

Board of Education Regular Meeting
Wednesday, July 16, 2014 7:00 PM
Shelby-Rising City School Band Room
650 N. Walnut
Shelby, NE 68662-0218

1. Call to Order
2. Pledge of Allegiance
3. Announce Open Meeting Act Posting and Location
4. Motion to Excuse
5. Recognition of Visitors
During this time visitors may request to the board the opportunity to speak at the appropriate time. The Board will amend the agenda to include Public Comments. Each speaker will be limited to 5 minutes during that time.
6. Approval of Agenda
7. Consent Agenda
 - 7.1. Approve June 11, 2014 Regular Board Meeting Minutes
 - 7.2. Approve July 8, 2014 Board Retreat Minutes
 - 7.3. Treasurer's Report
8. Administrative Reports
 - 8.1. Athletic Director/Activities Director Report
 - 8.2. Elementary Principals Report
 - 8.3. Middle School Principals Report
 - 8.4. High School Principals Report
 - 8.5. Superintendent's Report
9. Old Business
 - 9.1. Report on Osceola Presentation

9.2. Technology Coordinator Report

9.3. District Maintenance & Transportation Update

10. New Business

10.1. Resignation of Board Member Jay Ingalls

10.2. 1st Reading of Group 2 - Board Policy Updates for 2014-2015 School Year

10.3. 2nd Reading of Group 1 - Board Policy Updates for 2014-2015 School Year

10.4. 1st Reading of the New Graduation Requirements beginning with the Graduating Class of 2016

10.5. Schedule Public Presentation of Facilities Plan

10.6. Approve Student Handbook for the 2014-2015 School Year

10.7. Approve the Classified Handbook for the 2014-2015 School Year

10.8. Approve Certified Staff Handbook for the 2014-2015 School Year

10.9. Approve Meal Program Prices for the 2014-2015 School Year

10.10. Annual Review of Student Fee Policy (504.19)

10.11. Annual Review of Bullying Prevention Policy (504.20)

10.12. Annual Review of Parental Involvement Policy (1005.03)

10.13. Pekny & Associates

11. Set Dates

12. Executive Session

13. Adjournment

Notice of Meeting

Notice is hereby given that a meeting of the Board of Education of the School District of Shelby-Rising City, in the Counties of Polk and Butler, in the State of Nebraska, Shelby-Rising City School District No. 32 of Polk County, Nebraska, will be held at 7:00 p.m. on the

16th day of July, 2014, at Shelby-Rising City Band

Room # 202, which meeting will be open to the public. An agenda for such meeting, kept continuously current, is available for public inspection at the office of the Superintendent.

Chip Kay, Superintendent

Board of Education Regular Meeting

SRC Middle School at Rising City

DRAFT OF MEETING MINUTES FOR June 11, 2014 SCHOOL BOARD MEETING

I. Call to Order

Motion Passed: Call meeting to Order at 12:05PM. passed with a motion by Jeff Kuhnel and a second by Heath Vrbka.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

II. Pledge of Allegiance

III. Announce Open Meeting Act Posting and Location

IV. Recognition of Visitors

V. Approval of Agenda

Motion Passed: Motion to approve the agenda as posted passed with a motion by Roy Houdersheldt and a second by Heath Vrbka.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

VI. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda passed with a motion by Geoffrey Ruth and a second by Jason Ingalls.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

VI.A. Approve May 13, 2014 Regular Board Meeting Minutes

VI.B. Approve May 29, 2014 Special Board Meeting Minutes

VI.C. Treasurer's Report

VII. Administrative Reports

VII.A. Athletic Director/Activities Director Report

VII.B. Elementary Principals Report

VII.C. Middle School Principals Report

VII.D. High School Principals Report

VII.E. Superintendent's Report

VII.E.1. Budget Explanation and Update

VIII. Old Business

VIII.A. B & D Presentation

VIII.B. Technology Coordinator Report

VIII.C. District Maintenance & Transportation Update

VIII.D. Property Acquisition

Motion Passed: Motion to purchase property located at 600 North Walnut Street, Shelby, NE 68662. (146.583 ft x 171.33 ft) NW1//4, SW1/4 of Sec 10-14N-1W suburbs of Shelby, NE at agreed upon price. passed with a motion by Chris Whitmore and a second by Jason Ingalls.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

Motion Passed: Motion to purchase property located at 670 North Walnut Street Shelby, NE 68662. Tract 1 (50 ft x 100 ft) in SW1/4 NW1/4 of Sec. 10-14N-1 Suburbs of Shelby in conjunction with Tract 2 (227 ft x 66 ft) in SW 1/4 NW1/4 less Tract 1 in Section 10-14N-1 at agreed upon price. passed with a motion by Heath Vrbka and a second by Roy Houdersheldt.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

IX. New Business

IX.A. Approve Teacher Resignation

Motion Passed: Motion to approve the resignation of Sean Bartholomew and thank him for his 2 years in the Shelby-Rising City School District. passed with a motion by Roy Houdersheldt and a second by Chris Whitmore.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

IX.B. Approve Superintendent Contract

Motion Passed: Motion to approve the Superintendent Contract for Chip Kay as presented. passed with a motion by Chris Whitmore and a second by Jason Ingalls.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

IX.C. Approve Teaching Contract

Motion Passed: Motion to approve the teaching contract of Turner Trofholz for the 2014-2015 school year. passed with a motion by Heath Vrbka and a second by Geoffrey Ruth.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

IX.D. Approve Restroom Remodel Bid

Motion Passed: Motion to approve the bids for restroom remodels at the Shelby location. passed with a motion by Jason Ingalls and a second by Roy Houdersheldt.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

IX.E. 1st Reading of Board Policy Updates for 2014-2015 School Year

Motion Passed: Motion to Approve the 1st Reading of Board Policy Updates for the 2014-2015 School Year. passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

X. Set Dates

Discussion:

Next Board Meeting Date: July 16th, 2014 at 7:00PM in Shelby-Rising City HS Band Room

Board of Education Retreat Date: July 8th, 2014 at 8am at Pinnacle Bank Board Room.

XI. Executive Session

XII. Adjournment

Motion Passed: Motion to adjourn at 2:57PM. passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

GEOFF RUTH

School Board Secretary

Shelby/Rising City Board of Education- Board Retreat

July 8th, 2014

Pinnacle Bank Board Room: Shelby, NE

Call Meeting to Order at 8:00AM

MM: Jeff Kuhnel 2nd: Geoff Ruth Motion Passed 5-0

Motion to excuse Jay Ingalls

MM: Geoff Ruth 2nd: Chris Whitmore Motion Passed 5-0

Agenda Item: Discussion of Board Retreat Topics

Motion to Adjourn @ 11:15AM

MM: Jeff Kuhnel 2nd: Geoff Ruth Motion Passed 5-0

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1 Fund: 01 GENERAL FUND	
32820	ACADEMIC HALLMARKS	49.00
32821	ACCO BRANDS USA LLC	229.30
32822	APPLE INC.	3,660.00
32823	ATTAINMENT CO.	291.90
32824	BARONE SECURITY SYSTEMS	39.00
32825	BAUMERT FURNITURE, INC.	15,985.50
32826	BLACK HILLS ENERGY	630.81
32827	BLICK ART MATERIALS	1,131.10
32828	BOMGAARS	30.97
32829	BSN SPORTS	935.26
32830	BUTLER COUNTY CLINIC	125.00
32831	BUTLER PUBLIC POWER DISTRICT	1,830.74
32832	CALLAWAY ROLLOFFS, LLC	1,024.54
32833	CAMBIUM LEARNING	99.95
32834	CENTRAL NEBRASKA REHABILITATION SERVICES	2,057.12
32835	COMMERCIAL ART SUPPLY	7.74
32836	COMPUTERS ETC.	56.26
32837	CONSTELLATION ENERGY	563.05
32838	CR TOYS	68.22
32839	CRESTON FERTILIZER	56.75
32840	CULLIGAN	61.00
32841	CURRICULUM ASSOCIATES	50.74
32842	DYMA VOX MAYER - JOHNSON	399.00
32843	E.S.U. #7	7.72
32844	EAKES OFFICE PLUS	1,390.07
32845	EDUCATIONAL SERVICE UNIT #7	60.00
32846	EDUCATIONAL SERVICE UNIT #7	6,134.34

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
32847	EPS LITERACY & INTERVENTION	59.65
32848	ERIC ARMIN INC.	214.35
32849	ESU #1	240.00
32850	ESU #7 DISTANCE LEARNING	699.63
32851	ESU7 STUDENT SERVICES	642.00
32852	ETA HAND2MIND	1.76
32853	FLAGHOUSE	370.07
32854	FLINN SCIENTIFIC INC.	490.13
32855	FOLLETT SCHOOL SOLUTIONS INC.	1,139.62
32856	GAETH PEST CONTROL SERVICES	60.00
32857	GENERAL FUND-PETTY CASH	342.11
32858	GLOBAL EQUIPMENT COMPANY	211.24
32859	GRAY, MICHELLE	7.50
32860	GUGEL, CHRISTOPHER	1,292.94
32861	HAMPTON INN	99.95
32862	HIRE RIGHT SOLUTIONS INC.	28.00
32863	HOEGERL, MELANIE	643.36
32864	HOMETOWN LEASING	508.85
32923	HOUDERSHELDT, ROY	240.00
32924	INGALLS, JASON	240.00
32865	JACKSON SERVICES, INC	112.75
32925	JEFF KUHNEL	240.00
32866	JOHN DEERE FINANCIAL	348.89
32867	K-12 SCHOOL SUPPLIES	263.46
32868	KAPLAN SCHOOL SUPPLY CORP.	45.84
32869	KELLY SUPPLY CO.	57.08
32870	KLOKE, KATE	1,311.00

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
32871	LEE ENTERPRISES	226.17
32872	MARLA BENSON	144.65
32873	MATHESON TRI-GAS INC.	280.80
32874	MCGRAW-HILL EDUCATION	1,197.95
32875	MENARDS	1,582.18
32876	MIDWEST TECHNOLOGY PRODUCTS	304.07
32877	MNJ TECHNOLOGIES DIRECT	1,223.43
32878	NASCO	177.02
32879	NCS PEARSON, INC.	12,531.89
32880	NE COUNCIL OF SCHOOL ADM.	170.00
32881	NE SAFETY CENTER	75.00
32882	NEBRASKA COUNCIL OF SCHOOL ATTORNEYS	80.00
32883	NEBRASKA SPORTS	4,050.00
32884	OFFICENET	115.45
32885	ORIENTAL TRADING COM	245.97
32886	PAY FLEX	108.90
32926	PINNACLE AGENCY	257.00
32887	PITNEY BOWES GLOBAL FINANICAL SERVICES	198.00
32888	POLK CO. RURAL PUBLIC POWER DISTRICT	4,625.93
32889	POLK COUNTY NEWS	139.86
32890	PRO-ED	495.00
32891	PYRAMID SCHOOL PRODUCTS	645.62
32892	REALLY GOOD STUFF	596.04
32893	ROCHESTER 100 INC.	172.50
32927	RUTH, GEOFF	240.00
32894	SATCO SUPPLY	213.72
32896	SCHOLASTIC READING CLUB	22.00

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
32895	SCHOLASTIC	1,670.44
32897	SCHOOL SPECIALITY	4,127.78
32898	SEAT SACK	63.60
32899	SENROR WOOLY, LLC	35.00
32900	SERVICE MASTER BY SHEVLIN	2,385.00
32901	SHELBY AUTO CLINIC	201.06
32902	SHELBY LUMBER CO.	29,043.97
32903	SHRED MONSTER, INC.	141.00
32904	SOFTWARE UNLIMITED INC	2,750.00
32905	STEWART, STACY	497.25
32906	SUPER DUPER PUBLICATIONS	509.98
32907	SUPREME SCHOOL SUPPLY	4.04
32908	TEACHER DIRECT	623.20
32910	TEACHER'S DISCOVERY	341.71
32909	TEACHERS CREATED RESOURCES	18.98
32911	TETRA MEDICAL SUPPLY CORP.	11.55
32912	TIGHTON TOOLS & FASTNERS, INC.	154.68
32913	TOWNSEND PRESS BOOK CENTER	1,060.00
32914	TREND ENTERPRISES, INC.	130.73
32915	TRIPLE S SERVICE	118.50
32916	UNITED FARMERS COOPERATIVE	901.81
32917	UNITED HEALTH SUPPLIES	65.94
32918	VERIZON WIRELESS	49.95
32919	VILLAGE OF SHELBY	517.56
32928	VRBKA, HEATH	240.00
32929	WHITMORE, CHRIS	240.00
32920	WINDSTREAM	81.03

Board Report With Checks

JULY 2014 GENERAL FUND CHECKS #2

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
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32921	WINDSTREAM	1,147.35
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32922	ZIEMBA, LORI	1,190.76
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Fund Total:	125,327.28
Checking Account Total:	125,327.28

Payroll	149,247.80
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Total:	274,575.08
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Batch Description: JULY 2014 GENERAL FUND INVOICES (#2)

Processing Month: 07/2014

Vendor ID: HOUDER **HOUDERSHELDT, ROY** **Invoice Number: 71614** **Amount: 240.00**
 Description: **PO Number:** Invoice Date: 07/16/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Check Number: Chart of Account Number Detail Description Cost Center ID Detail Amount Asset/Asset Tag In Full
 01 2310 670 0 000 MILEAGE N 240.00

Vendor ID: JINGALLS **INGALLS, JASON** **Invoice Number: 71614** **Amount: 240.00**
 Description: **PO Number:** Invoice Date: 07/16/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Check Number: Chart of Account Number Detail Description Cost Center ID Detail Amount Asset/Asset Tag In Full
 01 2310 670 0 000 MILEAGE N 240.00

Vendor ID: KUHNEL **JEFF KUHNEL** **Invoice Number: 71614** **Amount: 240.00**
 Description: **PO Number:** Invoice Date: 07/16/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Check Number: Chart of Account Number Detail Description Cost Center ID Detail Amount Asset/Asset Tag In Full
 01 2310 670 0 000 MILEAGE N 240.00

Vendor ID: PINNAG **PINNACLE AGENCY** **Invoice Number: 71614** **Amount: 257.00**
 Description: **PO Number:** Invoice Date: 07/16/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Check Number: Chart of Account Number Detail Description Cost Center ID Detail Amount Asset/Asset Tag In Full
 01 2750 641 0 000 INS. FOR TRUCK N 257.00

Vendor ID: GRUTH **RUTH, GEOFF** **Invoice Number: 71614** **Amount: 240.00**
 Description: **PO Number:** Invoice Date: 07/16/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Check Number: Chart of Account Number Detail Description Cost Center ID Detail Amount Asset/Asset Tag In Full
 01 2310 670 0 000 MILEAGE N 240.00

Vendor ID: HVRBKA **VRBKA, HEATH** **Invoice Number: 71614** **Amount: 240.00**
 Description: **PO Number:** Invoice Date: 07/16/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Check Number: Chart of Account Number Detail Description Cost Center ID Detail Amount Asset/Asset Tag In Full
 01 2310 670 0 000 MILEAGE N 240.00

Vendor ID: WHITMORE **WHITMORE, CHRIS** **Invoice Number: 71614** **Amount: 240.00**
 Description: **PO Number:** Invoice Date: 07/16/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Check Number: Chart of Account Number Detail Description Cost Center ID Detail Amount Asset/Asset Tag In Full
 01 2310 670 0 000 MILEAGE N 240.00

Batch 1099 Total: 0.00

Batch Total: 1,697.00

Invoice Listing - Detail

Report 1099 Total: 0.00

Report Total: 1,697.00

Checking	1	Fund:	01	GENERAL FUND	
32820	ACADEMIC HALLMARKS				49.00
32821	ACCO BRANDS USA LLC				229.30
32822	APPLE INC.				3,660.00
32823	ATTAINMENT CO.				291.90
32824	BARONE SECURITY SYSTEMS				39.00
32825	BAUMERT FURNITURE, INC.				15,985.50
32826	BLACK HILLS ENERGY				630.81
32827	BLICK ART MATERIALS				1,131.10
32828	BOMGAARS				30.97
32829	BSN SPORTS				935.26
32830	BUTLER COUNTY CLINIC				125.00
32831	BUTLER PUBLIC POWER DISTRICT				1,830.74
32832	CALLAWAY ROLLOFFS, LLC				1,024.54
32833	CAMBIUM LEARNING				99.95
32834	CENTRAL NEBRASKA REHABILITATION SERVICES				2,057.12
32835	COMMERCIAL ART SUPPLY				7.74
32836	COMPUTERS ETC.				56.26
32837	CONSTELLATION ENERGY				563.05
32838	CR TOYS				68.22
32839	CRESTON FERTILIZER				56.75
32840	CULLIGAN				61.00
32841	CURRICULUM ASSOCIATES				50.74
32842	DYMA VOX MAYER - JOHNSON				399.00
32843	E.S.U. #7				7.72
32844	EAKES OFFICE PLUS				1,390.07
32845	EDUCATIONAL SERVICE UNIT #7				60.00
32846	EDUCATIONAL SERVICE UNIT #7				6,134.34

07/14/2014 2:59 PM

User ID: SAS

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
32847	EPS LITERACY & INTERVENTION	59.65
32848	ERIC ARMIN INC.	214.35
32849	ESU #1	240.00
32850	ESU #7 DISTANCE LEARNING	699.63
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32853	FLAGHOUSE	370.07
32854	FLINN SCIENTIFIC INC.	490.13
32855	FOLLETT SCHOOL SOLUTIONS INC.	1,139.62
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32871	LEE ENTERPRISES	226.17
32872	MARLA BENSON	144.65
32873	MATHESON TRI-GAS INC.	280.80

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32874	MCGRAW-HILL EDUCATION	1,197.95
32875	MENARDS	1,582.18
32876	MIDWEST TECHNOLOGY PRODUCTS	304.07
32877	MNJ TECHNOLOGIES DIRECT	1,223.43
32878	NASCO	177.02
32879	NCS PEARSON, INC.	12,531.89
32880	NE COUNCIL OF SCHOOL ADM.	170.00
32881	NE SAFETY CENTER	75.00
32882	NEBRASKA COUNCIL OF SCHOOL ATTORNEYS	80.00
32883	NEBRASKA SPORTS	4,050.00
32884	OFFICENET	115.45
32885	ORIENTAL TRADING COM	245.97
32886	PAY FLEX	108.90
32887	PITNEY BOWES GLOBAL FINANCIAL SERVICES	198.00
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32889	POLK COUNTY NEWS	139.86
32890	PRO-ED	495.00
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32893	ROCHESTER 100 INC.	172.50
32894	SATCO SUPPLY	213.72
32896	SCHOLASTIC READING CLUB	22.00
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32897	SCHOOL SPECIALITY	4,127.78
32898	SEAT SACK	63.60
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32900	SERVICE MASTER BY SHEVLIN	2,385.00

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<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
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32902	SHELBY LUMBER CO.	29,043.97
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32904	SOFTWARE UNLIMITED INC	2,750.00
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32917	UNITED HEALTH SUPPLIES	65.94
32918	VERIZON WIRELESS	49.95
32919	VILLAGE OF SHELBY	517.56
32920	WINDSTREAM	81.03
32921	WINDSTREAM	1,147.35
32922	ZIEMBA, LORI	1,190.76

Fund Total:	123,630.28
Checking Account Total:	123,630.28
Payroll Total:	149,247.80
Total:	272,878.08

Batch Description: JULY 2014 GENERAL FUND INVOICES

Processing Month: 07/2014

Vendor ID: ACADEMICH ACADEMIC HALLMARKS

Invoice Number: 51713 Amount: 49.00

Description: Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Chart of Account Number: 01 1195 460 0 000

Check Number: Detail Amount: 1099 Asset/Asset Tag

In Full

MRS. RUTH

49.00

N

Vendor ID: ACCOBRAND ACCO BRANDS USA LLC

Invoice Number: 2253298 Amount: 229.30

Description: Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Chart of Account Number: 01 2510 410 0 000

Check Number: Detail Amount: 1099 Asset/Asset Tag

In Full

LAMINATION FILM

229.30

N

Vendor ID: APPLECO APPLE INC.

Invoice Number: 4287505235 Amount: 3,660.00

Description: Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Chart of Account Number: 01 1195 460 0 000

Check Number: Detail Amount: 1099 Asset/Asset Tag

In Full

APPLE CARE

3,660.00

N

Vendor ID: ATTAINMENT ATTAINMENT CO.

Invoice Number: 2398944 Amount: 291.50

Description: Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Chart of Account Number: 01 1200 410 0 000

Check Number: Detail Amount: 1099 Asset/Asset Tag

In Full

SUPPLIES

291.90

N

Vendor ID: BARONE BARONE SECURITY SYSTEMS

Invoice Number: SV156014 Amount: 39.00

Description: Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Chart of Account Number: 01 2610 410 0 000

Check Number: Detail Amount: 1099 Asset/Asset Tag

In Full

ALARM BATTERY

39.00

N

Vendor ID: BAUMERT BAUMERT FURNITURE, INC.

Invoice Number: 71114 Amount: 15,985.50

Description: Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Chart of Account Number: 01 2620 318 0 000

Check Number: Detail Amount: 1099 Asset/Asset Tag

In Full

CLASS RM CARPET

15,985.50

N

Vendor ID: BLACKHILLS BLACK HILLS ENERGY

Invoice Number: 71114 Amount: 630.81

Description: Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Chart of Account Number: 01 2610 321 0 000

Check Number: Detail Amount: 1099 Asset/Asset Tag

In Full

HEATING FUEL

630.81

N

Vendor ID: BLICK BLICK ART MATERIALS

Invoice Number: 71114 Amount: 1,131.10

Description:

Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

PO Number:

Invoice Number: 71114

Amount: 1,131.10

Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71114 Amount: 30.97
Chart of Account Number ART SUPPLIES N 6.83
01 1190 410 0 000
01 1185 410 0 000 ART SUPPLIES N 1,124.27
01 1185 410 0 000

Vendor ID: BOMGAARS BOMGAARS
Description: PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
01 2610 410 0 000 EXTENSION CORD, SWITCH, BRASS TIP N 30.97

Vendor ID: BSNSPO BSN SPORTS
Description: PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
01 1165 410 0 000 ELEM. P.E. N 686.64
01 1165 410 3 000 MIDDLE SCH. P.E. N 217.55
01 1103 410 1 100 BALL CART N 31.07

Vendor ID: BUTLERCO BUTLER COUNTY CLINIC
Description: PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
01 2750 690 0 000 JOSH COOLEY PHYSICAL N 125.00

Vendor ID: BUTLERPPD BUTLER PUBLIC POWER DISTRICT
Description: PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
01 2610 322 0 000 RC ELECTRICITY N 1,830.74

Vendor ID: CALLROLLOFF CALLAWAY ROLLOFFS, LLC
Description: PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 1,024.54
Sequence: 1 Check Type: Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
01 2620 318 0 000 SUMMER REMOVAL FOR SHELBY & RC N 1,024.54

Vendor ID: CAMBIUM CAMBIUM LEARNING
Description: PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
01 1150 690 0 000 READING A-Z LISC. N 99.95

Vendor ID: CENTRAL CENTRAL NEBRASKA REHABILITATION SERVICES
PO Number: Invoice Number: 71114 Amount: 2,057.12

Description: Sequence: 1 Check Type: Detail Description Checking Account ID: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 2,057.12
Chart of Account Number AGE 0-2
01 4404 318 0 000
01 4406 318 0 000 AGE 3-5
01 4410 318 0 000 SCHOOL AGE

Vendor ID: COMMART COMMERCIAL ART SUPPLY
Description: Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 121493 Amount: 7.74
Chart of Account Number 12" RULERS PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
01 1180 410 2 200 12" RULERS Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag Check Number: Check Date:
7.74 N Detail Amount Asset/Asset Tag In Full

Vendor ID: COMPUTETC COMPUTERS ETC.
Description: Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 72886 Amount: 56.28
Chart of Account Number EARBUDS & HDMI PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
01 1200 410 0 000 EARBUDS & HDMI Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag Check Number: Check Date:
56.26 N Detail Amount Asset/Asset Tag In Full

Vendor ID: CONSTELLA CONSTELLATION ENERGY
Description: Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71114 Amount: 563.05
Chart of Account Number FUEL PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
01 2610 321 0 000 FUEL Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag Check Number: Check Date:
563.05 N Detail Amount Asset/Asset Tag In Full

Vendor ID: CRTOYS CR TOYS
Description: Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 14-E102 Amount: 68.22
Chart of Account Number SUPPLIES PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
01 1150 410 0 000 SUPPLIES Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag Check Number: Check Date:
68.22 N Detail Amount Asset/Asset Tag In Full

Vendor ID: CRESTON CRESTON FERTILIZER
Description: Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71414 Amount: 56.75
Chart of Account Number FERTILIZER FOR GRASS PO Number: Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
01 2610 410 0 000 FERTILIZER FOR GRASS Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag Check Number: Check Date:
56.75 N Detail Amount Asset/Asset Tag In Full

Vendor ID: CULLIGAN2 CULLIGAN
Description: Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71114 Amount: 61.00
Chart of Account Number WATER PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
01 2610 690 0 000 WATER Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag Check Number: Check Date:
61.00 N Detail Amount Asset/Asset Tag In Full

Vendor ID: CURRICULUM CURRICULUM ASSOCIATES
Description: PO Number: Invoice Number: 90290146 Amount: 50.74
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Detail Description
Chart of Account Number QW EVERYDAY WRITER
01 1103 410 1 100

Checking Account ID:
Cost Center ID 50.74
Detail Amount 1099 Detail Amount Asset/Asset Tag
N

Vendor ID: DYMAVOX DYMA VOX MAYER - JOHNSON

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number BOARD MARKER PLUS
01 1200 460 0 000

Checking Account ID:
Cost Center ID 399.00
Detail Amount 1099 Detail Amount Asset/Asset Tag
N

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

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number PRINTING
01 2320 410 0 000

Checking Account ID:
Cost Center ID 7.72
Detail Amount 1099 Detail Amount Asset/Asset Tag
N

Vendor ID: EAKESO EAKES OFFICE PLUS

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number COPIER SERVICE
01 2510 318 0 000
01 2510 410 0 000 SUPPLIES
01 2510 530 0 000 ADDING MACHINE
01 2750 690 0 000 SUPPLIES

Checking Account ID:
Cost Center ID 1,242.47
Detail Amount 1099 Detail Amount Asset/Asset Tag
N
7.18 N
133.28 N
7.14 N

Vendor ID: ESU71 EDUCATIONAL SERVICE UNIT #7

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number SARA HERNBLOOM
01 2212 690 0 000

Checking Account ID:
Cost Center ID 60.00
Detail Amount 1099 Detail Amount Asset/Asset Tag
N

Vendor ID: ESU7SP EDUCATIONAL SERVICE UNIT #7

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number AGE 3-5
01 4406 318 0 000
01 4410 318 0 000 SCHOOL AGE

Checking Account ID:
Cost Center ID 1,728.34
Detail Amount 1099 Detail Amount Asset/Asset Tag
N
4,406.00 N

Vendor ID: EPSLIT EPS LITERACY & INTERVENTION

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number SUPPLIES
01 1101 410 1 100

Checking Account ID:
Cost Center ID 59.65
Detail Amount 1099 Detail Amount Asset/Asset Tag
N

Vendor ID: EAIEDUCAT ERIC ARMIN INC.

