendor ID: TWEENPUBLI TWEEN PUBLISHING

Description:
Sequence: 1 Check Type:
Chart of Account Number
01 1100 640 000 0000 0 000

PO Number: **15584**
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag
1,023.50 N

Amount: 1,023.50

Vendor ID: VERSATILES VERSATILE SUPPORT SERVICES, INC.

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
01 1200 320 000 0000 0 000 MAY TY CEMPER

Checking Account ID:

PO Number: Invoice Number: 7919 Amount: 115.50
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

115.50 N

Vendor ID: VILLAG VILLAG OF SHELBY

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
01 2610 410 000 0000 0 000 WATER, SEWER & TRASH

Checking Account ID:

PO Number: Invoice Number: 227825 Amount: 1,092.70
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 1,092.70

Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

1,092.70 1,092.70 N

Vendor ID: WESTMUSIC WEST MUSIC

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
01 1100 610 000 0170 0 000 RECORDERS

Checking Account ID:

PO Number: Invoice Number: S11763616 Amount: 126.91
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

126.91 N

Vendor ID: WINDSTREAM WINDSTREAM

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
01 2590 530 000 0000 0 000 TELEPHONE

Checking Account ID:

PO Number: Invoice Number: 7919 Amount: 670.21
Invoice Date: 07/09/2019 Due Date: 07/10/2019 Status: A 1099 Amount: 0.00

Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

670.21 N

Batch 1099 Total: 5,542.77

Batch Total: 86,910.61

Report 1099 Total: 5,542.77

Report Total: 86,910.61

Balance Sheet
Period Ending: June 2019
JUNE 2019 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 01 GENERAL FUND				
<u>Current Assets</u>				
01 101	CHECKING ACCT. GEN. FUND	2,174,307.01	103,002.94	2,277,309.95
01 104	SAVINGS ACCOUNT	9,035.76	0.00	9,035.76
	Current Assets Subtotal:	<u>2,183,342.77</u>	<u>103,002.94</u>	<u>2,286,345.71</u>
<u>Other Assets</u>				
01 392	LESS: REVENUE RECEIVED	(5,752,147.71)	(646,797.21)	(6,398,944.92)
	Other Assets Subtotal:	<u>(5,752,147.71)</u>	<u>(646,797.21)</u>	<u>(6,398,944.92)</u>
Total Assets and Deferred Outflows of Resources:		<u>(3,568,804.94)</u>	<u>(543,794.27)</u>	<u>(4,112,599.21)</u>
<u>Current Liabilities</u>				
01 290	FLEX FUND PAYABLE	0.00	0.00	0.00
01 450	PAYROLL DEDUCTION PAYABLE	0.00	0.00	0.00
01 451	FICA PAYABLE	0.00	0.00	0.00
01 452	FIT PAYABLE	0.00	0.00	0.00
01 453	INSURANCE PAYABLE/BC/BS	(266.35)	0.00	(266.35)
01 453 0001	INSURANCE PAYABLE/DISABILITY	0.00	0.00	0.00
01 454	RETIREMENT PAYABLE	11.70	0.00	11.70
01 455	SIT PAYABLE	0.00	0.00	0.00
01 456 0207	TSA PAYABLE	0.00	0.00	0.00
01 459	FAMILY HERITAGE LIFE INSURANCE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>(254.65)</u>	<u>0.00</u>	<u>(254.65)</u>
<u>Other Liabilities</u>				
01 690	BUDGETED EXPENDITURES	6,459,465.00	0.00	6,459,465.00
01 692	LESS: EXPENDITURES TO DATE	(4,605,965.73)	(543,794.27)	(5,149,760.00)
	Other Liabilities Subtotal:	<u>1,853,499.27</u>	<u>(543,794.27)</u>	<u>1,309,705.00</u>
<u>Fund Balance</u>				
01 704	FUND BALANCE - GEN. FD.	1,037,415.44	0.00	1,037,415.44
01 705	BUDGETED FUND BALANCE	(6,459,465.00)	0.00	(6,459,465.00)
	Fund Balance Subtotal:	<u>(5,422,049.56)</u>	<u>0.00</u>	<u>(5,422,049.56)</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u>(3,568,804.94)</u>	<u>(543,794.27)</u>	<u>(4,112,599.21)</u>

JUNE 2019 GENERAL FUND

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget
01 1100	LEVIED TAXES	5,333,350.00	518,483.88	4,794,576.27	90%
01 1115	CARLINE TAX	3,500.00	0.00	2,574.68	74%
01 1120	PUBLIC POWER DIST. TAX	21,000.00	2,821.53	28,276.56	135%
01 1125	MOTOR VEHICLES TAX	223,000.00	17,080.26	173,652.21	78%
01 1140	INTEREST	5,000.00	526.30	9,565.44	191%
01 1190	OTHER TAXES, FINES & LISC.	0.00	5,154.51	365,274.50	
01 1370	PRESCHOOL TUITION	15,000.00	0.00	9,565.00	64%
01 1510	INTEREST ON INVESTMENT	0.00	2,507.02	18,702.40	
01 1790	OTHER LOCAL RECEIPTS	0.00	0.00	850.00	
01 1951	MISC REVENUE SCHOOLS IN STATE	0.00	11,783.00	11,783.00	
01 1955	POST SECONDARY RECIEPTS	0.00	10,538.50	10,538.50	
01 1990	OTHER LOCAL RECEIPTS	0.00	265.05	2,449.31	
Subtotal: LOCAL RECIEPTS		5,600,850.00	569,160.05	5,427,807.87	97%
01 2110	FINES & LICENSE FEES	15,000.00	0.00	3,043.06	20%
01 2210	ESU RECEIPTS	0.00	0.00	2,553.10	
Subtotal: COUNTY AND ESU RECEIPTS		15,000.00	0.00	5,596.16	37%
01 3110	STATE AID	305,206.00	30,517.00	305,206.00	100%
01 3120	SPECIAL ED. PROGRAMS	267,000.00	45,656.00	302,099.00	113%
01 3125	SPECIAL ED. TRANSPORTATION	21,000.00	0.00	11,023.00	52%
01 3131	PROPERTY TAX CREDIT	0.00	0.00	81,609.06	
01 3180	PRO-RATA MOTOR VEHICLE	9,000.00	0.00	4,409.03	49%
01 3400	STATE APPORTIONMENT TAX	44,509.62	548.92	45,058.54	101%
01 3512	QUALITY ED GRANT	0.00	0.00	2,875.24	
01 3535	HIGH ABILITY LEARNERS	5,000.00	0.00	3,377.00	68%
01 3990	OTHER STATE RECEIPTS	0.00	0.00	881.59	
Subtotal: STATE RECEIPTS		651,715.62	76,721.92	756,538.46	116%
01 4105	ERATE	0.00	0.00	6,835.50	
01 4200	TITLE I	30,000.00	0.00	35,589.60	119%
01 4310	TITLE IIA	0.00	0.00	23,415.00	
01 4512	IDEA 4404	30,000.00	0.00	30,686.00	102%
01 4516	IDEA 4406	4,000.00	0.00	3,355.00	84%
01 4519	IDEA 4410	50,000.00	0.00	50,251.00	101%
01 4523	IDEA 4412	1,000.00	0.00	1,823.00	182%
01 4530	OTHER FEDERAL CATEGORICAL GRANTS	0.00	0.00	5,889.00	
01 4690	PBIS	0.00	0.00	229.98	
01 4708	MEDICAID	9,000.00	915.24	2,378.78	26%
01 4900	OTHER FEDERAL RECEIPTS-LEP/POVERTY	20,000.00	0.00	0.00	0%
01 4992	REAP	32,000.00	0.00	0.00	0%
Subtotal: FEDERAL RECEIPTS		176,000.00	915.24	160,452.86	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	48,549.57	0.00
Subtotal: NON-REVENUE RECEIPTS		0.00	0.00	48,549.57	0.00
Fund Total:		6,443,565.62	646,797.21	6,398,944.92	99%

BUDGET REPORT
06/2019

JUNE 2019 GENERAL FUND

Account Number		BUDGETED	EXPENDED MONTH	EXPENDED TO DATE	BALANCE	% USED
01	GENERAL FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$3,344,006.00	\$282,864.24	\$2,643,800.50	\$700,205.50	79.06
1200	SPECIAL EDUCATION PROGRAMS	\$588,082.00	\$45,015.71	\$544,434.56	\$43,647.44	92.58
2100	SUPPORTIVE SERVICES PUPILS	\$342,091.00	\$18,238.36	\$235,241.48	\$106,849.52	68.77
2200	SUPPORT SERVICES STAFF	\$284,879.00	\$17,702.77	\$201,174.78	\$83,704.22	70.62
2310	BOARD OF EDUCATION	\$66,200.00	\$9,883.90	\$41,847.90	\$24,352.10	63.21
2320	EXECUTIVE ADMINISTRATION	\$184,025.00	\$14,463.30	\$149,902.76	\$34,122.24	81.46
2330	DISTRICT LEGAL SERVICES	\$10,000.00	\$0.00	\$3,258.68	\$6,741.32	32.59
2410	OFFICE OF THE PRINCIPAL	\$275,091.00	\$22,119.72	\$222,689.90	\$52,401.10	80.95
2590	GENERAL ADMIN - BUSINESS SERVICE	\$229,716.00	\$18,120.10	\$214,896.36	\$14,819.64	93.55
2600	SUPPORT SERVICES-BLDGS & SITES	\$575,750.00	\$89,145.80	\$496,702.79	\$79,047.21	86.27
2710	Pupil Transportation - Regular ED	\$184,300.00	\$10,814.68	\$165,665.61	\$18,634.39	89.89
2712	SCHOOL AGE SPEC ED TRANSPORT	\$33,020.00	\$1,078.29	\$6,267.32	\$26,752.68	18.98
3535	HIGH ABILITY	\$3,186.00	\$0.00	\$1,448.80	\$1,737.20	45.47
4500	BUILDING CONSTRUCTION	\$58,000.00	\$0.00	\$40,000.00	\$18,000.00	68.97
4600	SITE IMPROVEMENTS	\$12,000.00	\$0.00	\$2,974.57	\$9,025.43	24.79
5000	DEBT SERVICES	\$0.00	\$0.00	\$1,200.00	(\$1,200.00)	0.00
6200	TITLE I	\$118,300.00	\$9,134.82	\$96,017.34	\$22,282.66	81.16
6310	TITLE IIA	\$0.00	\$0.00	\$2,909.29	(\$2,909.29)	0.00
6404	IDEA 0-2 SPED	\$30,685.00	\$993.33	\$3,399.54	\$27,285.46	11.08
6406	IDEA 3-5 SPED	\$3,409.00	\$4,219.25	\$33,321.06	(\$29,912.06)	977.44
6410	IDEA S.A. SPED	\$51,725.00	\$0.00	\$0.00	\$51,725.00	0.00
6992	REAP - FEDERAL SERVICES	\$50,000.00	\$0.00	\$23,415.00	\$26,585.00	46.83
8000	TRANSFERS	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00
9000	NON-PROGRAMMED CHARGES	\$0.00	\$0.00	\$12,012.21	(\$12,012.21)	0.00
01	GENERAL FUND	\$6,459,465.00	\$543,794.27	\$5,149,760.00	\$1,309,705.00	79.72

SUMMARY SHEET

June 30, 2019

Account Name:	Amount	Amount to CD
General Fund	\$ 2,276,757.91	
General Fund Savings	\$ 9,035.76	
Lunch Fund	\$ 53,451.33	
Petty Cash Fund	\$ 5,400.99	
Building/Sinking Fund	\$ 22,377.92	
Depreciation Fund	\$ 215,349.35	\$ 172,000.00
Activity Fund	\$ 50,245.59	\$ 38,000.00
Bond	\$ 548,709.93	
Employment Benefit	\$ 8,415.62	
<u>Total of Accounts</u>	<u>\$ 2,582,373.26</u>	<u>\$ 210,000.00</u>
<u>Total of All Accounts</u>		<u>\$ 2,792,373.26</u>

SHELBY - RISING CITY PUBLIC SCHOOLS
FINANCIAL REPORT
NUTRITION FUND

Beginning Balance 06/01/19

\$ 54,973.98

RECEIPTS:

	AMOUNT
Family Receipts	
KD Milk Money	\$ -
State of NE Reimbursements	\$ 6,977.55
Other Lunch/Milk Money Receipts	\$ -
Interest	<u>\$ 61.94</u>
<u>Total Receipts</u>	<u>\$ 7,039.49</u>

DISBURSEMENTS:

Name:	Ck No.	AMOUNT
Hiland Dairy	2799	\$ 1,020.70
Earthgrains Baking Co	2800	\$ 286.60
The Thompson Co	2801	\$ 1,349.76
Cubby's	2803	\$ 58.62
SRC General Fund	2804	\$ 5,846.46

Total Disbursements:

\$ 8,562.14

Ending Balance 06/30/19

\$ 53,451.33

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

Balance 06/01/19 \$ 3,134.15

RECEIPTS:

Polk County Treasurer	\$ 7,616.70
Butler County Treasurer	\$ 11,613.34
Interest	\$ 13.73

Total Receipts: \$ 19,243.77

DISBURSEMENTS:

Total Disbursements: \$ -

Balance: 06/30/19 \$ 22,377.92

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

Balance 06/01/19 \$ 448,046.37

RECEIPTS:

Polk Co. Treas.	\$ 39,635.28
Butler Co. Treas	\$ 60,390.24
Interest	\$ 638.04

Total Receipts: \$ 100,663.56

DISBURSEMENTS:

Total Disbursements: \$ -

Balance: 06/30/19 \$ 548,709.93

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

Beginning Balance 06/01/19: \$ 6,717.55

Receipts:

General Fund	\$	2,600.12	
Total Received:			\$ 2,600.12
			\$ -

Expended Out:

Monthly Claims	\$	18.35	
Monthly Claims	\$	883.70	
Monthly Claims			
Monthly Claims			
Total Expended Out:			\$ 902.05

Ending Balance 06/30/19: \$ 8,415.62

SHELBY-RISING CITY PUBLIC SCHOOL
FINANCIAL REPORT
STUDENT ACTIVITY FUND

Balance: 5/1/19 \$85,469.12

RECEIPTS:

Total Receipts \$ 12,642.83

Total Receipts: \$ 12,642.83

DISBURSEMENTS:

Total Disbursements \$ 9,866.36

Total Disbursements: \$ 9,866.36

Balance: 5/31/19 \$ 88,245.59

Balance of Account:	\$ 88,245.59
Certificate of Deposit at Pinnacle Bank	\$ 38,000.00
Total in Activity Fund Checking	<u>\$ 50,245.59</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05 ACTIVITIES FUND				
<u>Current Assets</u>				
05 101	CASH/ACTIVITY FUND	88,164.95	(281.34)	87,883.61
	Current Assets Subtotal:	88,164.95	(281.34)	87,883.61
Total Assets and Deferred Outflows of Resources:		88,164.95	(281.34)	87,883.61
<u>Fund Balance</u>				
05 704 0401	FUND BALANCE/ATHLETIC	(17,625.06)	(1,652.38)	(19,277.44)
05 704 0402	FUND BALANCE/CONCESSION	0.00	0.00	0.00
05 704 0403	FUND BALANCE/HONOR SOCIETY	1,373.93	0.00	1,373.93
05 704 0404	FUND BALANCE/S-CLUB	4,775.88	(29.39)	4,746.49
05 704 0405	FUND BALANCE/CLASS OF 2019	1,329.86	(439.95)	889.91
05 704 0406	FUND BALANCE/CLASS OF 2021	4,340.37	0.00	4,340.37
05 704 0407	FUND BALANCE/JUST FOR KIDS	1,177.87	0.00	1,177.87
05 704 0408	FUND BALANCE/CLASS OF 2020	2,667.74	0.00	2,667.74
05 704 0409	FUND BALANCE/CLASS OF 2022	2,093.93	0.00	2,093.93
05 704 0410	FUND BALANCE/YEARBOOK	5,334.10	0.00	5,334.10
05 704 0411	FUND BALANCE/MUSIC	(225.49)	0.00	(225.49)
05 704 0412	FUND BALANCE/STUDENT COUNCIL	2,410.85	0.00	2,410.85
05 704 0414	FUND BALANCE/ART CLASS	111.13	0.00	111.13
05 704 0415	FUND BALANCE/DANCE TEAM	1,071.68	0.00	1,071.68
05 704 0416	FUND BALANCE/MEMORIALS	2,352.47	0.00	2,352.47
05 704 0417	FUND BALANCE/D&A PREVENTION	2,596.52	0.00	2,596.52
05 704 0418	FUND BALANCE/SHOP	8,952.11	(50.11)	8,902.00
05 704 0419	FUND BALANCE/JRHI STU. COUNCIL	3,966.56	0.00	3,966.56
05 704 0420	FUND BALANCE/INTEREST	(95.23)	107.93	12.70
05 704 0421	FUND BALANCE/BOOK-IT	1,256.33	(13.32)	1,243.01
05 704 0422	FUND BALANCE/SPEECH AND DRAMA	(3,764.11)	(44.55)	(3,808.66)
05 704 0423	FUND BALANCE/LAP TOP LEASE FEE	15,948.95	(79.00)	15,869.95
05 704 0424	FUND BALANCE/BAND UNIFORM DONATIONS	126.65	0.00	126.65
05 704 0425	FUND BALANCE/WELLNESS CENTER	14,124.15	1,332.00	15,456.15
05 704 0426	FUND BALANCE/FBLA	2,754.60	0.00	2,754.60
05 704 0427	FUND BALANCE/STAFF DEVELOPMENT	(2,166.42)	(1,790.94)	(3,957.36)
05 704 0428	FUND BALANCE/QUIZ BOWL	(480.00)	0.00	(480.00)
05 704 0429	FUND BALANCE/ ALUMNI	1,057.24	0.00	1,057.24
05 704 0430	FUND BALANCE/VIDEO BOARD	8,629.86	0.00	8,629.86
05 704 0431	FUND BALANCE- FFA	7,009.95	2,378.37	9,388.32
05 704 0432	FUND BALANCE CIRCLE OF FRIENDS	(0.86)	0.00	(0.86)
05 704 0433	FUND BALANCE/STUDENT FEES	12,135.00	0.00	12,135.00
05 704 0435	FUND BALANCE/FACILITY RENTAL	740.00	0.00	740.00
05 704 0436	FUND BALANCE/UNIFIED BOWLING	(86.77)	0.00	(86.77)
05 704 0437	FUND BALANCE/SUPERINTENDENT	4,271.16	0.00	4,271.16
	Fund Balance Subtotal:	88,164.95	(281.34)	87,883.61

Balance Sheet
Period Ending: June 2019
JUNE 2019 ACTIVITY FUND

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	88,164.95	(281.34)	87,883.61

- 38,000.00

49,883.61

Batch Description: JUNE 2019 ACTIVITY FUND INVOICES
Processing Month: 06/2019

Vendor ID: AMAZON **AMAZON**
Description: **AMAZON**
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
05 2190 410 000 0000 0 404 BAGS FOR ACTIVITY BANQUET
05 2190 410 000 0000 0 401 BATTERIES
PO Number: Invoice Number: **061719** **Amount:** **33.39**
Invoice Date: 06/17/2019 Due Date: 06/17/2019 Status: PP 1099 Amount: 0.00
Checking Account ID: 5 Check Number: 11329 Check Date: 06/17/2019
Cost Center ID: Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
29.39
4.00

Vendor ID: BSNPO **BSN SPORTS**
Description: **BSN SPORTS**
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
05 2190 410 000 0000 0 401 WRESTLING SCORE BOOK, CHAINSMENS
BOXIMENS
PO Number: Invoice Number: **905333743** **Amount:** **243.71**
Invoice Date: 06/17/2019 Due Date: 06/17/2019 Status: PP 1099 Amount: 0.00
Checking Account ID: 5 Check Number: 11328 Check Date: 06/17/2019
Cost Center ID: Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
243.71

Vendor ID: CANNONSPOR **CANNON SPORTS**
Description: **CANNON SPORTS**
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
05 2190 410 000 0000 0 401 BASKETBALL NET
PO Number: Invoice Number: **171721** **Amount:** **12.80**
Invoice Date: 06/04/2019 Due Date: 06/04/2019 Status: PP 1099 Amount: 0.00
Checking Account ID: 5 Check Number: 11321 Check Date: 06/04/2019
Cost Center ID: Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
12.80

Vendor ID: CLASSIC **CLASSIC SPORTSWEAR & AWARDS**
Description: **CLASSIC SPORTSWEAR & AWARDS**
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
05 2190 410 000 0000 0 401 CHENILLE LETTERS
PO Number: Invoice Number: **61019** **Amount:** **241.16**
Invoice Date: 06/10/2019 Due Date: 06/10/2019 Status: PP 1099 Amount: 0.00
Checking Account ID: 5 Check Number: 11326 Check Date: 06/10/2019
Cost Center ID: Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
241.16

Vendor ID: CLASSIC **CLASSIC SPORTSWEAR & AWARDS**
Description: **CLASSIC SPORTSWEAR & AWARDS**
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
05 2190 410 000 0000 0 401 METAL INSERTS, AWARD CERTIFICATES
PO Number: Invoice Number: **61996,62002** **Amount:** **315.49**
Invoice Date: 06/03/2019 Due Date: 06/03/2019 Status: PP 1099 Amount: 0.00
Checking Account ID: 5 Check Number: 11319 Check Date: 06/03/2019
Cost Center ID: Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
315.49

Vendor ID: DWFOMAHA **DWF**
Description: **DWF**
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
05 2190 410 000 0000 0 405 GRADUATION FLOWERS
PO Number: Invoice Number: **5279768** **Amount:** **439.95**
Invoice Date: 06/10/2019 Due Date: 06/10/2019 Status: PP 1099 Amount: 0.00
Checking Account ID: 5 Check Number: 11322 Check Date: 06/10/2019
Cost Center ID: Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
439.95

Vendor ID: ESU7 **E.S.U. #7**
Description: **E.S.U. #7**
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
05 2190 410 000 0000 0 401 HS CAMP BROCHURES, ACTIVITY ACC
PROGRAM
PO Number: Invoice Number: **61119** **Amount:** **140.56**
Invoice Date: 06/17/2019 Due Date: 06/17/2019 Status: PP 1099 Amount: 0.00
Checking Account ID: 5 Check Number: 11331 Check Date: 06/11/2019
Cost Center ID: Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
127.24

05 2190 410 000 0000 0 421 BOOK IT CERTIFICATE, POETRY SLAM,
AEN FO

13.32 N

Vendor ID: FLOWFR FLOWERS FROM THE HEART

Amount: 45.00

PO Number: Invoice Number: 061019

Description: Invoice Date: 06/10/2019 Due Date: 06/10/2019 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11323 Check Date: 06/10/2019

Chart of Account Number Detail Description In Full

05 2190 410 000 0000 0 427 FLOWERS FOR DENISE GLOCK

45.00 N

Vendor ID: NATLFFAORG NATIONAL FFA ORGANIZATION

Amount: 35.00

PO Number: Invoice Number: MDS-181456

Description: Invoice Date: 06/10/2019 Due Date: 06/10/2019 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11324 Check Date: 06/10/2019

Chart of Account Number Detail Description In Full

05 2190 410 000 0000 0 431 CONDUCT CHAPTER MEETINGS

35.00 N

Vendor ID: PYRAMIDSCH PYRAMID SCHOOL PRODUCTS

Amount: 102.00

PO Number: Invoice Number: S1391354

Description: Invoice Date: 06/04/2019 Due Date: 06/04/2019 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11320 Check Date: 06/04/2019

Chart of Account Number Detail Description In Full

05 2190 410 000 0000 0 401 BASKET BALL WOMEN/MEN

102.00 N

Vendor ID: SCHHEA SCHOOL HEALTH CORPORATION

Amount: 605.98

PO Number: Invoice Number: 35933315-00

Description: Invoice Date: 06/03/2019 Due Date: 06/03/2019 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11318 Check Date: 06/03/2019

Chart of Account Number Detail Description In Full

05 2190 410 000 0000 0 401 ICE BAGS, COACH TAPE

605.98 N

Vendor ID: SHELBYLUM SHELBY LUMBER CO.