PO Number: Invoice Number: 10776763
Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID 59.65
Detail Amount 1099 Detail Amount Asset/Asset Tag
N

Amount: 214.35

Amount: 6,134.34

Amount: 59.65

Amount: 1,390.07

Amount: 60.00

Description: Sequence: 1 Check Type: Detail Description Checking Account ID: Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Chart of Account Number Detail Description Asset/Asset Tag Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
01 1140 410 3 000 SUPPLIES 214.35 N

Vendor ID: ESU1 ESU #1 Invoice Number: R20140047 Amount: 240.00
Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: R20140047
Chart of Account Number Detail Description Asset/Asset Tag Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
01 1195 630 0 000 SUMMER TECH 240.00 N

Vendor ID: ESU7DIST ESU #7 DISTANCE LEARNING Amount: 699.63
Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71114
Chart of Account Number Detail Description Asset/Asset Tag Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
01 2224 630 0 000 JULY-SEPT 699.63 N

Vendor ID: ESU7STUSER ESU7 STUDENT SERVICES Amount: 642.00
Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71114
Chart of Account Number Detail Description Asset/Asset Tag Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
01 1100 313 0 000 STUDENT RECORD SYSTEM 642.00 N

Vendor ID: ETA ETA HAND2MIND Amount: 1.76
Description: Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71414
Chart of Account Number Detail Description Asset/Asset Tag Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
01 1110 410 3 000 SUPPLIES 1.76 N

Vendor ID: FLAGHOUSE FLAGHOUSE Amount: 370.07
Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 14E103
Chart of Account Number Detail Description Asset/Asset Tag Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
01 1200 410 0 000 SUPPLIES 370.07 N

Vendor ID: FLINN FLINN SCIENTIFIC INC. Amount: 490.13
Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71114
Chart of Account Number Detail Description Asset/Asset Tag Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
01 1145 410 3 000 SUPPLIES 95.55 N
01 1145 410 2 200 SUPPLIES 394.58 N

Vendor ID: FOLLETT FOLLETT SCHOOL SOLUTIONS INC. Amount: 1,139.62
Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71114
Chart of Account Number Detail Description Asset/Asset Tag Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Chart of Account Number 01 2222 430 0 000
Detail Description BOOKS

Cost Center ID 1,139.62
Detail Amount 1,139.62
Asset/Asset Tag N

In Full

Vendor ID: GAETH **GAETH PEST CONTROL SERVICES**

Description:
Sequence: 1 Check Type:
Chart of Account Number 01 2620 318 0 000
Detail Description RC PEST CONTROL

PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A
Check Number: 8541
Cost Center ID 1099 Detail Amount 60.00
Asset/Asset Tag N

In Full

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

Description:
Sequence: 1 Check Type:
Chart of Account Number 01 2130 410 0 000
Detail Description AED WALL MOUNT
01 2510 410 0 000 LABEL MAKER
01 1195 465 0 000 SUBSCRIPTIONS

PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A
Check Number: 71114
Cost Center ID 1099 Detail Amount 219.05
Asset/Asset Tag N
87.97 N
35.09 N

In Full

Vendor ID: GLOBALEQUI **GLOBAL EQUIPMENT COMPANY**

Description:
Sequence: 1 Check Type:
Chart of Account Number 01 1195 560 0 000
Detail Description WIRE SHELVING

PO Number: Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A
Check Number: 106925887
Cost Center ID 1099 Detail Amount 211.24
Asset/Asset Tag N

In Full

Vendor ID: MGRAY **GRAY, MICHELLE**

Description:
Sequence: 1 Check Type:
Chart of Account Number 01 2750 690 0 000
Detail Description LISC. RENEWAL

PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A
Check Number: 71114
Cost Center ID 1099 Detail Amount 7.50
Asset/Asset Tag N

In Full

Vendor ID: GUGEL **GUGEL, CHRISTOPHER**

Description:
Sequence: 1 Check Type:
Chart of Account Number 01 1100 120 0 000
Detail Description MEMORIAL DAY & BAND TRIP

PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A
Check Number: 1099
Cost Center ID 1099 Detail Amount 1,292.94
Asset/Asset Tag N

In Full

Vendor ID: HAMPTON **HAMPTON INN**

Description:
Sequence: 1 Check Type:
Chart of Account Number 01 2320 630 0 000
Detail Description MEETING STAY

PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A
Check Number: 71114
Cost Center ID 1099 Detail Amount 99.95
Asset/Asset Tag N

In Full

Vendor ID: HIRESSOL **HIRE RIGHT SOLUTIONS INC.**

Description:
Sequence: 1 Check Type:
Chart of Account Number
Detail Description

PO Number: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A
Check Number: P0355271
Cost Center ID 1099 Detail Amount
Asset/Asset Tag

In Full

Amount: 28.00

Amount: 99.95

Amount: 1,292.94

Amount: 7.50

Amount: 211.24

Amount: 342.11

Amount: 60.00

01 2750 690 0 000 DRUG TEST 28.00 N

Vendor ID: HOEGERL HOEGERL, MELANIE PO Number: Invoice Number: 71114 Amount: 643.36

Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 643.36
Sequence: 1 Check Type: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full

01 1210 318 0 000 SUMMER SPED 643.36 N

Vendor ID: HOMETO HOMETOWN LEASING PO Number: Invoice Number: 71114 Amount: 508.95

Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full

01 2510 318 0 000 COPIER PAYMENT 508.85 N

Vendor ID: JACKSO JACKSON SERVICES, INC PO Number: Invoice Number: 71114 Amount: 112.75

Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full

01 2610 410 0 000 CUSTODIAL SUPPLIES 112.75 N

Vendor ID: JOHNDEERE JOHN DEERE FINANCIAL PO Number: Invoice Number: 71114 Amount: 348.89

Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full

01 2610 410 0 000 FUSE, GREASE, GREASE GUN 348.89 N

Vendor ID: K12SCHOO K-12 SCHOOL SUPPLIES PO Number: Invoice Number: 43562 Amount: 263.46

Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full

01 1107 410 1 100 BUTTERFLY RUG 263.46 N

Vendor ID: KAPLAN KAPLAN SCHOOL SUPPLY CORP. PO Number: Invoice Number: 0003493171 Amount: 45.84

Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full

01 1107 410 1 100 SUPPLIES 45.84 N

Vendor ID: KELLYSUPPL KELLY SUPPLY CO. PO Number: Invoice Number: 12194224-0 Amount: 57.08

Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full

01 2610 410 0 000 CLAMPS 57.08 N

Vendor ID: KLOKE KLOKE, KATE PO Number: Invoice Number: 71114 Amount: 1,311.00

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number 01 1100 690 0 000 TUITION REIM.
Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: 1,311.00 N

Vendor ID: LEEENTER LEE ENTERPRISES Amount: 226.17
Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number 01 2310 350 0 000 BOARD MINUTES
Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: 226.17 N

Vendor ID: BENSON MARLA BENSON Amount: 144.65
Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number 01 1210 318 0 000 SUMMER SPED
Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 144.65
Check Number: 144.65 N

Vendor ID: MATHESON MATHESON TRI-GAS INC. Amount: 280.80
Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number 01 1180 410 2 200 INDS. ARTS SUPPLIES
Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: 280.80 N

Vendor ID: MCGRAW MCGRAW-HILL EDUCATION Amount: 1,197.95
Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number 01 1200 410 0 000 SUPPLIES
01 1103 410 1 100 SUPPLIES
Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: 558.75 N
639.20 N

Vendor ID: MENARD MENARDS Amount: 1,582.18
Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number 01 2750 690 0 000 TRANSPORTATION SUPPLIES
01 2620 520 0 000 SUMMER WORK
01 2620 530 0 000 PORTABLE AIR COND. VOSS
Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: 8.59 N
1,314.59 0.00 N
259.00 N

Vendor ID: MIDWESTTEC MIDWEST TECHNOLOGY PRODUCTS Amount: 304.07
Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number 01 1180 410 2 200 LADDER
Checking Account ID: Cost Center ID Detail Amount Asset/Asset Tag In Full
Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: 304.07 N

Vendor ID: MNUTECH MINU TECHNOLOGIES DIRECT Amount: 1,223.43
PO Number: Invoice Number: 3331137

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number 01 2510 318 0 000 COPIER RENTAL
Checking Account ID: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
115.45 N

Vendor ID: ORIENT ORIENTAL TRADING COM Amount: 245.97
Description: PO Number: Invoice Number: 71414
Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Chart of Account Number Detail Description In Full
01 1107 410 1 100 SUPPLIES N
01 1102 410 1 100 SUPPLIES N
01 1105 410 1 100 SUPPLIES N
160.99 N

Vendor ID: PAYFLEX PAY FLEX Amount: 108.90
Description: PO Number: Invoice Number: 2126-543318
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Chart of Account Number Detail Description In Full
01 1100 318 0 000 ACCOUNT FEE N
108.90 N

Vendor ID: PITNEY PITNEY BOWES GLOBAL FINANCIAL SERVICES Amount: 198.00
Description: PO Number: Invoice Number: 71114
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Chart of Account Number Detail Description In Full
01 2510 690 0 000 POSTAGE MACHINE LEASE N
198.00 N

Vendor ID: POLKCORPP POLK CO. RURAL PUBLIC POWER DISTRICT Amount: 4,625.93
Description: PO Number: Invoice Number: 71114
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Chart of Account Number Detail Description In Full
01 2610 322 0 000 ELECTRICITY N
4,625.93 N

Vendor ID: POLKCS POLK COUNTY NEWS Amount: 139.86
Description: PO Number: Invoice Number: 16643
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Chart of Account Number Detail Description In Full
01 2310 350 0 000 BOARD MINUTES N
139.86 N

Vendor ID: PROED PRO-ED Amount: 495.00
Description: PO Number: Invoice Number: 71114
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Chart of Account Number Detail Description In Full
01 1200 410 0 000 SUPPLIES N
495.00 N

Vendor ID: PYRAMIDSCH PYRAMID SCHOOL PRODUCTS Amount: 645.62
Description: PO Number: Invoice Number: 71414
Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Invoice Listing - Detail
JULY 2014 GENERAL FUND INVOICE LISTING - DETAIL

Sequence: 1 Check Type: Detail Description Checking Account ID: Cost Center ID Check Number: Check Date: Asset/Asset Tag In Full

Chart of Account Number	01 2610 410 0 000	SUPPLIES		3.78	N		
	01 1110 410 3 000	SAMUELS		10.06	N		
	01 1145 410 3 000	SUPPLIES		4.80	N		
	01 1140 410 2 200	SUPPLIES		369.52	N		
	01 1145 410 2 200	SUPPLIES		41.58	N		
	01 1102 410 1 100	SUPPLIES		23.77	N		
	01 1200 410 0 000	SUPPLIES		51.60	N		
	01 1190 410 0 000	SUPPLIES		140.51	N		

Vendor ID: REALLYY REALLY GOOD STUFF PO Number: Invoice Number: 71114 Amount: 596.04

Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71114 Amount: 172.50

Chart of Account Number: 01 1107 410 1 100 SUPPLIES Cost Center ID: Detail Amount: 1099 Detail Amount Asset/Asset Tag In Full

01 1200 410 0 000 SUPPLIES 308.25 N

01 1107 410 1 100 SUPPLIES 70.90 N

01 1107 410 1 100 SUPPLIES 100.13 N

01 1102 410 1 100 SUPPLIES 116.76 N

Vendor ID: ROCHESTER ROCHESTER 100 INC. PO Number: Invoice Number: 71114 Amount: 172.50

Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71114 Amount: 213.72

Chart of Account Number: 01 2410 410 1 000 GREEN FOLDERS Cost Center ID: Detail Amount: 1099 Detail Amount Asset/Asset Tag In Full

01 1180 410 2 200 SUPPLIES 213.72 N

Vendor ID: SATCO SATCO SUPPLY PO Number: Invoice Number: 17912 Amount: 213.72

Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71114 Amount: 1,670.44

Chart of Account Number: 01 1180 410 2 200 SUPPLIES Cost Center ID: Detail Amount: 1099 Detail Amount Asset/Asset Tag In Full

01 1110 410 3 000 SUPPLIES 1,670.44 N

Vendor ID: SCHOLA SCHOLASTIC READING CLUB PO Number: Invoice Number: 71114 Amount: 22.00

Description: Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Detail Description Checking Account ID: PO Number: Invoice Number: 71414 Amount: 4,127.78

Chart of Account Number: 01 1100 410 0 000 SUPPLIES Cost Center ID: Detail Amount: 1099 Detail Amount Asset/Asset Tag In Full

01 1100 410 0 000 SUPPLIES 22.00 N

Vendor ID: SCHOSP SCHOOL SPECIALTY PO Number: Invoice Number: 71414 Amount: 4,127.78

Invoice Listing - Detail
JULY 2014 GENERAL FUND INVOICE LISTING - DETAIL

Description:		Checking Account ID:		Invoice Date: 07/14/2014		Due Date: 07/16/2014		Status: A		1099 Amount: 0.00	
Sequence: 1	Check Type:			Check Number:			Check Date:				
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>Asset/Asset Tag</u>		<u>In Full</u>	
01 1190 410 0 000		SUPPLIES			776.16			N			
01 1200 410 0 000		SUPPLIES			234.72			N			
01 1102 410 1 100		SUPPLIES			159.96			N			
01 1103 410 1 100		SUPPLIES			266.75			N			
01 1104 410 1 100		SUPPLIES			199.36			N			
01 1105 410 1 100		SUPPLIES			188.55			N			
01 2120 410 1 000		SUPPLIES			105.21			N			
01 2410 410 1 000		SUPPLIES			41.11			N			
01 1107 410 1 100		SUPPLIES			534.16			N			
01 1130 410 2 200		SUPPLIES			305.24			N			
01 1200 410 0 000		SUPPLIES			459.60			N			
01 1150 410 0 000		SUPPLIES			377.79			N			
01 1100 410 0 000		SUPPLIES			479.17			N			

Vendor ID: SEAT		SEAT SACK		PO Number:		Invoice Number: 21338		Amount:			
Description:		Checking Account ID:		Invoice Date: 07/11/2014		Due Date: 07/16/2014		Status: A		1099 Amount: 0.00	
Sequence: 1	Check Type:			Check Number:			Check Date:				
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>Asset/Asset Tag</u>		<u>In Full</u>	
01 1102 410 1 100		HAND-E-SACK			63.60			N			

Vendor ID: SENORWOOLE		SENOR WOOLY, LLC		PO Number:		Invoice Number: 14-079		Amount:			
Description:		Checking Account ID:		Invoice Date: 07/14/2014		Due Date: 07/16/2014		Status: A		1099 Amount: 0.00	
Sequence: 1	Check Type:			Check Number:			Check Date:				
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>Asset/Asset Tag</u>		<u>In Full</u>	
01 1195 465 0 000		HERNBLOOM			35.00			N			

Vendor ID: SERVICEMAS		SERVICE MASTER BY SHEVLIN		PO Number:		Invoice Number: 1610		Amount:			
Description:		Checking Account ID:		Invoice Date: 07/11/2014		Due Date: 07/16/2014		Status: A		1099 Amount: 0.00	
Sequence: 1	Check Type:			Check Number:			Check Date:				
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>Asset/Asset Tag</u>		<u>In Full</u>	
01 2620 318 0 000		MONTHLY CLEANING			2,385.00			N			

Vendor ID: SHEAUT		SHELBY AUTO CLINIC		PO Number:		Invoice Number: 71114		Amount:			
Description:		Checking Account ID:		Invoice Date: 07/11/2014		Due Date: 07/16/2014		Status: A		1099 Amount: 65.00	
Sequence: 1	Check Type:			Check Number:			Check Date:				
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>Asset/Asset Tag</u>		<u>In Full</u>	
01 2750 338 0 000		09 SIENA			201.06			N			

Vendor ID: SHELB5		SHELBY LUMBER CO.		PO Number:		Invoice Number: 71414		Amount:			
Description:		Checking Account ID:		Invoice Date: 07/14/2014		Due Date: 07/16/2014		Status: A		1099 Amount: 0.00	
Sequence: 1	Check Type:			Check Number:			Check Date:				

Chart of Account Number Detail Description
01 2620 520 0 000 PROJECT SUPPLIES
01 2620 318 0 000 CEILING IN RC

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
1,543.97 0.00 N
27,500.00 N

Vendor ID: SHRED SHRED MONSTER, INC.

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number SHREDDING
01 2620 318 0 000

PO Number: Invoice Number: 18283 Amount: 141.00
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
141.00 N

Vendor ID: SOFTWA SOFTWARE UNLIMITED INC

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number SOFTWARE MAINTENANCE
01 2510 460 0 000

PO Number: Invoice Number: 71114 Amount: 2,750.00
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
2,750.00 N

Vendor ID: STEWAR STEWART, STACY

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number SUMMER SPED
01 1210 318 0 000

PO Number: Invoice Number: 71114 Amount: 497.25
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 497.25
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
497.25 N

Vendor ID: SUPERD SUPER DUPER PUBLICATIONS

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number SUPPLIES
01 1200 410 0 000

PO Number: Invoice Number: 1976878A Amount: 509.98
Invoice Date: 07/11/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
509.98 N

Vendor ID: SUPREMESCH SUPREME SCHOOL SUPPLY

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number SAMUELS
01 1110 410 3 000

PO Number: Invoice Number: 23556 Amount: 4.04
Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
4.04 N

Vendor ID: TEADIRECT TEACHER DIRECT

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number SUPPLIES
01 1107 410 1 100
01 1200 410 0 000 SUPPLIES
01 1104 410 1 100 SUPPLIES
01 1101 410 1 100 SUPPLIES

PO Number: Invoice Number: 071414 Amount: 623.20
Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
191.90 N
25.04 N
25.39 N
380.87 N

Vendor ID: TEACHE TEACHER'S DISCOVERY

Description:

PO Number: Invoice Number: 71414 Amount: 341.71
Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00

Invoice Listing - Detail
JULY 2014 GENERAL FUND INVOICE LISTING - DETAIL

Sequence: 1 Check Type: Detail Description Checking Account ID: Check Number: Check Date: Amount:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 01 1130 410 3 000 SUPPLIES N 55.10
 01 1120 410 2 200 SUPPLIES N 239.43
 01 1110 410 3 000 SUPPLIES N 47.18

Vendor ID: TEACHERCRE TEACHERS CREATED RESOURCES PO Number: Invoice Number: 71414 Amount: 18.98
 Description: Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Detail Description Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 01 1102 410 1 100 SUPPLIES N 18.98

Vendor ID: TETRA TETRA MEDICAL SUPPLY CORP. PO Number: Invoice Number: 5049995 Amount: 11.55
 Description: Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Detail Description Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 01 2510 410 0 000 BAND AIDS N 11.55

Vendor ID: TIGHTTOOLS TIGHTON TOOLS & FASTNERS, INC. PO Number: Invoice Number: 71414 Amount: 154.68
 Description: Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Detail Description Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 01 1180 410 2 200 SUPPLIES N 154.68

Vendor ID: TOWNSEND TOWNSEND PRESS BOOK CENTER PO Number: Invoice Number: 318972 Amount: 1,060.00
 Description: Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Detail Description Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 01 1195 465 0 000 WILTON - VOCAB PLUS N 1,060.00

Vendor ID: TREND TREND ENTERPRISES, INC. PO Number: Invoice Number: 0111044101100 Amount: 130.73
 Description: Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Sequence: 1 Check Type: Detail Description Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 01 1104 410 1 100 SUPPLIES N 58.99
 01 1105 410 1 100 SUPPLIES N 39.00
 01 1102 410 1 100 SUPPLIES N 32.74

Vendor ID: TRIPLE TRIPLES SERVICE PO Number: Invoice Number: 172029 Amount: 118.50
 Description: Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 118.50
 Sequence: 1 Check Type: Detail Description Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Checking Account ID: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 01 2620 318 0 000 RC - GARBAGE N 118.50

Vendor ID: FARMER UNITED FARMERS COOPERATIVE PO Number: Invoice Number: 71414 Amount: 901.81

Invoice Listing - Detail
JULY 2014 GENERAL FUND INVOICE LISTING - DETAIL

Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number Detail Description
 01 2610 321 0 000 GAS FOR MOWER
 01 2750 336 0 000 SPED VAN
 Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 34.20 N
 867.61 N

Vendor ID: UNITEDHEAL UNITED HEALTH SUPPLIES
 Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number Detail Description
 01 2510 410 0 000 COLD PACKS
 Invoice Number: 0102333-IN Amount: 65.94
 Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 65.94 N

Vendor ID: VERIZON VERIZON WIRELESS
 Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number Detail Description
 01 2750 690 0 000 CELL PHONE
 Invoice Number: 71414 Amount: 49.95
 Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 49.95 N

Vendor ID: VILLAG VILLAGE OF SHELBY
 Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number Detail Description
 01 2620 318 0 000 SHELBY - GARBAGE
 01 2610 323 0 000 SHELBY LOC.
 Invoice Number: 71414 Amount: 517.56
 Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 517.56
 Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 334.75 N
 182.81 N

Vendor ID: WINDRC WINDSTREAM
 Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number Detail Description
 01 2510 382 0 000 RC
 Invoice Number: 71414 Amount: 81.03
 Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 81.03 N

Vendor ID: WINDSTREAM WINDSTREAM
 Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number Detail Description
 01 2510 382 0 000 TELEPHONE
 Invoice Number: 71414 Amount: 1,147.35
 Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 0.00
 Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 1,147.35 N

Vendor ID: ZIEMBA ZIEMBA, LORI
 Description: Sequence: 1 Check Type: Detail Description
Chart of Account Number Detail Description
 01 1210 318 0 000 SUMMER SPED
 Invoice Number: 71414 Amount: 1,190.76
 Invoice Date: 07/14/2014 Due Date: 07/16/2014 Status: A 1099 Amount: 1,190.76
 Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
 1,190.76 N