Amount: 50.11

PO Number: Invoice Number: 097712

Description: Invoice Date: 06/17/2019 Due Date: 06/17/2019 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11330 Check Date: 06/17/2019

Chart of Account Number Detail Description In Full

05 2190 410 000 0000 0 418 SILICONE, DEFT SATIN

50.11 N

Vendor ID: TECHCYCLE TECHCYCLE SOLUTIONS

Amount: 79.00

PO Number: Invoice Number: 3513

Description: Invoice Date: 06/17/2019 Due Date: 06/17/2019 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11327 Check Date: 06/17/2019

Chart of Account Number Detail Description In Full

05 2190 410 000 0000 0 423 REMOVAL OF A DEFECTIVE LCD PANEL IN
CHRO

79.00 N

Vendor ID: VALLEY VALLEY CATERING

Amount: 1,745.94

PO Number: Invoice Number: 583076

Description: Invoice Date: 06/18/2019 Due Date: 06/18/2019 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11332 Check Date: 06/18/2019

Chart of Account Number Detail Description In Full

05 2190 410 000 0000 0 427 STAFF DINNER AT REG'S

1,745.94 N

Vendor ID: WALMAR WAL-MART

PO Number: Invoice Number: 060319 Amount: 131.18

Invoice Date: 06/03/2019 Due Date: 06/03/2019 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11317 Check Date: 06/03/2019

Chart of Account Number Detail Description In Full

05 2190 410 000 0000 0 431 SUPPLIES FOR BANQUET
05 2190 410 000 0000 0 422 SUPPLIES FOR SPRING PLAY

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

86.63 N
44.55 N

Batch 1099 Total: 0.00 Batch Total: 4,221.27

Report 1099 Total: 0.00 Report Total: 4,221.27



Date: 6/27/2019

Guest Name: Shelby Rising City Public Schools
 Vehicle: 2019 CHRYSLER Pacifica
 Stock #: C9235

Desking Manager: Josh Hopwood
 Sales Manager: Josh Hopwood
 Sales Person: House

Cash Option

Best Price: \$32,568
Trade Value: \$6,800
Trade Difference: \$25,768
Total Due: \$25,768

Finance Option

Term:	48	54	60
Interest Rate:	7.99	7.99	7.99
\$0	\$631	\$572	\$524
\$1,000	\$607	\$549	\$504
\$2,500	\$570	\$516	\$473

Balance due is an estimate based on the information above. Please see contract for exact figures.

Payments are estimates based on average interest rates. Payments may vary based on lender credit approval. Please see contract for exact figures.

BOARD COMMITTEES

Committees will be appointed by the president of the board. These committees are created for specific tasks of seeking information or investigation and will report back to the board for its consideration and action. Committee action is advisory only. Each committee will have a chairperson appointed by the president. In addition to appointing the three members to the Committee on American Civics at the annual board organizational meeting in January for one year, the board may wish to appoint additional committees on topics such as

- a. Curriculum, Instruction, and Assessment
- b. Personnel and Community Relations
- c. Finance
- d. Technology
- e. Transportation
- f. Negotiations
- g. Policy
- h. Activities
- i. Building and Grounds
- j. Safety and Security
- k. School Foundation

The Committee on American Civics shall:

1. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
2. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
3. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted by the Nebraska Department of Education and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
4. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
5. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
6. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted by the Nebraska Department of Education;
7. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - a. naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the

completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or

Approved _____ Reviewed _____ Revised _____

- b. Attendance or participation between the beginning of eighth grade and completion of twelfth grade in a meeting of a public body which is a subdivision of the state and not a subcommittee of that body, followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to that attendance or participation; or
 - c. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by either George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, or Thanksgiving Day or on a topic related to such person or persons or event; and
8. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

Legal Reference: Neb. Statute 79-724

Cross Reference: 201.01 Board Powers and Responsibilities
604.11 Citizenship

CERTIFICATED EMPLOYEE NEGOTIATIONS

Certificated employees of the district shall have the right to form, join and participate in the activities of organizations of their choosing for the purpose of representation of all matters of employment relations, but no certificated employee shall be compelled to join such an organization. Boards may enter into collective bargaining agreements for periods not to exceed four years.

The following timelines shall be in effect for the annual negotiations process preceding the contract year in question:

1. On or before September 1 the certificated and instructional employees' collective bargaining agent shall request recognition as bargaining agent.
2. The governing board shall respond to such request not later than October 1.
3. On or before November 1 negotiations shall begin.
4. On or before February 8 if an agreement is not reached, the parties shall submit to mandatory mediation or factfinding as ordered by the commission unless the parties mutually agree in writing to forgo mandatory mediation or factfinding.
5. On or before March 25 or within twenty-five days after the certification of the amounts to be distributed to each local system and each school district, whichever occurs last in time, negotiations, mediation, and factfinding shall end.
6. If an agreement has not been achieved on or before the date in item 5 above, either party may, within fourteen days after such date, file a petition with the commission to resolve the dispute.
7. The commission shall render a decision on or before September 15.

There shall be no fewer than four negotiations meetings between the certificated and instructional employees' collective bargaining agent and the governing board's bargaining agent prior to mediation, unless the parties agree to a new negotiated agreement. Either party may seek a bargaining order as provided in statute at any stage in the negotiations.

In seeking ~~Either party may seek~~ a bargaining order, ~~at any stage in the negotiations.~~ ~~The~~ commission shall provide the parties with the names of five individuals qualified to serve as the resolution officer. If the parties cannot agree on an individual, each party shall alternately strike names, with the remaining individual serving as the resolution officer.

The resolution officer may:

1. determine whether the issues are ready for hearing and settlement;
2. identify for resolution terms and conditions of employment that are in dispute and which were negotiated in good faith but upon which no agreement was reached;
3. accept terms and conditions;
4. schedule hearings;
5. prescribe rules of conduct for conferences;

Approved _____ Reviewed _____ Revised _____

6. order additional mediation if necessary;
7. take any other action which may aid in resolution of the dispute; and
8. consult with an interested outside party only with the concurrence of all parties.

The resolution officer shall choose the most reasonable final offer on each issue in dispute. If either party is dissatisfied with the resolution officer's decision, it shall have the right to file an action with the commission seeking a determination of terms and conditions of employment. The commission shall resolve, as provided by statute, all of the issues identified by either party and which were recognized by the resolution officer as a dispute. If parties have not filed with the commission by the latter of March 25 or within twenty-five days after the certification of school funds, the decision of the resolution officer shall be deemed final and binding.

Legal Reference: Neb. Statute 48-811, 816, and 818

Cross Reference: 201.01 Board Powers and Responsibilities

RESIDENT STUDENTS

Children who are residents of the school district community will attend the school district without paying tuition. Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education.

Children of military families may enroll preliminarily in the district if a parent presents evidence of military orders that the military family will be stationed in this state during the current or following school year. A student of a military family shall be admitted to the school district without charge upon arrival in Nebraska. When any person is on active duty as a member of the United States Army, Navy, Marine Corps, or Air Force in the State of Nebraska and is residing on federally owned property, any child of school age of that active duty member who also resides on that property shall be considered a resident of the school district where that property is located in accordance with the statutes. This also applies to children of parents employed by the federal government and residing with their parents on the property of national parks or national monuments within this state.

Each case involving the determination of residence of a student will be decided upon its individual merits by the superintendent. Payment of tuition will not be required in cases where the resident student would otherwise be denied free common school privileges. The burden of proof to supply the necessary documents to demonstrate legal residence shall rest with the person claiming legal residence in the district. The superintendent shall determine the specific documents required for collecting enrollment, admission, and related information needed for any student to attend and they may be provided through electronic means or other means specified by the Nebraska Department of Education. Specific documents required shall be determined by the superintendent.

Legal Reference: Neb. Statute 79-215

Cross Reference: 101 District Organization and Basic Commitments
 503 Student Attendance
 801 Transportation

Approved _____ Reviewed _____ Revised _____

Cross Reference: 506 Student Activities
 1003 Public Examination of District Records

Approved _____ Reviewed _____ Revised _____

CITIZENSHIP

It is important that students develop a knowledge of our nation's history, government, geography, and economic system. The social studies courses shall include and adequately stress contributions of all ethnic groups to:

1. The development and growth of America into a great nation;
2. Art, music, education, medicine, literature, science, politics, and government; and
3. The military in all this nation's wars.

All grades below the sixth grade shall devote at least one hour per week to exercises or teaching periods for the following purpose:

1. The discussion of noteworthy events pertaining to American history or the exceptional acts of individuals and groups of Americans;
2. The historical background, memorization, and singing of patriotic songs such as the Star-Spangled Banner and America the Beautiful;
3. The development of respect for the American flag as a symbol of freedom and the sacrifices of those who secured that freedom; and
4. Instruction as to proper conduct in the presentation of the American flag.

In at least two of the three grades from the fifth-grade to the eighth-grade time shall be set aside for the teaching of American history from the social studies curriculum, which shall give students the opportunity to:

1. Become competent, responsible, patriotic, and civil citizens who possess a deep understanding of and respect for both the Constitution of the United States and the Constitution of Nebraska; and
2. Prepare to preserve, protect, and defend freedom and democracy in our nation and our world.

In at least two high school courses time shall be devoted to the teaching of civics and American history as outlined in the social studies standards adopted by the Nebraska Department of Education, in which specific attention shall be given to the following matters:

1. The Declaration of Independence, the United States Constitution, the Constitution of Nebraska, and the structure and function of local government in this state;
2. The benefits and advantages of representative government, the rights and responsibilities of citizenship in our government, and the dangers and fallacies of forms of government that restrict individual freedoms or possess antidemocratic ideals such as, but not limited to, Nazism and communism;
3. The duties of citizenship, which include active participation in the improvement of a citizen's community, state, country, and world, and the value and practice of civil discourse between opposing interests; and
4. The application of knowledge in civics, history, economics, financial literacy, and geography to address societal issues.

Approved _____ Reviewed _____ Revised _____

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the superintendent on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session.

Neglect by any employee in carrying out these instructions may be considered a cause for dismissal.

Legal Reference: Nebraska Statute 79-724

Cross Reference: 102 Educational Philosophy of the District
504 Student Rights and Responsibilities
505 Student Discipline

BUDGET ADOPTION PROCESS

Members of the school district community shall have an opportunity to review and comment on the proposed budget at a public hearing before the adoption of the proposed budget by the board. The public shall be apprised of the proposed budget for the school district by its publication in the newspaper of record at least 5 days prior to the hearing.

The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

The board's budget resolution setting its property tax request shall include the following information:

1. The name of the district;
2. The amount of the property tax request;
3. The following statements:
 - i. The total assessed value of property differs from last year's total assessed value by _____ percent;
 - ii. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property, would be \$ _____ per \$100 of assessed value;
 - iii. The district proposes to adopt a property tax request that will cause its tax rate to be \$ _____ per \$100 of assessed value; and
 - iv. Based on the proposed property tax request and changes in other revenue, the total operating budget of the district will exceed last year's by _____ percent; and
4. The record vote of the board in passing such resolution or ordinance.

After the public hearing on the budget and any modifications of the budget deemed necessary as a result of that hearing, the board will approve the proper resolutions to adopt and appropriate the budget.

The superintendent will ensure all necessary documentation is submitted to the county auditor as required by statute.

Legal Reference: Neb. Statute 13-506

Approved _____ Reviewed _____ Revised _____

PURCHASING PROCEDURES

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

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

Requests for equipment, materials, books, supplies, reimbursement claims and subsidiary accounts shall be made through the principal to the superintendent. No payment of a bill will be made without proper purchase documentation. The board may enter into multi-year contracts for periods not to exceed seven years, for the provisionpurchase of utilityvarious services, refuse disposal, transportation services, maintenance services, financial services, insurance, security services, and instructional materials, supplies, and equipment and supplies for a period not to exceed four years.

The superintendent shall have the authority to authorize purchases costing under \$_____ without prior board approval. When it is reasonable and practical to do so, the superintendent will request competitive bids for goods and services to ensure the best use of the district's financial resources. Competitive sealed bids are required in many instances for construction, remodeling or repair of school-owned buildings or site improvements that cost \$40,000 or more.

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

The district will follow NDE guidelines and applicable state statutes for any purchases made through the Nebraska Department of Administrative Services.

Legal Reference: Neb. Statute 73-106
 Neb. Statute 79-515
 Neb. Statute 79-10,104

Approved _____ Reviewed _____ Revised _____

TITLE 1 PARENT AND FAMILY MEMBER ENGAGEMENT

Shelby-Rising City Schools 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.

For the purpose of this policy “parents and family members” means “parents and persons in a parental relation to the student.” This Policy will be distributed to all parents annually, in a language that parents can understand.

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.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

Approved _____ Reviewed _____ Revised _____

TOBACCO-FREE ENVIRONMENT

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), **electronic nicotine delivery system**, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This policy applies at all times, including school sponsored and non-school sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material or leave the school district premises immediately. It shall be the responsibility of the Administration (or designee) to enforce this policy.

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

Approved _____ Reviewed _____ Revised June, 2014

Shelby-Rising City Public Schools

Certified and Classified Staff Handbook



Rules and Regulations 2019-202

Table of Contents

INTRODUCTION	6
DRUG-FREE WORKPLACE REQUIREMENTS	8
DISTRICT MISSION STATEMENT	9
VISION STATEMENTS	9
DISTRICT CONTACT INFORMATION	9
MAILING/PHYSICAL ADDRESS	9
POLICIES AND PROCEDURES REGARDING ALL STAFF	10
ACCIDENTS AND INJURIES	10
ACTIVITY ACCOUNTS AND FUNDRAISING	10
ACTIVITY TICKETS	10
AGENTS, SALESMEN AND OTHER BUSINESS REPRESENTATIVES	10
ANNOUNCEMENTS AND CIRCULARS	11
BACKGROUND CHECKS	11
BELL SCHEDULE	11
BOARD POLICIES	11
CALENDAR	12
CHILD ABUSE (BOARD POLICY 403.02)	12
COMMUNITY ORGANIZATION-REQUEST FOR STUDENT PARTICIPATION	12
COMMUTERS (STAFF NOT LIVING IN-DISTRICT)	13
COMPLAINT PROCEDURE	13
COMPUTERS AND THE INTERNET: ACCEPTABLE USE BY STAFF	16
CONTACT INFORMATION	18
COPY MACHINES	18
COPYRIGHT AND FAIR USE	19
CORPORAL PUNISHMENT	19
CRISIS RESPONSE TEAM	19
CURRICULUM	19
DISABILITY LEAVE (SHORT-TERM)	20
DISCRIMINATION AND HARASSMENT	20
DRUG TESTING OF DRIVERS	20
DRESS CODE	20
ELECTRONIC COMMUNICATION WHILE DRIVING	21
EMPLOYEE ASSISTANCE PROGRAM (EAP)	22
ETHICS AND STANDARDS	22
EXPENSES	22
EXTRA DUTY ASSIGNMENTS (COACHING/SPONSORS)	23
FAMILY AND MEDICAL LEAVE (FMLA)	23
FEES FOR STUDENT ORGANIZATIONS, FIELD TRIPS, GROUPS, OR ATHLETICS	23
FITNESS CENTER	24
GUIDANCE SERVICES	24
HEALTH AND EMERGENCY RESPONSE	24
IEP/MDT AND THE ROLE OF THE TEACHER	25
IN-SCHOOL COMMUNICATION	26
INTELLECTUAL PROPERTY	26
JURY AND WITNESS DUTY LEAVE	27
KEYS	27
LEAVE REQUESTS	27
MAINTENANCE & CLEANING REQUEST FORMS	28

MEALS PROGRAM & LUNCH	28
MILITARY LEAVES OF ABSENCE	28
MILK EXPRESSION	28
NEBRASKA CRIMINAL CODE REPORTING REQUIREMENTS	28
NEWS AND PRESS RELEASES	29
NEWSLETTERS	29
NOTIFICATION OF ARREST, CRIMINAL CHARGES, LICENSURE OR CHILD ABUSE COMPLAINTS, ETC.	29
OUTSIDE EMPLOYMENT (BOARD POLICY 403.06)	31
SCHOOL & PERSONAL VEHICLES	31
POLITICAL ACTIVITIES	32
POST OFFICE/MAIL	32
PRINCIPAL'S ROLE	32
PROFESSIONAL BOUNDARIES BETWEEN STAFF AND STUDENTS	33
PROFESSIONAL DEVELOPMENT (OUTSIDE OF THE DISTRICT)	33
PROFESSIONAL GROWTH	34
PURCHASING	35
RECORDS AND REPORTS	35
SAFETY PLAN	35
SCHOOL CALENDAR	35
SCHOOL PROPERTY (USE OF)	36
SECLUSION AND RESTRAINT POLICY	36
SECURITY	39
SEXUAL HARASSMENT	39
SMOKING ON SCHOOL PREMISES OR AT SCHOOL ACTIVITIES	40
SOLICITATION AND DISTRIBUTION OF MERCHANDISE	40
STAFF DEVELOPMENT DAYS (IN-SERVICE)	40
STAFF MAIL/WORK ROOM	40
STUDENT ASSISTANCE TEAM (SAT)	41
STUDENT INTERVIEWS	41
SUPERVISION OF STUDENTS	41
TELEPHONES/CELL PHONES	41
THREAT ASSESSMENT AND RESPONSE	41
TICKET TAKING	43
TRANSPORTATION REQUEST FORMS	43
VIDEO SURVEILLANCE	44
VISITORS	44
WAGE AND SALARY PAYMENTS	44
WEATHER-RELATED CLOSINGS	45
WORKPLACE SEARCHES	45
POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF	47
ABSENCES AND LEAVE	47
ASSEMBLIES	49
ASSIGNMENT NOTEBOOKS / STUDENT PLANNERS	50
ASSIGNMENT OF TEACHERS	50
BENEFITS (INSURANCE AND ANNUITIES)	50
CERTIFICATES, TEACHER CONTRACTS, SALARY INFORMATION	50
CHEATING	51
CHECK-OUT FORMS	51
CLASS RECORDS	52

CLASSROOM MANAGEMENT AND STUDENT DISCIPLINE	52
CLASSROOM SANITATION	53
COACHING SUPPLIES	53
COLLECTION OF STUDENT MONEY	53
COMMUNITY INVOLVEMENT	54
COMPUTER & TECHNOLOGY	54
DISCLOSURE OF STAFF QUALIFICATIONS	54
DISPLAY OF CLASSROOM WORK IN THE SCHOOL AND THE COMMUNITY	55
DUTIES OF CERTIFIED STAFF	55
ELIGIBILITY GRADES 7-12	56
EXTRACURRICULAR ACTIVITIES	56
STUDENT SAFETY DRILLS	57
EVALUATIONS	58
EXAMINATIONS	58
FACULTY MEETINGS	58
FIELD TRIP REQUESTS	58
GRADING POLICY	59
GUEST LECTURES	60
HALL DUTY	60
HOMEWORK POLICY	60
INSTRUCTIONAL MATERIALS	60
LESSON PLANS	60
MEDIA CENTER - LIBRARY	61
MENTOR/MENTEE PROGRAM	62
MULTI-CULTURAL EDUCATION REQUIREMENTS	62
PARA-EDUCATORS	62
PARENT-TEACHER COMMUNICATION	62
PARKING	63
PARTIES	63
PERSONNEL FILES	63
PLANNING TIME	63
POWERSCHOOL AND POWERTEACHER	64
PRIVATE TUTORING	64
PUPILS' RECORDS	64
REPORTING WHEN SCHOOL IS CLOSED	65
RIGHTS OF CERTIFIED AND PROBATIONARY TEACHERS	65
SALARY SCHEDULE AND PLACEMENT	65
SCHOOL / CONTRACT DAY	66
SPONSORS	66
STUDENT ACTIVITIES	66
STUDENT ATTENDANCE	67
STUDENT ATTIRE	67
STUDENT ILLNESS	68
STUDENT MEDICATION	68
STUDENT SEARCHES	69
SUBSTITUTE TEACHING DURING PLANNING PERIOD	69
TEACHING CONTROVERSIAL ISSUES	69
TEXTBOOKS	70
POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF	71

AT-WILL EMPLOYMENT	71
BENEFITS	71
CATEGORY DEFINITION	71
HOLIDAYS	71
HOURS & DUAL DUTIES	72
OVERTIME AND COMPENSATORY TIME	72
PAID TIME OFF LEAVE	73
REPORTING WHEN SCHOOL IS CLOSED	74
UNPAID LEAVE	74
VACATION	75
STAFF DIRECTORY	76
APPENDIX CONTENTS	79
ACKNOWLEDGMENT OF RECEIPT	119

INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Chip Kay in writing at PO Box 218, 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.

DRUG-FREE WORKPLACE REQUIREMENTS

The unlawful manufacture, distribution, dispensing, possession or use (influence) of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling or dispensing of look-alike drugs, controlled substances or alcoholic liquor. Look-alike drugs are those drugs which are not controlled substances but are represented as such, including chemicals which elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

District Mission Statement

The Mission of Shelby-Rising City Public Schools is 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.

The **District's Strategic Plan** can be found on our website at <http://www.shelby.esu7.org>

District Contact Information

Building Main Phone (402) 527-5946
Building Fax (402) 527-5133

Mailing/Physical Address

Shelby-Rising City School
PO Box 218 68662
650 North Walnut Street

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the office secretary or on Google Drive - Forms. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the activities director, principal, or superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.** Steps for groups that want to fundraise:

1. Requests should be done annually and do not assume if it was done in prior years it will be automatically allowed again.
2. Make a written request to your Principal with an explanation of the type of fundraiser, dates of sales/event, and purpose for the funds at least four weeks prior to it beginning.
3. Upon approval it will be placed on a fundraising calendar to assist other groups to avoid scheduling over it or duplicating the product.
4. No more than two (2) sales fundraisers may be done by any one organization.
5. Service fundraisers (i.e. Concession Stand, Burger Feed, Community Service, Hired Hand Auction, or any free-will donation event) also need approval, but will not be limited in number.