Batch 1099 Total: 12,393.08 Batch Total: 123,630.28

Invoice Listing - Detail
JULY 2014 GENERAL FUND INVOICE LISTING - DETAIL

Report 1099 Total: 12,393.08

Report Total: 123,630.28

Balance Sheet
 Period Ending: June 2014
 JUNE 2014 GENERAL FUND BALANCE SHEET

<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	1,792,627.06	(164,394.40)	1,628,232.66
01 102	C.D.'S	400,000.00	0.00	400,000.00
01 103	BOND FUND	0.00	0.00	0.00
01 104	SAVINGS ACCOUNT	479,000.00	0.00	479,000.00
01 105	BOND REDEMPTION	0.00	0.00	0.00
01 112	TAXES RECEIVABLE - PRIOR YRS.	0.00	0.00	0.00
01 456 0001	TSA PAYABLE	0.00	0.00	0.00
	Current Assets Subtotal:	2,671,627.06	(164,394.40)	2,507,232.66
<u>Other Assets</u>				
01 390	BUDGETED REVENUE	5,706,379.88	0.00	5,706,379.88
01 392	LESS: REVENUE RECEIVED	(5,551,801.17)	(274,927.46)	(5,826,728.63)
	Other Assets Subtotal:	154,578.71	(274,927.46)	(120,348.75)
Total Assets and Deferred Outflows of Resources:		2,826,205.77	(439,321.86)	2,386,883.91
<u>Current Liabilities</u>				
01 290	FLEX FUND PAYABLE	0.00	0.00	0.00
01 402	ACCOUNTS PAYABLE GEN. FD.	0.00	0.00	0.00
01 450	PAYROLL DEDUCTION PAYABLE	0.00	0.00	0.00
01 450 0002	P/R DEDUCTION PAYABLE/CHILD SU	0.00	0.00	0.00
01 450 0003	P/R DEDUCTION PAYABLE/BACK TAX	0.00	0.00	0.00
01 450 0209	PAYROLL DEDUCTION/CREDIT MANAGEMENT	0.00	0.00	0.00
01 451	FICA PAYABLE	0.00	0.00	0.00
01 452	FIT PAYABLE	0.00	0.00	0.00
01 453	INSURANCE PAYABLE/BC/BS	(266.35)	0.00	(266.35)
01 453 0001	INSURANCE PAYABLE/DISABILITY	0.00	0.00	0.00
01 454	RETIREMENT PAYABLE	0.00	0.00	0.00
01 454 0203	PAYROLL DEDUCTION/PUTNAM	0.00	0.00	0.00
01 454 0208	PAYROLL DEDUCTION/PUTNAM	0.00	0.00	0.00
01 455	SIT PAYABLE	0.00	0.00	0.00
01 456	TSA PAYABLE	0.00	0.00	0.00
01 456 0201	TSA PAYABLE/FRANKLIN LIFE	0.00	0.00	0.00
01 456 0202	TSA PAYABLE/HORACE MANN	0.00	0.00	0.00
01 456 0203	TSA PAYABLE	0.00	0.00	0.00
01 456 0204	TSA PAYABLE	0.00	0.00	0.00
01 456 0205	TSA PAYABLE TSA/AM.FUND	0.00	0.00	0.00
01 456 0206	TSA PAYABLE TSA/NY LIFE	0.00	0.00	0.00
01 456 0207	TSA PAYABLE	0.00	0.00	0.00
01 456 0208	TSA PAYABLE TSA/PUTNAM	0.00	0.00	0.00
01 457	BENEFITS PAYABLE	0.00	0.00	0.00
01 458	DUES PAYABLE/SEA	0.00	0.00	0.00
01 459	FAMILY HERITAGE LIFE INSURANCE	0.00	0.00	0.00

Balance Sheet
 Period Ending: June 2014
JUNE 2014 GENERAL FUND BALANCE SHEET

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
	Current Liabilities Subtotal:	(266.35)	0.00	(266.35)
 <u>Other Liabilities</u>				
01 603	ENCUMBRANCES	0.00	0.00	0.00
01 690	BUDGETED EXPENDITURES	5,706,379.88	0.00	5,706,379.88
01 692	LESS: EXPENDITURES TO DATE	(3,990,612.93)	(439,321.86)	(4,429,934.79)
01 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
01 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Other Liabilities Subtotal:	1,715,766.95	(439,321.86)	1,276,445.09
 <u>Fund Balance</u>				
01 704	FUND BALANCE - GEN. FD.	1,110,705.17	0.00	1,110,705.17
01 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	1,110,705.17	0.00	1,110,705.17
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		2,826,205.77	(439,321.86)	2,386,883.91

JUNE 2014 GENERAL FUND REVENUE SUMMARY REPORT

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1110	LOCAL PROP. TAX(INCL. 2% DEL.)	4,862,669.88	170,473.84	4,852,672.92	99.79	9,996.96
01 1115	CARLINE TAX	0.00	0.00	0.00	0.00	0.00
01 1120	PUBLIC POWER DIST. TAX	0.00	0.00	0.00	0.00	0.00
01 1125	MOTOR VEHICLES TAX	100,000.00	6,889.32	119,210.80	119.21	(19,210.80)
01 1190	PRESCHOOL TUITION	0.00	950.00	12,492.82	0.00	(12,492.82)
01 1210	COOPERTIVE FUND	0.00	0.00	0.00	0.00	0.00
01 1330	TRANS FROM OTHER DIST-SP ED	0.00	0.00	0.00	0.00	0.00
01 1410	INTEREST ON INVESTMENT	2,500.00	490.82	2,806.62	112.26	(306.62)
01 1610	LOCAL LICENSE FEES	0.00	0.00	0.00	0.00	0.00
01 1810	COMMUNITY SERVICE ACTIVITIES-WELLNESS	6,000.00	0.00	130.00	2.17	5,870.00
01 1910	OTHER LOCAL RECEIPTS	9,000.00	0.00	0.00	0.00	9,000.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00	0.00	0.00
01 1990	OTHER LOCAL RECEIPTS	0.00	278.82	3,543.74	0.00	(3,543.74)
01 1991	AIRTIME ROYALTY	0.00	0.00	0.00	0.00	0.00
01 1995	TEACHER SALARY-IN LOCAL	0.00	0.00	0.00	0.00	0.00
01 1996	EDUCATION GRANTS	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL RECIEPTS		4,980,169.88	179,082.80	4,990,856.90	100.21	(10,687.02)
01 2110	FINES & LICENSE FEES	1,000.00	0.00	550.00	55.00	450.00
01 2130	OTHER COUNTY SOURCES	0.00	0.00	0.00	0.00	0.00
01 2140	NON-RES. HIGH SCHOOL TUITION	0.00	0.00	0.00	0.00	0.00
01 2210	ESU RECEIPTS	35,000.00	15,954.21	51,472.65	147.06	(16,472.65)
01 2510	INTEREST	0.00	0.00	0.00	0.00	0.00
Subtotal: COUNTY AND ESU RECEIPTS		36,000.00	15,954.21	52,022.65	144.51	(16,022.65)
01 3110	STATE AID	328,699.44	32,870.03	328,699.94	100.00	(0.50)
01 3115	STATE PAYMENTS FOR TEACHER SAL	0.00	0.00	0.00	0.00	0.00
01 3120	SPECIAL ED. PROGRAMS	154,845.00	33,525.00	219,065.00	141.47	(64,220.00)
01 3125	SPECIAL ED. TRANSPORTATION	15,000.00	285.60	12,030.60	80.20	2,969.40
01 3135	HIGH ABILITY LEARNERS	4,500.00	0.00	4,718.00	104.84	(218.00)
01 3145	ENROLLMENT OPTION PROGRAM	0.00	0.00	0.00	0.00	0.00
01 3150	SCHOOL LUNCH STATE SHARE	0.00	0.00	0.00	0.00	0.00
01 3165	SPED PRESCHOOL-STATE	0.00	0.00	0.00	0.00	0.00
01 3180	PRO-RATA MOTOR VEHICLE	7,500.00	0.00	0.00	0.00	7,500.00
01 3190	OTHER STATE APPORTIONMENT	0.00	0.00	0.00	0.00	0.00
01 3191	ENROLLMENT OPTION	0.00	0.00	0.00	0.00	0.00
01 3200	STATE APPORTIONMENT	35,000.00	0.00	50,285.29	143.67	(15,285.29)
01 3300	IN-LIEU-OF-SCHOOL LAND TAX	0.00	0.00	0.00	0.00	0.00
01 3400	INSURANCE PREMIUM TAX	0.00	0.00	0.00	0.00	0.00
01 3500	MINI GRANT ED INNOVATION	0.00	0.00	0.00	0.00	0.00
01 3511	DISTANCE LEARNING REVENUE	0.00	0.00	0.00	0.00	0.00
01 3512	QUALITY ED GRANT	0.00	0.00	4,000.00	0.00	(4,000.00)
01 3550	RULE 88	0.00	0.00	0.00	0.00	0.00
01 3560	SATELLITE MATCHING GRANT	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE RECEIPTS		545,544.44	66,680.63	618,798.83	113.43	(73,254.39)
01 4200	TITLE I	0.00	0.00	0.00	0.00	0.00
01 4201	ACCOUNTIBILITY	0.00	0.00	0.00	0.00	0.00
01 4300	INNOVATION EDUCATION PROGRAM	0.00	0.00	0.00	0.00	0.00
01 4310	TITLE IIA	0.00	0.00	0.00	0.00	0.00
01 4400	TITLE VI-B BELOW AGE 5 SP ED	75,000.00	0.00	0.00	0.00	75,000.00
01 4401	SPED PRESCHOOL	0.00	0.00	0.00	0.00	0.00
01 4402	SPED PRESCHOOL TRANSPORTATION	0.00	0.00	0.00	0.00	0.00
01 4404	SPED BELOW AGE FIVE	0.00	0.00	30,685.00	0.00	(30,685.00)
01 4408	IDEA	0.00	0.00	3,579.00	0.00	(3,579.00)

JUNE 2014 GENERAL FUND REVENUE SUMMARY REPORT

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4410	IDEA CURRENT AND CARRYOVER EXCESS	0.00	0.00	51,374.00	0.00	(51,374.00)
01 4411	CEIS	0.00	0.00	2,408.00	0.00	(2,408.00)
01 4412	IDEA	0.00	0.00	4,575.00	0.00	(4,575.00)
01 4450	MEDICAID IN PUBLIC SCHOOLS	0.00	0.00	0.00	0.00	0.00
01 4455	MAPS-ADMIN. OUTREACH	22,250.00	3,421.25	15,867.62	71.32	6,382.38
01 4580	EDUCATION JOBS	0.00	0.00	0.00	0.00	0.00
01 4599	ARRA STABILIZATION	0.00	0.00	0.00	0.00	0.00
01 4610	ARRA IDEA B PAYMENT	0.00	0.00	0.00	0.00	0.00
01 4630	ARRA PRESCHOOL	0.00	0.00	0.00	0.00	0.00
01 4690	PBIS	0.00	0.00	5,116.00	0.00	(5,116.00)
01 4699	IDEA	0.00	0.00	0.00	0.00	0.00
01 4700	FED VOC ED (CARL PERKINS)	0.00	0.00	0.00	0.00	0.00
01 4800	SCHOOL LUNCH-FEDERAL SHARE	0.00	0.00	0.00	0.00	0.00
01 4900	OTHER FEDERAL RECEIPTS	15,000.00	0.00	0.00	0.00	15,000.00
01 4960	DRUG FREE SCHOOLS	0.00	0.00	0.00	0.00	0.00
01 4970	STAR GRANTS	0.00	0.00	0.00	0.00	0.00
01 4971	ARMS GRANT	0.00	0.00	0.00	0.00	0.00
01 4990	NE DEPT. OF ED-REAP PAYMENTS	32,000.00	0.00	33,468.60	104.59	(1,468.60)
01 4991	REAP GRANT	0.00	0.00	0.00	0.00	0.00
01 4992	REAP	0.00	0.00	0.00	0.00	0.00
	Subtotal: FEDERAL RECEIPTS	144,250.00	3,421.25	147,073.22	101.96	(2,823.22)
01 5300	INSURANCE ADJUSTMENTS	165.00	0.00	3,658.80	2,217.45	(3,493.80)
01 5400	SALE OF PROPERTY	0.00	0.00	393.60	0.00	(393.60)
01 5500	TRANSFERS FROM BOND FUND	0.00	0.00	0.00	0.00	0.00
01 5610	CASH BALANCE FROM MERGED DISTR	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	250.56	9,788.57	13,924.63	5,557.40	(13,674.07)
	Subtotal: NON-REVENUE RECEIPTS	415.56	9,788.57	17,977.03	4,325.98	(17,561.47)
01 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	5,706,379.88	274,927.46	5,826,728.63	102.11	(120,348.75)

Revenue Summary Report
Processing Month: 06/2014

JUNE 2014 GENERAL FUND REVENUE SUMMARY REPORT

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	5,706,379.88	274,927.46	5,826,728.63	102.11	(120,348.75)

JUNE 2014 GENERAL FUND BUDGET REPORT

Account Number	Account Description	BUDGETED	EXPENDED	TO DATE	BALANCE OF FOM	% EXPENDED
01	GENERAL FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$2,874,800.00	\$206,499.16	\$2,218,168.72	\$656,631.28	77.16
1101	GRADE 1	\$2,750.00	\$0.00	\$1,070.80	\$1,679.20	38.94
1102	GRADE 2	\$2,750.00	\$7.42	\$399.07	\$2,350.93	14.51
1103	GRADE 3	\$2,750.00	\$149.80	\$181.44	\$2,568.56	6.60
1104	GRADE 4	\$2,750.00	\$0.00	\$229.49	\$2,520.51	8.35
1105	GRADE 5	\$2,750.00	\$399.92	\$463.26	\$2,286.74	16.85
1106	GRADE 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00
1107	GRADE K	\$2,750.00	\$194.33	\$597.82	\$2,152.18	21.74
1110	ENGLISH	\$5,350.00	\$48.83	\$681.65	\$4,668.35	12.74
1120	LANGUAGE	\$4,250.00	\$126.12	\$126.12	\$4,123.88	2.97
1130	SOCIAL STUDIES	\$4,600.00	\$0.00	\$456.65	\$4,143.35	9.93
1140	MATH	\$4,000.00	\$0.00	\$185.76	\$3,814.24	4.64
1145	SCIENCE	\$5,750.00	\$0.00	\$795.76	\$4,954.24	13.84
1150	ENGLISH LANGUAGE LEARNERS	\$45,445.50	\$2,915.73	\$30,912.44	\$14,533.06	68.02
1165	PHYSICAL EDUCATION	\$3,400.00	\$0.00	\$0.00	\$3,400.00	0.00
1170	BUSINESS EDUCATION	\$2,000.00	\$0.00	\$521.88	\$1,478.12	26.09
1175	MUSIC	\$6,050.00	\$0.00	\$1,630.88	\$4,419.12	26.96
1180	INDUSTRIAL ARTS	\$8,800.00	\$305.35	\$9,064.24	(\$264.24)	103.00
1185	ART	\$2,550.00	\$0.00	\$643.25	\$1,906.75	25.23
1190	PRESCHOOL	\$55,565.00	\$5,737.10	\$54,459.67	\$1,105.33	98.01
1195	TECH	\$46,500.00	\$1,299.76	\$57,785.87	(\$11,285.87)	124.27
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$3,085,560.50	\$217,683.52	\$2,378,374.77	\$707,185.73	77.08
1200	SPECIAL EDUCATION PROGRAMS					
1200	SPECIAL EDUCATION PROGRAMS	\$255,600.00	\$22,811.98	\$242,409.22	\$13,190.78	94.84
1210	SPECIAL ED - LEVEL I	\$275,000.00	\$23,345.07	\$118,338.55	\$156,661.45	43.03
1200	SPECIAL EDUCATION PROGRAMS	\$530,600.00	\$46,157.05	\$360,747.77	\$169,852.23	67.99
1900	1900					
1907	POLK CO. GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00
1900	1900	\$0.00	\$0.00	\$0.00	\$0.00	0.00
2100	SUPPORTIVE SERVICES PUPILS					
2120	GUIDANCE SERVICES	\$166,800.00	\$11,792.15	\$81,579.92	\$85,220.08	48.91
2130	HEALTH SERVICES	\$600.00	\$0.00	\$26.64	\$573.36	4.44
2150	SCHOOL SAFETY	\$500.00	\$0.00	\$246.98	\$253.02	49.40
2190	OTHER PUPIL SUPPORT SERV	\$11,350.00	\$575.79	\$7,978.23	\$3,371.77	70.29
2100	SUPPORTIVE SERVICES PUPILS	\$179,250.00	\$12,367.94	\$89,831.77	\$89,418.23	50.12
2200	SUPPORT SERVICES STAFF					
2212	INST STAFF TRNG AND CURR DEV	\$500.00	\$0.00	\$0.00	\$500.00	0.00
2222	SCHOOL LIBRARY SERVICES	\$93,100.00	\$7,303.65	\$77,091.48	\$16,008.52	82.81
2223	AUDIO-VISUAL SERVICES	\$900.00	\$0.00	\$732.23	\$167.77	81.36
2224	EDUCATIONAL TV SERVICES	\$14,000.00	\$0.00	\$5,632.07	\$8,367.93	40.23
2200	SUPPORT SERVICES STAFF	\$108,500.00	\$7,303.65	\$83,455.78	\$25,044.22	76.92
2300	SUPPORT SERVICES-GEN ADMIN					
2310	BOARD OF EDUCATION	\$98,500.00	\$679.30	\$32,017.97	\$66,482.03	32.51
2320	EXECUTIVE ADMINISTRATION	\$155,130.00	\$12,765.68	\$125,051.45	\$30,078.55	80.61
2300	SUPPORT SERVICES-GEN ADMIN	\$253,630.00	\$13,444.98	\$157,069.42	\$96,560.58	61.93

JUNE 2014 GENERAL FUND BUDGET REPORT

Account Number	Account Description	BUDGETED	EXPENDED	TO DATE	BALANCE OF FOM	% EXPENDED
2400	OFFICE OF PRINCIPAL					
2410	OFFICE OF THE PRINCIPAL	\$337,100.00	\$29,104.61	\$276,545.21	\$60,554.79	82.04
2400	OFFICE OF PRINCIPAL	\$337,100.00	\$29,104.61	\$276,545.21	\$60,554.79	82.04
2500	SUPPORT SERVICES-BUSINESS					
2510	GENERAL ADMIN-BUSINESS SERVICE	\$247,384.00	\$19,250.42	\$168,004.21	\$79,379.79	67.91
2500	SUPPORT SERVICES-BUSINESS	\$247,384.00	\$19,250.42	\$168,004.21	\$79,379.79	67.91
2600	SUPPORT SERVICES-BLDGS & SITES					
2610	OPERATION OF PLANT	\$355,000.00	\$22,709.40	\$261,433.66	\$93,566.34	73.64
2620	MAINTENANCE OF PLANT	\$184,879.88	\$14,522.99	\$135,414.27	\$49,465.61	73.24
2600	SUPPORT SERVICES-BLDGS & SITES	\$539,879.88	\$37,232.39	\$396,847.93	\$143,031.95	73.51
2700	SUPPORT SERVICES-PUPIL TRANS					
2750	REGULAR PUPIL TRANSPORTATION	\$226,000.00	\$12,869.98	\$152,362.62	\$73,637.38	67.42
2760	SCHOOL AGE SPEC ED TRANSPORT	\$12,000.00	\$1,763.33	\$19,781.75	(\$7,781.75)	164.85
2700	SUPPORT SERVICES-PUPIL TRANS	\$238,000.00	\$14,633.31	\$172,144.37	\$65,855.63	72.33
3500	3500					
3510	HIGH ABILITY	\$26,945.50	\$2,712.67	\$21,390.41	\$5,555.09	79.38
3500	3500	\$26,945.50	\$2,712.67	\$21,390.41	\$5,555.09	79.38
4200	TITLE I					
4200	TITLE I	\$96,930.00	\$8,034.65	\$80,802.04	\$16,127.96	83.36
4200	TITLE I	\$96,930.00	\$8,034.65	\$80,802.04	\$16,127.96	83.36
4400	TITLE VI-B HANDICAPPED ENTITL					
4401	PRE-SCHOOL SPED	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4402	PRE-SCHOOL SPED TRANSPORTATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4404	IDEA PART B	\$0.00	\$1,255.51	\$21,999.79	(\$21,999.79)	0.00
4406	IDEA PRESCHOOL	\$0.00	\$2,607.91	\$25,379.59	(\$25,379.59)	0.00
4410	IDEA PART B E-P	\$22,000.00	\$19,070.78	\$172,798.36	(\$150,798.36)	785.45
4411	IDEA CEIS	\$0.00	\$0.00	\$3,320.00	(\$3,320.00)	0.00
4412	IDEA NONPUBLIC	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4400	TITLE VI-B HANDICAPPED ENTITL	\$22,000.00	\$22,934.20	\$223,497.74	(\$201,497.74)	1,015.90
4500	4500					
4599	ARRA STABILIZATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4500	4500	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4600	4600					
4630	ARRA 3-5 EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4600	4600	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4900	ESU STIPENDS					
4990	ESU STIPENDS	\$40,600.00	\$1,647.00	\$3,586.10	\$37,013.90	8.83
4900	ESU STIPENDS	\$40,600.00	\$1,647.00	\$3,586.10	\$37,013.90	8.83
8000	TRANSFERS					
8000	TRANSFERS	\$0.00	\$0.00	\$10,821.80	(\$10,821.80)	0.00
8000	TRANSFERS	\$0.00	\$0.00	\$10,821.80	(\$10,821.80)	0.00
9100	FOOD SERVICE					
9100	FOOD SERVICE	\$0.00	\$6,815.47	\$6,815.47	(\$6,815.47)	0.00
9100	FOOD SERVICE	\$0.00	\$6,815.47	\$6,815.47	(\$6,815.47)	0.00
01	GENERAL FUND	\$5,706,379.88	\$439,321.86	\$4,429,934.79	\$1,276,445.09	77.63

SUMMARY SHEET

June 30, 2014

Account Name:	Amount	Amount to CD
General Fund	\$ 1,628,232.66	\$ 400,000.00
General Fund Savings	\$ 479,000.00	
Lunch Fund	\$ 18,144.63	
Petty Cash Fund	\$ 8,185.03	
Building/Sinking Fund	\$ 299,773.29	
Depreciation Fund	\$ 577,126.01	\$ 172,000.00
<u>Total of Accounts</u>	<u>\$ 3,010,461.62</u>	<u>\$ 572,000.00</u>
<u>Total of All Accounts</u>		<u>\$ 3,582,461.62</u>

Other Accounts:

Flex Account	\$	5,044.89
Cooperative Fund (no report generated)	\$	0.10
Bond Redemption Fund (no report generated)	\$	47.51

SHELBY PUBLIC SCHOOL
FINANCIAL REPORT
GENERAL FUND

Balance: 06/01/14 \$ 1,804,506.06

RECEIPTS:

CD Interest	\$	93.15	
Butler County Treas. - Local tax	\$	74,040.30	
Savings interest	\$	39.37	
State of NE - School Age SPED	\$	33,525.00	
Petty Cash Interest	\$	1.82	
NASB medicaid reimb.	\$	3,421.25	
State of NE - Other Rev.	\$	218.21	
CCC -supply reimb.	\$	90.00	
East Butler - Reimb health insurance	\$	9,330.36	
ESU 7 - reimb. Salaries	\$	16,104.21	
Osceola P.S. - SPED transportation	\$	285.60	
Polk County Treas - Local Taxes	\$	103,322.86	
State of NE - State Aid	\$	32,870.03	
Pre-school fees	\$	950.00	
Interest	\$	356.48	
Village of Shelby - Library fees	\$	278.82	
Total Receipts:			\$ 274,927.46

SAVINGS - TRANSFERS (IN/OUT)

DISBURSEMENTS:

General Fund Bills	\$	107,348.91	
Payroll	\$	343,851.95	
Total Disbursements:			\$ 451,200.86

Balance: 06/30/14 \$ 1,628,232.66

Balance in Checking Account 06/30/14	\$	1,628,232.66	
Savings Account	\$	479,000.00	
Certificate of Deposit	\$	400,000.00	
Total General Fund Assets 06/30/14	\$	2,507,232.66	

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

Totals:

Total Depreciation Account:	\$ 577,126.01
Certificate of Deposit:	<u>\$ 172,000.00</u>
Total Depreciation and Certificate of Deposit	\$ 749,126.01

6/30/2014

**SHELBY PUBLIC SCHOOL
FINANCIAL REPORT
DEPRECIATION FUND
June 30, 2014**

	Beginning Balance:	\$	576,905.52
RECEIPTS:			
Interest	\$	220.49	
<u>Total Receipts:</u>		\$	220.49
DISBURSEMENTS:			
<u>Total Disbursements:</u>		\$	-
	Ending Balance:	\$	577,126.01

Totals:

Total Depreciation Account:	\$	577,126.01
Certificate of Deposit:	\$	<u>172,000.00</u>
Total Depreciation and Certificate of Deposit	\$	749,126.01

SHELBY PUBLIC SCHOOL
FINANCIAL REPORT
BUILDING/SINKING FUND

Balance: 6/1/2014 \$290,490.47

RECEIPTS:

Polk Co. Treasurer	\$	5,357.54
Butler Co. Treasurer	\$	3,862.90
Pinnacle Bank - Interest	\$	62.38

Total Receipts: \$ 9,282.82

DISBURSEMENTS:

Total Disbursements: \$ -

Balance: 6/30/2014 \$ 299,773.29

Balance of Account:	\$	299,773.29
Certificate of Deposit		
Rising City Building Fund (\$100,000)		
Total of CD and Bldg/Sinking Fund	\$	<u>299,773.29</u>

SHELBY PUBLIC SCHOOL
FINANCIAL REPORT
LUNCH FUND

Beginning Balance 06/01/14

\$ 12,163.48

RECEIPTS:

	AMOUNT
Family Receipts	\$ -
KD Milk Money	\$ -
Federal Reimbursements	\$ 6,023.26
Other Lunch/Milk Money Receipts	\$ -
State receipts	\$ 296.02
Interest	<u>\$ 3.37</u>
<u>Total Receipts</u>	<u>\$ 6,322.65</u>

DISBURSEMENTS:

Name:	Ck No.	AMOUNT
Windstream-freezer sensor	2438	\$ 39.22
Bob White -refund meals	2439	\$ 9.15
Tim Wesely-refund melas	2440	\$ 148.15
Dan Aeschliman-refund meals	2441	\$ 21.80
Ben Hopkins-refund meals	2442	\$ 26.30
Amy Perry-refund meals	2443	\$ 8.70
Check order		\$ 88.18

Total Disbursements:

\$ 341.50

Ending Balance 06/30/14

\$ 18,144.63

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

Balance 06/01/14 \$ 9,688.53

RECEIPTS:

General Fund Reimbursement \$4,486.50

Total Receipts: \$ 4,486.50

DISBURSEMENTS:

International Academy of Science \$5,990.00

Total Disbursements: \$ 5,990.00

Balance: 06/30/14 \$ 8,185.03

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

Beginning Balance 06/01/13: \$ 2,706.25

Receipts:

General Fund	\$	3,306.66	
Total Received:			\$ 3,306.66

Transfers:

In from Petty Cash	\$	-	
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Expended Out:

Monthly Claims	\$	30.00	
Monthly Claims	\$	446.30	
Monthly Claims	\$	450.00	
Monthly Claims	\$	41.72	
Monthly Claims			
Total Expended Out:			\$ 968.02

Ending Balance 06/30/13: \$ 5,044.89

SHELBY-RISING CITY PUBLIC SCHOOL
FINANCIAL REPORT
STUDENT ACTIVITY FUND

Balance: 6/1/2014 \$73,336.01

RECEIPTS:

Total Receipts \$ 1,974.87

Total Receipts: \$ 1,974.87

DISBURSEMENTS:

Total Disbursement \$ 9,771.83

Total Disbursements: \$ 9,771.83

Balance: 6/30/2014 \$ 65,539.05

Balance of Account:	\$ 65,539.05
Certificate of Deposit at Pinnacle Bank	\$ 38,000.00
Total in Activity Fund Checking	<u>\$ 27,539.05</u>

Certificate of Deposit at Corner Stone Bank	\$ 100,000.00
Total of CD and Activity Fund Checking	<u>\$ 127,539.05</u>

Balance Sheet
Period Ending: June 2014
JUNE 2014 ACTIVITY FUND BALANCE SHEET

<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	73,336.01	(7,796.96)	65,539.05
	Current Assets Subtotal:	<u>73,336.01</u>	<u>(7,796.96)</u>	<u>65,539.05</u>
Total Assets and Deferred Outflows of Resources:		<u>73,336.01</u>	<u>(7,796.96)</u>	<u>65,539.05</u>
<u>Other Liabilities</u>				
05 402	AP	0.00	0.00	0.00
05 603	PO	0.00	0.00	0.00
05 694	Less PO	0.00	0.00	0.00
05 696	Less AP	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
05 704 0401	FUND BALANCE/ATHLETIC	17,944.98	(6,468.70)	11,476.28
05 704 0402	FUND BALANCE/CONCESSION	0.06	0.00	0.06
05 704 0403	FUND BALANCE/HONOR SOCIETY	1,179.69	0.00	1,179.69
05 704 0404	FUND BALANCE/S-CLUB	3,398.91	(239.75)	3,159.16
05 704 0405	FUND BALANCE/CLASS OF 2015	1,743.54	0.00	1,743.54
05 704 0406	FUND BALANCE/CLASS OF 2017	1,754.95	0.00	1,754.95
05 704 0407	FUND BALANCE/JUST FOR KIDS	339.65	0.00	339.65
05 704 0408	FUND BALANCE/CLASS OF 2016	3,943.16	0.00	3,943.16
05 704 0409	FUND BALANCE/CLASS OF 2014	72.26	(20.00)	52.26
05 704 0410	FUND BALANCE/YEARBOOK	6,290.53	(1,380.95)	4,909.58
05 704 0411	FUND BALANCE/MUSIC	(635.79)	576.00	(59.79)
05 704 0412	FUND BALANCE/STUDENT COUNCIL	3,152.11	(84.95)	3,067.16
05 704 0413	FUND BALANCE/POWER DRIVE	656.99	0.00	656.99
05 704 0414	FUND BALANCE/ART CLASS	20.77	0.00	20.77
05 704 0415	FUND BALANCE/DANCE TEAM	255.21	0.00	255.21
05 704 0416	FUND BALANCE/MEMORIALS	2,144.31	0.00	2,144.31
05 704 0417	FUND BALANCE/D&A PREVENTION	977.84	1,050.00	2,027.84
05 704 0418	FUND BALANCE/SHOP	2,601.87	0.00	2,601.87
05 704 0419	FUND BALANCE/JRHI STU. COUNCIL	1,648.76	0.00	1,648.76
05 704 0420	FUND BALANCE/INTEREST	525.25	(795.13)	(269.88)
05 704 0421	FUND BALANCE/BOOK-IT	186.54	0.00	186.54
05 704 0422	FUND BALANCE/SPEECH AND DRAMA	(1,427.15)	0.00	(1,427.15)
05 704 0423	FUND BALANCE/LAP TOP LEASE FEE	3,926.00	0.00	3,926.00
05 704 0424	FUND BALANCE/BAND UNIFORM DONATIONS	200.65	0.00	200.65
05 704 0425	FUND BALANCE/WELLNESS CENTER	15,218.71	114.95	15,333.66
05 704 0426	FUND BALANCE/FBLA	2,000.68	0.00	2,000.68
05 704 0427	FUND BALANCE/STAFF DEVELOPMENT	5,255.53	(548.43)	4,707.10
05 704 0428	FUND BALANCE/QUIZ BOWL	(40.00)	0.00	(40.00)
	Fund Balance Subtotal:	<u>73,336.01</u>	<u>(7,796.96)</u>	<u>65,539.05</u>

CO - 38,000.00

Total checking: 27,539.05

Balance Sheet
Period Ending: June 2014
JUNE 2014 ACTIVITY FUND BALANCE SHEET

<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:	73,336.01	(7,796.96)	65,539.05

Fund: 05 ACTIVITIES FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR Reference #	Check Acct	Check #	Description				
05 704 0401		FUND BALANCE/ATHLETIC		*Previous Balance				17,944.98
05 704 0401		FUND BALANCE/ATHLETIC						
05 2190 410 0 401		SUPPLIES/ATHLETIC						
06/06/2014	CD NNC748922-AX05	8838		FOOTBALL JERSEYS	6,468.70	0.00		
05 704 0401		FUND BALANCE/ATHLETIC		NEBRASKA SPORTS				(6,468.70)
				*Current Activity				
				*Ending Balance:	6,468.70	0.00	0.00	11,476.28
05 704 0402		FUND BALANCE/CONCESSION		*Previous Balance				0.06
				*Ending Balance:	0.00	0.00	0.00	0.06
05 704 0403		FUND BALANCE/HONOR SOCIETY		*Previous Balance				1,179.69
				*Ending Balance:	0.00	0.00	0.00	1,179.69
05 704 0404		FUND BALANCE/S-CLUB		*Previous Balance				3,398.91
05 704 0404		FUND BALANCE/S-CLUB						
05 2190 410 0 404		SUPPLIES/S-CLUB						
06/06/2014	CD 2189	8841		CHENILLE LETTER	193.39	0.00		
06/06/2014	CD 2183	8832		LRG GOLD BARS	48.36	0.00		
05 704 0404		FUND BALANCE/S-CLUB		CLASSIC SPORTSWEAR & AWARDS				(239.75)
				*Current Activity				
				*Ending Balance:	239.75	0.00	0.00	3,159.16
05 704 0405		FUND BALANCE/CLASS OF 2015		*Previous Balance				1,743.54
				*Ending Balance:	0.00	0.00	0.00	1,743.54
05 704 0406		FUND BALANCE/CLASS OF 2017		*Previous Balance				1,754.95
				*Ending Balance:	0.00	0.00	0.00	1,754.95
05 704 0407		FUND BALANCE/JUST FOR KIDS		*Previous Balance				339.65
				*Ending Balance:	0.00	0.00	0.00	339.65
05 704 0408		FUND BALANCE/CLASS OF 2016		*Previous Balance				3,943.16
				*Ending Balance:	0.00	0.00	0.00	3,943.16
05 704 0409		FUND BALANCE/CLASS OF 2014		*Previous Balance				72.26
05 704 0409		FUND BALANCE/CLASS OF 2014						
05 2190 410 0 409		SUPPLIES/CLASS OF 2014						
06/06/2014	CD 81714	8837		SENIOR VASE FLOWERS FOR GRADUATION	20.00	0.00		
05 704 0409		FUND BALANCE/CLASS OF 2014		FLOWERS FROM THE HEART				(20.00)
				*Current Activity				
				*Ending Balance:	20.00	0.00	0.00	52.26
05 704 0410		FUND BALANCE/YEARBOOK		*Previous Balance				6,290.53
05 704 0410		FUND BALANCE/YEARBOOK						

Fund: 05 ACTIVITIES FUND		Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
05 2190 410 0 410			SUPPLIES/YEARBOOK							
06/06/2014	CD	271593	5	8833	MIDDLE SCHOOL MEMORY BOOK	WALSWORTH PUBLISHING CO.	1,380.95	0.00		(1,380.95)
05 704 0410			FUND BALANCE/YEARBOOK							
							1,380.95	0.00	0.00	4,909.58
05 704 0411			FUND BALANCE/MUSIC							
05 704 0411			FUND BALANCE/MUSIC							
05 1700 411			ACTIVITIES REC/MUSIC							
06/17/2014	CR	4423			MONEY LEFT OVER FROM BAND TRIP		0.00	576.00		(635.79)
05 704 0411			FUND BALANCE/MUSIC							
										576.00
05 704 0412			FUND BALANCE/STUDENT COUNCIL							
05 704 0412			FUND BALANCE/STUDENT COUNCIL							
05 2190 410 0 412			SUPPLIES/STUDENT COUNCIL							
06/06/2014	CD	9423178321	5	8835	BREAKFAST PIZZA	JOE'S QUICK SHOPPE	84.95	0.00		(84.95)
05 704 0412			FUND BALANCE/STUDENT COUNCIL							
										3,067.16
05 704 0413			FUND BALANCE/POWER DRIVE							
							84.95	0.00	0.00	656.99
05 704 0414			FUND BALANCE/ART CLASS							
							0.00	0.00	0.00	20.77
05 704 0415			FUND BALANCE/DANCE TEAM							
							0.00	0.00	0.00	255.21
05 704 0416			FUND BALANCE/MEMORIALS							
							0.00	0.00	0.00	2,144.31
05 704 0417			FUND BALANCE/D&A PREVENTION							
05 704 0417			FUND BALANCE/D&A PREVENTION							
05 1700 417			ACTIVITIES REC/D&A PREVENTION							
06/17/2014	CR	4422			REIM. RACHEL'S CHALLENGE & GIRLS ON RUN		0.00	1,050.00		1,050.00
05 704 0417			FUND BALANCE/D&A PREVENTION							
										2,027.94
05 704 0418			FUND BALANCE/SHOP							
							0.00	0.00	0.00	2,601.87
05 704 0419			FUND BALANCE/IRHI STU. COUNCIL							
							0.00	0.00	0.00	1,648.76

Fund: 05 ACTIVITIES FUND

Chart of Account Number	Chart of Account Description	Entry Name	Expenses	Revenues	Balance Change	Balance
05 704 0420	FUND BALANCE/INTEREST	*Ending Balance:	0.00	0.00	0.00	1,848.76
		*Previous Balance				525.25
05 704 0420	FUND BALANCE/INTEREST					
05 1700 420	ACTIVITIES REC/INTEREST					
06/30/2014 CR 1	INTEREST PUB/GOVT C.O.D.	PINNACLE BANK-SHELBY	0.00	8.07		
06/30/2014 CR 2	INTEREST	PINNACLE BANK-SHELBY	0.00	6.80		
05 2190 410 0 420	SUPPLIES/INTEREST	NE SCHOOL ACTIVITY ASSOCIATION	810.00	0.00		
06/06/2014 CD 20140617	ANNUAL NSAA ACTIVITY MEMBERSHIP FEE					
05 704 0420	FUND BALANCE/INTEREST	*Current Activity				(795.13)
		*Ending Balance:	810.00	14.87	0.00	(269.89)
		*Previous Balance				186.54
05 704 0421	FUND BALANCE/BOOK-IT					
		*Ending Balance:	0.00	0.00	0.00	186.54
		*Previous Balance				(1,427.15)
05 704 0422	FUND BALANCE/SPEECH AND DRAMA					
		*Ending Balance:	0.00	0.00	0.00	3,926.00
		*Previous Balance				200.65
05 704 0423	FUND BALANCE/LAP TOP LEASE FEE					
		*Ending Balance:	0.00	0.00	0.00	200.65
		*Previous Balance				15,218.71
05 704 0424	FUND BALANCE/BAND UNIFORM DONATIONS					
		*Ending Balance:	0.00	0.00	0.00	2,000.65
		*Previous Balance				15,218.71
05 704 0425	FUND BALANCE/INTEREST					
06/17/2014 CR 4421	MEMBERSHIP FEES		0.00	309.00		
06/18/2014 CR 4424	WELLNESS CENTER MEMBERSHIP FEES		0.00	25.00		
05 2190 410 0 425	SUPPLIES/WELLNESS CENTER					
06/06/2014 CD 2828017-00	AED WALL CABINET	SCHOOL HEALTH CORPORATION	219.05	0.00		
05 704 0425	FUND BALANCE/WELLNESS CENTER	*Current Activity				114.95
		*Ending Balance:	219.05	334.00	0.00	15,333.65
		*Previous Balance				2,000.68
05 704 0426	FUND BALANCE/FELA					
		*Ending Balance:	0.00	0.00	0.00	2,000.68
		*Previous Balance				5,255.53
05 704 0427	FUND BALANCE/STAFF DEVELOPMENT					
06/06/2014 CD 8423173321	COOKIES	JOE'S QUICK SHOPPE	10.40	0.00		
06/06/2014 CD 61714	STAFF BREAKFAST& PICNIC	SHELBY FOOD MART	139.55	0.00		

JUNE 2014 ACTIVITY FUND

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>				<u>Chart of Account Description</u>				<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>					
06/06/2014	CD	61714	5	8831	STAFF GOLF OUTING - APPETIZERS	RYAN HILL GOLF COURSE	296.56	0.00			
06/06/2014	CD	20140617	5	8839	REIM. OF MEALS AT MENTOR WORKSHOP	KAY, CHIP	46.92	0.00			
06/06/2014	CD	17661	5	8836	FLOWERS FOR THE NURSE	FLOWER COTTAGE	55.00	0.00		(548.43)	
FUND BALANCE/STAFF DEVELOPMENT											
FUND BALANCE/QUIZ BOWL											
*Ending Balance:							548.43	0.00	0.00	4,707.10	
*Previous Balance:							0.00	0.00	0.00	(40.00)	
*Ending Balance:							9,771.83	1,974.87	0.00	85,539.05	
Fund Total: 05											

Jason L. Ingalls

14094 Q Road
Osceola Nebraska 68651

Telephone No.
(402) 897-2500

June 19, 2014

Chip Kay
Superintendent of Shelby-Rising City Public Schools
650 North Walnut Street
Shelby Nebraska 68662

RE: Resignation from school board:

Dear Chip:

It is with regret that I am writing to inform you that I must resign my position on the Shelby-Rising City School Board, effective immediately, due to my moving out of the district.

While I look forward to enjoying our new location, I will miss being a part of the board.

If I can be of any assistance during the time it will take to fill the position, please don't hesitate to ask.

Sincerely,



Jason L. Ingalls

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

April 15 is the notice date established by law. The board may select an earlier date but not a later date.

It shall be the responsibility of the board to provide the contract for the position of superintendent. The length of the contract for employment between the superintendent and the board shall be determined by the board, but shall not exceed three years. The contract will begin on July 1 and end on June 30. The contract shall state the terms of employment.

Before the board approves a proposed contract for superintendent services, or any proposed amendment to an existing contract, the board shall publish a copy of the contract or amendment, and a reasonable estimate and description of all current and future costs to the district if the proposed contract or amendment were to be approved, at least three days before the board meeting at which it will be considered. This publication shall also specify the date, time, and place of this public meeting. Electronic publication on the web site of the district shall satisfy this publication requirement if it is prominently displayed and allows public access to the entire proposed contract or amendment. The board is not required to publish the contract of a newly hired superintendent prior to board approval of the contract.

After the board approves the contract or contract amendments the board shall publish a copy of the contract, and a reasonable estimate and description of all current and future costs to the district that will be incurred as a result of the contract, within two days after the board meeting at which it was approved. Electronic publication on the web site must be prominently displayed as described above.

After approval of the contract or contract amendments, the board shall file a copy of the contract or amendments with the State Department of Education on or before August 1.

The superintendent serves the board as a probationary certificated employee, regardless of length of service. The superintendent's contract shall be deemed renewed and will remain in full force unless it is amended or not renewed. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

In the event of nonrenewal, termination or amendment of a contract, the board shall afford the superintendent appropriate due process, including notice of its intent by April 15. Unless continued by mutual written agreement according to statutory procedures, the board shall take final action on the contract by May 15.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Legal Reference: Neb. Statute 79-822 et seq.

Approved _____ Reviewed _____ Revised _____

CERTIFICATED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a certificated position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," shall have an opportunity to apply and qualify for certificated positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for certificated positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state certificate or license if required for the position.

Announcement of the position shall be in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications shall be returned to the school district administrative office. Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who will be directly supervising and overseeing the person being hired.

In the initial employment process, including on the initial application, the applicant shall not be asked to disclose, orally or in writing, information concerning the applicants criminal record or history, until it has been determined that the applicant meets the minimum employment qualifications. This does not prohibit the requirement to disclose an applicant's criminal record or history relating to sexual or physical abuse. Following a determination that the applicant meets minimum employment qualifications, a criminal history information check and questions regarding the applicant's criminal record or history are allowed.

The board shall take action regarding employment of certificated applicants after receiving a recommendation from the superintendent. However, the superintendent shall have the authority to employ a certificated employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees shall be followed.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e et seq. (1994).
42 U.S.C. §§ 12101 et seq. (1994).
Cross Reference: 402.01 Equal Employment Opportunity
411.01 Substitute Teachers
412.02 Support Staff Qualifications, Recruitment, Selection

Approved _____ Reviewed _____ Revised _____

SUPPORT STAFF QUALIFICATIONS, RECRUITMENT, AND SELECTION

Managing the qualifications, recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

Persons interested in a support staff position shall have an opportunity to apply and qualify for support staff positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for support staff positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Announcement of the position shall be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from, and completed applications shall be returned to, the central administration office. A standard application form shall be developed for these positions to ensure the enforcement of non-discrimination employment procedures. A signed release shall be obtained from the prospective candidates authorizing reference and background checks.

Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who directly supervises and oversees the position. The interviewer shall work from a written list of interview questions, using the same set of questions for each applicant. Gaps in the applicant's employment record will be questioned and checked.

In the initial employment process, including on the initial application, the applicant shall not be asked to disclose, orally or in writing, information concerning the applicants criminal record or history, until it has been determined that the applicant meets the minimum employment qualifications. This does not prohibit the requirement to disclose

Approved _____ Reviewed _____ Revised _____

an applicant's criminal record or history relating to sexual or physical abuse. Following a determination that the applicant meets minimum employment qualifications, a criminal history information check and questions regarding the applicant's criminal record or history are allowed.

ADDRESSING BARRIERS TO ATTENDANCE

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. This policy, developed and annually reviewed in collaboration with the county attorney for the district's principal office location, is an attempt to address the barriers to student attendance. This policy shall include a provision indicating how the district and the county attorney will handle cases in which excessive absences are due to illness and shall state the circumstances and number of absences or hourly equivalent upon which the school shall render all services to address barriers to attendance.

Any superintendent, principal, teacher, or member of the school board who knows of any violation of the state school attendance laws (79-201) shall report that violation to the school attendance officer within 3 days.

The superintendent shall designate an attendance officer. The attendance officer will immediately investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

1. Excessive Absence:

- 1.1 It shall be the policy of the district to report as truant any student enrolled in the district for exceeding the number of non-school excused absences as defined in the student handbook. For purposes of this policy, such reporting shall not be required of any student who is at least 18 years of age at the time excessive absenteeism occurs. The term "excessive absenteeism," as used herein, shall mean non-school excused absences that exceed **eight (8)** days cumulatively per semester year or the hourly equivalent.
- 1.2 Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. **It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of non-school excused absences.** Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.
- 1.3 For any semester in which the number of non-school excused absences exceeds **eight (8)** days or its hourly equivalent, the Superintendent or his/her designee shall see that services which shall include, but not limited to, the following are provided to the student and his/her parent or guardian:
 - 1.3.1 **Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and**
 - 1.3.2 One or more meetings between a school attendance officer, school social worker or other person designated by the school administration if such school does not have a school social worker, the **person who has legal or actual control of the child**, and the student to **address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:**
 - 1.3.2.1 **Illness related to physical or behavioral health of the child;**
 - 1.3.2.2 **Educational counseling;**

- 1.3.2.3 Educational evaluation;
 - 1.3.2.4 Referral to community agencies for economic services;
 - 1.3.2.5 Family or individual counseling; and
 - 1.3.2.6 Assisting the family in working with other community services.
- 1.4 The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by statutes, that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and that the child has been absent more than twenty days per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.
- 1.5 The superintendent shall report to the Commissioner of Education as directed by the commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials other than school resource officers by the district relative to a student enrolled in the district. The superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school.

2. Hearing for the Habitually Absent

- 2.1 The parent or guardian may request a hearing. If a hearing is requested, the recommendation of expulsion will be delayed until the hearing process has been exhausted. The request for a hearing must be submitted, in writing, to the building principal within five (5) school days from the date of receipt of notice of intent to recommend expulsion.
- 2.2 The building principal must schedule the hearing within ten (10) school days of receipt of request for a hearing.
- 2.3 A hearing committee will be formed by the Principal.
- 2.3.1 The hearing committee will consist of the following:
 - 2.3.1.1 The Building Principal
 - 2.3.1.2 The Guidance Counselor
 - 2.3.1.3 Two (2) teachers, who have the student in class during the current semester.
- 2.4 The hearing committee, after hearing all information presented by the student, parent and involved teachers has the following options:
- 2.4.1 Recommend to the Superintendent to continue with the filing of the intent to expel with the Board of Education.
 - 2.4.2 Recommend to the Superintendent to withdraw the intent to expel.
- 2.5 The hearing committee must reduce its finding to writing and submit a copy of the finding to the student, the parent and or guardians, and the Superintendent within five (5) school days of the conclusion of the hearing.

3. Appeal of the Finding of the Hearing Committee

- 3.1 The student or his parents may appeal the finding of the hearing to the Superintendent. The request for a review of the finding must be made in writing and presented to the Superintendent within five (5) school days from receipt of receiving the findings of the Hearing Committee.
- 3.2 The Superintendent will review the minutes of the Hearing Committee, the written comments of the students and his/her parent, and other pertinent information. The Superintendent will reduce his/her finding to writing and mail a

copy of the finding to the student, parent, and the Hearing Committee within five (5) school days from receipt of the request for a review of the finding of the Hearing Committee.

- 3.3 If the Superintendent determines that the absences were unnecessary, the Superintendent will file the intent to expel with the board at the next scheduled board meeting.
- 3.4 The student and/or parent may ask to be on the board agenda for the purpose of appealing the finding of the Superintendent.
- 3.5 The decision of the board will be final.

Approved _____ **Reviewed** _____ **Revised** _____

Legal Reference: Neb. Statute 79-208 and 209
NDE Rule 10.012.01B

Cross Reference: 411.03 Attendance Officer
505 Student Discipline
506 Student Activities
507 Student Records

WEAPONS

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

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

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

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

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

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

Approved _____ Reviewed _____ Revised _____

SUICIDE AWARENESS

The board wishes to ensure that appropriate staff training for suicide awareness and prevention as required by state statutes is conducted on an annual basis. All district nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel shall receive at least one hour of such training each year.

The training should include such topics as how to identify appropriate mental health services both within the school and also within the larger community, and when and how to refer youth and their families to those services.

It shall be the responsibility of the superintendent to implement and monitor this training.

Legal Reference: 2014 LB 923

Approved _____ Reviewed _____ Revised _____

CONCUSSION AWARENESS

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

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

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or 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 who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including but not limited to, practices or games until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) 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.

The coach or administration may require that the student's return to full activities

Approved _____ Reviewed _____ Revised _____

be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. Return to Learn. The district shall establish a return to learn protocol for students that have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: LB 260 Concussion Awareness Act

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), 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

STUDENT ABSENCES - EXCUSED

1. Statement of Philosophy

- 1.1 It is the philosophy of the board that it is the responsibility of the parent and/or guardian, the student, and the school to establish and maintain desirable habits of punctuality and attendance.
- 1.2 Parents and/or guardians are expected to account for student's absences.