All club or camp accounts associated with school-sponsored activities or employees that are not directly funded by the school are required to have a district administrator as a co-signee for the account.

Activity Tickets

All certified & classified staff, spouses and their school-age children (PK-5th Grade) will be admitted to home games (athletics only) free of charge. Activity tickets will be issued to staff through the Activities Director **per conference rules.**

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring

with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements (verbal, written, or digital) shall be made by any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting. Outside organizations will be limited to where and how long postings may appear.

Bulletin boards, video/TV displays, and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Daily announcements are created online and a link to those announcements are available on the District website (www.shelby.esu7.org). You are strongly encouraged to read those daily.

Background Checks

Upon initial hiring, all employees of the District will have a background check conducted as part of the safety and security policy. Anyone who works with students, whether paid or volunteer, will also be subject to initial background check prior to being granted permission to assist or being hired.

As necessary, the Superintendent of Schools may authorize a background check to be conducted on a current employee or volunteer if it is deemed in the best interest of the district.

Bell Schedule

Refer to Appendix A for building bell schedules.

Board Policies

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the **district's website** or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In

particular, the 400 series deals with policies that affect personnel. Topics not covered expressly in the Staff Handbook may be addressed in District Policy.

Calendar

Each winter a committee works with the administration to determine the best possible school calendar for the following year that meets Nebraska Department of Education Rule 10 guidelines and creates the best educational opportunities for our students. The yearly calendar is available in **Appendix O** or on the District website.

Child Abuse (Board Policy 403.02)

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building Principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Community Organization-Request For Student Participation

Representatives of any community organization wishing to use any students or group of students shall make arrangements through the Principal.

Permission for absence will not be granted to participating students without due consideration as to the student desired and the nature of the program.

Commuters (Staff not living in-district)

Teachers that commute to Shelby-Rising City Public Schools for employment are expected to be subject to the same Board expectations as to extra duty participation, attendance, and arrival and departure etc. as teachers who reside locally. If car pools are used, members of the pool must drive separately on those occasions when one pool member must arrive at school after 8:00 a.m. or leave school before 4:00 p.m. The necessary absence or early departure of one pool member must not affect arrival and departure of others.

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. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to put the complaint in writing to the building principal, Title IX/504 coordinator, 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 Title IX/504 coordinator. 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 or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator 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 or Title IX/504 coordinator 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 or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) 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.
 - c) 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 or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator'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 or Title IX/504 coordinator 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.
 - f) Board Policy 403.05 and 1005.01 may be used as procedural references to the complaint process.
6. When a formal complaint about the superintendent of schools has been filed in writing with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- c) 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.

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for keeping up to date with current education issues, for conducting personal research to enhance management, teaching and learning skills, and as a means of communication. The following procedures and guidelines are intended to ensure appropriate use of the Internet by the school's faculty and staff.

1. Acceptable Use

- a) Staff may use the Internet to conduct research for instructional purposes.
- b) Staff may use the Internet for school-related e-mail communication with fellow educators, parents and patrons.
- c) Staff may use the Internet for any other use which serves a legitimate educational purpose.
- d) Classroom teachers are encouraged to integrate the use of electronic resources into the classroom. However, teachers are cautioned that the quality and integrity of content on the Internet is not guaranteed. Teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

2. **Unacceptable Use**

- a) Staff shall not access material that is obscene or pornographic.
- b) Staff shall not engage in any illegal activities on school computers, including the downloading and copying of copyrighted materials.
- c) Staff shall not use chat rooms or instant messaging – unless it is a secure portal for school use only.
- d) Staff shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems, such as, but not limited to, Napster, Aimster and Freenet.
- e) Staff shall not access social networking sites such as (but not limited to) Facebook, MySpace and Twitter on school computers or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. Please refer to Board Policy 0403.07 on Employee Use of Social Networks.
- f) The only political advocacy allowed by staff shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity, staff must obtain the express written consent of the superintendent or his designee.
- g) Staff shall not publish web pages or social media pages that are not approved by the school district. Any web page published by staff members must be linked to the school's website. Staff is cautioned that publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the written consent of the superintendent or his designee prior to posting any student-related information on the Internet.
- h) Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

3. **Methods of Enforcement**

- a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.
- b) The school district uses a technology protection measure that blocks access to some 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.

- c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
- d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

4. **Violations**

Staff members who violate the school policy or rules regarding computer and Internet usage face:

- a) Cancellation, non-renewal or termination of employment;
- b) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member; and
- c) Other discipline that the school administration and/or the school board deem appropriate.

When appropriate, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

Appropriate Internet Behavior On Social Websites

The district recognizes its responsibility to educate students & staff regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students & staff shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Additional information is available in the District Technology Agreement in **Appendix J**.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary or business manager to report a change and update the information in Bamboo HR.

Copy Machines

All staff are assigned a copy code or FOB Card to utilize copy machines to scan or print. Certain copiers will have print access from laptops. Teachers should plan on making copies ahead of time to avoid the need to send students to retrieve them.

The teacher workroom is equipped with one high volume copier. Print jobs requiring several color prints or 150+ copies should be sent to the ESU 7 Print Center. Color copiers for limited use are available in each office.

Copiers are for school use only.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any reasons which may affect the staff member's ability to perform the tasks required by board policy. Additional information is available in **Appendix B**.

Curriculum

Each teacher is required to maintain an up-to-date curriculum for courses they are responsible for teaching. Curriculum should be articulated in the District's Curriculum Trak software and be aligned to state **and/or national**

standards where applicable. Selection of curriculum and instructional materials is detailed in **Appendix R**.

Adoption of new curriculum or courses requires approval of the Curriculum Committee, Administration, and then the Board of Education upon recommendation of the Superintendent. (See Appendix R)

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

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 an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Chip Kay, Superintendent at 402-527-5946 (phone number), ckay@shelby.esu7.org (e-mail address) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Chip Kay, Superintendent at 402-527-5946 (phone number), ckay@shelby.esu7.org (e-mail address) or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-527-5946 (phone number), ckay@shelby.esu7.org (e-mail address) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Drug Testing of Drivers

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy. Drivers are defined as any school personnel who transport students.

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, para-educators and office staff should generally

dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Classroom staff **may not** wear the following types of clothing during the traditional school day from **8:00 a.m. to 4:00 p.m.** when students or visitors are in attendance or when the employee is supervising, directing or coaching students when the public is in attendance:

- For all employees: Hats inside the school building.
- For men and women: T-Shirts, shorts, sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field.
- Jeans of any color: except at athletic or other activity practices/events, on Friday's when worn with school logo/mascot top, or on outdoor field trips. (Exception for Industrial Technology)
- Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees.

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. Dress for professional development activities will be handled on a case-by-case basis, but the general expectation will be to follow dress code expectations.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing. Jeans are permitted, shorts during school hours, when students are in attendance, are not.

Staff **may not** wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging

in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related worked based upon employees' duties and responsibilities.

All staff should have an updated and signed Drivers Agreement on file before being permitted to drive school vehicles. Form is available on the Google Drive.

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program through BlueCross BlueShield Educator's Health Alliance. This voluntary, cost-free program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee.

BlueCross BlueShield Employee Assistance Program programs provide confidential, short-term counseling for staff, their dependants and household members at no cost.

Ethics and Standards

Shelby-Rising City Schools expects its employees to adhere to ethics standards which are established by the Nebraska Department of Education. The job ethics standards which employees are expected to adhere to include those in **Appendix I**.

Expenses

The board of education will reimburse staff for all **pre-approved expenses** incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit course reimbursement fees are processed on an expense report form that is available from each building secretary or on the Google Drive-Forms folder. Appropriate receipts must be attached.

To be reimbursed for an item or for mileage, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Additional information on allowable *Professional Development* expenses can be found in that section.

Extra Duty Assignments (Coaching/Sponsors)

All employees of the District can be assigned extra duty assignments in order to continue offering those programs to students. The District will always consider special areas of skill or expertise in assignments when possible. A stipend, as part of the negotiated agreement, is paid to employees who perform the assigned or agreed upon duties. The stipend schedule is available in **Appendix L**.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. A FMLA request form is available in the Google Drive – Staff Forms folder and is required for FMLA. The completed form should be given to the Superintendent. *Board Policy Reference: Certified Staff 410.03, Support Staff 415.03*

Fees for student organizations, field trips, groups, or athletics

The Shelby-Rising City Public Schools District will pay for the following, upon approval of the Activity by the Activity Director:

1. All group entry fees for approved activities occurring during the time school is in session. These must be approved by the AD or Principal and turned into the bookkeeper one week in advance.
2. All awards given to students, include:
 - A. Athletic and/or Fine Arts letters, pins, stars, shields, and certificates
 - B. All-Conference patches for athletic activities
 - C. Championship patches if earned during athletic competition at the conference, District, or state level.
 - D. Academic recognition given for: the science fair, awards night, Honor Society and the honor assembly at the end of the school year
3. Book-It prizes

4. Meals and lodging of activity participants and coaches/sponsors if the school District is reimbursed by the organization that sponsors the event.
5. Meals and lodging of fine arts participants and coaches if the participation is at the All-State level.
6. The rate of compensation shall be \$10.00 per meal. The Activities Director, after conferring with the Superintendent, will decide number of meals required and if lodging is needed.
7. All-State auditions for vocal and instrumental music.
8. A total of two per individual applicant auditions for College Honor Bands or Honor Choirs.
9. First Team All-State Athletic and Fine Arts State Members' pictures to be on display in the school.
10. Admission fees for cheerleaders, pep band members, or other students when their attendance is required at an activity.
11. Limitations will apply when the activity is **not** a pre-qualifying State event. A decision will be based on location, number of students, organization funds available, and how attending fits into the overall scope and vision of the program and school district.

Fitness Center

Employees of the school district are permitted to use the Fitness Center as part of your employment free of charge. Your key FOB will allow you access to the facility. Your family may use the fitness center under your supervision. Children under age 14 are not permitted. Staff will be expected to set proper example for use of the Fitness Center, violation of Fitness Center Policies will result in termination of use. Policies are available in **Appendix S**.

Guidance Services

The major objective of the guidance program is to help each child make the best of his or her educational opportunities.

The guidance program shall be directed toward the growth and improvement of all pupils in the school, recognizing, however, that some pupils are in greater need of individual guidance than others. The guidance program shall attempt to provide for each pupil a sense of belonging, self-respect, emotional security, achievement and recognition.

The guidance counselor is the District resource to outside resources to assist students when in-district options have been exhausted.

Health and Emergency Response

BLOODBORNE PATHOGENS

It shall be the policy of the Shelby-Rising City Public Schools District No. 72-0032 to adopt an Exposure Control Plan for the purpose of eliminating or minimizing employee exposure to job related risks associated with bloodborne pathogens. It is the further purpose of this policy to provide a legal and structural framework in which the administration shall develop procedures and practices for purposes such as, but not limited to, identifying employees with occupational exposure risks from bloodborne pathogens, informing such employees of such risks, informing such employees of their rights, implementing methods of record keeping, and implementing practices to minimize or eliminate, where possible, risks to employees from bloodborne pathogens.

ASTHMA OR ALLERGIC REACTION

If a breathing emergency occurs trained staff will respond using the protocol approved by the Nebraska State Board of Education and Attack on Asthma Nebraska. This protocol "Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions" will be signed-yearly by a local physician. All staff members and the school nurse will receive training on emergency protocol. Members of the response team must be certified in CPR. The protocol will be used by trained staff during regular school hours. Emergency equipment and medications will be available in the school. The school nurse will maintain the emergency box by checking medications and reorder when expiration occurs. Students with known asthma or anaphylaxis will have Asthma action plans on file at school. Any parent not wanting a student to receive treatment under the protocol must notify the school in writing.

AED

Four AED devices are available on the school campus for emergency use. They are located in (1) MS/HS Office Hallway, (2) East "Academic" Commons outside of the Gym, (3) Inside the South Gym next to the Training Room, and (4) Inside the Fitness Center. All District Staff will be required to complete training on the use of the AED.

CPR

District employee's are expected to have completed a CPR course once every four years. Staff members identified as part of the Emergency Response Team, Bus Drivers, and Head Coach/Sponsors are expected to have valid CPR Certification on file with the District.

IEP/MDT and the role of the Teacher

State Law, through rule 51, requires that the "child's regular teacher(s)" play a participatory role in such educational Special Education conferences as listed and identified by local District administrators.

The Shelby-Rising City Public Schools Board of Education views regular teacher participation in such conferences as a legal and educational necessity. Further, the Board of Education views such regular teacher participation, as defined by its administrative staff, as part of the complete teaching role. Teachers shall conform to the necessary attendance and participation criteria as established by its administrative staff. The legal definition of "resource" programs centers on the concept of a "collaborative" effort between the classroom teacher, Special Ed. teachers, and other necessary staff to provide a "teaming model" for the I.E.P. development of identified students. Special service teachers (Resource, Special Ed., Chapter I, Speech, Counseling, PT, OT) bear no greater responsibility for this effort than does the classroom teacher. This "collaborative effort" is required in state and federal statute, and is to be supported at the local level.

*This policy is based upon Title 92, Chapter 51, Sections 006.03 and 006.04 and 007.05.

Attendance is mandatory for teachers at any Special Education staffing (Multi-Disciplinary Team Meeting, Student Assistance Team Meeting, Individualized Education Plan Meeting, etc.) which involves his/her students.

Absence from Special Education staffings may be pre-excused by the Principal for professional or medical reasons. Other absences may be excused on a case-by-case basis.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing. Mailboxes are located in the Staff Workroom (Room 404).

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

E-mail will be sent to the @shelby.esu7.org as the official e-mail address for each district employee.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or

developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Please refer to Board Policy Reference 410.06 and 415.06, this type of leave is considered "Other" when using Bamboo HR.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for turning off all lights.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Leave Requests

Leave is requested using the online system called BambooHR. All staff should use this system to request all leave from contracted time. Please refer to the Classified and Certified sections below regarding the amount and type of leave available to each employee.

Leave should be completed at least five days prior to an absence, unless an emergency or illness occurs. In that case the staff member should enter the leave as soon as possible.

Leave is not permitted until it is approved. You will receive notification of approval/denial through your e-mail. Leave submitted without a reason or substitute may be denied.

Leave will not be granted for dates referred to as "Black Out" dates by administration due to the timing or importance of certain events.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms are available on-line from a link on the District Website (www.shelby.esu7.org).

Meals Program & Lunch

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria, cost is listed in **Appendix C**. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts to exceed **\$50**.

Students have "closed" campus. Teachers (Staff) are not required to stay on site during your lunch and will not need to sign out. It is expected that you follow your regular lunch period when leaving campus. If you leave campus please be back to campus prior to the end of your assigned lunch, even if it is followed by a planning or open period.

Lunchroom procedures are available in **Appendix P**.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board's policy regarding the FMLA.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth. Room 117 (former Nurse's Office) will serve as the milk expression room and will also have a small refrigerator available for that purpose only.

Nebraska Criminal Code Reporting Requirements

Nebraska Statute 79-293 requires reporting violations of the Nebraska Criminal Code by students or employees. Employees should contact their principal or superintendent when the incident occurs on school grounds, in a

school vehicle, or at a school-sponsored activity or event. Liability for failure to report falls upon the individual. Nebraska Statute 79-267 defines grounds for long-term suspension, expulsion, or mandatory reassignment for violations. Nebraska Statute 28-902 makes failure to report injury of violence a class III misdemeanor.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets. The District employs the use of Thrillshare by Apptegy to publish news directly to our website, mobile application, and social media accounts – all certified employees have access to this for publication of school related news.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Communicating our schools to the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Please check with the office to determine if some students have restrictions placed on use of their name, picture, or other directory information in press releases, newsletters, or on social/digital media.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter which report recent classroom activities and which emphasize positive aspects of the district's mission.

Notification of Arrest, Criminal Charges, Licensure or Child Abuse Complaints, Etc.

Employees shall notify the Superintendent by the next working day after the employee is arrested, ticketed, or issued any form of criminal charge for committing an offense, crime or infraction.

The above notification and reporting requirements herein apply if:

1. The maximum penalty for the crime equals or exceeds seven days

incarceration; or

2. The crime relates to abuse, neglect or endangerment of a minor, or a minor was allegedly a victim or a witness; or

3. The crime relates to misuse of drugs, alcohol or controlled substances; or

4. Job responsibilities are impacted including offenses that:

i. Would impact the responsibility to be a role model for students or relations with other employees of Shelby-Rising City Public Schools;

ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or

iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL; or

5. The crime relates to alleged violence, force, coercion or sexual misconduct; or

6. The arrest or criminal activity occurs while employee is on duty, or at a school attendance facility, on school property, at a school-supervised activity or school-sponsored function, or in a school owned or utilized vehicle.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

Employees must give full disclosure of the existence and nature of the above proceedings and shall also immediately notify Superintendent of the disposition of any such case or matter.

Employees shall also notify Superintendent by the next working day after the employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Nebraska Department of Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

Employees shall also notify Superintendent by the next working day after the employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of

employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Legal documents relating to criminal charges, arrests, and child abuse complaints shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify the Superintendent as required under this policy may subject the employee to disciplinary action, up to and including termination.

Outside Employment (Board Policy 403.06)

No teacher or other school employee may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school District unless the terms of employment by the Board of Education provide for such other employment during the term the individual is to be on full-time duty with the Board of Education in accordance with the contract of employment. However, provided there is no interference with school duties, school employees may engage in occasional employment or carry on occasional business transactions for profit outside of school hours and on school holidays.

If regular basis or of frequent occurrence, the school employee shall submit a request to the Board of Education, through the Superintendent, to carry on such outside activities. The request shall show the hours and times of the day and week to be devoted to such activities, the rate of pay or expected income, location and nature of the activity, and similar pertinent information. If the Board grants permission, such employment or business activity may then be undertaken by subject to the general requirement that it in no way interferes with full discharge of school responsibilities.

Paid leave may not be taken to conduct work or training related to outside employment or business activity.

School & Personal Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form (Google Drive – Forms) to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. The District has several vehicles available for transporting students and staff to school activities or professional conferences. Use of a

personal vehicle to transport a student requires administrative approval and should not be done when a school vehicle is available. Staff members that choose to use a personal vehicle when a school vehicle is available may not be compensated for mileage or driving expenses.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Post Office/Mail

The district will pay postage for necessary mailings from district personnel for school business. If the mailing is large the employee should have administrative approval prior to sending. Mail goes out everyday at 3:30pm, if you have mail that needs to go out before the end of the day please let office personnel know. Do not send personal mail from the school.

Principal's Role

The Principal is the immediate supervisor of all certified and classified staff involved with his/her ~~building~~ or grade-level students. The primary responsibility of the Principal is to manage the day-to-day operations of the ~~building~~ **grade-levels they are assigned** within the guidelines set forth in District Policy, Nebraska Department of Education regulations, and accompanying procedural handbooks. A key element of those operations is supervising instruction through the established evaluation procedures of the school district. It is the Principal's responsibility to supervise after school events held with their grade-level students and to work cooperative with other District Administration to properly cover required supervision assignments. Interaction and collaboration with all district stakeholders is expected to accomplish the District Mission. Principals must hold a valid Nebraska Administrative Certificate.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Use of social networks is detailed in board policy 403.07.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

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

Additional information regarding staff contact with students can be found under board policy 402.15.

Professional Development (Outside of the District)

Opportunities for professional development outside of the District will be considered "Professional/Activity" leave when approved and sponsored by the School District. A staff member who chooses to attend a professional development opportunity not approved or sponsored by the school may do so by using their "Paid Leave" option.

When a staff member attends an approved, school sponsored PD outside of the District:

- The District will pay for the substitute. If substitute stipend is provided it should be sent to the District.

- Any stipend received by the employee during contract time must be forwarded to the school if “Professional Activity” leave was used.
 - No stipend may be accepted in the attendance was required as a duty related to your position in the District during contract time.
- The District will pay for the registration fee if reasonable. Failure to discuss this with your Principal or Supervisor may result in a pay deduction for your portion.
- Lodging will be based on distance, number of conference days, and the conference schedule. Lodging choices should be made based on cost and location, not automatically at the conference site. If staying over night it should be cleared through your Principal or Supervisor if it will be at the District’s expense.
 - Directing billing should be used when possible so reimbursement isn’t needed.
 - In all cases, the Business Manager (Mrs. Ada Noyd) should be notified of the dates, hotel, conference, and which staff members stayed prior to attendance. If the hotel provides a receipt it should be forwarded as well.
- The District will reimburse for meals when not provided as part of the conference. Meals during travel will not be reimbursed. Detailed receipts are required and the rate of reimbursement are as follows:
 - Up to \$20 for one meal at a single day conference if not included.
 - Up to \$50 per day for meals at overnight conferences, full day, if not included.
 - If meals are included for part of the conference on a multiple day conference or the staff member arrives the night before, the \$20 per meal limit will be used.
- District transportation may be used and carpooling is required when heading to the same conference. Staff members that elect to use their own personal vehicle will not be reimbursed for mileage. Staff that must use their own personal vehicle to attend may submit a form for mileage reimbursement.

Professional Growth

All employees must complete 96 points over six years and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

The professional growth policy and points chart is determined through SRCEA and School Board negotiations. A detailed copy is available in **Appendix D.**

Purchasing

All requisitions (Purchase Order) for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available on the shared Google Drive – Forms folder. Orders should not be placed until the district office has returned a signed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

This process is to be followed for all purchases using school funds (includes general fund and activity accounts). You may reference board policy 400.14.

Records and Reports

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Safety Plan

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. All employees will participate in mandatory training related to the safety and security plan. The plan is in **Appendix K**.

All employees are required to have a visible identification badge issued by the District worn during the school day and while supervising school events/field trips on or off campus. The current year ID badge is required.

School Calendar

The official school calendar is maintained in each building office. All

activities and events must be scheduled and approved by the building principal or activities director. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the principal or activities director. The Activities/School Calendar is available on the District Website (www.shelby.esu7.org).

School Property (Use of)

School property is not to be lent to individuals except by permission of the superintendent. Staff wishing to use school equipment should talk directly to the superintendent. Use of consumable supplies is not permitted.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar. *Reference is board policy 1006.01.*

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office or by filling out a custodial/maintenance form online.

Seclusion and Restraint Policy

The board prohibits the use of seclusion and restraint by school personnel except as implemented consistent with this policy. Restraint or seclusion of students will not be used solely as a disciplinary consequence or when a known medical or psychological condition makes its use inadvisable. The superintendent will ensure that district guidelines relating to restraint and seclusion are communicated to school personnel and parents/guardians at the beginning of each school year.

Except in the case of an emergency, only school personnel who have received systematic training in the use of restraint and seclusion in accordance with the district's policy will implement physical restraint or seclusion with a student. In an emergency, a district employee may use physical restraint or seclusion as necessary to maintain order or to prevent a student from causing physical harm to self, other students, and school staff or property. School personnel will continuously monitor a student's status during any physical restraint or seclusion.

1. PHYSICAL RESTRAINT

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body. Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:

- A. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- B. as reasonably needed to maintain order or to prevent or break up a

fight;

C. as reasonably needed for self-defense;

D. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;

E. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;

F. as reasonably needed to escort a student safely from one area to another;

G. if used as provided for in an IEP, Section 504, or behavior intervention plan; or

H. as reasonably needed to prevent imminent destruction to school or another person's property.

2. MECHANICAL RESTRAINT

Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student. Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

A. when properly used as an assistive technology device included in the student's IEP, Section 504, or behavior intervention plan or as otherwise prescribed by a medical or related service provider;

B. when using seat belts or other safety restraints to secure a student during transportation;

C. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;

D. as reasonably needed for self-defense;

E. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

3. SECLUSION

Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity. Seclusion is different than in-school suspension in which other students or adults may be present but in which students are not physically prevented from leaving. Seclusion of a student by school personnel may be used in the following circumstances:

A. as reasonably needed to respond to a person in control of a weapon or other dangerous object;

B. as reasonably needed to maintain order or prevent or break up a fight;

C. as reasonably needed for self-defense;

D. as reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or

E. when used as specified in the student's IEP, Section 504, or behavior intervention plan; and

- 1) the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
- 2) the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, Section 504, or behavior intervention plan;
- 3) the confining space has been approved for such use by the local education agency;
- 4) the space is appropriately lighted, ventilated, and heated or cooled; and
- 5) the space is free from objects that unreasonably expose the student or others to harm.

4. ISOLATION

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Isolation is different than seclusion.

Isolation is permitted as a behavior management technique provided that:

- A. the isolation space is appropriately lighted, ventilated and heated or cooled;
- B. the duration of the isolation is reasonable in light of the purpose for the isolation;
- C. the student is reasonably monitored; and
- D. the isolation space is free from objects that unreasonably expose the student or others to harm.

5. TIME-OUT

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

6. NOTICE, REPORTING AND DOCUMENTATION

A. A district Restraint or Seclusion Report must be completed for each incident of restraint or seclusion other than normal use of mechanical restraint for transportation safety. Each record shall include:

- Name of the student
- Name of the staff member(s) administering the physical restraint or seclusion;
- Date of the incident and the time the restraint or seclusion began and ended;
- Location of the restraint or seclusion;
- A description of the restraint or seclusion;
- A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
- A description of the behavior that prompted the use of restraint or seclusion;

- Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and
- Information documenting parent contact and notification

B. Notice to Administrators

The principal or designee shall be notified of the incident as soon as possible, but no later than the end of the same school day.

C. Notice to Parents

When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall attempt to promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident.

D. Written Report to Parents

Within a reasonable period of time not to exceed 30 days after the incident, the principal or designee shall also provide the parent or guardian with a written incident report. This report must include the following:

- 1) the date, time of day, location, duration, and description of the incident and interventions;
- 2) the events or events that led up to the incident;
- 3) the nature and extent of any injury to the student; and
- 4) the name of a school employee the parent or guardian can contact regarding the incident.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian (4:00pm) or on weekends, are responsible for turning off all lights (including hallways, gymnasiums, and locker rooms) and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

The District uses security cameras and digital key FOB's as a part of the overall security plan. Misuse, tampering, or damaging security devices may result in termination from the District.

Sexual Harassment

It shall be the policy of Shelby-Rising City Public Schools District No. 72-0032 (the District) to prohibit sexual harassment of employees, applicants

for employment, and students, on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts, as are set forth in this policy, occur on such premises, the Superintendent or his/her designee shall undertake immediate and appropriate action within the bounds of the law to punish, as appropriate, any violations of this policy, or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

Further information regarding reporting, investigations, and definitions can be found in *Board Policy 404.06*.

Smoking on School Premises or at School Activities

Smoking, including 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.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds. In some circumstances an exception may be granted by the superintendent.

Staff Development Days (In-Service)

These professional development days are included in the teacher's 185-day contract. Certified Staff is required to attend and classified staff will be notified of their expectations. Absences will be treated as if it were a regular teaching day and are discouraged unless absolutely necessary.

Staff is not permitted to use personal/paid leave for professional development days marked as "Black Out" days. Absences in some circumstances may be permitted, but may result in a pay deduction and treated as unpaid leave.

Staff Mail/Work Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition. Necessary supplies for teachers will be available in this location. Equipment should not be removed from the workroom.

Student Assistance Team (SAT)

The SAT shall be a team of persons within the District or within a building in the District who utilizes problem solving and intervention strategies to assist the teacher in the provision of general education. The Student Assistance Team will meet regularly unless it is determined that a special meeting will be called. Each SAT Team will be headed by the building principal. The Superintendent is currently the Section 504 Coordinator.

Permanent members of the team include:

Guidance Counselor, Special Education Teacher, & Principal for that building level.

Two secondary teachers and two elementary teachers will be a part of their respective teams. One secondary and one elementary teacher will be replaced each year. In Section 504 cases, regular classroom teachers will be required to attend meetings at the request of the 504 Coordinator.

Referral forms for both the 504 and SAT are available in the Google Drive under Staff Forms - SRC.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Supervision of Students

Proper supervision of students is an important responsibility for all employees. Staff should review the four P's for student supervision and safety available in **Appendix H**.

Telephones/Cell Phones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members (and students) may not use personal cell phones to make or receive calls, to send or receive text messages, or access applications/internet during instructional time. If an emergency requires you to need your cell phone during that time, it should be communicated to your building Principal.

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, communication through print or broadcast media, or School Messenger. 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.

All information or official release regarding a situation should come from the superintendent or his/her designee. Staff members are not to use a form of communication to provide information to staff or the public without such permission.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the activities director or building principal of who will be taking their place. A payment schedule for additional duties is available in **Appendix E** and the form to request payment is available under the Google Drive – Forms, extra duty.

Transportation Request Forms

Staff members must complete transportation request as soon as they know they need school-provided transportation to allow the activities director and/or transportation director adequate time to schedule drivers and vehicles. Permission of the building Principal is required for all trips prior to completing the request.

A request can be made using the form located on the school website under the "Staff" tab or by e-mailing the transportation director. A Google Calendar is available for all staff to check van use and away school activities before making a request and to avoid potential conflicts.

NSAA and Conference Activities should already have scheduled transportation, but in call cases please confer with the activities director regarding your vehicle needs.

When conflicts arise, the priority will always be given to those activities involving/transporting students.

Video Surveillance

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

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

Visitors

Staff should welcome members of the public who wish to visit school, but should insure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- sales people and other such agents will not be allowed to solicit staff members during school hours.
- Visitors must wear the visitor's badge supplied by the building office.

Wage and Salary Payments

Staff members are paid on the 15th of each month. The district does direct deposit of paychecks to designated financial institutions. Staff who wish to activate or modify their direct deposits must contact the bookkeeper. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments

and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced using our **Thrillshare by Apptegy mobile application and alert system**, notifying TV Channel 10/11 (Lincoln), on our social media, and through our school e-mail. Additional postings will be made if time permits.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

When a late start is determined, all student activities before school are to be cancelled. Staff would report as directed or by the same amount of time in the late start (i.e. two hours). When an early dismissal due to weather is determined all after school and evening activities will be postponed/cancelled and staff will be permitted to leave after students are gone. When school is cancelled all day due to weather, no activities will be held prior to noon that day and notification of other scheduled activities will be made at the discretion of the Superintendent. (Board Policy 905.08) Notification of which staff are to report will accompany the cancellation information.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on

school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences and Leave

The definition and accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Paid Time Off Leave

Certified staff members have (11) eleven days of paid time off each school year. In all cases this leave requires administrative permission to use. It is encouraged that certified staff use leave in cases where it would have the least impact on student instruction, accept in cases of illness or emergencies that are unavoidable. This leave is used for all absences not listed below and will require an explanation.

PTO leave exceeding three (3) consecutive days will only be granted for medical or emergency situations. Refer to FMLA leave for those circumstances that would be considered.

Staff members are responsible for finding their own substitute from the approved list (Google Drive), filling out the leave form (online), and if less than 48 hours notice call or talk to your immediate supervisor/principal. Substitutes must hold a valid Nebraska Teaching Certificate and be on our approved list of substitutes.

At the end of each school year a teacher who has 30 accumulated days will be paid \$25 for any of the 11 unused days for that year. This will be in the employee's June paycheck.

2. Personal Leave

The District does not offer Personal Leave. "Personal" may not be used as a reason for taking leave.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities that will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if you are unable to secure the services of a qualified substitute or if the

principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district.

4. **Bereavement Leave**

Three (3) days of paid leave per year shall be granted each teacher each year. If additional leave is required for bereavement, the teacher may apply for additional days from the Emergency Leave Bank (**Appendix M**) or additional days may be granted at the discretion of the superintendent.

5. **Accumulated Sick Leave**

The unused portion of the 11 leave days shall be accumulated from year to year to a total of 30 days. These accumulated days will be designated as sick days. Each school year, each teacher shall use the eleven (11) paid leave days before being allowed to use the accumulated sick leave.

Employees will be able to use their accumulated sick leave for illness, doctor's appointments in their immediate family that shall include spouse, children, mother, father, mother-in-law, father-in-law, grandparents, grandchildren, and anyone living in the household under your care.

6. **Consecutive Absences (Sick Leave)**

After five days of consecutive absence, the Board of Education through the Superintendent, may request a doctor's written statement outlining any continued need for time off, including the probable time of return to work. After an absence, due to illness, the employee may be asked to sign a statement saying that the absence was due to illness.

7. **Long-Term Absences (Medical/Maternity)**

Long-term absences can occur for many reasons and are usually related to medical or maternity. When a long-term absence is likely, you should meet with your immediate supervisor and then contact the Superintendent regarding your available paid leave and accumulated sick leave. You should also refer to the Family Medical Leave Act (FMLA) to be sure you qualify and understand how that impacts your request. The District will allow staff to use their paid leave and accumulated sick leave for up to twelve calendar weeks of long-term leave. If an employee does not have enough paid days, they will be granted a pay deduction equivalent to substitute pay for contract days they are absent during the first six weeks. Long-term leave in excess of six calendar weeks with no PTO will be treated as unpaid contract days.

8. Full-Time Substitute

The District, when employing a full-time substitute, requires that this person be assigned the first substitute position each day one is required for a teacher. It will be the teacher's responsibility to verify and notify the full-time substitute of the assignment. If multiple teacher absences occur, the full-time substitute's assignment can be modified to best fit the assignments needed. If the full-time substitute is not assigned a teacher sub position, they may be used to sub for a para-educator.

9. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in a reasonable to find location. The folder must contain:

1. Teacher's schedule
2. Class rosters and seating charts
3. Classroom rules, regulations, and daily routine
4. List of helpful, trustworthy students for each period/class
5. Extra activities/assignments in the event that the substitute has extra time
6. Location of lesson plan book, grade book, texts (including name and color)
*Should include detailed Lesson Plans for the substitute to follow.
7. Student aides, times they will report, and duties
8. Substitute teacher checklist
9. Any other information that would be helpful for the substitute
10. Early dismissal and late start schedules
11. Master schedule – including lunch time
12. Classroom procedures
 - a. beginning of class
 - b. tardies and absences
13. Procedures: Fire, Tornado, Evacuation, Lockout, and Lockdown
14. Disciplinary behavior procedure
15. Building contact personnel (Principals, Office, Nurse, etc.)
16. Location of this handbook as a reference

Assemblies

Classroom teachers and paraprofessionals must attend assemblies, pep rallies, or any all grade/school assembly and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether

they have specific assigned duties or not.

Assignment Notebooks / Student Planners

Assignment Notebooks/Student Planners are the students' make-up slips, as well as pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class to go to the bathroom it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, distance learning class supervision, lunch period and other noontime duties, and athletic events.

Benefits (Insurance and Annuities)

Certified staff, per the negotiated agreement, receive health and dental insurance with the District paying 100% of the premiums. Questions regarding the policy should be directed to the District Business Manager.

Certified staff are also eligible for disability insurance, tax shelter 403B plans, flexible spending accounts, and supplemental insurance products at their own expense. The district will provide payroll deduction options.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be up-to-date, on file, and registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

The District will issue contracts or notify teachers of their status for the ensuing year by April 15th annually. Once contracts have been signed and returned for the ensuing year, requests for release from contract shall be handled as follows:

A request received on or before May 1 from a teacher for a release from his/her teaching contract for the upcoming year shall be considered based upon the individual circumstances involved in the request. The Board of Education may elect to approve or deny such request.

A request received after May 1 from a teacher for release from his/her contract for the upcoming year will be approved only after the hiring of a suitable replacement. Suitability of the proposed replacement shall be at the Superintendent's discretion. The Board may elect to approve or deny any such request.

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 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.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas.

Any fees or damages due to the district will be withheld from the June paycheck if not paid.

Teachers may retain their school keys, laptop, and iPad for use over the summer if they intend to return for the following school year.

Class Records

A class record is the school's official record of matters relating to each student in each teacher's class. It will be maintained in electronic form using **Power School** and must be complete in scope and accurately maintained. Teachers should also keep a printed copy for their own records and as a backup. All classroom teachers are required to keep class records that list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their records into the building office. Records are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Our District uses the PBIS model for discipline. Information is available on pages 58-59 of the Student Handbook. Teachers will be required to follow consequence and reporting requirements of the program to ensure consistent enforcement and accountability for students in all grade levels.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Additional student discipline information is available on pages 48-57 of the Student Handbook.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not close & lock the door to their rooms until they have left the building or unless they are sponsoring some other group in

other areas. This applies when normal instruction is occurring.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without with the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Shelby-Rising City Schools, unless otherwise instructed. Certified staff must submit a financial accountability summary when they turn funds into the office. The summary should include the amount, date, organization, what it is for, and the sponsor's signature.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization may give merchandise to students who have made proper payment only.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community. Board Policy on Community Involvement can be found in section 1000.

Computer & Technology

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students in grades 6-12 are checked out a laptop to use for the school year. Students in grades PK-5 have access to iPads and Laptops through check out carts. Classroom teachers may not send students to the library computer lab during study halls or class unless they have made prior arrangements with the librarian.

Classroom teachers who wish to use an iPad or laptop cart must sign up as far in advance as possible with the elementary principal. Absolutely no food or drink is allowed around school computers or iPads.

Disclosure of Staff Qualifications

The **Every Student Succeeds Act (ESSA)** gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

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

- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the **ESSA**.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film strip clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.

- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

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

For the 2019-2020 school year the Eligibility Policy will be set forth by the Building Principal in collaboration with the secondary certified staff and will be reflected in Board Policy 506.01R1.

~~Additional reference is Board Policy 506.01R1.~~

Extracurricular Activities

Classified staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No A student may participate in an educational field trip off school property without written permission of his or her parent or guardian. A parent may withdraw a student from participation in educational field trips with no penalty to the student.

Staff are strongly encouraged to attend and support student participation in a variety of school activities, games, and contests.

Student Safety Drills

Early in the semester review instructions for leaving the classroom with all of your students. Classroom teachers should periodically review with each class what to do in case of fire, tornado or other emergency. Additional information is available in the Safety and Security Plan.

1. Fire Drills (Evacuation)

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

Evacuation information should be posted by the door of your classroom or office.

2. Tornado Drills (Shelter)

When a tornado warning has been issued, the school will evacuate classrooms and move students to the basement (or lowest level) of the building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the building at once.

Shelter information should be posted by the door of your classroom or office.

3. Protocol for all Evacuation From Site

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

4. Lockout / Lockdown

A **lockout** is called when an exterior threat exists in the area of our school. No one will be permitted to enter or exit the building during this time.

Classes and other activities will be conducted as normal inside the building. Law Enforcement will be present on campus during a lockdown.

A **lockdown** is called when a threat exists on our school campus or inside the building. All students and staff should seek immediate shelter in their room or nearest room, lock the door, turn off lights, and secure window shades.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. The teacher evaluation rubric aligned with the Nebraska Framework and Marzano Instructional Strategies is available in **Appendix F**.

An additional resource is available in *Board Policy 406.08*.

Examinations

Teachers are allowed but not required to give comprehensive quarter and semester tests. Teachers will determine an appropriate way to measure student learning at the end of a grading period. Ideas could include but not be limited to the following: Tests, Projects, Reports, Papers, Essays, etc.... The administration can agree with the teachers decision, or require a different plan be followed.

Faculty Meetings

Grade level (PK-5 and 6-12) staff meetings will be held on Monday's each week prior to the start of school. The superintendent and/or principals will call additional meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Requests

Certified staff who wish to take students off school property must submit a request to the building principal at least ten calendar days prior to the date of the requested activity and follow board policy 607.05 listed below:

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions. Excursions are defined as brief educational trips beyond the boundaries of the school grounds beginning and ending in a single class period.

In authorizing field trips and excursions, the principal shall consider the financial condition of the school district, the educational benefit of

the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. ~~Written parental permission will be required prior to the student's participation in field trips.~~ Parents should be given the option to withdraw their student from participation in the field trip. The superintendent's approval will be required for field trips outside the state. Board approval will be required for field trips which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The employee will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Grading Policy

Grades are kept using Power School. At no time should a student's course grade be more than five (5) days behind. Teachers should keep regular, detailed assignments and scores entered into the grading program.

Grades should be updated by each Monday at **by** 8:00am. ~~so the principal may run eligibility reports.~~

Students who are receiving a cumulative course grade of a "D" or "F" for more than a week should have their parent(s)/guardian(s) contacted by the teacher and such communication should be documented.

Grades are given as letter or percentage as requested by the building principal. No incompletes or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal.

A student is to be graded on academic performance (authentic assessment). **A student's grade is not to be reduced for discipline or attendance.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student. Starting with school year 1997-98 it will no longer be acceptable to determine a student's grade in a required class by his/her participation in a performance held outside the normal school hours. All grades will be determined by the teacher using an appropriate procedure based on class objectives met by the student during the scheduled class time and the completion of all homework assignments. ***Students will not be required to make up (or penalized for) "participation" grades when absent for school activities. This does not include a project deadline or assignment.***

Dual credit courses are graded on the Districts Grading Scale and included on your transcript and GPA. College credit only courses are not reflected on a student's transcript or GPA.

At the conclusion of each quarter, students will receive an end-of-quarter report card that is generated from grades entered into Power School.

The District Grading Scale and Grad Point Average calculations can be found in Appendix G. *Board Policy reference 611.05 and 611.06.*

Guest Lectures

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning and should follow the best practices guidelines adopted by the District. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources. Staff is discouraged from assigning "busy" work as homework in order to fill the grade book.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films, Videos, and Online content should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students. Use of full-length movies for instructional purposes is discouraged.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Curriculum Trak should be used to create all lesson units and daily plans. Alternatives to Curriculum Trak, relative to lesson plans, may be made by individual building principals.

Lesson plans must **identify instructional objectives, instructional methods, assessments, resources, and alignment to standards. Additionally teachers may be asked include general direction that might be followed by anyone who might be called upon to teach the classes.**

Weekly lesson plans are due the first day of school weekly by **8:00 a.m.**

Media Center - Library

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center within the guidelines set forth for each building. The media staff may send disruptive students back to class or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Classroom teachers may send individual students to use the media center during class time with a written pass. Guidelines:

- A. Each library pass should indicate the student's purpose for going to the library.
- B. The librarian may request students to return to class when they have completed their tasks.
- C. Students should request to visit the library no more than once during a period.
- D. Students are not to come to the library unsupervised to:
 1. Do make-up work
 2. Work in groups
 3. Make-up tests
 4. Do daily homework

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by contacting the media specialist.

The Media Center is also shared with our community. Be mindful of activities you schedule for the media center that may impact those patrons. For

security reasons do not prop open the blue door between the media center and the school.

Mentor/Mentee Program

The District conducts a formal program for new employees, who are assigned a mentor from our experienced staff. Teachers new to the profession are mentored for two years and those just new to our district are mentored for one year. Mentors are provided training and guidance prior to the school year they are assigned a mentee.

Multi-Cultural Education Requirements

Teachers are required to provide evidence of multicultural lessons that meet the philosophy and goals set in Board Policy 604.04. Each teacher will submit evidence of those lessons by completing the form available on the district's website under the "Staff" tab.

Para-educators

Para-educators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A para-educator must not, however, assume sole teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Para-educators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Para-educators are to work only on their assigned workdays and within their assigned workday. If the classroom teacher desires the para-educator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval. (Additional Information under "Classified Only Section")

Appendix Q details legal provisions regarding the use of teacher aides (Para-educators).

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool.

Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Students who are receiving a cumulative course grade of a "D" or "F" for more than a week should have their parent(s)/guardian(s) contacted by the teacher and such communication should be documented.

Parking

Staff members will have designated parking areas on campus. Staff should not park in the library/fitness center parking area during the school day. If attending activities please park and use an alternate entrance to the building to free up parking near the door for others attending the event.

No parking in the bus drop off and pick up areas located directly in front of the building or on the south side of the competition gym. Those are designated bus zones and handicap drop off areas.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor and students.
5. Review the Board Wellness Policy before allowing food or treats to be brought or served at the party. *Board Policy 508.13*

Personnel Files

Any employee of the Shelby-Rising City Public Schools shall upon his/her request have access to his/her personal file but may not have access to letters of recommendation or to sets of confidential credentials which are a part of his/her file. No other person except school officials while engaged in their professional duties shall be granted access to such files nor shall the contents thereof be divulged in any manner to any unauthorized person. Official personnel files for all District employees are kept in the office of the Superintendent.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests. If you must leave the building during this time you must sign out and may be required to use leave.**

PowerSchool and PowerTeacher

All teachers/classroom aides will be required to use PowerSchool and PowerTeacher. Attendance will be taken as follows: Elementary – at the beginning of the morning; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session.

Certified staff who have trouble/problems with PowerSchool/PowerTeacher, should contact Matt Carley, our technology director.

Teachers are only permitted to share student information from PowerSchool with certified district employees, custodial parents, or individuals with educational rights.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.

- a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
- b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
- c) Each classroom teacher is responsible for distribution of class cards on time.
- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Reporting When School is Closed

When school is closed due to inclement weather, certified staff should be prepared to be in attendance if requested. This will be determined on a case-by-case basis.

Building Principals, the Superintendent, and other designated employees should expect to report, if possible, to ensure students are not brought and dropped off at school inadvertently.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies. (Refer to Board Policy – 400 Section)

Salary Schedule and Placement

The salary of each teacher covered by the Negotiated Agreement shall be determined by the salary schedule (**Appendix N**). Teachers employed full-time under this agreement will be required to work per *Board Policy 400.01*.