2. Definitions

- 2.1 For the purpose of this policy the following definitions will be used;
 - 2.1.1 Elementary student will be a student enrolled in grades Kindergarten through grade six.
 - 2.1.2 Secondary student will be a student enrolled in grades 7 through 12.
 - 2.1.3 All students will be held accountable to all sections of this policy unless there is a designation of elementary or secondary.
 - 2.1.4 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.
 - 2.1.5 Any students whose absences exceeds ten (10) days or is hourly equivalent per semester may be in violation of state compulsory attendance laws. Additionally, those students jeopardize their opportunity to earn credits or be promoted to the next grade.

3. Notification of absence

- 3.1 The parent and/or guardians of each student are required to notify the school each day that a student is to be absent.
- 3.2 Parents are required to call the district office before 9:00 a.m. on the day their child is absent or the district will attempt to call the parent.

4. Attendance and Excuses

- 4.1 Elementary
 - 4.1.1 The following schedule is used to determine if an absence is to be counted as a full or half day on a regular school day. Students will be considered excused from school for illness, professional appointments, hospitalizations, and family matters with a signed excuse from a parent/guardian or other absences approved by the principal. **Excused absences will count toward the 10-day limit.**
 - 4.1.1.1 Students need to be in their classrooms by 8:15 AM.
 - 4.1.1.2 If a student arrives at school after 8:15 AM and before 8:58 AM, it will be considered a tardy.
 - 4.1.1.3 If a student arrives after 8:58 AM, but by or before 11:47 AM, the absence will be counted as ½ (one-half) day.
 - 4.1.1.4 Entry after 11:47 AM will be counted as a full-day absence.
 - 4.1.1.5 If a student leaves before 11:47 AM and does not return, the absence is counted as a full day.

Approved _____ Reviewed _____ Revised _____

- 4.1.1.6 If a student leaves after 11:48 AM and does not return, the absence is counted as ½ (one-half) day.
- 4.1.1.7 No absence is counted if a student leaves after 2:39 PM.
- 4.1.2 Special allowances may be made on days with late starts or early dismissals.
- 4.2 Secondary
 - 4.2.1 Students will be considered excused from school for illness, professional appointments, hospitalization, and family matters including family vacations with a signed excuse from a parent/guardian, or other absences approved by the principal. When possible, students shall notify their teachers in advance of pending absences by completing a pre-arranged absence sheet to the attendance secretary prior to the absence. **Excused absences, other than college visits arranged through the guidance office, will count toward the 10-day limit.**

If advanced notice cannot be given, then a parent/guardian should call the school stating why their child is absent. The school will call parent(s)/guardian(s) when a note or call has not been received to inquire the reason for the student's absence. If no contact was able to be made before the student returns to school, the student must bring a signed note by the parent/guardian explaining the absence.
 - 4.2.2 Students participating in school sponsored activities under the direction of a school approved sponsor during the school day will not be counted as absent. In order to practice or participate in any activity the student must be in attendance all day on the day of the activity. Students arriving to school after the first 15 minutes will be considered absent rather than tardy. An exception to this rule would be a pre-arranged absence approved by the Principal. Extenuating circumstances must be approved by the administration.
 - 4.2.3 If the principal suspends a student, the days for which the student is suspended shall not be counted in the total of ten (10) days of allowable absences per semester.
 - 4.2.4 Secondary students arriving to class after the bell rings and before the first 15 minutes will be considered tardy.
 - 4.2.5 Exceptions may be made to the attendance policy with the approval of the secondary principal.
- 4.3 Notification of Student Attendance by the School
 - 4.3.1 Upon reaching the following limits during a semester, the parent and/or guardian will be notified as follows:
 - 4.3.1.1 On the 4th absence, an advisory letter will be sent to the parent and/or guardian.
 - 4.3.1.2 On the 6th absence, a second advisory letter will be sent to the parent and/or guardian.

4.3.1.3 On the 9th absence, an advisory letter outlining the attendance policy and consequences for additional absences will be mailed to the parent and/or guardian.

4.4 Loss of Credit

4.4.1 Ten (10) days absence from a class during any one (1) semester will constitute justification for an incomplete or the loss of credit for that semester in that class. All absences, whether excused, unexcused, or truant, will be counted toward this ten day limit. Students who miss the equivalency of ten (10) full days of school per semester are subject to consequences relating to Nebraska compulsory attendance law.

4.5 Reinstatement of Credit/Appeals

4.5.1 When a student has lost credit for a class, the student has two procedures from which to regain the credit.

4.5.1.1 Procedure 1 – In cases of extreme hardship (accidents, extended illness, or other exceptional health related problems such as therapy on a weekly basis) or extenuating circumstances, a student may appeal, in writing, to the Principal for reinstatement of credit.

4.5.1.2 Procedure 2 – When a student is notified of a loss of credit due to absences, an appeal may be made to the Attendance Review Committee. At least four (4) members of the committee need to be present to each meeting. The committee will have the authority to reinstate credit if a majority of the committee agrees sufficient reason for a waiver of the policy exists, place the student's credit on hold based on an attendance improvement plan outlined by the committee, or deny the appeal. The purpose of the meeting is to allow the student and parents)/guardian(s) the opportunity to present any information or argument as to why the attendance policy provisions should be waived. A tie vote will result in a decision in the student's favor.

4.5.2 If the student and/or parent/guardian is unsatisfied with the decision of the attendance committee, they will have seven (7) calendar days to appeal the decision to the Superintendent. The Superintendent will conduct a review and within five (5) calendar days will provide a written response to the student. The Superintendent has the authority to reinstate credit, or uphold the decision of the committee. A final appeal may be made to the board within seven (7) calendar days of the Superintendent's decision. The board will have forty five (45) calendar days to provide a written response. The decision of the board is final.

5. Make-up Work

5.1 Elementary

5.1.1 Elementary students will have two (2) school days from the date of their return to school following an absence to make-up the work missed.

5.1.2 If the work is not made up within two (2) school days, a zero (0) will be entered into the grade book for all work missed and not made-up.

5.2 Secondary

- 5.2.1 Secondary students are to complete all pre-arranged "make-up" work before the absence, or by the due date set by the teacher. Teachers are not required to allow students the opportunity to earn credit for assignments that are not completed prior to the due date set for absences classifying as pre-arranged.
- 5.2.2 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.
- 5.2.3 All students are required to have their assignment books marked by the office personnel following an absence.
- 5.2.4 Students will have two (2) days from the date of their return to school following an absence to make up work missed as a result of the absence. Students may ask for and receive extra time from their teachers should extenuating circumstances exist. Work not finished in this time frame will fall under a teacher's policy regarding late work.
- 5.2.5 Any student who has make-up work may appeal the amount of time to make up the work to the Secondary Principal.
 - 5.2.5.1 The Secondary Principal's decision is final.

6. College Visitation

- 6.1 Seniors are allowed two (2) days for college visitation, per school year, if the Guidance Office sets up the visitation and the parent accompanies the student on the visit. Additional days needed for college visits must be approved by the principal.

7. Extra-Curricular Participation:

- 7.1 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.

8. Truancy

- 8.1 Truancy will be defined as any absence without prior knowledge and/or permission of the school and/or parents. Under these circumstances, a student will be considered truant, whether the absence is for a full day or more, part of the day, or all or part of any class. Truancy will not be tolerated. Truant students will be subject to appropriate disciplinary action. See Board Policy 504.03, The Code of Conduct.

9. Physical Education

- 9.1 Excuses from home to keep a student out of physical education must be on a day-to-day basis unless accompanied by a doctor's written excuse.

10. Tardy to School

10.1 Elementary

- 10.1.1 Students are considered tardy when school begins at 8:15 AM and they are not in their assigned rooms. Any time a student enters the building after 8:15AM they must report first to the office for a pass to

SEARCHES, SEIZURES AND ARRESTS

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

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

Random searches of district property and grounds may be conducted using available resources provided by local or state law enforcement. This includes, but is not limited to the drug dog and electronic sensors.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

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

The superintendent or building principals may release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest, or to remove a student from school premises if the officer or school administrator has reason to believe that the student has violated the law. No contact with students will be permitted by law enforcement officials, insurance investigators, attorneys, probation personnel, or any other investigative official without parental consent or a warrant.

The principal or designee will make extensive attempts to notify the parent/guardian or responsible relative prior to the student's release and the place to which the student is reportedly to be taken, except in cases of child abuse. No student records shall be produced without a court subpoena or parental consent; students may give consent after reaching their eighteenth birthday. When a crime has been committed on school premises, pupils may be questioned by the above authorities in the school without parental consent. Should questioning lead to charges, parents will be contacted according to policy.

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

Legal Reference:

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

Cross Reference:

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

Approved _____ Reviewed _____ Revised June, 2014

Board Policy Change Requests

0504.51 SENIOR TRIP

No overnight senior trip for the district will be permitted. ~~The last day of classes for senior without deficiencies or detentions shall be ten (10) school days prior to regular summer dismissal for all students.~~ 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. The trip must have the Principal's approval. Seniors must depart from and return to Shelby on the same day. Transportation and sponsorship shall be paid for and provided by the district. 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 ~~9 weeks~~ *10 school days* of senior classes and prior to final dismissal.

STUDENT ACTIVITY ELIGIBILITY

Participation in school activities is a privilege. School activities provide the benefits of promoting intellectual interests and ability in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct themselves in accordance with student conduct policies.

Out-of-district activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

Students representing Shelby-Rising City High School in interscholastic or extracurricular activities, each individual participant must meet the eligibility rules of the Nebraska School Activities Association, as published by Shelby-Rising City High School.

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 NSAA 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.

PROHIBITED CONDUCT

- 1.1 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.

or even off school grounds that constitute a danger to other students, to teachers, a 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.

PENALTIES

- 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.
- 2 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 activities and shall continue to practice as scheduled. (See paragraph 3.2.5 for an example of this rule).
 - 3.2.2 For a second violation of the participation rules occurring in the same school year as the first violation, the student shall not participate in six (6) consecutive extracurricular events. The student shall remain a part of all teams or activities and continue to practice. (See paragraph 3.2.5 for example of this rule).
 - 3.2.3 For a third violation occurring in the same school year as the first and a second violation, the student shall not participate in any extracurricular activities for the remainder of the school year. The student must obtain and complete counseling at 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 counsel has been completed.
 - 3.2.4 A student's nonparticipation in any interscholastic or extracurricular activity after imposition of a penalty will not cancel the penalty. The penalty will resume, when student next participates in an interscholastic or extracurricular activity which may carryover to the next school year.
 - 3.2.5 Penalties imposed for first and second violations include events in all activities in which the student is eligible to participate. For example a penalty barring participation in four events might include one football game, one marching band contest, one vocal music performance, and one basketball game. Barring from participation in events incurred by the student as a result of an expulsion, suspension, or academic ineligibility do not detract from the total number of events a student is barred from result of the disciplinary action outlined in this policy in sections 3.2.1 and 3.2.2.

PENALTY REDUCTION

administration. The student shall pay the counseling program expense.

SCHOOL KNOWLEDGE OF ALLEGED VIOLATION

- 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.
- 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 with two (2) school days. If the Principal determines that a participation rule has been violated the appropriate penalty shall be imposed.

NOTIFICATION

The Principal will send a written statement to the student and his or her parents informing them of the 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 of the date of the request for review. Their decision shall be in writing and shall be final.

The undersigned student and parents state that they have read the rules and regulations of the Nebraska School Activities Association, and the foregoing participation rules of the Shelby-Rising City Public School. They also state that the student is not currently in violation of any said rules and regulations. The student and parent agree to the rules and regulations of both the Nebraska School Activities Association and the Shelby-Rising City Public School as a condition of participation in school related activities.

Student: _____

Parent: _____

Following activities are covered by this policy for grades 7-12.

Football
Basketball
Baseball

Boys' and Girls' Golf
Hockey

Act Play
School Play
Lecturing
and

Instrumental Music
Music

Leading/Dance Team

Homecoming ~~Royalty~~
~~Royalty & Prom Server~~

Orientation Usher
Bowl

AS
State Math Contest

High School Dance
High School Math Contest
Science Bowl

Academic & Activity Awards Night (Banquet)
Senior Trip

For school activities as added that students may participate in during the school year.

Exempt Activities: Summer Band Trip, ~~Prom~~, Graduation, ~~Homecoming~~, and ~~Senior Trip~~.

It shall be the responsibility of the superintendent (or assigned administrator) to implement this policy.

Legal Reference: 20 U.S.C. Sect.1681-1683; 1685-1686 (1994).
34 C.F.R. Pt. 106.41 (1993)
Neb Statute 79-296
79-443

0506.01R1 GRADE ELIGIBILITY FOR ACTIVITIES

Eligibility requirements will be determined by local eligibility policy on a weekly basis. A student may become ineligible by having failing grade(s), by carrying an incomplete, or by a combination of failing grade(s) or incomplete(s). Mathematical averages will be computed anew with the onset of each new semester. However, incompletes shall carry forward from semester to semester, and thus, will affect eligibility across semesters.

Mathematical averages, as they affect eligibility, will be determined beginning with the third Friday of each semester. Teachers will submit failing/incomplete grades to the Principal by 12:00 noon beginning the first Monday following the third Friday of each semester, and each Monday thereafter. Incompletes carried forward from the previous semester shall immediately affect eligibility with the onset of the new semester and must be reported by teachers each week of the semester. Teachers may use discretion in identification of students with incompletes for the eligibility list. Allowances may be made for students who are experiencing medical problems.

The Principal's office will release the failing grades or incompletes on Monday p.m. of each week. This report will list students who are failing (below 70%), or incomplete. ~~Students failing or incomplete in one subject shall have study hall pass privileges revoked for seven (7) calendar days (Tues. – Mon.).~~ A student will be ruled ineligible for seven (7) calendar days (Tues. – Mon.) when:

1. ~~Student~~ failing or incomplete in more than one subject *or failing the same subject in consecutive weeks*

Ineligible students will, at the sponsor's discretion, be allowed to attend activity practices, use practice time for study at school or study at home.

Activities for which the above policy applies are:

1. Athletic contests
2. Cheerleading/Dance Team
3. Speech contests and clinics
4. Play production performances, contests, and clinics
5. Music competitions, clinics, and performances
6. Other activities deemed by the Principal to be appropriate

Students with conditions which qualify them for special education intervention shall have the conditions of this policy adapted to requirements identified in the individual's IEP.

0611.03 STUDENT HONORS AND AWARDS

The school district shall provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist them in setting goals. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them.

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

ROLL OF ACHIEVEMENT FOR GRADES 7-12

~~ROLL OF EXCELLENCE: To be on the roll of excellence students must be doing work not below 90 in any of the solid subjects enrolled. One must have a combined average of 94 or better when all grades are averaged.~~

To be on the Roll of Excellence a student must have earned a grade of 94 or above in all subjects.

~~HONOR ROLL: To be on the honor roll a student must not have a grade of below 84 in any of the solid subjects. The overall average of the solid subjects must be 86 or better.~~

To be on the Honor Roll a student must have earned a grade of 86 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.

It shall be the responsibility of the superintendent to implement this policy.

0611.07 GRADUATION REQUIREMENTS

1. Each student must complete the following requirements for graduation:

1.1	English	40 Semester Hours <i>to include English I, II, III</i>
1.2	Social Science	30 Semester Hours <i>to include American History, World History, and Civics</i>
1.3	Mathematics	30 Semester Hours
1.4	Science	30 Semester Hours <i>to include Physical Science and Biology</i>
1.5	Fine Arts	10 Semester Hours
1.6	Electives	90 Semester Hours
1.7	Practical Arts	20 Semester Hours <i>to include Informational Technology I</i>
1.8	P.E. and/or Health	10 Semester Hours
1.9	<i>Speech</i>	<i>5 Semester Hours</i>
1.10	<i>Personal Finance</i>	<i>5 Semester Hours</i>

Speech (5 sem hours) and personal finance (5 sem hours) are to be required courses starting with the Graduating Class of 2016

2. In order to graduate, the student must have 8 semesters of secondary attendance and be classified as a senior at the beginning of the school year in which the students wish to graduate.

2.1 The Board of Education reserves the right to waive the eight (8) semester requirement if the student has 270 credit hours of work.

2.2 If a student would like the Board of Education to consider a waiver of the eight (8) semester requirement, the student and/or his/her parent/guardian must be on the Board Agenda on or before the April regular meeting.

2.3 The Board of Education decision is final.

STUDENT HANDBOOK

2014-2015

Shelby - Rising City Public Schools



Welcome Visitors

Shelby - Rising City Public Schools would like to welcome parents & alumni to visit our buildings at any time. During the school day, we ask that you check in through the front office so that we may keep track of who is visiting us and assist you as needed. You are welcomed and encouraged to support our students by attending scheduled activities and athletic contests. Students who do not attend SRCPS must have prior administrative permission to be on our campus during school hours.

It's Good To Be Drug Free....

Shelby - Rising City Public School is proud to be drug and alcohol free. We take pride in providing age appropriate drug and alcohol education for our students. Those who bring prohibited substances, as defined by the board of education, will be disciplined as appropriate by applicable law.

Internet Safety Policy

It is the policy of the Shelby - Rising City Public School District that access to the Internet provided by Shelby - Rising City Public School is expected to be used as an educational and or work-related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which in the judgment of the School Board is in any way prejudicial to the best interest of the school or in conflict with the Shelby - Rising City Public School Program of Services.

Shelby - Rising City Public School reserves the right to refuse access to the Internet by ESU7 to anyone when deemed necessary in the public interest.

Notice:

The No Child Left Behind act requires districts that receive Title I funds to inform parents, of each student attending a Title I school, that they have the right to request information about the professional qualifications of both the teachers and the paraprofessionals who teach & work with their children. This information is available from the school superintendent. If your child is taught by a substitute teacher for four or more weeks you will be notified by the school.

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In an effort to reduce paper and make this handbook more user friendly, many sections that have been copied from board policy in the past have been removed with a reference to the section in board policy that item can be found. Our board policy can be accessed by either requesting a copy at school, or by logging onto our school website www.shelby.esu7.org and clicking on school board, then board policy. Please ask a staff member if you have any questions.

Staff Listing

Administration

Chip Kay Superintendent
Troy Holmberg High Principal
Denise Glock Elementary Principal
William Curry Middle School Principal

Guidance Counselor

Sandy Voss 6-12 Counselor
Kate Kloke K – 5 Counselor

Office Personnel

Ada Noyd Bookkeeper
Matt Carley Tech Coordinator
Sue Topil Secretary (Shelby)
Janice Braasch Secretary (R.C.)
Amy Pospisil Secretary (R.C.)

Nurse

Michelle Sterup

Kitchen Staff

Patty Kelly Manager
Grace Kula
Shelly Denbo
Darla Frazier

Custodians

Ron Glatter Head Custodian
Michelle Gray
Ken Kuryнка

Librarian

Sherri Nielsen

Resource Teachers

Melanie Hoegerl K - 5
Lori Ziemba 6 – 12
Stacy Stewart K-12 Speech

Paraprofessionals

Brenda Alt
Marche Augustine
Penny Blohm
Susan Doehling
Genesis Einspahr
Fran Gray
Jeanne Kay
Theresa Logan
Cate Maslonka
Melanie McKinney
Patty Selden
Karen Thomsen
Maritza Velasco

Staff Listing (cont.)

Elementary Teachers & Email:

Sarah Crane (Preschool)	scrane@esu7.org
Kelsey Gabel (Kindergarten)	kgabel@esu7.org
Suzanne Schultz (Kindergarten)	schultzs@esu7.org
Sherri Georges (1 st Grade)	sgeorges@esu7.org
Ashley Arbuck (1 st Grade)	apinneo@esu7.org
Deb Doehling (2 nd Grade)	ddoehli@esu7.org
Cindy Sanley (2 nd Grade)	csanley@esu7.org
Mary Gillespie (3 rd Grade)	mgillesp@esu7.org
Nanci Deckert (3 rd Grade)	ndeckert@esu7.org
MeLinda Cromer (4 th Grade)	mcromer@esu7.org
Cindy Lorentzen (5 th Grade)	clorent@esu7.org
Jonathon Riggs (5 th Grade)	jriggs@esu7.org
Kelly Willis (Title I)	kmwillis@esu7.org
Melanie Hoegerl (Special Education)	mlwilson@esu7.org
Kate Kloke (PE / Counseling)	kkloke@esu7.org

Middle School Teachers

Grant Gabel	ggabel@esu7.org
Mike Jurgensen	mjurgensen@esu7.org
Kari Samuels	ksamuels@esu7.org
John Schoenrock	jschoenrock@esu7.org
Turner Trofholz	ttrofholz@esu7.org
Sara Wilson	swilson@esu7.org
Kristen Wilton	kwilton@esu7.org

High School Teachers

Haley Bramhall	hbramhall@esu7.org
Terry Chadek	tchadec@esu7.org
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District Staff

Dennis Coleman (K-8 Vocal)	dcoleman@esu7.org
Chris Gugel (5-12 Band)	cgugel@esu7.org
Sherri Nielsen (K-12 Librarian)	shnielse@esu7.org
Adam Nissan (K-5, 9-12 Art)	anissan@esu7.org
Katie Parlane (K-12 ELL / HAL)	kparlane@esu7.org
Stacy Stewart (K-12 Speech)	sstewart@esu7.org
Sandy Voss (6-12 Guidance Counselor)	svoss@esu7.org
Lori Ziemba (6-12 Special Education)	lziemba@esu7.org

SCHEDULE

High School

Daily Schedule (9-12)

Monday – Thursday

1st Period: 8:10 – 8:57
2nd Period: 9:00 – 9:47
Homeroom: 9:50 – 10:00
3rd Period: 10:03 – 10:50
4th Period: 10:53 – 11:40
5A Period: 11:43 – 12:30
5B Period: 12:13 – 1:00
6th Period: 1:03 – 1:50
7th Period: 1:53 – 2:40
8th Period: 2:43 – 3:30

Friday

1st Period: 8:10 – 8:52
2nd Period: 8:55 – 9:37
3rd Period: 9:40 – 10:27
4th Period: 10:30 – 11:12
6th Period: 11:15 – 11:57
5A Period: 12:00 – 12:42
5B Period: 12:30 – 1:12
7th Period: 1:15 – 1:57
8th Period: 2:00 – 2:42
MAP: 2:45 – 3:30

Middle School

Daily Schedule (6-8)

Monday – Friday

1st Period: 8:15 – 8:57
2nd Period: 9:00 – 9:42
3rd Period: 9:45 – 10:27
4th Period: 10:30 – 11:12
5A Period: 11:15 – 11:42
5B Period: 11:45 – 12:27
6th Period: 12:30 – 1:12
7th Period: 1:15 – 1:57
8th Period: 2:00 – 2:42
9th Period: 2:45 – 3:12

It's Time to Eat!

Lunchroom Protocol:

- All students must eat in the lunchroom.
- School lunches are to stay in the lunch room.
- Leave the area where you sit better than you found it. (Keep things neat and tidy, clean up spills, etc..)
- K- 5th: Wait for your teacher or paraprofessional to dismiss you back to class.
- 6th – 12th: Return to your classroom at the correct time.
- Get permission to use the restrooms or if you need to leave the lunchroom for any reason.
- Use words like “please” & “thank you” when talking to the cooks.

Time

Class

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

	Middle School
11:15 – 11:45	‘A’ – Lunch
11:45 – 12:15	‘B’ – Lunch

	High School
11:40 – 12:10	‘A’ Lunch
12:30 – 1:00	‘B’ Lunch (Friday Time)
11:57 – 12:27	‘A’ Lunch
12:42 – 1:12	‘B’ Lunch

Breakfast....

- ✓ Breakfast is served from 7:30 – 8:00.
- ✓ Students must sign up the day before.
- ✓ Students who sign up for breakfast will be charged for the breakfast unless they are ill on that day.

ATTENDANCE

Attendance Office
Shelby – Sue Topil: 527-5946
R.C – Amy Pospisil: 542-2216

Being Here is OK!

It is a proven fact that students are more successful when they attend regularly. ***IT IS YOUR RESPONSIBILITY*** to communicate with your teachers should an absence occur. ***IT IS YOUR PARENT'S RESPONSIBILITY*** to notify the school each day, before 9:00 am, you will be absent.

REMEMBER...

- ✓ You need to check in at the office before your return from an absence.
- ✓ Bring your excuse note, signed by your parents, if there was no call the day before.
- ✓ The office will not issue admit slips for a tardy to any class except for 1st period.
- ✓ **NO NOTES COULD MEAN A TRUANCY**

Tardy Policy:

For Elementary Students:

- Be in your classroom by 8:10
- Students arriving after 8:10 & before 8:55 are tardy.
- Students arriving after 8:55 & before 11:40 are considered in attendance for ½ the day.
- Students arriving after 11:40 or leaving before 11:40 (not returning that day) will be counted as a full day absence.
- Students leaving after 11:40 without returning will be counted for ½ the day.
- No absence is counted if students leave after 2:35

*** A parent meeting will be required for a student with more than 3 tardies during a quarter.**

Middle School and High School Students

- ❖ A tardy is defined as not being in your assigned area when the tardy bell rings. Assigned areas are determined by each teacher.
- ❖ 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.
- ❖ 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.
- ❖ Two (2) tardies per quarter per class will be allowed with no consequences.
- ❖ On the third tardy, students will be assigned a lunch detention.
- ❖ Subsequent tardies during the quarter will result in consequences assigned by the principal.