When hired teachers shall be credited with all previous teaching experience and placed on the schedule according to their degree level. All pre-existing hours that are allowed for schedule placement must be declared and verified at the time of initial employment.

Horizontal movement on the salary schedule is done based on approved and completed graduate credit hours toward a Masters program (beyond BA+9). To apply for graduate hour approval and movement, you must submit the form (Google Drive – Forms) to the superintendent by May 1st of the prior year. Official transcripts are required before salary placement will be completed.

Vertical movement is in direct accordance with experience in the district plus credited prior teaching experience.

School / Contract Day

All certified staff must be on duty between the hours of **8:00 a.m. and 4:00 p.m., Monday through Friday**. On duty is defined as (1) accessible to staff/students/parents in your classroom or office, (2) attending a school meeting, (3) supervision duties, or (4) attending to other professional duties not covered above.

On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave 10 minutes after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach prior to 8:30 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent or designee as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student activity handbook. Purchasing of supplies must be approved by the activities director and/or superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in (or outside) the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held

responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Additional reference on *pages 6-9 of the Student Handbook*.

Student Attire

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

1. Clothing which is soiled, torn or ragged.
2. Bare feet
3. See-through clothing or clothing that is excessively revealing such as bare back, low cut or mid-riff, tank top with deep armholes, shirt

unbuttoned to show sport bra underneath, muscle t-shirts, halter tops, mesh tops, strapless tops, and abbreviated miniskirts or shorts or any other type of clothing that exposes undergarments.

4. Articles which could cause damage to individuals (ie. chains).
5. Printed wording or pictures on clothing that advertise or promote alcohol, tobacco or drugs, logos and trademarks, or carry derogatory or sexual connotations, or shirts with emblems, wording or phrases which are considered to have "double" meanings or other objectionable material.
6. No hats, caps or sunglasses will be worn in the school building school hours.
7. Coats intended to be worn as outerwear may not be worn inside the classroom.
8. No undergarments are to be showing.
9. Clothing identified by police and other law enforcement agencies that are associated with gang's i.e. sagging pants, long baggy coats, specific colors associated with a gang, bandanas.

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

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

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or office immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse or trained personnel may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without

an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Additional rules regarding Medications can be found in the *Student Handbook on pages 26-27* and *Board Policy 508.02*.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. The District will pay a Shelby-Rising City staff member to take a class period or study hall if a substitute teacher cannot be employed. The District will pay the amount of the number of class periods as determined by the Board before each school year. The Principal will make and approve necessary arrangements for Teachers to take another's class or study hall. Teachers will submit their bill for teaching additional classes at the February and June Board of Education meeting. **Note:** This applies to teachers with one (1) assigned planning period only. (Board Policy 411.01)

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.

- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda kind through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Prior to incorporating or teaching controversial topics or resources the teacher should review *Board Policy 606.01* and seek council of the building Principal or Superintendent.

Textbooks

Classroom teachers will issue textbooks to the pupils **when required for class**, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

Selection of new textbooks requires a review of the board of education, curriculum committee, and the district administration. Selection of new textbooks rotates by content area and teachers will be notified in advance of adoption years and cycles.

Textbooks are defined as either a copyrighted bound physical book or an electronic form of a textbook available online or downloaded to a digital device.

Additional references can be found in Board Policy 302.04, 402.03, and 1005.03.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed “at-will.” Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. The duties to be performed by an employee with the District shall be subject to assignment by the superintendent. Job descriptions, where available, provide additional information about the position duties. An employee will be expected to devote full time during days of school to the employee’s position and to diligently and faithfully perform the assigned duties to the best of the employee’s ability.

Benefits

12-Month full-time employees are eligible for Tier One (Single) Health/Dental Insurance equivalent to the single insurance offered to certified staff and the premium will be paid by the District.

9 and 10-Month full-time employees are eligible for the Tier One (Single) Health/Dental Insurance equivalent to the single insurance offered to the certified staff. The District will pay \$2,500 of the premium cost and the remaining amount will be equally deducted from the employee’s payroll over the months they receive a paycheck from the District.

Full-time is defined as an employee who works on average 30 or more hours per week over any three-month window of employment.

Insurance benefits end the same day an employee or the district terminates employment.

Category Definition

Each classified staff person falls into a defined category that determines certain working requirements, benefits, and hours.

9-Month Employee: Para-Professionals, Kitchen Staff, and Bus Drivers

10-Month Employee: Elementary Office, Lunch/Activities Bookkeeper

12-Month Employee: Maintenance/Custodial, Main Office Staff

Temporary Employee: Substitutes and Summer Staff

Holidays (To Be Amended to Reflect Approved Proposal)

10 and 12 Month Employees will receive paid time off on the following holidays that fall during their contracted time frame: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours & Dual Duties

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Non-Exempt employees cannot be compensated for more than one paid assignment during any block of time. (Example – a Custodian who drives a bus: while performing the bus driver duties can not count hours toward custodial work time or be compensated for both during the same block of time.)

Route/Activity Drivers – A Driver cannot be paid for both duties at the same time. However, a route driver who drives an activity (at the request of the school) during their "normal" route time may be paid the *route rate* for the first 1½ hours of the activity trip and the remainder of the time will be compensated at the *activity rate*.

Overtime and Compensatory Time

Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor and the superintendent. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Non-exempt employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor. The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration

may establish a different 7---day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent and may not exceed 80 total hours per contract year.

Compensatory time must be used in the contract year it is accumulated and may not be accrued or carried over to future contract years. Unused compensatory time is not eligible for payment and the time is forfeited.

Paid Time Off Leave (To Be Amended to Reflect Approved Proposal)

9, 10, and 12 Month Classified employees (Except Bus Drivers) will receive up to **5 days (40 hours for full-time/20 hours for part-time)** of paid leave each school year for illness or personal business that cannot be taken care of outside regular business hours and other events of personal significance. Employees must use the online leave form to request both paid and non-paid leave. Leave must be approved in advance by the employee's immediate supervisor or the Superintendent. Each employee is responsible for finding their own substitute when necessary. There shall be no carryover of Paid Time Off Leave days from year to year. Classified employees shall be paid \$25 for any unused Paid Time Off Leave days at the end of the school year. PTO can only be taken on a regularly scheduled school or contract day. If an employee is terminated or resigns, Paid Time Off is accrued proportionate to the percentage of days worked for that school year. (example 40% = 2 Days of PTO)

PTO leave exceeding three (3) consecutive days will only be granted for medical or emergency situations. Refer to FMLA leave for those circumstances that would be considered.

Classified employees do not have bereavement leave and are not entitled to compensation for a leave of absence exceeding remaining paid time off.

Professional leave will follow the same guidelines as certified staff. Classified staff are compensated a maximum of 8 hours for off-site professional leave regardless of travel or training time.

Additional leave covered in Board Policy: Military (415.07), FMLA (415.03R1), and Jury Duty (415.06).

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

School cancellations will be communicated through our Thrillshare by Apptegy Communications Program, Channel 10/11 (Lincoln), District Social Media, and through District E-Mail.

Unpaid Leave (To Be Amended to Reflect Approved Proposal)

Every position in our School District plays a vital role in the effective operation of the school and in most cases directly impacts the educational services offered to students. The purpose of leave is to allow staff member to attend to unforeseen illnesses or unavoidable circumstances that can arise during the school year. Excessive absences of qualified and trained employee's negatively impacts the School and it's students.

Each classified employee will be permitted to have up to FIVE (5) unpaid leave days (or the 40 hour equivalent for full-time/20 hour for part-time) after they have exhausted their PTO or Vacation days. More than five days of unpaid leave will not be permitted, unless the circumstances qualify under the Family Medical Leave Act.

Employees who reach five unpaid days will be placed on probation, may be asked to provide documentation related to the need for the unpaid and additional absences, and following a meeting with their supervisor and Superintendent may be reassigned or terminated.

Vacation (To Be Amended to Reflect Approved Proposal)

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded one-half (**5 days**) of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment to a total of **10 days (or hourly equivalent)**

Employees may accrue up to **15 days** of vacation. Once vacation days are accrued, they may be carried forward from year to year. If an employee carries forward accrued vacation days, he/she shall receive additional vacation days for the next contract year (**not to exceed 10 days**) to bring the total of accrued vacation days to the maximum number of days allowed for his/her particular job assignment. In no event shall the any employee receive additional days beyond the maximum accrual cap listed above. Classified employees shall be paid \$25 a day for any unused vacation days in the event of termination or resignation of employment. Accrual of yearly vacation days is proportionate to the number of days worked for that school year. (example – 40% = 4 Vacation Days)

Use of vacation days requires approval of the Superintendent.

STAFF DIRECTORY

Board of Education

Jeff Kuhnel, President
Chris Whitmore,
Geoff Ruth, Vice-President
Heath Vrbka
Kasey Hopwood, Secretary
Jackie Sliva

Administration

Chip Kay (Superintendent)
ckay@shelby.esu7.org
Denise Glock (Elementary Principal & SPED Director)
dglock@shelby.esu7.org
Cody Bobolz (Middle & High School Principal)
cbobolz@shelby.esu7.org

Guidance Counselor

Sandy Voss (6-12 Counselor, Enrollment, Transcripts, Scholarships)
svoss@shelby.esu7.org
Kate Nienhueser (K-5 Counselor, PBIS, SAT)
kkloke@shelby.esu7.org

Office Personnel

Ada Noyd (Business Mgr/Payroll)
anoyd@shelby.esu7.org
Sue Topil (MS/HS Office / Newsletter / NSSRS)
stopil@shelby.esu7.org
Amy Pospisil (Elementary Office/Daily Announcements)
apospisil@shelby.esu7.org
Maritza Velasco (Lunch/Activities Bookkeeper)
mvelasco@shelby.esu7.org

Nurse

Michelle Sterup
msterup@shelby.esu7.org

Custodians

Steve Stewart (Maintenance/Transp.)
steves@shelby.esu7.org
Michelle Gray (Rising City)
mgray@shelby.esu7.org
Grace Kula (Shelby)
gkula@shelby.esu7.org

Kitchen Staff

Patty Kelly (Manager)
pkelly@shelby.esu7.org
Shelly Denbo
sdenbo@shelby.esu7.org
Brenda Gates

bperry@shelby.esu7.org
Ashley Weddle
aweddle@shelby.esu7.org

Elementary Teachers

Sarah Augustin (Preschool)
scrane@shelby.esu7.org
Kelsey Gabel (K)
kgabel@shelby.esu7.org
Suzanne Schultz (K)
schultzs@shelby.esu7.org
Jorgan Tonniges (1)
jtonniges@shelby.esu7.org
Ashley Arbuck (1)
apinneo@shelby.esu7.org
Danielle Luettel (2)
dluettel@shelby.esu7.org
Cindy Sanley (2 & MTSS)
csanley@shelby.esu7.org
Jennifer Topil (3-4-5)
jtopil@shelby.esu7.org
Kilah Deaver (3-4-5)
kdeaver@shelby.esu7.org
MeLinda Cromer (3-4-5)
mcromer@shelby.esu7.org
Jonathon Riggs (3-4-5)
jriggs@shelby.esu7.org
Cindy Lorentzen (3-4-5)
clorentzen@shelby.esu7.org
Kelly Willis (Title I)
kmwillis@shelby.esu7.org
Melanie Hoegerl (Special Education)
mhoegerl@shelby.esu7.org
Austin Carmichael (PE)
acarmichael@shelby.esu7.org
Brian Evans (K-6 Vocal Music/K-12 ELL)
bevans@shelby.esu7.org

Secondary Teachers

Grant Gabel (MS Science)
ggabel@shelby.esu7.org
Sarah Hernbloom (HS Spanish)
shernbloom@shelby.esu7.org
Jimmy Blex (HS Social Studies)
jblex@shelby.esu7.org
Lynn Hofmann (HS English)
lhofmann@shelby.esu7.org
Jerald Humlicek (HS Math)
jhumlicek@shelby.esu7.org
Sara Jensen (HS Business)
sjensen@shelby.esu7.org

Mike Jurgensen (MS Math)
mjurgensen@shelby.esu7.org
Kevin Kopecky (MS Art, HS PE)
kkopecky@shelby.esu7.org
Aaron Mathis (5-12 Band/9-12 Vocal)
amathis@shelby.esu7.org
Aundrea Morner (HS Science)
amorner@shelby.esu7.org
Adam Nissen (K-5, 9-12 Art)
anissen@shelby.esu7.org
Mark Nebuda (HS Industrial Tech)
mnebuda@shelby.esu7.org
Lauren Rabourn (HS English)
lrabourn@shelby.esu7.org
Garrit Shanle (HS Science)
gshanle@shelby.esu7.org
John Schoenrock (MS Social Studies)
jschoenrock@shelby.esu7.org
Becky Schueth (HS Math)
bschueth@shelby.esu7.org
Morgan Segner (Agriculture/FFA)
msegner@shelby.esu7.org
Turner Trofholz (MS/HS PE)
ttrofholz@shelby.esu7.org
Kristen Wilton (MS English)
kwilton@shelby.esu7.org
Lori Ziemba (6-12 Special Education)
lziemba@shelby.esu7.org
Lynn Blex (K-12 Technology)
lblex@shelby.esu7.org

District Staff

Sherri Nielsen (K-12 Librarian)
shnielse@shelby.esu7.org
Matt Carley (Technology Coordinator)
mcarley@shelby.esu7.org
Stacy Stewart (K-12 Speech)
sstewart@shelby.esu7.org
Jennifer Bobolz (Substitute)
jbobolz@shelby.esu7.org

Paraprofessionals

Carina Abrego
Brenda Alt
Carrie Carter
Susan Doehling
Tony Hernbloom
Jeanne Kay
Makenzi Kuhnel
Theresa Logan
Morgan Prochaska

Kelly Spitz
Gennipher Staroscik
Gina Thurlow

Bus Drivers - Route

Darroll Gray
John Rasmussen
Tony Hernbloom
Susan Doehling

APPENDIX CONTENTS

- A – Building Bell Schedules
- B – Crisis Team Information
- C – Lunch Prices
- D – Professional Growth
- E – Pay for Duties (Tickets, Scoreboard, etc.)
- F – Teacher Evaluation Rubric
- G – Grading Scale and Grade Point Average
- H – Supervising Students using the 4 P’s
- I – Employee Ethics and Standards
- J – Technology Policy
- K – District Safety Plan
- L – Extra Duty Assignments/Schedule
- M – Emergency Leave Bank
- N – Certified Salary Schedule
- O – School Calendar
- P – Lunch Room Procedures
- Q – Use of Teacher Aides (Para-Educators)
- R – Curriculum Selection Process
- S – Fitness Center Policies

Appendix A – Building Bell Schedules

Secondary School Schedule(s):

Regular

8:20 – Early Bell, End of Morning Programs/PLCs

8:27 – Three-Minute Warning Bell

8:30 to 9:18 – First Period

9:21 to 10:09 – Second Period

10:12 to 11:00 – Third Period

11:03 to 11:51 – Fourth Period

11:54 to 12:24 – Lunch A

12:27 to 1:12 5th Period A

11:54 to 12:39 – 5th Period B 12:43 to 1:12 Lunch B

11:54 to 12:14 – Split 5th

12:17 to 12:44 Split Lunch

12:47 to 1:12 – Split 5th

1:15 to 2:03 – Sixth Period

2:06 to 2:54 – Seventh Period

2:57 to 3:45 – Eighth Period

4:00 – Late Bell

Two-Hour Late Start

10:20 – Early Bell, End of PLCs

10:27 – Three-Minute Warning Bell

10:30 to 11:03 – First Period

11:06 to 11:39 – Second Period

11:42 to 12:15 – Third Period

12:18 to 12:48 – Lunch A

12:51 to 1:21 5th Period B

12:18 to 12:48 – 5th Period A 12:51 to 1:21 Lunch B

12:18 to 12:33 – Split 5th

12:36 to 1:03 Split Lunch

1:06 to 1:21 – Split 5th

1:24 to 1:57 – Fourth Period

2:00 to 2:33 – Sixth Period

2:36 to 3:09 – Seventh Period

3:12 to 3:45 – Eighth Period

4:00 – Late Bell

Appendix B - Crisis Team Information

Statement of Purpose

The purpose of the Crisis Response Team at our school is to promote rational forethought as to how we might best respond to a crisis event. It is the goal of our Crisis Team to help both students and staff overcome difficulties they may face during times of emotionally high stress crisis situations. It is our goal to help reduce potential opportunities for additional crises to develop when tragedy strikes our school. The team will continually look for the best ways to serve the students and staff at Shelby - Rising City Public Schools during times of crisis.

Crisis Response Team

Turner Trofholz (MS)

Denise Glock (EL)

Cindy Sanley (EL)

Kate Nienhueser (EL)

Amy Pospisil (EL)

Kristen Wilton (MS)

Cody Boboz (MS/HS)

Sue Topil (MS/HS)

Lauren Rabourn (HS)

Jerald Humlicek (HS)

Sandy Voss (HS/MS)*

Chip Kay (SUPT.)

For our purposes, crisis is defined as:
A generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death.

The person first knowing of a CRISIS will notify the Superintendent, Principal or a Crisis Team Member.

Before moving on the reliability of the report must be verified. A determination will be made, based on the evidence, whether or not to proceed with activating the Crisis Response Team's protocol.

Appendix C – Lunch Prices

Breakfast, Lunch Prices for the 2019-2020 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

Appendix D – Professional Growth

Policy:

Professional Growth: In accordance with Nebraska law, all permanent certificated employees shall be required, every six years, to give evidence of professional growth. Six semester hours of college credit shall be accepted by the Board of Education as evidence of professional growth, or in the alternative, a point system devised by and jointly administered by the Shelby-Rising City Education Association and the administration will be utilized to show evidence of professional growth. Standards for the point system shall be set and communicated annually to all certificated staff. A report of the status of each certificated employee, including a listing of growth activities submitted, with regard to points awarded and required shall be presented by a representative of the SRCEA to the Superintendent on or before September 1 annually.

Professional Growth Chart

Teachers on probationary contracts do not need to work at gaining growth hours. Tenured (permanent) teachers must begin meeting the requirements established through negotiations for professional growth procedures.

A teacher must record any workshops or college credit hours accumulated. These workshops must be above and beyond the in-service hours held as an outgrowth of a contractual requirement.

Professional growth may be gained in a variety of ways. Points for college credit and/or meetings, workshops, or other professional hours are totaled. One college credit has been assigned a value of sixteen (16) growth points; therefore the total number hours needed to meet the professional growth requirement has been established as ninety-six (96) points. Any combination of college credit hours and other allowed hours that total ninety-six (96) points shall be considered as satisfying the professional growth requirement. The required ninety-six (96) points may be earned in a single year or over a period of six (6) years.

Professional Growth Period

The Professional Growth Period refers to each six (6) year period during which permanent certificated employees are required to give evidence of professional growth. A permanent certificated employee begins his/her initial six (6) year growth period on September 1 in the year that he/she becomes a permanent certificated (tenured) employee, and ends August 31, six (6) years later. The beginning of the seventh year as a permanent certificated (tenured) employee starts the second six (6) year period.

Approval and Verification of Professional Growth Activities

Formal Class Work: Six (6) hours of college credit, graduate or undergraduate, earned at an accredited college or university shall be accepted as evidence of professional growth. The college credit should be closely relate to teaching, and should enhance the skills of the teacher within his/her classroom. A transcript shall serve as evidence of credit earned and shall be maintained within the employee's personnel file. A college credit shall be the equivalent of sixteen growth points.

Other Activities: At least five (5) working days prior to attending or participating in a professional growth activity, the employee shall notify his/her respective principal of the employee's intent to participate in that activity by completing a Professional growth Activity Form (a copy is attached as Appendix D). All professional growth activity requests must be approved and signed by the respective principal prior to the start of the activity. The Professional Growth Activity Form will include the number

of growth points allowed for the specific activity. The respective principal may, upon discretion, request-substantiating evidence of the completion of the activity. This requirement may be accomplished in a variety of ways such as: written reports, presentations, etc.

Acceptable Professional Growth Activities:

- Auditing Courses-One semester hour equals eight (8) points.
- Professional Meetings/Service (10 points per full day of service prorated for partial days)
- Curriculum Conferences and Conventions (related to reaching assignment)
- Workshop, externally sponsored and not a contractual requirement
- Service on Nebraska Department of Education Advisory Committee, on school or college accreditation teams, or other professionally related commISS1011S
- Demonstration teaching and/or presenting in-service programs to colleagues within or outside the district Enrollment in adult education classes, if the subject is relevant to the employee's teaching area – 10 points per completion of class.

Other Approved Activities:

- Supervision of student teachers -Nine (9) points per student teacher
- POINTS PER ACTIVITY -Actual points awarded determined by mathematical average of points requested by the teacher and points recommended by the principal.
- Research
- Educational travel directly related to teaching area and college or professional organization sponsored
- Publications in professional journals or other educationally related publications.
- Special voluntary school district activities and/or in-service programs, which occur before or after the school day or the school year.
- No credit will be allowed for the following:
 - a. Attendance at NSEA Delegate Assemblies.
 - b. Local meeting of all teachers.
 - c. Meetings called by the principal(s) or by other administrative members.
 - d. Workshops and in-services attended which are part or required in-service days or is an outcome of a contractual requirement.
 - e. Fulfillment of other requirements, which are normal obligations of employees

Appendix E – Pay for Duties

Duty Pay – Home Events
ALL EXTRA DUTIES ARE PAID
\$30 PER ACTIVITY.

Volleyball

Scorekeeper and P.A. system
Lines people
Libero Tracker
Clock/scoreboard operators
Ticket takers

Football

Announcer and P.A. system
Ticket takers
School building supervisors (restrooms)
Extra Cashier

Basketball & Wrestling

Clock/scoreboard operators
Scorekeeper and P.A. system
Ticket takers

Track

Will be determined based on the responsibilities needed at each home track meet.
Ticket Takers

Out of Town Events

Scorekeeper for basketball and volleyball

Appendix F – Teacher Evaluation Rubric

Can be found on the Google Drive under Staff Forms-SRC and the folder Teacher Evaluation Rubric.

The rubric identifies the performance level, description, example behaviors, and evidence used to support the administrators decision in your formal and informal evaluations.

You can also find the evaluation aligned to the Marzano elements in that same folder as way of assisting teachers with identifying instructional strategies.

Appendix G – Grading Scale and Grade Point Average

Grades

Students will receive percentage grades for their academic classes.

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

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

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

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

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

Dual Credit courses will be graded on the College Scale and a grade adjustment will be made for equivalent letter grade placement on the S-RC scale and transcript.

Class Rank

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

Grade Point Average

Is calculated on the scale below. Cumulative GPA is the number of points earned divided by the number of classes taken. The percent is taken from the final semester grade. This is the GPA that will appear on the transcript and be used for college, scholarship, and award criteria.

Percent	Letter	4-Point
98-100	A+	4.00
94-97	A	4.00
92-93	B+	3.50
86-91	B	3.00
84-85	C+	2.50
78-83	C	2.00
76-77	D+	1.50
70-75	D	1.00
00-69	F	0.00

Appendix H – 4 P’s of Supervising Students

Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are assisting with recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- Be accountable for students who are assigned to you from the beginning of the supervision assignment to the end. Do not dismiss students early. If a student needs to leave class, make sure they have a hall pass. If the student is to report to the office, inform the office to be expecting the student. If the student is to be returning to your class after a brief absence (e.g., after using the restroom), contact the office if the student has not returned by the time expected.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited in our school district. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language is not acceptable. Be a good role model for students. If a student uses such language, you should make a report to the student’s teacher or administration.

Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records. If any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service. If it can’t be moved, tape a “Do Not Use” sign and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision

area, a walkie---talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students.
- Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non---student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Appendix I – Employee Ethics and Standards

Shelby-Rising City Schools expects its employees to adhere to ethics standards that are established by the Nebraska Department of Education for certificated employees. The school employment job ethics standards which employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the employee's contractual and personal responsibilities, the employee:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- E. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- H. Shall report to the Superintendent any known violation of paragraphs B or E above.
- I. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's position exists for the purpose of serving the best interests of the school district's students and patrons, the employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the employee:

- A. Shall make reasonable effort to protect the student from conditions that interfere with the learning process or are harmful to health or safety.
- B. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- C. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession. In fulfillment of the obligation to the public, the employee:

- A. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to professional employment practices, the employee:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Appendix J – Technology Policy

Note: The same expectations applied to students, apply to employees of the District.

The focus of the ONE TO ONE Project at Shelby-Rising City Public Schools is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all laptops, iPads, chromebooks, and other technology used at Shelby-Rising City Public Schools, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.

Laptops will be distributed each fall during “Rollout & Laptop Orientation.” **Parents & students must sign and return the Computer Damage/Loss Agreement, Shelby-Rising City Public Schools Laptop Information and Parent/Student Pledge documents before the laptop can be issued to their child.** The Laptop Computer Protection plan outlines two options for families to protect the laptop investment for the school district. Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at SHELBY-RISING CITY PUBLIC SCHOOLS.

TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology coordinator.

3.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Shelby-Rising City Public Schools.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop’s battery charged for school each day.

3.2 Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from

normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case.
- Do not throw, toss or slide laptops.

3.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

4.1 Laptops Left at Home

If students leave their laptop at home, they must report to the office to phone parents to bring the laptop to school. Repeat violations of this policy will result in disciplinary action.

4.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair from the Technology Coordinator.

4.3 Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

4.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of but not limited to; guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

4.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students will be allowed to use headphones with the laptops with teacher permission.

4.6 Printing

Students may use printers in classrooms, the library, and computer lab with teachers' permission during class or breaks. Students who want to print on a home printer must ask the Technology Coordinator to add their printer software to the laptop computer.

MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Syncing the Laptop: Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. Students will be responsible for syncing their files to the server.

Additional folders may be created or added by the student. All student work should be stored on the laptop. Only files stored on the desktop or in designated folders will be backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

Large video files may not be stored on the laptop or in the documents folder.

5.2 Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by SHELBY-RISING CITY PUBLIC SCHOOLS must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with:

- Apple Basic Software
- Microsoft Office Suite
- Safari, Chrome, and Firefox Web Browsers
- Adobe Software
- Other Academic or Production software as needed for classes

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.3 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software should not be installed without consent of the technology staff and must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.
- Items such as but not limited to; violent games and computer images containing obscene or pornographic material are banned.

6.4 Inspection

Students may be selected at random to provide their laptop for inspection.

6.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files on the laptop. The hard drive will then be re-imaged. Authorized software will be installed and the data files reinstated on the laptop. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

6.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

ACCEPTABLE USE

7.1 General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Shelby-Rising City Public Schools.
- Students are responsible for their ethical and educational use of the technology resources of the Shelby-Rising City Public Schools.
- Access to the Shelby-Rising City Public Schools technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use and Internet Safety Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook.

7.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission from a faculty member as part of a class project.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise

offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

- Students will not delete their history. A deleted history is a clear indicator that a violation has occurred and consequences will have been earned.

7.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as but not limited to; graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject consequences. Violation of applicable state or federal law, including the Nebraska Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Acceptable Use Policy will result in disciplinary action as outlined in the Student Handbook.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws

PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number of computer
- Individual User account name and password

8.2 Password Protection

Students are expected to password protect their laptops by setting a start-up password and keeping that password confidential.

8.3 Storing Your Laptop

When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop, when stored in the locker.

Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, commons area, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised laptops will be confiscated by staff and taken to the Principals' Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

LAPTOP TECHNICAL SUPPORT

The Technology Coordinator is located in the high school coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs

FAQ'S (Teacher Version)

(1) **What if I already have another model or brand of laptop computer?** *You will be required to use the school district issued laptop for school purposes.* This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses.

(2) **Can I have my laptop computer this summer?** Yes.

(3) **The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, concourse, or car unattended. Always know where your laptop is! Above all, take your computer home each night.**

(4) **Does SHELBY-RISING CITY PUBLIC SCHOOLS provide maintenance on my Apple laptop computer?** Yes, the Tech Coordinator will provide limited maintenance. If more maintenance is needed, the laptop is covered by the AppleCare maintenance agreement.

(5) **What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?** SHELBY-RISING CITY PUBLIC SCHOOLS stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit with the tech coordinator. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

(6) **If I purchase software in addition to the available software provided through SHELBY-RISING CITY PUBLIC SCHOOLS, will the Tech Coordinator load it for me?** No, at this time we are asking that only the software that was purchased by Shelby-Rising City Public Schools be installed on the laptops.

(7) **Do I need a printer?** You do not need to own one since printers are located throughout the building. If you want to connect to a printer at home with the school laptop, you will need to visit the

technology coordinator and ask to have your printer software installed.

(8) **How do I connect to the Internet at home?** You may connect to the Internet using a cable Ethernet connection (Requires additional adapter) or wireless connection. If you have problems connecting at home, contact your Internet service provider. The school district will not provide tech support for your home network.

(9) **Will there be facilities to back up the files I create on my laptop?** Yes. When you save your documents to the Documents Folder, your files are automatically saved to your laptop. Then you will need to complete the SYNC process the next time you are at the school to back up your files.

(10) **What if I want to add options to my laptop later?** Only SHELBY-RISING CITY PUBLIC SCHOOLS is authorized to add options and upgrades to your laptop computer.

(11) **What if I want to run another operating system on my laptop?** Only the operating system chosen by SHELBY-RISING CITY PUBLIC SCHOOLS will be authorized to run on a student-issued laptop computer.

(12) **What has the school done to help prevent students from going to inappropriate sites?** We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. An additional Mobile Filter has been added and should assist in filtering when students are not on the school network. All students who attempt to find inappropriate sites will be directed to the Principal's Office.

(13) **Are Student Laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?** Inappropriate material on laptops should be reported to the classroom teacher, principal, or tech coordinator immediately upon identification. Students who have "objectionable data" on their laptop but have failed or chosen not to report it, will be referred to the Principal's Office.

(14) **What if I have questions on how the features on my laptop work?** Apple systems are preloaded with the Access Help application which contains information similar to that which would be included in a User's Guide. The Access Help application is a searchable help database included on your computer.

COMPUTER/LAPTOP ACCEPTABLE USE GUIDELINES

Shelby-Rising City Public Schools network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Shelby-Rising City Public Schools. Access to the Shelby-Rising City Public Schools computer systems is a privilege, not a right. Laptops will be subject to random inspections and will be turned over to district personnel upon request. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

Laptop Computer Security Policy During the School Day

- Students must have laptops with them, or stored/locked in their school lockers . Laptops

must never be left unattended. Faculty will pick up and give unattended laptops to the Office.

- It is the student's responsibility to have the computer charged at the beginning of each school day.
- Laptops must be kept in the carrying case issued with the laptop. (Use of other cases must be cleared with the tech coordinator.)
- Students are not to deface their laptops or carrying sleeves, in any way, for example, with stickers, tape, white - out, marking pens, etc. If there are any questions, check with administrators.
- The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use but not limited to; vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
- Use of the computer (including "Instant Messaging") for anything other than a teacher directed or approved activity is prohibited during the school day.

- When accessing the school district's internet network, Internet computer games or any computer games are prohibited in classes, lobby, hallways, etc.
- Computers may not be used to make sound recordings without the consent of all those being recorded.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist or teacher.
- If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.
- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software or graphic files that are not for a school project or activity should not be stored on the school computer systems.
- Students may access only those files that belong to them or for which they are certain they have permission to use.
- Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Sound must be turned off at all times, except when being used as a part of the class.
- Accidental laptop damage: Students who have repeated instances of accidental laptop damage may be asked to check their laptop in with the tech coordinator after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for

class work may be permitted by the student's teacher first clearing it through the tech coordinator.

•Shelby-Rising City Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:

- The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
- The user shall not use or try to discover another's password or another person's email or other files.
- The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
- The user shall not let other persons use his/her name, logon, password, or files for any reason
- The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language or images.

•Individual school laptop computers and accessories must be returned to the tech coordinator at the end of each school year. Students who, withdraw, or terminate enrollment at SHELBY-RISING CITY PUBLIC SCHOOLS for any other reason may be asked to return their individual school laptop computer on the date of termination.

•If a student fails to return the computer at the end of the school year or upon termination of enrollment at Shelby-Rising City Public Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Sheriff's Department.

Computer Laptop Violations (But not limited to:)

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.

- Intentionally wasting school resources.

Consequences: Up to and including suspension or expulsion.

Computer Network Violations (But not limited to:)

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.

Consequences:

Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

Students who are disciplined and lose the privilege of using their laptop for a period of time, are not permitted to bring their own laptop from home. **Students are to use only school issued laptops at SHELBY-RISING CITY PUBLIC SCHOOLS. Laptops that are confiscated for violations may be wiped clean which will result in loss of all the music, pictures, movies etc. that may be on the laptop.**

Appendix K – District Safety Plan

*** Please see the separate tab marked District Safety Plan in your binder.**

Appendix L – Extra Duty Assignments/Schedule Extra Duty 2019-2020

H.S. Boy's Basketball

H - Grant Gabel

A- James Blex

Girls' Basketball

H - Turner Trofholz

A - Becky Schueth

Volleyball

H-Makenzi Kuhnel

A-Austin Carmichael

Football

H - Kevin Kopecky

A - Jon Riggs

A - Garrit Shanle

A- Jesse Truksa, Todd
Pinneo, Eric Lindsley

Track

H - Tjames Blex

A - Darrol Gray

A - Kevin Kopecky

A - Aundrea Morner

A - Garrit Shanle

One Act Play

H - Kristen Wilton

A - Adam Nissen

Speech

H - Kristen Wilton

All-School Play

Lynn Hofmann

Quiz Bowl

Sarah Hernbloom

Boy's Golf

H - Jon Riggs

Girl's Golf

Sara Jensen

Pep Band/Vocal H.S.

Aaron Mathis

HS/MS Wrestling

H - Austin Carmichael

A - Chris Watts

Striv Tv

TBA

FBLA

H - Sara Jensen

NHS

A - Sarah Hernbloom

Middle School Football

H - Grant Gabel

A - Mike Jurgensen

Middle School Volleyball

H - Becky Schueth

A - Sherri Nielsen

Middle School Boy's BB

H - Jerald Humlicek

A - Randy Grossnicklaus

Middle School Girl's BB

H - Mike Jurgensen

A - Aundrea Morner

Middle School Track***

HB - John Schoenrock

HG - Kate Nienhueser

A - Aaron Mathis

Middle School Quiz Bowl

H - John Schoenrock

K-6 Vocal/ MS Musical

H - Brian Evans

Aaron Mathis

MS/HS Concessions

Melanie Hoegerl

Darrol Gray (Ordering)

High School Dance Team

Taylor Ladwig

Activities Director

Turner Trofholz

FFA

Morgan Segner

Yearbook

Lynn Hoffman

S-RC Club

Jerald Humlicek

Student Council

Denise Glock (0.5)

Lauren Rabourn (0.5)

Reading Classics

H - Melinda Cromer

Summer Weight Room

B - Kevin Kopecky

G - Austin Carmichael

Unified Bowling

Stacy Stewart

Class Sponsors

9th - Becky Schueth

10th- Lynn Hofmann

11th - Lauren Rabourn (.5)

11th - Stacy Stewart (.5)

12th - Cody Bobolz

Appendix M – Emergency Leave Bank

(Part of the Negotiated Agreement)

Participation in the Emergency Leave Bank in Shelby-Rising City Public Schools shall be subject to the following conditions:

1. Membership in the Emergency Leave Bank shall be voluntary to all Shelby-Rising City Public School teachers who donate one day of their Sick Leave by September 1. Control of this process shall rest with the membership of the Shelby-Rising City Education Association governed by a high sense of moral ethics.
2. The purpose of the Emergency Leave Bank is to aid any participating teacher in case of severe accident, illness, or other medical emergency affecting anyone in his/her immediate family, necessitating the employee to require additional emergency leave to care for family members.
3. A teacher may become a participant in the ELB by notifying the secretary of the SRCEA and signing a membership list by September 1. A copy of the membership list will remain in the superintendent's office.
4. Participating teachers, after using all of their own accumulated sick leave days, may be entitled initially to withdraw up to one half the available days in the Emergency Leave Bank.
5. Withdrawal of "banked" days from the ELB must have the approval of a majority vote of the officers of the SRCEA. All disputes will be decided by a majority vote of the ELB participants.
6. The officers of the SRCEA shall be responsible for informing the superintendent, in writing, of any decisions concerning the administration of the ELB. The decision of the SRCEA officers is final in approval or non-approval of applications for days granted from the ELB.
7. Unused days in the ELB present at the end of each school year, to a maximum of 10 days, shall be carried over to the next school year. These 10 days are non-accumulative. All other remaining days are forfeited.

Appendix N – Certified Salary Schedule

Shelby - Rising City Public School Salary Schedule - 2019-2020

Base Salary	Horizontal Movement = 4% Vertical Movement = 4.5%						
Step/Column	B+0	B+9	B+18	B+27	M+0	M+9	M+18
1	1.00 \$36,000.00	1.04 \$37,440.00	1.08 \$38,880.00	1.12 \$40,320.00	1.16 \$41,760.00	1.2 \$43,200.00	1.24 \$44,640.00
2	1.045 \$37,620.00	1.085 \$39,060.00	1.125 \$40,500.00	1.165 \$41,940.00	1.205 \$43,380.00	1.245 \$44,820.00	1.285 \$46,260.00
3	1.09 \$39,240.00	1.13 \$40,680.00	1.17 \$42,120.00	1.21 \$43,560.00	1.25 \$45,000.00	1.29 \$46,440.00	1.33 \$47,880.00
4	1.135 \$40,860.00	1.175 \$42,300.00	1.215 \$43,740.00	1.255 \$45,180.00	1.295 \$46,620.00	1.335 \$48,060.00	1.375 \$49,500.00
5	1.18 \$42,480.00	1.22 \$43,920.00	1.26 \$45,360.00	1.3 \$46,800.00	1.34 \$48,240.00	1.38 \$49,680.00	1.42 \$51,120.00
6		1.265 \$45,540.00	1.305 \$46,980.00	1.345 \$48,420.00	1.385 \$49,860.00	1.425 \$51,300.00	1.465 \$52,740.00
7		1.31 \$47,160.00	1.35 \$48,600.00	1.39 \$50,040.00	1.43 \$51,480.00	1.47 \$52,920.00	1.51 \$54,360.00
8		1.355 \$48,780.00	1.395 \$50,220.00	1.435 \$51,660.00	1.475 \$53,100.00	1.515 \$54,540.00	1.555 \$55,980.00
9		1.4 \$50,400.00	1.44 \$51,840.00	1.48 \$53,280.00	1.52 \$54,720.00	1.56 \$56,160.00	1.6 \$57,600.00
10		1.445 \$52,020.00	1.485 \$53,460.00	1.525 \$54,900.00	1.565 \$56,340.00	1.605 \$57,780.00	1.645 \$59,220.00
11				1.57 \$56,520.00	1.61 \$57,960.00	1.65 \$59,400.00	1.69 \$60,840.00
12				1.615 \$58,140.00	1.655 \$59,580.00	1.695 \$61,020.00	1.735 \$62,460.00
13					1.7 \$61,200.00	1.74 \$62,640.00	1.78 \$64,080.00
14					1.745 \$62,820.00	1.785 \$64,260.00	1.825 \$65,700.00
15					1.79 \$64,440.00	1.83 \$65,880.00	1.87 \$67,320.00
16						1.875 \$67,500.00	1.915 \$68,940.00

Appendix O – School Academic Calendar

2019-2020 School Calendar

Shelby-Rising City Huskies

650 N Walnut Street
402-527-5946 (Fax) 402-527-5133
Shelby NE 68662

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 9, 12, & 13 - Staff Development
August 14 - K-12 Starts School (Modified Schedule)
August 19 - Pre-K Starts School

September 2 - No School Labor Day
September 20 - Homecoming

October 2 - No School / Fall PTC
October 15 - End of Quarter

October 18 - No School Fall Break

November 1 - No School / Professional Development
November 27, 28, 29 - No School Thanksgiving Break

December 20 - End of Semester
December 22 to 26 - NSAA Moratorium
December 23 - January 3 - Christmas Break

January 6 - No School / Professional Development
January 7 - Start of 2nd Semester

January 20 - No School / Professional Development (MLK)

February 3 - No School / Spring PTC
February 21 - No School Winter Break

March 11 - End of Quarter
March 12 & 13 - No School Spring Break

April 7th - ACT Day / No Elementary School PK-5
April 10 & 13 - No School Easter Break

May 5 - Seniors Last Day
May 9 - Graduation
May 19 - Last Day of School (Modified Schedule)
May 20 & 21 - Teacher Work Day (Curriculum)

Total Hours HS/MS 1181.25 Elementary 1145.5

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FIRST SEMESTER

K-12
86 Student Days
91 Teacher Contract Days

MINUTES OF INSTRUCTION

Regular Day HS/MS = 405
Regular Day Elementary = 390
(Based on PLC Daily Schedule)

SECOND SEMESTER

6-12	K-5	Year
89 Student Days	88	175
94 Teacher Contract Days		185

No School
 Modified Schedule

Professional Development (No School for Students)
 Beginning/End of Semesters

Parent Teacher Conferences
 End of Quarter

Appendix P – Lunch Room Procedures

Please escort your students to the lunchroom and remind your students that others are still in class and they are to pass quietly to and from the lunchroom. Teacher aides may be used to assist teachers with lunchroom supervision.

General Guidelines For The Lunchroom:

1. **All students who eat lunch here at the school are to eat in the lunchroom. Those who bring a lunch to school are to eat in the lunchroom also.** Sack lunches or fast food is not to be brought in for anyone other than them selves. Student lunches are to be paid for in advance of their consumption.
2. Students are to leave the area where they were seated as they found it. Return trays and silverware to the proper area. Have students check the area where they were seated to ensure that it is clean for the next person. If someone spills, have them clean it up immediately!
3. Students are not to leave the gym/lunch room without permission.
4. Students should move quietly and quickly through the halls when returning from lunch.
5. Students should be supervised at all times anywhere about the building.

Teachers and Staff

Unless you are assigned lunch supervision, you are not required to stay on campus for your assigned lunch period. However, you must not leave early or return late.

It is strongly encouraged that if you stay on campus to eat that you do so in the lunch room or staff room. The goal is to eliminate food and drink from academic areas such as the classroom, library, or office.

Remember that every teacher is responsible for supervision. If you see something happen or about to happen, please take care of it. A lot of problems can be avoided if everyone works together.

Appendix Q – Use of Teacher Aides (Para-Educators)

LEGAL PROVISIONS REGARDING TEACHER AIDES STATUTES AFFECTING TEACHER AIDES

In 1969, the Nebraska Unicameral enacted legislation permitting Nebraska schools to employ non-certificated Teacher Aides:

Neb. Rev. Stat. Section 79-1233. Nebraska certificate or permit; prerequisite to teaching; exception; employment of teacher aides; requirements;

1. No person shall be employed to teach in any public, private, denominational, or parochial school in this state who does not hold a valid Nebraska certificate or permit issued by Commissioner or Education legalizing him or her to teach the grade or subjects to which elected,....
2. Public, private, denominational, or parochial schools in the state may employ persons who do not hold a valid Nebraska teaching certificate of permit issue by the Commissioner of Education to serve as aides to a teacher or teachers. Such teacher aides may not assume any teaching responsibilities. A teacher aide may be assigned duties which are non-teaching in nature if the employing school has assured itself that the aide has been specifically prepared for such duties, including the handling of emergency situations which might arise in the course of his or her work.

In 1971, the legislation defined "teaching". Since the earlier law specified that teacher aide shall not assume teaching responsibilities, the responsibilities which teacher aides CANNOT assume were clarified:

Neb. Rev. Stat. Section 79-101....(12) teach shall mean and include, but not be limited to, the following responsibilities: (a) The organization and management of the classroom or the physical area in which the learning experiences of pupils take place; (b) the assessment and diagnosis of the individual educational needs of the pupils; (c) the planning, selecting, organizing, prescribing and directing of the learning experiences of pupils; (d) the planning of teaching strategies and the selection of available materials and equipment to be used; and (e) the evaluation and reporting of student progress.

The legislature also gives direction regarding training and supervision of teacher aides.

Neb. Rev. Stat. Section 43-625. **STATE BOARD OF EDUCATION; REVIEW SPECIAL TRAINING AND EDUCATIONAL PROGRAMS; QUALIFIED TEACHER DEFINED.** The State Board of Education shall review special training and educational programs offered by or in conjunction with any public school District, combination of public school Districts, educational service unit, or combination of educational service units subject to the following:

1. The teacher or teachers in any such program shall be qualified;
2. Teacher aides, working with any such program, shall have such qualifications as the governing body of the school shall prescribe and shall participate in appropriate in-service activities, and
3. Each qualified teacher shall be responsible for the direct supervision of teacher aides, whose duties shall be limited to those prescribed in section 79-1233.

STATE BOARD OF EDUCATION POLICIES (Teacher Aide)

NDE Rule 51 gives specific regulations regarding the use of teacher aides in special education programs:

NDE Rule 51 on School age Special Education Programs (adapted pursuant to Sections 43-660 and 43-607.01)

003 Definition of Terms

003.26 A teacher aide shall mean an individual who serves under the supervision of a certificated staff member as an assistant in the educational process or residential care staff under the supervision of certificated staff as defined in 92 NAC 51-010.

005.05 Utilization of special education teacher aides in instructional settings shall include:

005.05A The development and maintenance by the District of written procedures regarding special education teacher aides that reflect their: job description, preservice and inservice training, supervision and evaluation.

005.05B A teacher aide shall not teach, as defined in Neb. Rev. Stat. 79-101.