ATTENDANCE

The Details of Being Gone...

- The circumstances for all absences from school will be identified as School Excused or Not School Excused. All absences, except for illness and/or death in the family, require advance approval.
 - **School Excused:** The parent must provide the school documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
 - **Not School Excused:** Parent acknowledged absences that include but are not limited to undocumented illness, vacations, and other situations where the parent notifies the school that the child will be gone.
- Twenty absences that are not school excused will result in a report to the county attorney.
- Students exceeding ten 'Not School Excused' days a semester jeopardize their opportunity to earn credits, or be promoted to the next grade level.
- Students participating in school-sponsored activities under the direction of a school approved sponsor and representing SRCPS will be counted as 'School Excused'.
- Seniors are allowed up to two (2) days for college visitation per school year if the Guidance Office sets up the visit. Juniors are allowed one (1) day during the second semester. These days will count as 'School Excused'. Additional days must be approved by the principal.
- 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. A possible exception to this could be a pre-arranged absence approved by the principal.
- 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.
- Truancy will be defined as any absence without prior knowledge and/or permission of the school and/or parents. Truant students will be subject to appropriate disciplinary action.
- Exceptions may be made to the attendance policy, with the approval of the principal.

Late Enrollment / Withdrawing from School:

All absences may be transferred from the previous school(s) for that academic year. A barrier to attendance determination will be made based on cumulative absences.

ATTENDANCE

Notification of 'Not School Excused' Student Attendance.

The parent and/or guardian will be notified on the 4th, 6th, and 8th 'not school excused' absence per semester.

On the 8th absence in a given semester, a barrier to attendance meeting will be scheduled between school officials, the student, and the parent or guardian. The purpose of the meeting is to develop a collaborative plan to improve regular attendance.

Twenty 'not school excused' absences will result in a letter sent to the county attorney.

Can I make up my work?

In a word... **Yes!**

- Students will have two (2) days from the date of their return to school following an absence to make up work missed.
- Your teacher may require you to complete all pre-arranged absence make-up work before the absence (personal or school sponsored).
- If you are absent on the day an assignment is due, you need to turn in the assignment on the first day of your return to school.

Talk to your teachers if you need more time!

(You can appeal the amount of time to makeup work with your principal.)

Guidance

Guidance Office
Counselors: Sandy Voss &
Kate Kloke



We are here to help!

“We want to help you make the most effective use of your abilities and to set reasonable goals. If you have a personal or social problem, want to talk about college, have an academic program question, or just need some friendly advise about being more successful in school, come in and let’s talk. We are here to help!”

Mrs. Voss & Ms. Kloke, Guidance Counselors

Graduation Requirements & Registration Options:

In order to graduate from Shelby - Rising City Public Schools, there are minimum requirements that must be met. We will talk to you in more detail about this when you register for classes. All of our graduation requirements are explained in board policy (611.07).

Academics

What is a Solid Class?

All classes offered at SRCPS are considered “solid” classes except for the following: Band, Vocal Music, P.E., & Weights. The grades from these classes will not be calculated to determine honors or class rank.

Freshman & Sophomore must be enrolled in a minimum of 5 solid classes.

Juniors & Seniors must be enrolled in a minimum of 4 solid classes.

Honors...

ALL MIDDLE SCHOOL & HIGH SCHOOL STUDENTS who earn an ‘A’ in each class they take will have the distinction of being on the **ROLL OF EXCELLENCE**. Students who earn either an ‘A’ or ‘B’ in each class they take will have the distinction of being on the **HONOR ROLL**. This distinction will be awarded each semester.

Valedictorian & Salutatorian...

Students who attend SRCPS their entire Junior & Senior year are eligible for the honor of valedictorian & salutatorian. Semester grades, by numerical percentage, for each student in all solid subjects shall be averaged (to the thousandths place) to determine class rank. In case of a tie, the honor will be shared.

NHS – National Honor Society

Shelby – Rising City Public School offers juniors and seniors the opportunity to be a part of the National Honor Society.

Marking System (6 – 12):

A numerical grade is assigned for all solid courses. A letter grade is assigned for non-solid courses.

98-100	A
94-97	A-
91-93	B+
88-90	B
86-87	B-
83-85	C+
80-82	C
78-79	C-
75-77	D+
72-74	D
70-71	D-
0 – 69	F

Are you a High Ability Learner?

SRCPS offers a fun program for students who qualify as a high ability learners. To find out if you qualify ask our guidance counselor for more details!

Marking System (K-5):

Kindergarten & 1st Grade:

“E” = Excellent

“S” = Satisfactory

“N” = Needs Improvement

“I” = Improving.

2nd Grade – 5th Grade

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

Academics

Weekly Eligibility:

Starting the third week of each semester, all 7th – 12th grade students will undergo an “eligibility” check each Monday.

Two or more “F’s” or One “F” two weeks in a row = Ineligible to participate in all school related activities for seven days (Tuesday – Monday). The activity sponsor will determine if an ineligible student is allowed to attend practices, use practice time to study, or study at home.

My Head is Barely Above Water!!!

If you are failing or even close to failing, stay in good communication with your teachers. They will help you with good advice to improve your situation.

NO P.E. for me....

Excuses to keep a student out of P.E. (without penalty) must be accompanied by a doctor’s written excuse. The teacher may assign you an alternative way to earn points for that day.

Summer School:

If you failed a class, and want to make it up by taking summer school, see the guidance counselor for more details.

Adding or Dropping a Class:

Students who wish to drop or add a class must do so by the second week of the current semester. Requests can be made with the guidance counselor (there is a form to fill out). The principal will make the final decision for a request to be granted or denied.

504 Child Find Notice

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into section 504 programs, please contact Mr. Kay at 527-5946 ext. 5004 or by e-mail at ckay@esu7.org.

Student Health

School Nurse:
Michelle Sterup
527-5946 ext. 5009

There are a lot of details regarding student health, emergency care & precautions, required immunizations, and other areas our school nurse assists us with on a day-to-day basis.

Let's Get Physical...

All students must have evidence of a physical exam prior to enrolling in Kindergarten & 7th Grade.

Transfer students at every grade level will need to provide evidence of a physical exam.

(If your family objects to this, there is a process in board policy to follow.)

Emergency Care:

- We will always attempt to notify parents when a student becomes ill or injured.
- We will not send students home without parental permission.

Student Insurance:

SRCPS carries only catastrophic insurance & insurance for students riding the bus. Students who participate in sports / activities must have their own insurance.

Medication in school

Here is some of what you need to know about bringing medication to school

FILL OUT A FORM (There is a form in the back of this handbook you need to fill out and return to the office before you will be allowed to bring any medicine to school.)

- 1. MEDICINE MUST BE IN A PROPERLY LABELED CONTAINER**
(Pharmacists will often provide two containers, home & school, upon request.)
- 2. MEDICINE STAYS IN THE OFFICE – NOT YOUR LOCKER!** You are not allowed to keep things like aspirin, prescriptions, or other types of medicine in your locker. Everything will be kept safe in the office and we will make arrangements for you to get what you need when you need it.

Discipline

The Shelby - Rising City Public School Board of Education and its staff believe that every student has the right to a school environment conducive to a good education. While it is impossible to design a rule for every situation, a thorough set of guidelines have been established which provide a basis for dealing with disciplinary problems.

Please remember that you are responsible for your actions. You will need to accept the consequences if your actions break school rules. At any time you may be counseled by teachers or administrators regarding your behavior. If this occurs, please accept their advice as valuable and understand that their intent is to help you. Your attitude toward school will play a large role in determining how well you do in school.

Here are some examples of different types of behavior, along with the consequences, that are unacceptable at SRCPS. Please do your part in contributing to the success of our school, not taking away from it.

Definitions:

In School Suspension (ISS): The student will attend school, but will be placed in isolation from the general student body. The student will NOT be allowed to take part in or attend any school activity, including sports. The student is expected to complete all work assigned & WILL receive credit for all completed work.

Out of School Suspension (OSS): The student will NOT attend school, nor will they be allowed to be on school property or at school related activities. The student is expected to complete all work assigned and WILL receive credit for all completed work.

Expulsion: The student will NOT attend school, nor will they be allowed to be on school property or at school related activities for the period of time determined by Nebraska statutes. The student will NOT be assigned work, nor will they receive credit. The student will be excluded from attendance in all schools in the system for a period not to exceed the length set by Nebraska Law.

Alcohol and / or Drugs: *The use or possession on school grounds or at school functions.*

MANDATORY REPORTING TO LAW ENFORCEMENT.

1ST Offense: Maximum 15 days OSS.

2nd Offense: Recommendation of Expulsion

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.

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 OSS

Definitions (Continued):

Emergency Exclusion: Exclusion for an initial period of up to 5 days for reasons of health danger to the person, or disruptive conduct.

Mandatory Reassignment: The Shelby - Rising City Board of Education reserves the right to reassign students to more restrictive settings. This placement may be in the Shelby - Rising City School Structure, or it may be out of the district.

Student Activities: Students who earn ISS or OSS are not allowed to participate or attend student activities. This includes activities such as NSAA sponsored events, field trips, cheerleading, prom, being a candidate for any office or honor. The principal will make the final determination if a specific activity qualifies.

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.

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.

Bullying / Harassment: Behaviors that are found to be threatening or disturbing towards another person.

Each Offense: Maximum 5 days OSS

*** Incidents that would classify as sexual harassment may carry more severe consequences.

Possession or Use of Tobacco on School Property or at School

Functions:

1st Offense: Maximum 5 days OSS

2nd Offense: Maximum 15 days OSS

3rd Offense: Recommendation of Expulsion

Striking or Hitting a Staff Member:

MANDATORY REPORTING TO LAW ENFORCEMENT

1st Offense: Immediate OSS. Recommendation of Expulsion

Vandalism and/or Theft: **MANDATORY REPORTING TO LAW ENFORCEMENT**

1st Offense: Maximum 5 days OSS

2nd Offense: Maximum 15 days OSS

3rd Offense: Recommendation of Expulsion

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 OSS

2nd Offense: Maximum 15 days OSS

3rd Offense: Recommendation of Expulsion

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 Written. Parent notified, device returned to student at the end of the day.

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

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

List of Unacceptable Behaviors – Too Many to List:

The principal will decide appropriate consequences for situations not mentioned in the previous pages. A list of board approved actions the principal can take are outlined in board policy.

Suspension Procedures:

Short Term (1-5 days) 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

Long Term (6-15 days) Suspension:

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.

Request for a Hearing Procedure:

If you have been suspended and request a hearing, it must be done within five (5) school days after receipt of notice is given.

NO Bullying at SRCPS

One of our missions at SRCPS is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors such as cooperation, teamwork, understanding, acceptance of others, & being patient with others are to be encouraged at school and school related events.

Inappropriate behaviors such as bullying, intimidating, & harassment will be discouraged and dealt with in an appropriate manner.

Here is a good rule to follow:
Treat others the way you would like to be treated!

Treat Subs with Respect!!!

Students, staff, and guests to our building will treat our substitute teachers with the same respect & cooperation given to our regular teaching staff.

Our 4 school rules are:

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

These 4 rules apply to all areas of the school building and grounds

Students earn '**Positive Paws**' for positive behaviors

'**Paws**' are posted and sent home to parents

'**Paws**' can be given out by any staff members

Drawings are held monthly for the students & staff to win prizes for their positive behavior!

Consequences are given to students non-compliant behaviors. These fall into 2 groups, minor and major according to the definitions within the program guidelines.

Riding the School Bus: (SAFETY FIRST!!!)

- ✓ Permission to be picked up or dropped off at any point other than where the student normally boards must be made in writing by the student's parent or guardian. Bus drivers will not be allowed to deviate from the established route without consent from the transportation supervisor or an administrator.
- ✓ It is the responsibility of the student to be at the pick-up point when the bus arrives. If the student is not there, the driver will sound the horn, wait one minute, and then proceed on the route unless otherwise signaled.
- ✓ Observe the same code of conduct as in the classroom.
- ✓ Let the bus driver concentrate on the road (COOPERATE WITH YOUR BUS DRIVER).
- ✓ Keep the bus clean and tidy.
- ✓ Stay quiet when approaching and stopping at railroad crossings.
- ✓ NO food or drink (unless approved by the bus driver).

It is very important to remember that the Bus Driver is in charge.

Like the teacher in the classroom, the Bus Driver is the adult in charge and has rules that need to be followed for the student's safety. The driver has the same authority as a teacher in a classroom and must be respected as such. Please remember that the main job of the driver is to drive the bus safely. Even with rules and seating assignments set in place, things can happen on the bus that the driver will not see. Should an issue arise that you are concerned about, please talk with your driver right away. He or She will be more than happy to assist.

If discipline becomes necessary...

The driver will follow the PBiS school wide model of discipline. The driver will assign permanent seating as necessary. The driver will report to the Principal any passenger misbehavior of a severe or consistent nature in any manner consistent with the Principal's directive.

Riding the bus is a privilege. Don't lose that privilege by making poor choices during your time on the bus. The bus driver will never refuse to pick-up, deliver, or drop off an approved passenger unless permission to ride the bus has been denied in writing by the Principal.



f.y.i.

This section of your handbook is devoted to various details you need to know to help make your year a smooth one. Please take the time to read through this section and ask questions if something seems unclear. A table of contents just for this section has been included to help you find a particular item quick and easy.

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* Elementary Specific Items begin on page 29.

** Student Activity Handbook begins on page 36.

1. ACTIVITIES

Students are encouraged to take part in school-sponsored activities. These activities offer students a wide variety of learning experiences. Because classroom learning takes priority over activities, please remember to not get involved in too many activities at the same time. Your top priority is to keep your grades up. Regular school rules will be followed while participating. Regular attendance at practice is required (exceptions include family emergencies, illness, or prior permission being granted by the teacher or coach).

2. PARTICIPATION RULES FOR EXTRA CURRICULAR ACTIVITIES

Our students who represent Shelby - Rising City Public School in interscholastic or extracurricular activities must meet the eligibility rules of the NSAA (Nebraska School Activity Association), and of Shelby - Rising City Public School. While most of the rules are "common sense" it is important that you are familiar with all of them.

3. ARRIVAL BEFORE SCHOOL

Students should not arrive at school before 7:55 a.m. Students who arrive between 7:55 a.m. -- 8:10 a.m. should report to their respective areas:

- Elementary students should remain in the front hallway.
- Middle School students should report to the lunchroom.
- Secondary students should report to the Commons Area, the Front Hallway, or their assigned classrooms. Students may not congregate at their lockers. The West Gym is closed before school starts.

4. CARE OF SCHOOL PROPERTY

Pupils are liable for lost items and damage to school property. This includes laptops, books, athletic equipment, music equipment, windows, bus seats, etc. When a student is being provided with school property of a significant value, which may easily be unintentionally damaged, the parent may direct school personnel that the student not be given the item.

5. CELL PHONE & OTHER ELECTRONIC DEVICE USAGE

Students must keep their cell phones and other electronic devices turned off & out of sight during the school day. Exceptions to this rule must be approved by the principal in advance. **The student may lose the privilege of bringing a phone to school. Additional consequences could incur if students do not comply with teacher requests to turn over their phone.**

6. CHANGE OF ADDRESS

Parents should notify the office immediately of any change of address, phone number, or family doctor. All unlisted numbers will be kept confidential.

7. COPY MACHINES

A copy machine is located in the library for student use. The cost per page is 10 cents. Students may not use any other copy machine located in the school building without permission.

8. DIRECTORY INFORMATION

It shall be the policy of Shelby - Rising City Public School District, when requested by military recruiters, college recruiters, and other persons who have a legal right to receive such information, to disclose the following as routine directory information pertaining to any past, present, or future student who is, has been, or will be regularly enrolled in the District:

Name	
Address, if otherwise publicly listed	Grade
Telephone number, if otherwise listed	Height
Date and place of birth	Weight

9. DRESS CODE

Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school clean and neatly dressed. Apparel must meet with health and safety codes, be in good repair, and not interfere with the educational process. Any questions concerning appropriateness of dress will be handled on an individual basis.

The school administration and teachers will continue to encourage all to behave and dress in a fashion that reflects good taste and a style appropriate for a school day or school activity.

The final decision in those situations of disagreement will be resolved by the school administration.

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. Articles which could cause damage to individuals or property (i.e. chains)
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. Bare feet.
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, working or phrases which are considered to have "double" meanings or other objectionable material.
6. No hats, caps or sunglasses will be worn in the building during 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.

Building administrators have the authority to deem inappropriate articles of clothing, which violate the intent of this policy but may not be specifically addressed above.

It is the responsibility of the parents to see that school appropriate dress is worn. However, school officials may decide a student is in violation of the dress code. A student who violates the dress code is expected to change their clothing. A student who refuses to change their clothing will be sent to the principal immediately.

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

Legal Reference: Hines v. Caston Sch. Corp. 651 N.E.2D 330 (1995)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bethal School Distrtic v. Fraser, 478 U.S. 675 (1986)
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969)

Cross Reference: 501 Objectives for Equal Educational Opportunities for Students

10. SENIOR TRIP

No overnight senior trip for Shelby - Rising City Public School will be permitted.

Only graduating seniors, who have completed all necessary requirements as defined by the Principal, will be permitted a one day activity trip within 100 miles of Shelby - Rising City. The trip must have the Principal's approval. Seniors must depart from and return to Shelby - Rising City on the same day. All other costs shall be absorbed through senior class funds or personal funds. The date selected for the activity trip shall be in the final 10 days of senior classes and prior to commencement.

11. SMOKING / DRINKS / FOOD

Smoking is prohibited in the school building and on school grounds.

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.

12. FUND RAISING

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

13. INCLEMENT WEATHER AND SCHOOL DISMISSAL

When school has to be dismissed or called off because of stormy or severe weather and in other cases of emergency, the public announcement will be made via *School-Reach*, radio (KTTT 93.5, KLIR 101.1, KZ 100, www.krvn.com), and TV (Channel 8 KLKN, Channel 10 KOLN).

Activity practices and/or student activities 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 except automatic cancellations.

14. LOCKERS

Each student, in grades 4 through 12, is assigned a locker. Students may provide their own padlock or they may use one provided by the office. Students who lose a lock issued by the office will be charged a \$5.00 fine. Students must use the locker assigned and keep their clothing, books, and other supplies there. **Book bags are to remain in lockers during the day.**

The student is urged not to bring large amounts of money to school or items of value which might be stolen or lost. The school cannot assume responsibility for books or other articles lost or stolen. All clothing, gymnasium shoes, notebooks, etc., should be carefully marked so they will be identified in case they are lost. **No items may be stored on top of lockers.** Lockers are to be kept neat and clean. All lockers are the property of the school and may be opened at any time by school authorities.

15. LUNCH PROGRAM

Student lunches and seconds are to be paid for in advance of their consumption with the allowance of one meal charged.

16. NATIONAL HONOR SOCIETY

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

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 council 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 who 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, influence 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: At the end of the first semester, the guidance counselor will inform the Sponsor of all students (in 11th or 12th grade) who have a minimum GPA of 93%. These students will be informed by the Sponsor that they meet the scholarship criteria and are asked to complete a questionnaire indicating their desire to be selected as a member of NHS. All students who complete the questionnaire and return it to the Sponsor are next evaluated by the entire faculty, who will indicate if they support the student for NHS membership. The Faculty Council will conduct an interview with each of the candidates prior to final selection. The student questionnaire, the interview and the faculty response are then evaluated by the Faculty Council. 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 is determined to be 8. Those students whose point total averages 40 or above will receive a letter notifying 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. Initiation will be in January or February 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 candidate 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 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 accumulative average falls below 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 Council can act on the dismissal. The Sponsor will give the member written notification of 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.*

17. PARENT - TEACHER CONFERENCES

Parent-Teacher Conferences will be held twice a year.

18. PARENT 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.

19. TEACHER QUALIFICATIONS

Parents have the right to know the classroom qualifications of their child's teachers. If you wish to know the classroom qualifications of your child's teacher, please contact the building principal.

20. PARKING

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

21. PAYMENT OF STUDENT AND GROUP FEES

- See Student Activity Handbook (It is attached behind this section).

22. POSTED MATERIAL

Any materials posted in the halls or outside the lockers must have administrative approval. Materials may be posted on lockers and the walls of the hallway.

23. PROM AND BANQUET (Junior - Senior)

The following are guidelines that students must follow:

- a. 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 \$15.00 charge for any date that is not a Shelby - Rising City Junior or Senior. There will be no charge for any Shelby - Rising City Junior or Senior. Admission for students who are not invited to the banquet but wish to attend the dance is \$5.00 per person. Only Shelby - Rising City High School students and their dates are allowed to participate in the dance. Dates may be no younger than a high school freshman, and no more than two years out of high school. There will be no admission charge for anyone who just wishes to view the grand march and coronation.

- b. 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.
- c. A Breathalyzer test will be conducted by Polk County authorities for all Shelby - Rising City students and their dates who will be attending the dance. If a student or date tests positive for alcohol, they will not be allowed to attend the dance and will be removed from the premises and dealt with by authorities. The school has the right to check purses, coats, etc. for illegal/disruptive items.
- d. All faculty assigned to work with junior or senior students will be invited to the banquet free of charge. Parents will not be asked to help supervise the banquet and dance, they will be free to enjoy the events without any additional responsibilities.

24. PUBLIC DISPLAY OF AFFECTION

Public Displays of Affection (PDA) are not appropriate during the day or at school related activities. Some examples of inappropriate behavior include kissing, excessive hugging, and sitting on laps. Staff members will address those involved in the PDA. Disciplinary consequences may be assigned.

25. RIDING THE BUS TO ATTEND SCHOOL ACTIVITIES

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 students will ride the bus, or approved transportation, from school to the activity. He/She will return to Shelby - Rising City Public School on the same transportation unless the following procedure is followed:

Parents who wish to take their student home from an activity must see the activity sponsor in person as well as give him/her written consent to release the student. THE SHELBY - RISING CITY PUBLIC SCHOOL IS THEN NO LONGER RESPONSIBLE FOR THE STUDENT. (The catastrophic injury insurance policy carried by the school will no longer be in effect.) When permission is granted to a student by the parents for their child to ride with another parent, the following procedure will be used:

- The parents of the child riding with another parent must also contact the sponsor one day in advance of the activity.
- The parent who takes the responsibility of taking another child from a school activity is also to contact the sponsor one day in advance of the activity either in person or by telephone.
- The sponsor of each activity and the Shelby - Rising City Public School will not be responsible for any student once they have left with their parent or another parent.
- Before a student is released from the sponsor's custody, a written consent must be given to the sponsor as well as making contact by phone or in person.
- When Shelby - Rising City Public School is involved in an activity, the sponsor is generally busy directing the activity. Parents will have to find the sponsor and take care of checking their student out. Only the sponsor of the activity should be contacted as he/she is the person directly responsible for the student. Another teacher or administrator should NOT be contacted to communicate removal of a student from the bus.
- Parents should contact the activity sponsor rather than asking the sponsor to contact them. As the sponsor may be unable to get back to the parent, it is best that he/she take care of the contact with the sponsor in person or by phone.
- Consent forms are available in the office and may be picked up by the student to take home and have completed by the parent.

26. CLASSROOM SUPPLIES LIST

Each student should bring basic school supplies to school each day. Basic items include notebooks, paper, pens, pencils, and erasers. The elementary supply list is included in this section.

27. STUDENTS AS SPECTATORS

All students should demonstrate appropriate behavior during activities and contests. All students are asked to show good sportsmanship. Students who do not comply (or are causing disruptions) may be asked to leave.

28. CHILD ABUSE

Child-- any person under the age of 18 years.

Abuse or neglect--knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be placed in a situation that endangers his or her life or physical or mental health; cruelly confined or cruelly punished; deprived of necessary food, clothing, shelter, or care; left unattended in a motor vehicle, if such child is six years of age or younger; or sexually abused.

Any teacher or other school employee who suspects that a child has been physically abused and/or neglected shall report this immediately to their Principal.

29. VISITS BY CHILDREN

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.

30. WHAT TO DO WHEN A PROBLEM ARISES

There may be times during a school year when a problem situation may develop involving your child. In an attempt to save time for all concerned, parents are encouraged to contact the school employee most closely associated with the issue. The following is a list of topics and the requested sequence for you to contact school personnel:

TOPICS

Your child's work

Discipline

Bus routes/times

Class schedules,
scholarships, financial aid,
career education

Athletic/activities

Health related

School regulations

School policies, budget,
personnel-related

Student absences/tardies

Lunch tickets/lunch bills

School lunches

Buildings/grounds

Concern over teacher
action

CONTACT PEOPLE

Teacher, Counselor, Principal

Teacher, Principal

Driver, Transportation Director,
Superintendent

Counselor, Principal

Coach/Sponsor, Activities Director,
Principal

Teacher, Nurse, Principal

Principal, Superintendent

Superintendent

Principal

Secretary

Head Cook, Principal

Maintenance Supervisor

Teacher, Principal, Superintendent

It is the school's goal to resolve each issue at the first step. If this is not attained, the party may follow the chain of command as listed above. Home/School communications are important. The question should no longer be "Who should I contact?" but rather, "Who should I contact first--to expedite matters?"

31. STUDENT FEES POLICY

The Board of Education of Shelby - Rising City Public Schools has adopted a student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. While the District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution, there are some activities, programs, and services to students which extend beyond the minimum level of constitutionally required free instruction.

32. CONCUSSION (RETURN TO LEARN) PROTOCOL:

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

33. PARENTAL CUSTODY INFORMATION

It is the responsibility of the parent with whom a student resides, to keep the Principal informed about the status of legal custody of the child and about any visitation restrictions of the noncustodial parent. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept responsibility for the child once he/she leaves the school premises or for an unannounced entry of the school or classroom by the noncustodial parent. For the purpose of documentation, the school must know the legal name of all students in attendance and changes in the marital status of the parents. Parents will be asked to provide that information upon registration. School reports of student progress must be given to either parent when requested.

The Board discourages using the school as a site for parent without custody to visit their children. The principal may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc, to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. In this paragraph, "without custody" means the parent lacks joint legal custody under Nebraska Law.



The following items are a continuation of the “F.Y.I” section that is specific to the needs of our elementary students. A table of contents is included to help you quickly reference a particular item.

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34. BICYCLES AND SKATEBOARDS

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

35. BIRTHDAY TREATS AND OTHER TREATS

If children bring treats for the room on their birthday, they will be distributed and consumed before dismissal time. For occasions other than birthdays, please contact your child’s teacher before bringing treats to school.

36. CLASSROOM PARTIES

Generally, classroom parties will be limited to three per year. Supervision will be provided for those students whose parents request that they not participate.

37. FIELD TRIPS

Field trips are scheduled for all grades K-5 during the school year. These are provided for the students as an educational opportunity. Rules and regulations of the school will be followed while the students are on the field trip.

38. HIGH ABILITY LEARNER

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.”

39. HOMEWORK

Teachers may require homework if they feel that it is going to be helpful. This assignment will be given considering what is best for your child. We appreciate any help you may give the child without actually doing the work for him/her.

40. LIBRARY BOOKS

Books may be checked out for one week. Additional books will not be checked out until overdue books are returned. Books will be considered lost if they are not returned after 4 weeks.

41. PARTY INVITATIONS

Although birthday parties, etc. are an "out of school" activity, it is permissible for a student to distribute invitations at school provided all children in the class receive one. If it is an all girl or all boy party then all of the girls or all of the boys should be provided with an invitation.

42. 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.

43. PHYSICAL EDUCATION

All students must participate in physical education. If the student is to be excused further, a doctor's statement must be received stating the reason for and duration of the excused absence. The statement will be made a part of the student's record.

Students who have any limitation placed on their physical education activity will remain in the physical education class but will be assigned activities they can perform with their limitation.

Each child needs to bring an extra pair of "tennis shoes" for use during physical education classes. These shoes are to remain at school.

44. PLAYGROUND

Children need to play outside. Parent's cooperation is requested in seeing that children dress according to the weather. In many cases, if children are not well enough to play outside, they are not well enough to be in school.

45. 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.

46. STUDENTS AS SPECTATORS

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

47. TOYS

Toys, bats, balls, skateboards, etc., are not to be brought to school except by permission of the classroom teacher. Toys confiscated by school personnel will be returned at the discretion of school personnel.

SHELBY - RISING CITY PUBLIC SCHOOL SUPPLY LIST

Please label all supplies with your child's name or initials.

Kindergarten:

#2 Lead pencils
Scissors
(2) Glue sticks
8 pack large or jumbo crayons
Pencil box (plastic-not wood or metal)
Book bag
Rug or mat
Paint shirt
Velcro P.E. Shoes
No pencil sharpeners
No erasers

First Grade: *(Folders will be provided)*

(12) #2 Lead pencils
(2) Large pencil erasers
Pencil box (plastic-not wood or metal)
(1) Large glue stick
Scissors
Crayola Crayons (2 packs of 8)
Book bag
(2) Dry erase markers
Dry erase board & dry board eraser
Large box of Puffs brand tissues
No hand sanitizer
No 2 or 3 ring notebooks
No trapper keepers
No pocket folders
No spiral notebooks
No pencil/crayon sharpener

Second Grade:

(24) #2 Lead pencils
Crayons (no larger than 24)
Red Pen
Large pencil bag with zipper
Scissors
(2) Large glue sticks
(2) Large pencil erasers
(2) Wide Ruled Composition Notebooks
(1) 2 pocket folder
(4) Dry Erase Markers
No mechanical pencils
No pencil boxes (plastic, metal, or wood)
No pencil / crayon sharpener
No 2 or 3 ring notebooks
No trapper keepers

Third Grade:

#2 Lead pencils (24 Package)
Crayons or pencil colors
Small pencil bag with zipper
Scissors
(4) Dry Erase Markers
Large glue stick or medium bottle of glue
Spiral notebook or tablet
(1) 2 pocket folder
(2) Red pens
(2) Yellow Highlighters
No mechanical pencils
No pencil boxes (plastic, metal, or wood)
No 2 or 3 ring notebooks
No trapper keepers

Fourth Grade:

(12) #2 Lead pencils
Pencil case
Colored pencils
Crayons
(2) Red pens
Erasable pen
Dry Erase markers (for individual boards)
Crayola markers
Inexpensive calculator
Scissors
Glue stick
Empty, clean ice cream bucket
(3) Single subject notebooks
(3) Folders
Old sock (to be used as an eraser for marker boards)
No trapper keepers or ring binders

Fifth Grade:

(24) #2 Lead pencils
Pencil Bag
(2) Red pens
Black/Blue Erasable Pen
Colored pencils
Markers (washable) or Crayons
(3) Two pocket folders
(6) 70 sheet spiral notebooks
Large Erasers
(2) Glue Sticks
(4) Dry Erase Markers for individual use
Optional items: Scissors, book covers, small bottle of glue

For Grades K-5 a clean pair of gym shoes will be needed and kept at school for P.E.

DRUG FREE SCHOOL AND COMMUNITY

It shall be the policy of the District 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, education 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 education programs.

Standards of Conduct Relating to Drugs and Alcohol

It shall be the policy of the District 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 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 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, and/or referral to appropriate authorities for criminal prosecution.

It shall be the policy of the District to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty (50) 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 the district 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 further be the policy of the District to keep a file showing the receipt of standards of conduct and a statement of disciplinary sanction 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 the District 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 measure being taken against any student failing to comply with these standards."

It shall be the policy of the District 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 are proposed by the administration in the program of the District.

It shall be the policy of the District 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.
3. 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.

ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

The Board supports the use of computers, technology and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the School District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students.

Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for computer use and Internet access. Guidelines shall address teacher supervision of computer use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the Internet, e-mail and other technological resources.

The guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of imbedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. The guidelines will describe the District's limitation of liability and will establish that the use of computers, technology and the Internet is a privilege, not a right. Violation of the procedures and guidelines will result in cancellation of those privileges and appropriate disciplinary action.

Technology Protection Measure

The District will implement a technology protection measure that will block or filter Internet access to visual depictions that are obscene, pornographic or of a harmful nature to minors. Operation of this measure will be monitored and enforced during use of computers by minors.

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. Participation in chat rooms is prohibited without specific prior approval by the system administrator. The Superintendent shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

1. Utilizing blocking/filtering software.
2. Turning off the "auto load images" feature of the Internet browser.
3. Using a proxy server to control accessible websites.

Appropriate Internet Behavior On Social Websites

The district recognizes its responsibility to educate students regarding appropriate behavior on

social networking and chat room sites about cyberbullying. Therefore, students 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.

[Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.]

Student Use

A written parental permission and agreement form will be required prior to the student being granted access to electronic media involving District technological resources. The form will specify acceptable uses, rules of on-line behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 18) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Staff Use

A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and a reasonable, appropriate and limited personal use that does not interfere with their district duties. The agreement form will refer to the procedures and guidelines for use of computers and the Internet, describe prohibitions and limitations on the use of these resources and state the employee's responsibility for the security of individual passwords.

Community Use

On recommendation of the Superintendent, the Board will determine the conditions and limits under which equipment and services will be made available to the community. Upon request to the Building Principal, community members may have access to electronic resources and programs available through the District, provided they attend any required training and abide by the rules of usage established by the Superintendent. A written agreement form will be required for all community members having access to these resources indemnifying the District from claims by community users.

Disregard of Rules

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using computers, technology or the Internet and related resources.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

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.

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. 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 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 in 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't 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 High School interscholastic squad.

Example: A student cannot participate on a town team volleyball team while he or she is 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. 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 Public School on the same transportation unless the proper procedure is followed. (See the student handbook for further information about the proper procedure.)
- L. 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.
- M. 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.
- N. 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.

- O. 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.
- P. 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.
- Q. Shelby-Rising City Public School uniforms will only be worn by Shelby 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 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.
- R. 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.
- S. Summer camps/clinics are not school sponsored activities. Shelby 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 School District will pay for the following:

1. All group entry fees for approved activities occurring during the time school is in session.
2. All awards given to students, including:
 - a. Athletic and/or Fines Arts letters, pins, stars, shields, and certificates
 - b. All-Conference patches for athletics
 - c. Championship patches if earned during athletic competition at the conference or district or state.
 - d. Academic recognition given for: the science fair, awards night, Honor Society and the honor assembly at the end of the school year.
3. Read-a-thon prizes
4. Meals and lodging of activity participants and coaches/sponsors if the school district is reimbursed by the organization that sponsors the event.
5. Meals and lodging of fine arts participants and coaches if the participation is at the All-State level.
6. The rate of compensation shall be \$6 for breakfast, \$8 for lunch, and \$10 for supper. The Activities Director, after conferring with the Superintendent, will decide the number meals required and if lodging is needed.
7. All-State auditions for vocal and instrumental music.
8. A total of two auditions for College Honor Bands or Honor Choirs.
9. First Team Athletic and Fine Arts All-State Members' pictures to be placed in a designated area in school.
10. Admission fees for cheerleaders, pep band members and other students when their attendance is required at an activity.

LETTERING

Each time an individual letters in the senior high, he or she 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. **CHEERLEADER:** A participant must attend 95% of assigned practices and 95% of assigned performances or receive no violations according to the constitution. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- G. **GOLF:** a participant can letter if he/she participates in 33% of the varsity meets (not duals or triangular) 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.

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:** Participate in both the Winter and Spring Concert. Participate in all marching contests and District Music Contest. Participate in at least one non-required district music contest performance. Participate in a minimum of 5 pep band performances. Try out for at least one honor band performance. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- D. **VOCAL MUSIC:** Participate in the Winter and Spring Concerts. Participate in the District Music Contest. Participate in at least one non-required district music contest performance. Try out for at least one honor choir. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- E. **MANAGER (for fine arts):** A high school boy or girl may receive a manager's letter for managing an activity for two semesters. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.

OTHER AWARDS

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

- F. Any student that letters in 3 athletic activities in a single school year will receive a 3-sport letter winner shield.

CHEERLEADING

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

See Cheerleader’s Handbook for more details.

SRC-CLUB

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

SHELBY-RISING CITY ACTIVITY PROGRAM DRUG FREE SCHOOL AND COMMUNITY - STUDENT POLICIES (504.15)

It shall be the policy of Shelby 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 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.

506.01 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 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 products (including but not limited to cigarettes, cigars, chewing tobacco, and 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 Board of Education governing student conduct.

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

3. PENALTIES

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

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

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

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

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

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

3.2.5 Penalties imposed for first and second violations include events in all activities in which the student is eligible to participate. For example a penalty barring participation in four events might include one football game, one marching band contest, one vocal music performance, and one basketball game. Barring from participation in events incurred by the student as a result of an expulsion, suspension, or academic ineligibility do not detract from the total number of events a student is barred from as a result of the disciplinary action outlined by 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 receive a penalty for a first or second violation of the participation rules may have such penalty reduced by using one of the following procedures.

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

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

5. SCHOOL KNOWLEDGE OF ALLEGED VIOLATION

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

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

admit a violation of the participation rules within two (2) school days. If the Principal determines that a participation rule has been violated the appropriate penalty shall be imposed.

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

6. NOTIFICATION

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

The following activities are covered by this policy for grades 7-12.

Volleyball	Cheerleading & Dance Team
Football	Homecoming
Basketball	Prom
Track	Middle School Dance / Fun Night
Golf	Math Contests
Wrestling	Senior Trip
Speech	FBLA
One Act Play	Quiz & Science Bowl
All School Play	Graduation Usher
Instrumental Music Contests	Pep Band
Vocal Music Contests	*Other school activities may be added

Exempt activities: summer band trip and graduation.

CONFLICT RESOLUTION PROCESS

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

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

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

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

SHELBY-RISING CITY HUSKIES

ATHLETIC CODE OF CONDUCT

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

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

Infraction

Points

Late for game, practice, meeting, lifting, or any activity where time is set.

1 per occurrence

Name on eligibility list - failing

1/2 per class per week

Penalty time such as: lunch detention, before or after school detention.

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. You will accumulate the one point for missing the weight training session.

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

* 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.

2014-2015

CLASSIFIED STAFF HANDBOOK



SHELBY-RISING CITY

PUBLIC SCHOOLS

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Section 1.....Intent of Handbook

This handbook is intended to be used by classified employees to provide general information about Shelby-Rising City Public Schools and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to “Classified Employees” are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will control.

This handbook does not create a “contract” of employment. Classified employee positions and assignments may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. This handbook will be in effect for the 2013-2014 and subsequent school years unless replaced by a later edition.

Support (Classified) staff are employees who are not administrators or employees in positions which require a Nebraska Department of Education teaching certificate and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support staff shall include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time. Full-time school nurses are often included at the board's discretion as certificated staff. (Board Policy 412.01)

Section 2 District Mission Statement and Goals

The Mission of Shelby-Rising City Public Schools is to provide a quality education through innovation, integrity, accountability, and service.

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;

- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
 - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learnings in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
 - Is appropriate for the developmental level of the students;
 - Addresses diverse learning needs;
 - Instills a passion for learning and the importance of life---long learning;
 - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
 - Develops expected work ethics, as well as group participation and leadership skills;
 - Incorporates character education and multicultural education, including respect for diversity;
 - Provides for application of technology in all learning areas;
 - Provides access to advanced courses; and
 - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
 - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity; learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
 - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school---wide positive behavior.

Section 3 Board of Education

Jeff Kuhnel, President
 Roy Houdersheldt, Vice-President
 Geoff Ruth, Secretary
 Chris Whitmore
 Heath Vrbka
 _____ (TBA)

Section 4 District Staff

Administration

Chip Kay Superintendent
 Troy Holmberg HS Principal
 Bill Curry MS Principal
 Denise Glock EL Principal

Office Personnel

Aday Noyd Bookkeeper
 Sue Topil HS/EL Secretary
 Amy Pospisil MS Secretary
 Janice Braasch MS Off./Lunch

Teaching Staff

Sarah Crane Pre-School
 Kelsey Gabel Kindergarten
 Suzanne Schultz Kindergarten
 Sherri Georges First Grade
 Ashley Arbuck First Grade
 Cynthia Sanley Second Grade
 Debra Doehling Second Grade
 Mary Gillespie Third Grade
 Nanci Deckert Third Grade
 Melinda Cromer Fourth Grade

Matt Carley	Tech Director	Jonathan Riggs	Fifth Grade
		Cynthia Lorentzen	Fifth Grade
Support Staff		Turner Trofholz	MS PE
Ron Glatter	Head of Maintenance	Grant Gable	MS Science
Jim Hendrickson	Transportation	Sara Jensen	MS Art/Computers
Michelle Gray	MS Custodian	Dennis Coleman	K-8 Vocal Music
Ken Kuryhka	HS Custodian	Mike Jurgensen	MS Math
Patty Kelly	Head Cook	John Schoenrock	MS Social Studies
Darla Frazier	Cook (RC Site)	Kristen Wilton	MS English
Shelly Denbo	Cook	Kari Samuels	MS Lang. Arts
(TBA)	Cook	Haley Bramhall	HS English
Grace Kula	Cook	Terry Chadek	AD/HS PE
Penny Blohm	Aide	Josh Cooley	HS Science
Cate Maslonka	Aide	Sarah Hernbloom	HS Spanish
Jeanne Kay	Aide	Nicole Hilderbrand	HS Social Studies
Brenda Alt	Title 1 Aide	Chris Gugel	5-12 Band/HS Vocal
Marche Augustine	Aide	Jerald Humlicek	HS/MS Math
Sue Doehling	Aide	Mark Nebuda	Industrial Tech
Genesis Einspahr	Aide	Lauren Rabourn	HS English
Francis Gray	Aide	Lynne Ruth	HS Science
Theresa Logan	Aide	Adam Nissen	HS Art
Darlene Putney	Aide	Rachel Isherwood	HS Business
Melanie McKinney	Aide	Travis Weber	Industrial Tech
Patty Seldon	Aide	Becky Schueth	HS Math
Karen Thomsen	Aide	Melanie Hoegerl	Resource
Maritza Velasco	Aide	Lori Ziemba	Resource
Michelle Sterup	Nurse	Kelly Willis	Title I
		Kate Kloke	PK-5 Guidance/PE
District Staff		Sandy Voss	6-12 Guidance
Sherri Nielsen	Librarian	Stacy Stewart	Speech Path.

Section 5 Employment

Managing the qualifications, recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

Persons interested in a support staff position shall have an opportunity to apply and qualify for support staff positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. The District website will advertise available classified positions and provide application materials.

The Superintendent shall hire and School Board shall review the addition of all classified personnel. All classified personnel shall be considered for re-hiring at the regular June Board meeting. Salary and other compensation are to be decided and set at the time of hiring. The compensation package shall become an extension of Board policy for a period of 1 year, Sept. 1 – Aug. 31, of the ensuing year. The Board may at its discretion choose to extend district provided classified leave benefits and compensations beyond the identified benefits on a case-by-case basis. (Board Policy 412.02)

Each employee will be required to submit information for a background check prior to employment. Employment occurs when the employee signs the Employee's Contract and the Superintendent approves and signs such contract of employment.

Section 6 Assignments

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.

In making such assignments each year the superintendent shall consider the qualifications of each support staff and the needs of the school district.

Teacher aides are employed at an hourly pay 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; aides must be prepared to perform in a variety of settings. (Board Policy 411.04)

Employee's who wish to transfer to an different classified position must make a formal written request to the Superintendent during the application period for that position. The request will be considered with all other applications.

Section 7 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files. Employees are to notify the Superintendent's office of any changes in contact information (address/telephone). For a name change, provide your new social security card. Employees may contact the Superintendent to request a review of their personnel file.

Section 8 Grievances and Complaints

Employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in *board policy 402.05*.

Section 9 Compensation

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action. Lunchtime is not to be counted as working time by any employee.

Wages are payable on a once per month basis for those months when services are performed. Employees will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week---end day. Reimbursements for mileage or other expenses will be considered separate from compensation.

Non-Exempt employee's will not receive a cut in pay, if CPI is negative there will be a minimum of a 1% increase.

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 1 ½ hours of the activity trip and the remainder of the time will be compensated at the *activity rate*.

*Refer to Section #56 for the Classified Pay Schedule

Section 9-A Compensation for Activity Duties

If the duty is not regular or frequent classified staff can perform activity duties and be compensated per the negotiated agreement. Examples include ticket taking, scoreboard, etc. if it does not occur at every home game.

Section 10 Benefits

Classified Employees holding a 12 Month Full-Time position (52 Week, Full-Time Employee, Single Position) are provided the following benefits: Tier One Health/Dental insurance equivalent to the single insurance offered to the certified staff.

Employees shall make annual fringe benefit elections by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights will be provided to you or will be made available upon request from the Superintendent’s office.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

All Classified employee’s will receive an Activity Pass for admission to home activity contests.

Section 11 Payroll and Payroll Deductions

Wages/salary and benefits are paid in accordance with the individual employment

contracts and negotiated agreement, if any. Payroll deductions shall be made in accordance with law and the negotiated agreement, if any.

Employee's wages are subject to the Nebraska Public Employees Retirement System. Questions can be referred to the District Bookkeeper.

Section 12 Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 13 Overtime

Overtime will be paid to non-exempt employees as required by law. Compensatory pay in lieu of overtime pay may be implemented in accordance with law.

Classified employees may be classified as either "exempt" or "non---exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime, while those who are "non---exempt" are eligible for overtime.

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 accrued or carried over to future contract years. Unused compensatory time is not eligible for payment and the time is forfeited.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget---required furlough.

Section 14 Paid Leave

Classified employees are provided with paid sick and personal leaves in accordance with the employee's individual contract or board policy, if any. During such paid leaves, classified employees shall continue to receive all wages/salary and fringe benefits called for by the individual contract or board policy, if any.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Classified employees must use Paid Leave days prior to using the unpaid leave option. All leave must be approved by your building Principal or the Superintendent.

To take leave contact your supervisor and fill out the proper leave request form. Leave can only be taken on a regularly "Contracted" day for that employee.

Classified staff can be paid ½ your hourly/daily rate for unused "Paid Leave" at the end of your employment year for up to 3 days. You may not be compensated for leave days that can accrue.

Return from Leave

A classified employee who is absent for any period of time because of injury

requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the classified employee's physician or health care provider stating that the classified employee is physically able to return to duty. This statement is to be presented in person before the classified employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Full-Time, 12 Month Employee's qualify for paid holidays equivalent to a regular eight hour day of employment at their hourly rate. Qualified holiday's must occur on a regular day or employment or day designated. Qualified holiday's include Labor Day, Thanksgiving, Christmas, Easter(Monday), Memorial Day, and Independence Day.

Section 15 Payroll Deduction for Absences in Excess Of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days or work missed. In the case of hourly employees the reduction will be made on an hourly basis. In the case of salaried employees the reduction will be made on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

Section 16 Leave of Absence

A classified employee may apply to the superintendent for a leave of absence from the classified employee's duties. The superintendent will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except for the payment of health insurance benefits as may be required under applicable state or federal laws.

Section 17 Jury Duty

Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor. (415.06)

To answer the orderly handling of this policy, the following guidelines have been established:

1. Upon being selected by the regular process to possibly serve as a juror or as a witness, the employee will make that known to the building Principal so he/she may accurately plan for the contingency that the employee may be called or impaneled.
2. Upon receiving a summons to appear for jury duty, the employee will follow district procedures and policies so an adequate substitute may be found as required.
3. Such summons for an employee to serve on a jury usually requires an individual to appear at a specific time. Should that time be such that the employee may reasonably teach or otherwise serve

for one-half or more of the regular day, the employee should so fulfill the said contract to the closest possible half-day.

4. The employee, if impaneled to serve, should follow consistently the policies and procedures of the district and school in relationship to securing an appropriate substitute.
5. An official district leave form must be completed and filed prior to the leave.
6. Remuneration may be handled in either of the following ways, as per the employees' personal choice. Employees may not receive compensation from the district and from jury duty/court subpoena leave.
 - a. Said employee may waive the regular day's pay from the district, and retain the statutory payment from the court.
 - b. Said employee may tender to the school district the statutory fee received by the juror and receive the regular day's pay from the school district.
7. Such determination must be made within five (5) working days after the completion of serving as a juror. If the employee has not stipulated and/or tendered the statutory payment within the five (5) days, the Payroll Clerk of the District is to deduct said regular day's pay as per 6(a).
8. The juror will retain the mileage portion of the jury check.
9. Employees who are required to appear in court as defendant or plaintiff on criminal actions do not qualify for this type of leave.

Section 18 Military Leave (Board Policy 415.07)

Support staff who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve and State Guard are entitled to a leave of absence, without loss of pay, on all days during which they are employed under the orders or authorization of competent authority in the active service of the State or United States. Such leave of absence will be without loss of pay for a period not to exceed fifteen (15) work days in any one calendar year. Such leave of absence will be in addition to any leave provided by the District through policy or negotiated agreement. Any such leave which extends beyond fifteen (15) work days in any one calendar year shall be without pay from the remaining contract payments.

If the Governor of the State of Nebraska declares a state of emergency any of the above support staff who are ordered to active service shall receive an additional leave of absence will be granted until such member is released from the active service by competent authority. During this additional leave of absence, the employee shall receive such portion of his or her salary or compensation as will equal the loss he or she may suffer while in the active service of the state. The loss he or she may suffer while in the active service of the state is defined as the differential between military salary and district salary.

Employees who are required to leave a position other than temporary for training with the armed forces of the United States or to undertake military duty in the active service of the state are entitled to a leave of absence for such period, not to exceed five years, plus any additional period as provided by law, without loss of status and without loss of pay during the first fifteen work days, which pay for the first fifteen work days is not in addition to that described above.