Teacher Roles as Defined by the Nebraska State Department of Education

The teacher's primary role is one of managing the learning environment. Teaching, as defined by statute, includes these responsibilities:

- organizing and managing the classroom,
- assessing and diagnosing student needs,
- planning and directing learning experiences,
- planning teaching strategies and selecting teaching material, and
- evaluating and reporting student progress. (Neb. Rev. Stat. 79-101)

When the program includes the use of a teacher aide, the teacher has a number of additional roles to fulfill. The teacher plans for the teacher aide's duties, supervises the completion of tasks, and provides guidance and evaluation about the teacher aide's performance. The examples below indicate specific teacher responsibilities and roles involved in managing teacher aides.

Teacher Responsibilities in Managing Teacher Aides

- Set an example of professionalism in teacher responsibilities
- Establish the criteria for acceptable job performance
- Assure teacher aides are adequately trained for their duties
- Prepare the teacher aide for and assign instructional and non-instructional tasks and activities
- Communicate the needs of each student to the teacher aide
- Establish and communicate the para educator's role in classroom behavior management
- Assign non-instructional duties
- Provide consistent feedback to assist in refining skills
- Monitor the teacher aide's performance in carrying out instructional activities
- Assist in evaluating the teacher aides overall performance

Note: Adapted from Guide for Effective Utilization of Paraprofessionals in Special Education. (1983). Lincoln, NE: University of Nebraska-Lincoln.

Teacher Aide Roles as Defined by the Nebraska State Department of Education

Although Nebraska Statutes allow teacher aides to carry out only "nonteaching" duties, teacher aides must be prepared for the duties assigned and must be adequately supervised. The example below further clarifies duties and other tasks often assigned to teacher aides.

Teacher Aide Responsibilities

The following illustrates duties which a teacher aide may perform when properly trained and supervised:

- Supervise student in the hallway, lunchroom, or playground
- Monitor supplementary work and independent study
- Reinforce learning in small groups or individuals while teacher works with other students
- Assist in educational demonstrations for the class or groups
- Provide assistance with individualized programmed materials
- Score objective tests and papers and maintain appropriate record for teachers
- Performs clerical tasks, i.e., typing, duplicating, attendance
- Observe, record, and chart students' behaviors
- Assist in production of student instructional materials
- Carry out instructional programs designed by the teacher
- Tutor students under the direction of the teacher
- Operate and maintain classroom equipment

Note: Adapted from Guide for Effective Utilization of Paraprofessionals in Special Education. (1983). Lincoln, NE: University of Nebraska-Lincoln.

To the casual observer, it might appear that a teacher and a teacher aide working side by side in serving students are performing identical tasks; however, the roles of teachers and teacher aides differ. In defining responsibilities, it is helpful to compare and contrast the roles appropriately performed by teachers and teacher aides. Duties which may not be performed by the teacher aide are illustrated below:

Duties the Teacher Aide May Not Perform

The following illustrate tasks which should not be assigned to the teacher aide:

- Diagnostic testing of students' strengths and weaknesses
- Preparing lesson plans
- Grading subjective papers and assigning grades to students
- Taking full responsibility for supervising and planning students' activities
- Selecting educational activities and materials for students
- Reporting student progress to parents

Teacher Aide (Para-Educator)

The teacher aide may perform these instructional duties:

1. Assist in organizing field trips.
2. Read aloud or listen to children read.
3. Assist students in performing activities that have been initiated by the teacher.
4. Hand out papers and collect paper work.
5. Assist with supplementary work for advanced pupils.
6. Provide special help such as drilling with flash cards, spelling, and play activities.
7. Assist in preparing instructional materials.
8. Reinforce learning with small groups.
9. Assist children in learning their names, addresses, telephone numbers, birthdays, and parents' names.
10. Supervise free play activities.
11. Prepare flash cards and charts.

12. Prepare art supplies and other materials.
13. Hear requests for help, observe learning difficulties of pupils, and report such matters to teachers.
14. Score objective tests and papers and keep appropriate records for teachers.

Instructional duties the teacher aide may not perform:

1. Be solely responsible for a classroom or a professional service.
2. Be responsible for the diagnostic functions of the classroom.
3. Be responsible for preparing lesson plans and initiating instruction.
4. Be responsible for assigning grades to students.
5. Be used as a substitute for certified teachers unless he or she possesses the appropriate substitute teacher's certificate.
6. Assume full responsibility for supervising assemblies or field trips.
7. Perform a duty that is primarily instructional in nature.
8. Be assigned work with the most "difficult" students the majority of the day.

Non-instructional duties the teacher aide may not perform:

1. Shall not assume full responsibility for supervising the planning activities.
2. Shall not take children to clinic, dental, or medical appointments unless permission is granted by authorized personnel.
3. Shall not prescribe educational activities and material for children.
4. Shall not grade subjective or essay tests.
5. Shall not regulate pupil behavior by corporal punishment or similar means.
6. Shall not be responsible for medical needs of children.

In keeping with guidelines and local philosophy the Shelby-Rising City Public Schools Board of Education had adapted this policy with regard to role and assignment of aides:

Teacher aides are employed at an hourly rate. Aides are under the immediate supervision of their respective teacher. The appropriate Principal is their administrative supervisor. Aides shall not be the primary catalyst in any subjective diagnostic or prescriptive activities involving student program planning or evaluation. The specific role played by aides is at administrative discretion. Roles may change from time to time and aides must be prepared to perform in a variety of setting.

It is the expectation of the Shelby-Rising City Public Schools Administration and Board of Education that teachers will utilize teacher aide time in such a manner that maximizes direct appropriate instructional time under the teacher's supervision in tutoring as appropriate. Other modes of teacher aide's time (clerical, custodial, and lunch) should be secondary to usage which involves direct student contact in a tutorial model.

Appendix R – Curriculum Selection Process

1. INSTRUCTIONAL MATERIALS SELECTION AND PROCEDURES FOR REVIEW

A. RESPONSIBILITY FOR SELECTION OF INSTRUCTIONAL MATERIALS:

1. The Schools Board of Education is legally responsible for all matters relating to the operation of schools.
2. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.

B. CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS:

It is the policy of the Board of Education to require that instructional materials selected for our schools be in accord with the following:

1. The basic factors which shall be considered in the selection of instructional materials (including printed and audio-visual materials), are as follows: factual accuracy, authoritativeness, balance, integrity, quality of presentation, imagination, vision, creativeness, and style.
2. Instructional materials shall be examined to select those in which the presentation and the subject matter are suitable for the grade and the interest level at which they are to be used.
3. Instructional materials shall be selected to provide for the interest and needs of the school community and the school program. Instructional materials shall be selected cooperatively by teachers and administrator, with administration having the final decision.
4. The selection process shall include the reading, examination, and checking of standard evaluation aids...i.e., standard catalogues and review digests.
5. Instructional materials shall be judged on their own merits not on the merits of authors, publishers, or series.
6. Every effort shall be made to provide materials that present all points of view concerning the problems and issues of our times.

C. PROCEDURES OF REVIEW

The Board of Education has adopted the following policy when dealing with censorship of books or other instructional materials:

1. That the final decision for controversial instructional materials shall rest with the Board of Education after careful examination and discussion of

the instructional materials with school officials or anyone else the Board may wish to involve.

2. That no parent or group of parents has the right to determine the instructional materials used for students other than their own children.
3. The Board does, however, recognize the right of an individual parent to request that his/her child not have to read a given book or see a given film, provided a written request is made to the appropriate building level Principal. Teachers will substitute comparable materials in specific cases when a parent makes such request. This applies to both print and audio-visual materials.
4. Any resident of the school District may formally challenge instructional materials used in the District's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the community who are not directly involved in the selection process.
5. Any resident who wishes to request reconsideration of the use of any learning materials used in the school must first contact the building level Principal and request that a meeting be scheduled with the Teacher involved to discuss the questioned material.
6. If the resident is not satisfied with the result of such conference, he/she may make a formal written request for reconsideration on a Reconsideration Request form which is available in the Superintendent's office. The Reconsideration Request form shall be signed and filed with the Superintendent.
7. Within two school days after the filing of such form, the Superintendent shall distribute copies of the challenged materials, as available, to the Reconsideration Committee for their review.
8. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by a four-fifths vote of the Reconsideration Committee. Special meetings may be called by the Superintendent.
9. The Reconsideration Committee shall be made up of five members:
 - a. Superintendent
 - b. Principal
 - c. Librarian
 - d. The teacher using the challenged material
 - e. A second teacher selected by the appropriate building level Principal

The Superintendent shall serve as the chairperson of the committee.

10. The Reconsideration Committee member directly associated with the material being challenged may at his/her request be excused from serving on the committee. If such request is made, the building level Principal shall select another teacher from within the building as his/her replacement.
11. The procedure for the first meeting following receipt of a Reconsideration Request Form is as follows:
 - a. Distribute copies of the written request form.
 - b. Give complainant or a group spokesperson an opportunity to talk about and expand on the request form.
 - c. Attempt to obtain and distribute reputable, professionally prepared reviews of the material.
12. The complainant shall be kept informed by the Superintendent concerning the status of his/her complaint throughout the committee reconsideration process.
13. At a subsequent meeting, the committee shall make its decision in closed session and prepare a written report supporting the decision. The committee's final decision will be, (a) to take no removal action, (b) to remove all or part of the challenged material from the total school environment, or (c) to limit the educational use of the challenged material. The sole criteria for the final decision is the appropriateness of the material for its intended educational use. The vote on the decision shall be by secret ballot.
14. The Reconsideration Committee will issue its written decision within 14 calendar days of the date in which the Reconsideration Request Form was filed.
15. The Superintendent will inform the complainant of the committee's decision and the intent of the school District.
16. A decision to sustain a challenge may not be interpreted as a judgment of irresponsibility on the part of the professional(s) involved in the original selection or use of the materials.
17. If the complainant is not satisfied with the decision of the Reconsideration Committee, he/she may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board of Education.
18. If such request is made, the Superintendent shall place the item on the agenda of the next regularly scheduled meeting and shall review the written report of the Reconsideration Committee. The complainant shall also be permitted to address the Board of Education following the

"Procedures for Addressing the Board of Education" as outlined in School Board Policies.

19. The Board of Education will give the matter due consideration and take appropriate action as deemed necessary.
20. Requests to reconsider materials which have previously been before the Reconsideration Committee must receive approval of a majority of the committee members before the materials will again be reconsidered.
21. The "Citizen's Request for Reconsideration" form which follows is also approved as part of the total Board policy:

Additional Board Policy References:

0603.04 – Curriculum Evaluation
0603.01 – Curriculum Development
0603.02 – Curriculum Adoption

0604.01 – Basic Instructional Program
0604.04 – Multi-Cultural Education
0604.09 – Teaching about Religion
0604.10 – Academic Freedom
0604.11 – Citizenship

New Curriculum and Textbooks follow this process the year before they are adopted:

- 1 – Submitted to the Curriculum Committee using the (a) Concept Request Form and (b) Concept Curriculum Map by December 1st.
- 2 – Curriculum Committee reviews requests in January and forwards approved submissions to Principals.
- 3 – Principals review and recommend to the Superintendent by the February school board meeting.
- 4 – February School Board Meeting the board reviews and approves those proposals that will be implemented the following academic year.
- 5 -- Cost of new materials is submitted to the Superintendent through the budget process.
- 6 -- Course is added to the registration handbook.

APPENDIX S – FITNESS CENTER GUIDELINES

Employees of the school district are permitted to use the fitness center with a free membership as part of employment. Your FOB will gain you access from the public entrance. The fitness center is not to be used DURING CONTRACT TIME by District Employees.

The Fitness Center is located through the Activity Entrance on the west side of the Shelby-Rising City School building in Shelby. The facility includes free weight and several different pieces of cardio equipment. The facility will be open 24 hours a day, 7 days a week unless a notice is posted – students will have priority on equipment during school time, but the public is welcome to use the facility during the school day or during school activities. During the school day parking is available directly in front of the facility – those spots are not reserved during evening or weekend activities.

Guidelines

- Available to paid/registered members only, there are no daily or guest rates available.
- All users must have a signed waiver on file with the School District.
- No children under the age 14 are permitted. Ages 14 to 18 may use the facility with adult supervision, unless graduated from High School.
- Proper athletic work out attire is required, including shirt, shoes, and athletic shorts or pants. Outside or street shoes are not permitted.
- No Food or Drink, except water bottles with lids.
- Weight bars, benches, dumb bells, weights or other equipment should be returned to it proper spot and picked up after use.
- Do not place weights, dumb bells, or bars on padded surfaces – including benches.
- After use, wipe equipment with the disinfectant wipes provided in the facility.
- Please follow the safe use posters and signs located in the facility.
- Personal training or contracted services may not be held in the Fitness Center by members or outside persons.

Notice

- Report observed damage or violations of rules to: Turner Trofholz at 402-527-5946 x5015 or ttrofholz@shelby.esu7.org
- Violation of Fitness Center rules will result in suspension or revocation of use privileges and forfeiture of remaining paid fees.

---BLANK---

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the ***Shelby-Rising City School District Staff Handbook*** which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and Board Policy (available on the school website). Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

Signature of Staff Member

Date

SHELBY-RISING CITY PUBLIC SCHOOL

STUDENT HANDBOOK

2019-2020 Edition

650 North Walnut
PO Box 218
Shelby, NE 68662

Phone: (402) 527-5946

Fax: (402) 527-5133



Table of Contents

Intent of Handbook	7
Notice of Non-Discrimination	7
MISSION STATEMENT	8
VISION STATEMENTS	8
BASIC SCHOOL RULES AND GENERAL PRACTICES	9
Attendance	9
Bicycles and Skateboards	12
Books and Supplies	12
Bulletin Boards/Television information Screens	12
Bullying	13
Cafeteria Rules	13
Cell Phones and Other Electronic Devices	13
Child Abuse and Neglect	14
Class Dismissal	14
Classroom Behavior	14
Closed Campus	15
Communicable Diseases	15
Communicating with Parents	15
Computer Network Use by Students	15
Complaint Procedure	19
Conferences	21
Contact Information	21
Copy Machines	21
Damage to School Property	21
Dating Violence	22
Discrimination and Harassment	22
Dress Code	22
Driving and Parking Personal Vehicles	23
Drug Free Schools	24
Eligibility	24
Emergency Contact Information	24
Evacuations	24

Eye Exams	24
Food Service Program	24
Field Trips	26
First-Aid	26
Food and Drink	26
Fundraising	26
Head Lice	27
Health Problems	27
High Ability Learner Program	27
Homebound Instruction	27
Homeless Children and Youth	28
Illness or Injury at School	28
Immunizations	28
Initiations and Hazing	30
Lockers and Other School Property	30
Lost and Found	30
Medications	30
Media Center	31
Memorials	31
National Honor Society	31
Parent Visitation/Other Visitation	32
Parking	32
Parties	32
Personal Items	32
Pets	32
Physical Exam	32
Pictures	33
Police/Other Questioning and Apprehension	33
Prom and Banquet	33
Protection of Student Rights	34
Public Displays of Affection	34
Retention	34
Rights of Custodial and Non-Custodial Parents	34
Self Management of Diabetes or Asthma/Anaphylaxis	35
Senior Trip	35

Smoking and Tobacco	35
Student Assistance	36
Student Fee Policy	36
Student Illness	39
Student Records	39
Student Schedule Changes	40
Students as Spectators	41
Tardiness	41
Telephone Calls	42
Threat Assessment and Response	42
Transportation Services	43
Video Surveillance and Photographs	46
Weather-Related School Closing	46
Withdrawal From School	47
Work Permits	47
ACADEMIC INFORMATION	48
Class Rank	48
Grades	48
Graduation Awards	48
Graduation Requirements	49
Homework	50
Honor Roll	50
Mid-Term Graduation	50
Report Cards	50
STUDENT DISCIPLINE	51
General Discipline Philosophy	51
Forms of School Discipline	51
Grounds for Short & Long-Term Suspension, Expulsion, or Mandatory Reassignment:	54
Guidelines for Various Infractions	56
Due Process Afforded to Students Facing Long-term Suspension or Expulsion	58
PBiS – Positive Behavioral Interventions and Supports	60
STAFF DIRECTORY	62

SCHOOLWIDE TITLE I LEARNING COMPACT	63
NATIONAL HONOR SOCIETY	64
STUDENT ACTIVITY HANDBOOK	66
FITNESS CENTER WAIVER	81
RECEIPT	84

WELCOME

Dear Students and Parents:

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

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

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

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

Sincerely,

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

Chip Kay, Superintendent

Intent of Handbook

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

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the 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 Chip Kay in writing at, 650 N. Walnut, Shelby, NE 68662 or by telephone at (402) 527-5946. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov. 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, 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, 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 zero 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.

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

Absences and Activity Participation

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

Bicycles and Skateboards

Students are to park their bikes in the appropriate racks. Under no circumstances are students to borrow or tamper with bicycles that are not their own. Bicycles must be parked in the bike rack and left there until dismissal time. After school, the bikes are to be taken home. Roller-skates, roller-blades, 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. "Bullying" means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Cafeteria Rules

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

Cell Phones and Other Electronic Devices

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

Students may use cell phones or other electronic devices on the school sidewalks, 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.

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.

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

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

3rd 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.

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

Damage to School Property

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

Dating Violence

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

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

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students may report discrimination or harassment to any staff member who will then forward it 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 hats, caps, **hoods**, or sunglasses will be worn in the school building school hours.
7. Coats intended to be worn as outerwear may not be worn inside the classroom.
8. No undergarments are to be showing.
9. Clothing identified by police and other law enforcement agencies that are associated with gang's i.e. sagging pants, long baggy coats, specific colors associated with a gang, bandanas.

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

- 1st Offense - Written warning and school-provided change of clothing
- 2nd Offense - Notification of Parents and a 30 minute detention
- 3rd 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 insure 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 **third second** week of each **semester quarter**, all 7-12 grade students will undergo an "eligibility" check each Monday. Students who have one (1) failing grade two weeks in a row or two (2) failing grades in the same week, will be deemed ineligible to participate in all school-related activities for seven (7) days **(Tuesday through Monday) (Monday through Sunday)**. **Students who improve at least one (1) percentage point in a class they are currently failing will be considered eligible in that class for that week.** The activity sponsor will determine if the ineligible student is allowed to attend practices.

Emergency Contact Information

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

Evacuations

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

Eye Exams

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

Food Service Program

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

Breakfast

The school will serve breakfast daily from 7:50 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/lunch room.
- 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. Lunch balance slips are sent home monthly or you may contact the main office to inquire about your balance.

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, 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. 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. 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. 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:

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

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

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled

Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

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

Memorials

Memorials or plaques honoring 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.

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. Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. The coach or sponsor will provide students with written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.
- 6. Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. Students who

chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Copies of Student Files or Records. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

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

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

Waiver Policy.

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

Voluntary Contributions to Defray Costs.

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

Student Illness

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

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district 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 your classroom 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 **8:30** & by **11:00** are considered in attendance for ½ the day.
4. Students arriving after **11:03** 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. Two (2) tardies per semester will be allowed with no consequence.
8. For every 3rd (third) tardy in one semester, a half-day Absent Excused (AE) will be recorded.

Middle School and High School Students

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

b) **Consequences**

Drivers must follow the PBiS protocol for documenting behavior (Behavior Logs). Students who violate the Rules for Conduct will be referred to their building principal for discipline.

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:

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

2nd Offense: Driver/student conference and parent contacted. Student is put on 3-day bus suspension.

3rd 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 (with the exception of softball), and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor, which has been signed by that student's parent.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be announced on radio stations KTTT 93.5; KLIR 101.1, KZ100 and television stations KLKN Channel 8 and KOLN Channel 10 and via School Messenger 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

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

Graduation Awards

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

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

Graduation Requirements

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

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

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

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

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

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

Homework

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

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

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

Honor Roll

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

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

Mid-Term Graduation

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

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

Report Cards

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. ~~Progress Reports~~ 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 participate in activities.

In-School Suspension

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

sponsored events.

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

Emergency Exclusion

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

Short-Term Suspension

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

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

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

Long-Term Suspension

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

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

Expulsion

Meaning of Expulsion: For the purposes of this policy and as defined in the

Student Discipline Act, expulsion shall mean exclusion from attendance in all schools within the district for a period of time as defined in Nebraska statute 79-283.

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

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

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

1. Uses violence, force, threat or intimidation in a manner causing substantial interference with school purposes; or
2. Causes or attempts to cause substantial damage to school or private property or steals or attempts to steal school or private property of substantial value; or
3. causes or attempts to cause physical injury to another person except in self-defense; or threatens or intimidates any student for the purpose or intent of obtaining something of value from the student; or
4. Possesses or transmits any firearm, knife, explosive or other dangerous object that is ordinarily considered a weapon; or
5. Engages in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor; or
6. Commits public indecency as defined in Nebraska statute 28-806 if that student is at least twelve years of age but less than nineteen years of age; or
7. Commits or attempts to commit sexual assault against any person if a complaint has been filed by a prosecutor alleging the incident as required in Nebraska statute 79-267.8; or
8. Engages in bullying as defined in section 79-2,137; or

9. Engages in any other illegal activity which constitutes a danger to other students or interferes with school purposes; or
10. Repeatedly violates the policies, rules and standards of student conduct established by the district; or
11. Violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyber-bullying, defined as the use of the

internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

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

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

Guidelines for Various Infractions

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

1ST Offense: Maximum 15 days OSS.

2nd 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.

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

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

3rd 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.*

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

2nd Offense: Minimum 15 days OSS.

3rd Offense: Recommendation of Expulsion.

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

1st Offense: Maximum 5 days Suspension.

2nd Offense: Maximum 15 days Suspension.

3rd Offense: Recommendation of Expulsion.

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

1st 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.

1st Offense: Maximum of 2 days ISS with additionally assigned detention time.

2nd Offense: 2 -5 days ISS with additionally assigned detention time.

3rd 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*

1st Offense: Maximum 5 days Suspension.

2nd Offense: Maximum 15 days Suspension.

3rd 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*.

1st Offense: Maximum 5 days Suspension.

2nd Offense: Maximum 15 days Suspension.

3rd 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."

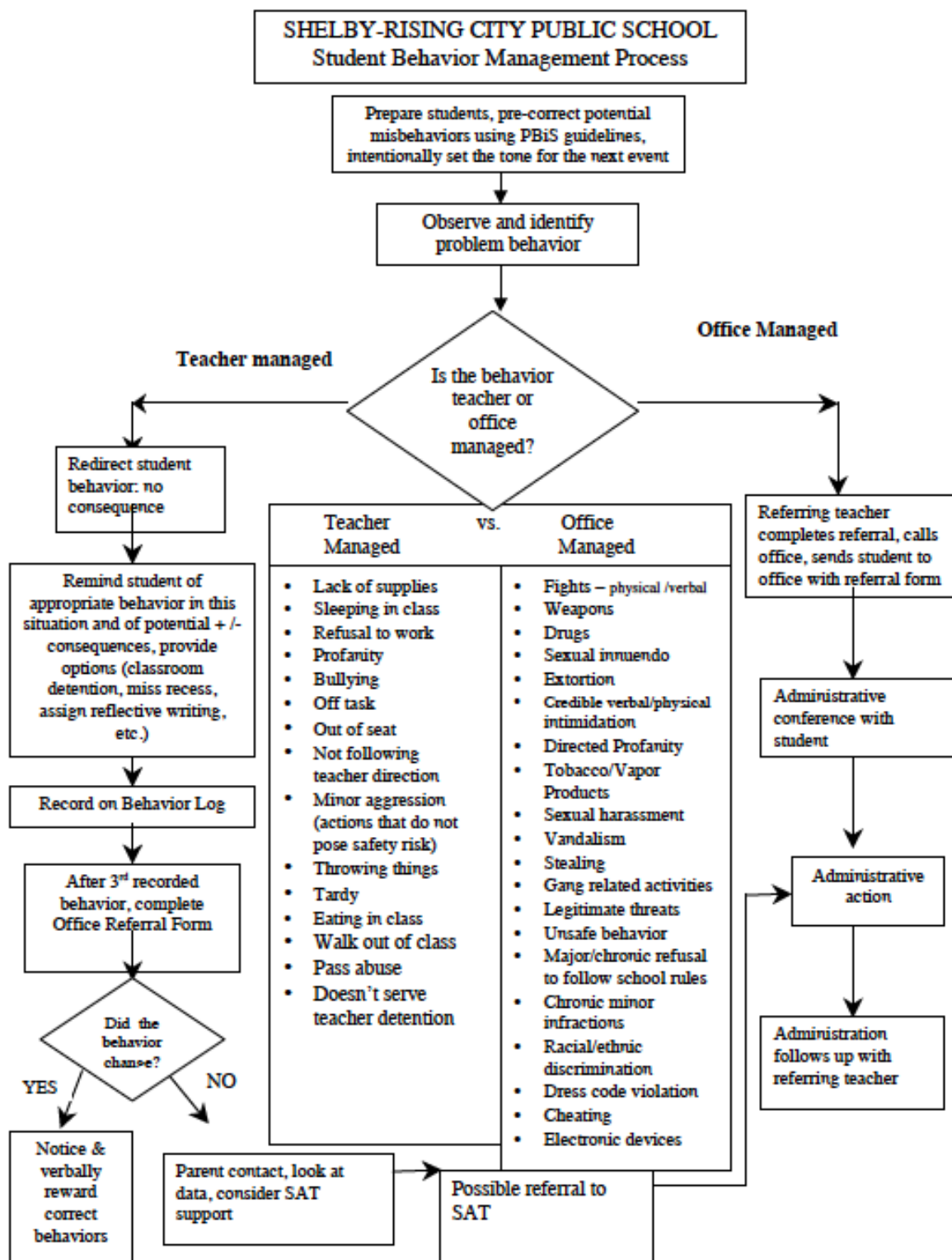
Our consistent school rules are:

- ◆ **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.



SECTION FOUR

STAFF DIRECTORY

Administration

Chip Kay (Superintendent)

ckay@shelby.esu7.org

Denise Glock (Elementary PK-5 Principal)

dglock@shelby.esu7.org

Cody Bobolz (Secondary 6-12 Principal)

cbobolz@shelby.esu7.org

Turner Trofholz(AD)

ttrofholz@shelby.esu7.org

Guidance Counselor

Sandy Voss (6-12 Counselor)

svoss@shelby.esu7.org

Kate Nienhueser (K-5 Counselor)

kkloke@shelby.esu7.org

Office Personnel

Ada Noyd (District Business Manager)

anoyd@shelby.esu7.org

Matt Carley (Technology Coordinator)

mcarley@shelby.esu7.org

Sue Topil (Secondary Admin. Assistant)

stopil@shelby.esu7.org

Maritza Velasco (Lunch/Activities Bookkeeper)

mvelasco@shelby.esu7.org

Amy Pospisil (Elementary Admin. Assistant)

apospisil@shelby.esu7.org

Nurse

Michelle Sterup (K-12 Nurse)

msterup@shelby.esu7.org

Kitchen Staff

Patty Kelly (Manager)

pkelly@shelby.esu7.org

Shelly Denbo (Asst. Manager)

sdenbo@shelby.esu7.org

Brenda Perry (Cook))

bperry@shelby.esu7.org

Ashley Weddle (Cook)

aweddle@shelby.esu7.org

Transportation

Steve Stewart (Transportation Director)

steves@shelby.esu7.org

Custodians

Steve Stewart (Maintenance/Transportation)

steves@shelby.esu7.org

Michelle Gray (Custodian)

mgray@shelby.esu7.org

Grace Kula (Custodian)

gkula@shelby.esu7.org

Elementary Faculty

Sarah Augustin (Preschool)

saugustin@shelby.esu7.org

Kelsey Gabel (K)

kgabel@shelby.esu7.org

Suzanne Schultz (K)

schultzs@shelby.esu7.org

Ashley Arbuck (1)

aarbuck@shelby.esu7.org

Jordan Tonniges (1)

jtonniges@shelby.esu7.org

Danielle Luettel (2)

dluettel@shelby.esu7.org

Cindy Sanley (2)

csanley@shelby.esu7.org

Jennifer Topil (3-5 Language Arts/Math/Reading)

jtopil@shelby.esu7.org

Kilah Deaver (3-5 Language Arts/Reading)

kdeaver@shelby.esu7.org

Melinda Cromer (3-5 Math)

mcromer@shelby.esu7.org

Jonathon Riggs (3-5 Science)

jriggs@shelby.esu7.org

Cindy Lorentzen (3-5 Social Studies)

clorent@shelby.esu7.org

Kelly Willis (Title I)

kwillis@shelby.esu7.org

Melanie Hoegerl (Special Education)

mhoegerl@shelby.esu7.org

Austin Carmichael (PE)

acarmichael@shelby.esu7.org

Secondary Faculty

Grant Gabel (MS Science)
ggabel@shelby.esu7.org
Sarah Hernbloom (HS/MS Spanish)
shernbloom@shelby.esu7.org
Jimmy Blex (HS Social Studies)
jblex@shelby.esu7.org
Lynn Hofmann (HS English)
lhofmann@shelby.esu7.org
Jerald Humlicek (HS Math)
jhumlice@shelby.esu7.org
Sara Jensen (HS Business)
sjensen@shelby.esu7.org
Mike Jurgensen (MS Math)
mjurgensen@shelby.esu7.org
Kevin Kopecky (MS/HS Art/HS PE)
kkopecky@shelby.esu7.org
Aundrea Morner (HS Science)
amorner@shelby.esu7.org
Mark Nebuda (HS Industrial Tech)
mnebuda@shelby.esu7.org
Lauren Rabourn (HS English)
lrabourn@shelby.esu7.org
Garrit Shanle (HS Science)
gshanle@shelby.esu7.org
John Schoenrock (MS/HS Social Studies)
jschoenrock@shelby.esu7.org
Becky Schueth (HS Math)
bschueth@shelby.esu7.org
Morgan Segner (MS/HS Ag / FFA)
msegner@shelby.esu7.org
Turner Trofholz (MS/HS PE)
ttrofholz@shelby.esu7.org
lblex@shelby.esu7.org
Kristen Wilton (MS/HS English)
kwilton@shelby.esu7.org
Lori Ziemba (MS/HS Special Education)
lziemba@shelby.esu7.org

District Staff

Aaron Mathis (5-12 Band/MS-HS Vocal)
amathis@shelby.esu7.org
Taylor Ladwig (HS Dance Team)
tladwig@shelby.esu7.org
Brian Evans (K-6 Vocal Music/K-12 ELL)
bevans@shelby.esu7.org
Sherri Nielsen (K-12 Media Specialist)
shnielse@shelby.esu7.org
Adam Nissan (K-5, 9-12 Art)
anissan@shelby.esu7.org
Stacy Stewart (K-12 Speech Lang. Pathologist)
sstewart@shelby.esu7.org

Paraprofessionals

Brenda Alt
balt@shelby.esu7.org
Carina Abrego
cabrego@shelby.esu7.org
Carrie Carter
ccarter@shelby.esu7.org
Susan Doehling
sdoehling@shelby.esu7.org
Tony Hernbloom
thernbloom@shelby.esu7.org
Jeanne Kay
jkay@shelby.esu7.org
Makenzi Kuhnel
mkuhnel@shelby.esu7.org
Theresa Logan
tlogan@shelby.esu7.org
Morgan Prochaska
mprochaska@shelby.esu7.org
Kelly Spitz
kspitz@shelby.esu7.org
Gennipher Staroscik
gstaroscik@shelby.esu7.org

Schoolwide Title I Learning Compact



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



PARENT/GUARDIAN AGREEMENT

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

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

STUDENT AGREEMENT

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

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

TEACHER AGREEMENT

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

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

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 11th or 12th 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 11th and 12th 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 can not actually participate unless excused by the sponsor.
- G. No practice will exceed 2 1/2 hours in length.
- H. Be at all practices. All practices are important and one participant missing may endanger the success of the team. If a participant knows he/she will be missing practice he/she is expected to notify the sponsor before the missed practice. Legitimate reasons for missing practice are:
illness, funeral, another school function, and work for one's father or mother.

The sponsor will determine if any other excuses are legitimate. A participant must notify the sponsor BEFORE missing any practice. A sponsor may discipline participants for missing practice without a legitimate reason.

- I. Any participant who is a member of any Shelby-Rising City High School interscholastic athletic squad cannot participate on any other organized team in that sport, in school or out of school, during the period that he/she is a member of the Shelby-Rising City High School interscholastic squad.
Example: A student cannot participate on a town team volleyball team while a member of the high school volleyball team.
- J. Extra-Curricular Participation (300.28, #7):
IN ORDER TO PRACTICE OR PARTICIPATE IN ANY ACTIVITY HELD OUTSIDE OF SCHOOL HOURS THE STUDENT MUST BE IN ATTENDANCE ALL DAY ON THE DAY OF THE ACTIVITY. THE ONLY EXCEPTION TO THIS SECTION WOULD BE A PRE-ARRANGED ABSENCE APPROVED BY THE PRINCIPAL.
- K. Guidelines for Participation in a Cooperative Activity.
 - 1. Students will provide their own transportation to practices and contests.
 - 2. Students will pay for any uniform(s) or equipment needed to practice.
 - 3. Students will be required to pay the annual activity fee before participating in a contest.
 - 4. Students will not be allowed to leave school early to attend a practice.
 - 5. Students will need to complete a pre-excused slip when contests cause them to leave before the end of the regular school day.
 - 6. Students will follow the Shelby-Rising City School Eligibility Policy.
 - 7. Students that meet the lettering requirements will receive a letter and certificate from Shelby-Rising City Public School and will be recognized at the activities banquet.

L. **Concussion Awareness**

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

The School District will:

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

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

This information will include:

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

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

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. **ACTIVITY FEES:** Shelby-Rising City will assess an Athletic and Extracurricular Activity Participation Fee. The annual fee will be assessed to every student in grades 6-12 who participates in any NSAA sponsored activity or event.

Also included, but not limited to:

Marching and Pep Band
Dance Team

Show or Competition Choir
Quiz Bowl

Activities Excluded:

All School Play
Organizations (NHS, FFA, FBLA, Student Council)

Middle School Musical

The fee will be assessed once per school year at a rate established by the Administration, which for the 2016-2017 school year will be \$25 per student. Students participating in more than one activity will only pay a one time fee of \$25.00. A student activity pass that allows admittance to all “home”, regular season athletic activities will be provided with the annual participation fee payment.

The fee is non-refundable unless the student is cut from the athletic/activity roster and did not participate in any other athletic/extracurricular activities for the remainder of the school year. Refunds will be issued over

the summer, after all of the student's obligations have been fulfilled. Students who voluntarily drop out of an activity will forfeit their fee.

Payment of the Athletic and Extracurricular Activity Participation Fee does not guarantee position, role, or playing time. It does not guarantee the student or his/her parent, guardian or family control over any conditions, guidelines or policies regarding the team or activities.

- O. Students who participate in out-of-town school sponsored activities are to ride the bus or any mode of transportation specifically approved by the Principal. The student will ride the bus, or approved transportation, to the activity. He/She will return to Shelby-Rising City Public School on the same transportation unless the proper procedure is followed.
- P. Activity practices scheduled the same day as snow/ice dismissal shall be automatically canceled. Practices may be held after late starts if the school day is completed. Practices related to other early dismissals and/or late starts may be scheduled at the discretion of the A.D./Superintendent. Games may be played/not played on weather affected days at the discretion of the A.D./Superintendent. The Superintendent shall have final determination in all cases.
- Q. The Shelby-Rising City Public Schools provides its participants with the best equipment possible. Therefore participants will be expected to return the equipment in reasonable condition at the end of the season. If it is not returned or is not in reasonable condition the participant will be expected to pay the replacement cost.
- R. Participants under school suspension, expulsion, or exclusion from school as established in Board policy are ineligible to practice or participate during the term of the suspension, expulsion, or exclusion.

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

GUIDELINES FOR THE PAYMENT OF STUDENT AND GROUP FEES

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

1. All group entry fees for approved activities occurring during the time school is in session.
2. All awards given to students, including:
 - a. Athletic and/or Fines Arts letters, pins, stars, shields, and certificates
 - b. All-Conference patches for athletics
 - c. Championship patches if earned during athletic competition at the conference or district or state.
 - d. Academic recognition given for: the science fair, awards night, Honor Society and the honor assembly at the end of the school year.
3. Read-a-thon prizes
4. Meals and lodging of activity participants and coaches/sponsors if the school district is reimbursed by the organization that sponsors the event.
5. Meals and lodging of fine arts participants and coaches if the participation is at the All-State level.
6. 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 5th 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:**

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

3. PENALTIES

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

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

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

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

3.2.3 For a third violation occurring in the same school year as the first and a second violation, the student shall not participate in any extracurricular activities for ~~the remainder of the school year~~ **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. 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
Name on eligibility list - failing	1/2 per class per week
Penalty time such as: detention, stay after school, come in before school, strike.	1 per occurrence
Unexcused absence from game, practice, meeting, lifting session, or activity called by the coach.	2 per occurrence
Suspension - in school or out of school	2 per each day of suspension

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

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

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

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

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

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 Proposal for Youth Group

1. Name of Group: YADA³

Youth Against Drugs and Alcohol

Youth Against Dangerous Activities

Youth Advocating for Determined Adolescents

2. Purpose/Mission

To provide students wanting to live a life free of alcohol, drugs and dangerous activities with support, alternate safe activities in a safe and accepting environment.

3. Grade Levels Involved

This would be for grades 6-12

4. Adult Supervision needs

An adult would be needed at our activities and events throughout the year. Parents could also provide supervision and assistance to support students.

5. Student Selection

Students can elect to openly “apply” at the beginning of each school year with students signing the Drug Free Pledge (Could also video students taking the pledge to put on the video board at different times).

6. State of National Affiliation

No State or National Affiliation would be sought at this time. Support from Region V Systems who serves Southeast Nebraska could be easily attained also with the potential to offer mini-grant opportunities if the group should choose to seek these out.

7. Planned Meetings/Activities

The group elected to meet on a monthly basis to plan for the coming month.

July – Meeting

August – Kickoff event/student recruitment – in conjunction with lap top roll out possibly

Sept. – meeting – Plan for Red Ribbon Week (if Stu. Co. is willing to give this up)

Oct. – Student Activity – Pumpkin Carving?, game night, glow dodge ball

Nov. – Meeting – Plan for Holiday Giving Tree – Needy family adoption

Dec. – Christmas giving either from the tree or family adoption

Jan. – Meeting – plan for Red/White Game

Feb. – Student Activity – Leadership speaker, service project?, Lock in?

Mar. – Meeting – Plan for Red/White and June Jam

April – Red/White Tailgate and game

May – Meeting – Plan for June Jam

June – June Jam attendance

8. Cost to students/District

No initial cost to students to participate. May have minimal costs (Ex. \$5 for an activity like dodge ball). The Polk County Health Department has provided support with items to give away for Red Ribbon Week as well as food/drinks for student activities. The Polk County Substance Abuse Coalition would be another organization that could provide support and some finances for the group as well. Region V systems could provide support through low cost group activities and speakers available to engage students.

Cost to the District would be through facilities like a room for meetings, student activities or potentially transportation to an event.

9. Value to the District and/or Community

The addition of a Student led group with the vision to be inclusive and to provide and/or support activities in which students can have fun in a safe, drug and alcohol free environment can attract kids that have similar interests yet are unable to participate in other activities that are time intensive.

This would also be a group that can keep the importance of this topic in the eyes and ears of parents and patrons. It is important to continue to pursue opportunities for student fun and socialization, just like adults seek, while not involving drugs, alcohol or dangerous activities.

This is a student group to encourage student participation as well as to address the needs students may have dealing with the difficulty of growing up.

Classified Proposal/Update:

Bus, Van, and Shuttle Drivers (Part-Time, 175 Days)

Pay by comparability study for route, activity, shuttle, and training

No Paid Leave, 33% Single Insurance, Safe Driving Bonus

Proper Driver Licensing Required

Bus Maintenance (Part-Time, 180 Days)

Hourly Rate - 10 hours per week. No Paid Leave or Insurance provided.

Business Manager

12-Month (260 Days), Salaried Exempt, Degree or Certification Required

Head of Maintenance and Transportation

12-Month (260 Days), Salaried Exempt

Secondary Office Assistant/NSSRS-Adviser and Custodial/Maintenance Staff

12-Month (260 Days), Hourly Non-Exempt

12-Month Employee Benefit Summary

- 1 (One) Paid Leave Day Per Month of Employment, No accrual beyond work calendar year of August 1 – July 31.
- 7 Paid Holidays (Labor Day, Thanksgiving, Christmas, New Year's Day, Easter, Memorial Day, and Independence Day. Observed on the following Monday if falls on a weekend.)
- 5 Vacation Days per six months of complete employment, unused can be carried over to the next six-month period only. Maximum accrual is 12 days. (Existing employees will start with their accrued amount not to exceed 15 for the first six months of this agreement, then it reduced to 5 plus the amount remaining not to exceed 12 thereafter)
- 100% Single Insurance

10-Month Employee Benefit Summary (Elementary Office Assistant and Lunch/Activities Bookkeeper) for 195 Days of Employment.

- 1 (One) Paid Leave Day Per Month of Employment, No accrual beyond work calendar year of August 1 – May 31.
- 6 Paid Holidays (Labor Day, Thanksgiving, Christmas, New Year's Day, Easter, and Memorial Day.)
- 50% of Single Insurance
- Hourly Rate, Non-Exempt
- Monday-Friday, except December 23-January 3

9-Month Employee Benefit Summary (Kitchen Staff & Para-Professionals)

- 1 (One) Paid Leave Day Per Month of Employment, No accrual beyond work calendar year of August 9 – May 20.
- 5 Paid Holidays (Labor Day, Thanksgiving, Christmas, New Year's Day, and Easter. Observed on the following Monday if falls on a weekend.)
- 33% of Single Insurance
- Hourly Rate, Non-Exempt
- 180 Employment Days (175 Student/3 Pre-Service/2 Staff Dev. Days)

All Classified Employees

- Employment calendar may vary based on cancellation of school. No employee may take paid leave to replace a cancelled day of school if the day or time is made up by the District.
- A paid leave day may not be taken on a day the employee is compensated for other duties by the District.
- Paid leave may only be taken by permission of the building Principal/Supervisor/Superintendent on days the employee was scheduled to work.
- Unpaid leave is no longer allowed without permission of the Superintendent. A letter from the employee stating the specific circumstance requiring the leave after all paid leave has been exhausted is required. FMLA, Military Deployment, Jury Duty, or to avoid double-compensation only require a brief explanation.
- All training requirements of the District must be completed annually.
- District equipment is for professional use only. Laptops included.
- Free Family Membership to the Fitness Center, additional FOBS \$10. (\$275 Benefit)
- Any accumulation of overtime should have prior approval. In some cases the employee may be given the option of compensatory time per agreement.
- Unused paid leave is compensated at \$32 per day or \$4 per hour.
- Unused vacation leave is compensated at the employee's hourly rate upon separation of employment from the District.

Classified Staff Chain of Command

- Superintendent: Business Manager, Head of Main/Trans, Head Cook.
- Head Cook: Kitchen Staff
- Head of M/T: Bus-Activity-Route Drivers and Custodial Staff
- Building Principal: Office Staff and Para-Professionals

Classified Compensation Schedule 2019-2020

Bus Route, Activity, or Field Trip (175 Days)

(*Driver is required to hold Bus Permit and CDL)(**Bus Permit Only)

*ROUTE BUS	*ACTIVITY	**VAN	TRAINING	INCREASE
\$40/Per	\$14/Hour	\$13/Hour	\$9.50/Hour	Group by Comparability

Bus Maintenance (180 Days)

STARTING	DEGREE	CERTIFICATION	EXPERIENCE+	INCREASE
\$12/Hour	\$14/Hour	\$14/Hour	\$15/Hour	Negotiated

Head of Maintenance/Transportation (260 Days/12 PTO/5-10 Vacation/7 Holiday)

H of Main.	H of Trans.	INCREASE	DEGREE/CERT	BUS DRIVING
\$42,000/yr.	\$9,000/yr.	% Classified	\$1-5/Hour	Paid Driving Time
STARTING	STARTING			

Business Manager (260 Days/12 PTO/5-10 Vacation/7 Holidays)

STARTING	DEGREE/CERT	INCREASE	PLACEMENT
\$36,000	\$1-\$10/Hour	% Classified	Professional Experience

Office Staff (195 Days/10 PTO/6 Holidays) (260 Days/12 PTO/5-10 Vacation/7 Holidays)

STARTING	DEGREE/CERT	INCREASE	MAX RATE	PLACEMENT
\$14/Hour	\$1-\$3/Hour	% Classified	\$20/Hour	Experience

Custodial/Maintenance Staff (260 Days/12 PTO/5-12 Vacation/7 Holidays)

STARTING	INCREASE	CERTIFICATION	PLACEMENT	MAX RATE
\$12/Hour	% Classified	\$1-\$3	Experience	\$20/Hour

Kitchen Staff (180 Days/9 PTO/5 Holidays)

STARTING	INCREASE	PLACEMENT	HEAD	MAX RATE	DEGREE OR CERT.
\$9.50/Hr.	% Classified	Experience	+\$5.00/Hr.	\$20/Hour	\$1-\$3

Para-Professionals (180 Days/9 PTO/5 Holidays)

STARTING	DEGREE	CERT/SKILLS	1-to-1 SPED	INCREASE	MAX RATE
\$9.50/Hr.	\$1-\$3/Hr.	\$1-\$3/Hr.	\$1/Hr.	% Classified	\$18/Hour

Definitions

Degree – College or Trade School related to position held and level of Degree.

Certifications – In skills related to the position held by accredited agency.

Skills – Specific job related skills like bi-lingual, advanced technology, or sign language.