Upon an honorable discharge from active service, such employee shall be entitled to a return to a comparable position as provided by law as long as he or she:

1. has given advance notice of the need for military leave (unless notice is precluded by military necessity or is otherwise unreasonable);
2. has not been absent from his or her job for more than five years; and
3. returns to work as outlined below.

The following periods and conditions of return to work apply to the employee who was absent:

1. If absent less than 31 days, the employee must report back to work by the beginning of the next regularly scheduled work period after a reasonable amount of time to arrive home, rest and report to work;
2. If absent more than 30 days but less than 181 days, the employee must submit an application for reemployment within 14 days after the completion of service;
3. If absent more than 180 days, by submitting an application for reemployment within 90 days after the completion of service.

Such person shall not be discharged without justifiable cause within one year after reinstatement if the person's period of military service before the reemployment was more than 180 days. Such person shall not be discharged without justifiable cause within 180 days after the date of reemployment if the person's period of military service before the reemployment was more than 30 days but less than 181 days.

An employee reemployed after military leave will be treated as not having incurred a break in service. Absence for any of the reasons stated above shall not affect the employee's right to receive normal vacation, sick leave, bonus, advancement and other advantages of the employee's employment normally to be anticipated in the employee's particular position.

Section 19 Family and Medical Leave Act (Board Policy 415.03R1)

Determining the 12-month previous employment eligibility:

While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more need not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA)), or a written agreement, including a collective bargaining agreement, exists concerning the district's intention to rehire the employee after the break in service.

Spouses employed by the same employer:

Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered servicemember with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Serious Health Condition defined:

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either:

1. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
2. Continuing treatment by a health care provider, which includes:
 - A. A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - 1) treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
 - 2) one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or
 - B. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
 - C. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
 - D. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
 - E. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Intermittent Leave for "Instructional Employees":

Special rules apply if an employee employed "mainly in an instructional capacity" requests intermittent leave or leave on a reduced schedule because of his/her own serious health condition or the serious health condition of a parent, child, or spouse that is foreseeable based on a planned medical treatment and the employee would be gone for more than twenty percent (20%) of the working days during the period of leave. In such cases, the district may require the employee to do the following things:

1. Take leave for periods of a particular duration not to exceed the duration of the planned medical treatment.
2. Transfer temporarily to another position offered by the district for which the employee is qualified, as long as the new position has equivalent pay and benefits and better accommodates the recurring periods of leave.

An instructional employee who takes leave constituting less than twenty percent (20%) of the working days during the leave period would not be subject to transfer to

an alternative position, or a requirement to be on leave for the duration of the treatment period.

An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member (spouse, child, parent) with a serious health condition or if the employee has a serious health condition, if:

1. The employee, whether requesting leave because of his/her own serious health condition or because of the serious health condition of a parent, child, or spouse fails to establish, through medical certification, that there is a medical need for such a leave (as distinguished from voluntary treatments and procedures or a continuous treatment schedule).
2. The employee, whether requesting leave for his/her own serious health condition or because of the serious health condition of a family member, fails to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

Intermittent leave or a reduced leave schedule may not be taken for the birth of a child or for the placement of a child for adoption or foster care.

When intermittent leave or leave on a reduced leave schedule is requested based on planned medical treatment, the district also may alter an existing job to better accommodate the employee's need for intermittent or reduced leave. The alternative or altered position must have equivalent pay and benefits.

End-Of-Semester Circumstances

In some circumstances, the district may require instructional employees to continue their leave to the end of the academic semester within the FMLA guidelines.

Maintenance Of Health Benefits

The district is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the district may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Job Restoration

Upon return from FMLA leave, an employee will be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked or perfect attendance, and the employee has not met the goal due to FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

Notice And Certification

Employee Notice: Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the district as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the district’s usual and customary notice and procedural requirements for requesting leave.

Employees must provide sufficient information for the district reasonably to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee’s qualifying family member is under the continuing care of a health care provider.

When an employee seeks leave due to a FMLA-qualifying reason for which the district has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Employer Notice: The district will post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. Additionally, the district will either include this general notice in employee handbooks or other written guidance to employees concerning benefits, or must distribute a copy of the notice to each new employee upon hiring.

When an employee requests FMLA leave or the district acquires knowledge that leave may be for a FMLA purpose, the district shall notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under FMLA. When the district has enough information to determine that leave is being taken for a FMLA-qualifying reason, the district must notify the employee that the leave is designated and will be counted as FMLA leave.

Certification: The district may require that an employee’s request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. The district may require second or third medical opinions (at the district’s expense) and periodic recertification of a serious health condition. The district may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee’s direct supervisor – to authenticate or clarify a medical certification of a serious health condition. The district may have a uniformly-applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, the district may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave.

Section 20 Conditions of Work

Work hours and days will be set by your supervisor and approved by the Superintendent.

Each Employee is responsible for keeping a time card. All time recorded to the nearest 15 minutes. All time will be recorded to the nearest 15 minutes. If the time is seven minutes or less, it will be dropped. If the time is eight minutes or more, the time will be added. Time cards should be turned in to the bookkeeper by the last working day of each month.

Classified staff are entitled to a 15 minute break every 2 ½ hours. It can not be added to meal break. If you elect to not utilize your break time it can not be accumulated as pay.

Full Time employee's (more than 4 hours a day) are granted a 30-minute non paid meal break to be scheduled with their supervisor.

Your supervisor retains the right to split shifts as needed.

The District will not require nor will they pay for any hours of work that is performed at home or other locations not covered by this agreement.

For 2014-2015 all 9 Month employee's will work their contracted days from August 11 – May 21 unless approved by the Superintendent.

Classified Employees are required to participate in staff development activities unless they have received permission from their supervising Administrator or the Superintendent.

Section 20-A

Resignation: Support staff who wish to resign during the school year shall give the superintendent notice of their intent to resign and to cancel their contract 14 days prior to their last working day.

Notice of the intent to resign and intended final date of employment shall be in writing to the superintendent. If rehired staff will move back to the starting rate.

Dismissal: The board believes classified employees should perform their jobs, respect board policy and obey the law. A support staff member may be dismissed upon 14 days notice or immediately for cause.

It shall be the responsibility of the superintendent to handle the dismissal of support staff. A support staff member may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, willful violation of board policy or administrative regulations, or a violation of the law.

Section 21 Arrival to Duty Assignments

Regular, dependable attendance at work is an essential function of a classified employee's employment position. Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 22 Leaving School

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal. Employees who leave the school during their designated lunch period must check out with the Principal's office. Employees who leave during their work hours for an approved absence must check out with the Principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office or their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 23 School Procedures

Employees are expected to adhere to the following classroom and school procedures in the performance of their duties:

1. Use of Cell Phones
Employees shall not use personal cell phones for any non-school purpose during duty time.
2. Checking Out of Equipment
All equipment must be checked out through the building principal. All school equipment may be used only for school purposes.
3. Requisition of Equipment and Supplies
Equipment and supplies which are needed for work duties should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.
4. E-mail
Employees may be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail throughout the day, and should timely respond to e-mails which require a response. Para-educators and other staff assigned to work with students should avoid checking and responding to e-mails during instructional or supervisory time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.
5. Employee Mail Box
Employees may be assigned a mailbox located in the designated area within their site. Employees should check for mail each morning and also later in the school day, if possible. If something requires an answer employees are responsible for responding promptly. Employee mailboxes are to be limited to communicate regarding school business.
6. Record Keeping
Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.
7. Employees Meetings
Employees' meetings will be held on as needed basis. **ALL** employees are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 24 Supervision of Students

Proper supervision of students is an important responsibility for employees. Employees who have responsibilities for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

Proper Supervision

- A. Report to all duty assignments on time.
- B. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- C. 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.
- D. 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.
- E. 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).
- F. 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.
- G. 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.

Student Searches

Office administration and the student's teacher should be contacted in the event a search of a student or their belongings is needed. Do not conduct such a search yourself without a teacher or administrator being present or having given you clear directions. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 25 Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol). If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 26 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services

Shelby-Rising City Public Schools

(Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;
- (b) Cruelly confined or cruelly punished;
- (c) Deprived of necessary food, clothing, shelter, or care;
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (e) Sexually abused; or
- (f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their principal or supervisor in the event they become aware of child abuse or neglect. Be as specific as possible with what, when, and where you observed the abuse or neglect and anything which you may have heard said by the student or others. It is vital that your report to school officials be made as accurately and as soon as possible. Timeliness in making a report will assist in minimizing further risk to the child

Do not talk about the matter directly with the parent or others, as that may violate confidentiality restrictions, affect the ability of authorities to investigate, create problems with relationships and create legal problems. The school administration will consider your information, conduct any further investigation needed to justify a report, and determine whether a report of child abuse or neglect is to be made. If the person who you have reported to does not make a report to the police or Child Protective Services, and you feel a report should be made, report the matter directly to the Superintendent.

Section 27 Ethics Standards

Shelby-Rising City Schools expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified 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 classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified 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 which interfere with the learning process or are harmful to health or safety.
- D. 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.
- G. 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.

Section 28 Evaluations

Evaluation of support staff on their skills, abilities, and competence shall be an ongoing process supervised by the superintendent. The goal of the evaluation of support staff shall be to maintain support staff who meet or exceed the board's standards of performance, to clarify each support staff member's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

Section 29 Relationships

It is important for employees to maintain an effective working relationship with the administration, co-workers, students and parents. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

District staff are discouraged from using social media to communicate with current students of Shelby-Rising City Public Schools.

Section 30 Attire

It is important for employees to project a responsible, adult image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting such an image. Employees are expected to maintain conservative attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. Employees should wear clothing which is safe and suitable for their work assignments; and avoid clothing which may be caught in machinery. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 31 Outside Employment

Employees shall not perform other work or engage in activities unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

Section 32 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free

workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a employee in the work place or on duty time shall be a violation of the drug---free workplace. The possession or distribution of a look---alike drug or look---alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment employees will abide by the District's drug---free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug---free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 33 Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

Section 34 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school- sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sandclub, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2---1/2 inches or more is a prohibited weapon. A switch---blade knife is prohibited regardless of size of the blade. A switch---blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- h. A mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non---defensive purposes. A employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a employee's personal possession, as well as in a employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 35 Use of District Technology, Network, and Internet

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction and performance of their duties. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, employees are agreeing to the following:

1. Since copyright laws protect software, employees will not make unauthorized copies of software found on school computers by any means. Employees will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a employee downloads public domain programs for personal use or non- commercially redistributes a public domain program, the employee assumes all risks regarding the determination of whether a program is in the public domain.
3. Employees shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work---related uses or contrary to the District's mission. Employees

are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, employees are prohibited from placing such information on the Internet.

4. Employees will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Employees will not copy, change, read, or use another person's files. Employees will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Employees will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Employees will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Employees will not attempt to login to the system as a system administrator.
8. Employees understand that the intended use of all computer equipment is to meet instructional objectives.
9. Employees will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
10. Employees will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another employee, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The employee is solely responsible for any such charges. The employee's acceptance of an email account is an acceptance of the employee's agreement to indemnify the District for any expenses, including legal fees, arising out of the employee's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a employee's computer and computer usage at any time.
17. Employees have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

19. Classified staff is discouraged from being a social media “friend” of students, parents or guardians of students, or otherwise “establish special relationships” through personal social media. Neither should educators give students or parents access to personal postings unrelated to school. Pre-existing relationships outside of school, e.g. neighbors, fellow church members, etc., are an appropriate exception. Employees are required to use “appropriately respectful speech” in their personal social media posts, and must refrain from harassing, defamatory, abusive, discriminatory, sexually explicit, threatening, or other inappropriate communications on their personal posts.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the employee’s Internet account and computer privileges, reprimand, suspension, or termination.

Section 36 Use of School Facilities

Employees who are issued keys to the school are expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided your Principal or supervisor has given permission and such access is for work-related purposes. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 37 Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student or staff member has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 38 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 39 Visitors

Employees are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the employee. Visitors should follow posted procedures for being on school property. Employees are not to bring their children to school with them in lieu of taking them to childcare.

Section 40 Salespersons

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees shall not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 41 Security of Desks and Lockers

Offices, employee desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work---related misconduct, or that a search is necessary for a non-investigatory work---related purpose, such as to retrieve a file. School---related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 42 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

Section 43 Bulletins and Announcements

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

Section 44 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Employees are reminded that, when using school equipment, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Employees should seek assistance from their immediate supervisor or the Principal if there are any questions regarding what may be copied.

Section 45 Safety

Safety Program and Safety Committee

Shelby-Rising City Public Schools

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. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by the administration serve on the committee. If you have a desire to serve on the committee, you should contact your supervisor or the Superintendent. Employees can make suggestions and/or report concerns to the safety committee by contacting a member of the safety committee or the Superintendent.

Safety Practices

Guidelines for safe work practices which employees should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects beyond your physical abilities. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.

Do not engage in "horseplay." Such conduct is a common cause of injuries and is not consistent with job duties.

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the employee responsible for the student either as employee, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Workers Compensation

The district will participate in workers' compensation as required by statute. All employees of the district will be covered by workers' compensation regardless of type of assignment, length of assignment or hours worked per day.

The selected workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to qualifying employees. The amount of workers' compensation wage-replacement and sick leave benefits shall not exceed a regular daily rate of pay.

The superintendent shall be responsible for developing administrative regulations to implement the workers' compensation plan and shall annually review the costs and performance of the plan with the board, making recommendations for changes as necessary.

Section 46 Transportation

Employees who drive school vehicles to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Employees are not to use cell phones while driving a school vehicle or while transporting children.

Section 47 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 Human Resources 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.

Section 48 Notice of Nondiscrimination

The Shelby-Rising City Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to

accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights 8930 Ward Parkway Suite 2037 Kansas City, MO 64114 816-268-0550 FAX: 816-823-1404; TDD: 800-437-0833	The U.S. Equal Employment Opportunity Commission (EEOC) 1801 L Street, N.W. Washington, D.C. 20507 (800) 669-4000; TDD: (800) 669-6820
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Section 49 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Chip Kay, Superintendent, 650 N Walnut, Shelby, NE 68662; 402-527-5946

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin;	Superintendent
Title IX	Discrimination or harassment based on sex;	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 50 Anti-discrimination & Harassment Policy

Elimination of Discrimination

Shelby-Rising City Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Shelby-Rising City Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Shelby-Rising City Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Shelby-Rising City Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 51 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by

agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.

5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 52 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 53 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 54 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Section 55 Employee Rights and Responsibilities

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

EEOC-P/E-1 (Revised 11/09)

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

\$7.25

 PER HOUR

BEGINNING JULY 24, 2009

- OVERTIME PAY** At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.
- CHILD LABOR** An employee must be at least **16** years old to work in most non-farm jobs and at least **18** to work in non-farm jobs declared hazardous by the Secretary of Labor.
- Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:
- No more than**
- **3** hours on a school day or **18** hours in a school week;
 - **8** hours on a non-school day or **40** hours in a non-school week.
- Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.
- TIP CREDIT** Employers of “tipped employees” must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.
- ENFORCEMENT** The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.
- Employers may be assessed civil money penalties of up to \$1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to \$11,000 for each employee who is the subject of a violation of the Act’s child labor provisions. In addition, a civil money penalty of up to \$50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to \$100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.
- ADDITIONAL INFORMATION**
- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
 - Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
 - Some state laws provide greater employee protections; employers must comply with both.
 - The law requires employers to display this poster where employees can readily see it.
 - Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
 - Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627



WWW.WAGEHOUR.DOL.GOV

Section 56 Classified Pay Schedule

Position	Base Rate**	Paid Leave	Accumulated Leave	Yearly Increase
Route Driver	\$18.75	5 Days a Year	None	NA
Activity Driver	\$12.50	None	None	NA
Aide/Para	\$9.00	5 Days a Year	None	CPI+1%
Cook	\$9.00	5 Days a Year	None	CPI+1%
Head Cook	\$12.00	5 Days a Year	None	CPI+1%
9 Mo. Office	\$10.00	5 Days a Year	10 Days	CPI+1%
12 Mo. Office*	\$10.00	5 Days a Year	10 Days	CPI+1%
Custodian*	\$9.50	5 Days a Year	10 Days	CPI+1%
Transportation	\$12.00	5 Days a Year	None	CPI+1%
Head of Maintenance*	Salary	5 Days a Year	20 Days	NA
Summer/Temp	\$9.00	None	None	NA

Coaching Aides – Hourly not to exceed amount of assistance coach. Must meet NDE/NSAA coaching requirements.

* - Eligible for Vacation Leave and Insurance Benefits.

** - Starting Rate based on experience and position.

Section 56-A Length of Service

The length of service will be determined by the number of full years of service as of September 1 of each year. A full year of service will be defined as a standard work year at a position containing twelve months of service.

If an employee resigns for any position within the structure of the Shelby-Rising City Public Schools as is then rehired, that employee will be given the starting wage for the position, unless a different starting wage is negotiated, and will advance according to this agreement.

Section 57 School Calendar

(Also Available on the District Website <http://www.shelby.esu7.org>)

SHELBY-RISING CITY PUBLIC SCHOOLS 2014-2015 School Calendar

Month	Su	Mo	Tu	We	Th	Fr	Sa	Notes
July 2014			1	2	3	4	5	
July								Independence day
	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 2014								
August								11-13 Teacher Staff Development 14 First Day of School (Full Day)
	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 2014								
September								1 Labor Day - No School 24 1:30 Dismissal Staff Development
	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 2014								
October								15-16 1:30 Dismissal-Parent-Teacher Conferences 17 No School
	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 2014								
November								10 1:30 Dismissal Staff Development 11 Veterans Day 26 1:30 Dismissal 27 Thanksgiving - No School 28 No School
	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 2014								
December								10 1:30 Dismissal Staff Development 22-31 Holiday Vacation 24-28 NSAA Meritium 25 Christmas Day
	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					
January 2015								
January								1 New Year's Day 5 No School - Staff Development 19 MLK Jr. Day - No School/Staff Development
	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 2015								
February								4-5 1:30 Dismissal/Parent-Teacher Conferences 6 No School 27 Elementary No School/Teachers Reading Conference
	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 2015								
March								11 1:30 Dismissal 12-13 Spring Break - No School 16 No School - Staff Development
	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 2015								
April								2 1:30 Dismissal 3-6 No School - Holiday Vacation 29 1:30 Dismissal Staff Development
	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 2015								
May								15 Last Day for Elementary Students (PK-5) 16 Graduation - 2:00 19 Last Day of School MSHS Students - 12:00 20 Staff Development - Curriculum 21 Teacher's Last Day - 1:30 25 Memorial Day
	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 2015								
June								
	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						

88
91

177 STUDENT DAYS
185 TEACHER DAYS
No Quarters/Semester Grading
Hours: MSHS=1,170.25 ELEM=1,151.5

89
94

4 Blue - Parent Teacher Conference 1:30
Yellow - No School Students
Black Square - No School Teachers
7 Green - 1:30 Dismissal
Red - Holidays
△ No School PK-5 for Elementary Staff Dev
○ Last Day of School

Calendar Templates by Vertex4.com <http://www.vertex4.com/calendars/>

Section 58 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.

Section 59 Receipt of Handbook Form

RECEIPT OF 2014--2015 CLASSIFIED HANDBOOK OF SHELBY-RISING CITY PUBLIC SCHOOLS

This signed receipt acknowledges receipt of the 2014-2015 Classified Handbook of Shelby-Rising City Schools. This receipt acknowledges that I understand that the I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non---discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Teacher's Signature

Return to:

Chip Kay, Superintendent

2014 – 2015

**Shelby-Rising City
Public Schools**



Faculty Handbook

SHELBY-RISING CITY PUBLIC SCHOOLS SCHOOL IMPROVEMENT AND ACCREDITATION

Belief Statements:

We believe all students can learn and be successful.

We believe that school is a safe and comfortable environment.

We believe education, in academics and activities, is the number one goal of students, staff, parents, and community.

We believe students, staff, parents, and community will be treated with respect.

MISSION STATEMENT

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

DISTRICT VISION

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 and staff that benefits the school 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.
- ...use common instructional language that provides consistency in student learning and achievement across grade levels and content areas.

Source: 2014 Strategic Planning Document

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TEACHER PERFORMANCE

1. WORK YEAR (400.01)

Teachers will be employed for 185 days. The number of teaching days will be determined by the Board of Education. Preschool and post-school work days are a part of the 185 contracted days. These days will consist of a minimum of 1080 hours secondary instruction and 1032 hours elementary, and 400 hours kindergarten instruction as defined by Board Policy.

Coaches, sponsors, and directors will perform assigned functions as required beyond the 185 day contract as an aspect of their extra duty assignment.

2. WORKSHOP DAYS

Teachers contracts include days for pre-school workshops and for post-school activities. Teachers are required to be present during these periods, and absences will be treated as if it were a regular teaching day. Other workshop or in-service days may be scheduled as needed. (400.05)

3. HOURS ON DUTY

Teachers are required to arrive at their respective school by 7:50 a.m. and are to remain on duty until 3:50 p.m. Teachers not assigned other duties are required to be in their classrooms between 7:50 a.m. and 8:10 a.m. and also from the time students are dismissed until 3:50 p.m. In addition, teachers may be assigned responsibilities at other hours by the Superintendent or Principal for supervision or directing school activities. These extra duties shall be assigned on as nearly an equal basis as possible. (400.28)

All SRCEA meetings and business must be conducted prior to 7:50 a.m. or after 3:50 p.m.

If a faculty member must leave the building during the school day, the teacher must check out with their respective Principal and sign out in the main office. Time of departure and return should be indicated. District Leave Forms should be filled out if the absence requires classroom coverage, or extends beyond 30 minutes. Staff are discouraged from using plan time each day to run personal errands.

4. TEACHERS ABSENCE

If a teacher is sick he/she should call before 6:30 a.m. in order to line up a substitute. Substitutes will be called from a list provided to all teachers by the administration. After contacting a substitute, the teacher will contact their respective Principal and office personnel to inform who will be substituting for the teacher.

When filling out "on-line leave request" forms, fill in the substitutes name in the location marked "substitute" and submit electronically. Teachers may add to the list of substitutes by giving the name of a potential substitute to his/her Principal. Upon receiving the name of a potential substitute, the Principal will verify the certification of the substitute and have the substitute register with the school Superintendent.

Troy Holmberg	527-5209 (High School Principal)
William Curry	527-5275 (Middle School Principal)
Dennis Glock	542-2232 (Elementary Principal)
Chip Kay	527-5147 (Superintendent)
Ada Noyd	527-5532 (Bookkeeper)

5. SUBSTITUTE TEACHERS

Substitute teachers will be employed when they are available for all teachers who are absent due to illness or are on granted personal leave. 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. (400.09)

Each teacher will submit a substitute ready file to the office and keep it updated. It should include:

1. Teacher's schedule
2. Class rosters and seating charts
3. Classroom rules and regulations
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)
7. Student aides, times they will report, and duties
8. Substitute teacher checklist
9. Any other information which would be helpful for the substitute
10. Early dismissal and late start schedules
11. Master schedule
12. Classroom procedures
 - a. beginning of class
 - b. tardies and absences
13. Tornado drill procedure
14. Fire drill procedure
15. Disciplinary behavior procedure

QUALIFICATIONS

1. CERTIFICATION (400.02)

All teachers shall meet the state rules and regulations relative to certification. Each teacher must be duly certificated in accordance with the laws of Nebraska and hold an appropriate and valid Nebraska teaching certificate according to the position held. No teacher will be hired to the system unless he/she possesses a Bachelor's Degree.

2. CITIZENSHIP (400.03)

Under the laws of Nebraska, all teachers must be a citizen of the United States of America, either by birth or naturalization.

3. CONTRACT ACCEPTANCE (400.05)

The acceptance of a teaching position in the Shelby-Rising City Public Schools will be regarded as a contract and a pledge to follow all directions, rules and regulations of the Board, Superintendent, and Principal. When any neglect of such rules and regulations shall be demonstrated by any teacher, it shall be considered sufficient cause for contract termination.

4. ITIP

All teachers are encouraged to complete the Basic ITIP (Instructional Theory Into Practice - Hunter's Model).

5. SALARY PAYMENTS (400.08)

Teachers are to be paid in twelve monthly installments. The first warrant is issued on September 15th and on the 15th of the month thereafter.

6. PAY DEDUCTIONS (400.27)

Full pay deduction shall be made for any leave or absence which surpasses amounts indicated in the negotiated leave agreement. This will be determined by dividing an employee's annual base salary plus any extra duty pay by the number of days contracted.

7. SALARY DEDUCTIONS (400.17)

All employees of the School District are covered by social security. State law also requires a percentage deduction of gross salary for each certified employee for the state teacher retirement fund. Federal and state law also require a deduction for withholding taxes. Each employee of the Shelby-Rising City Schools District shall be given the privilege of entering into an amendment of his or her existing contract reflecting a reduction in the salary of the employee for the remainder of the contract term, and that for those employees who elect to accept such reduction in salary up to the amount equal to one sixth of the current year salary, the Shelby-Rising City Public Schools District will apply for a nonforfeitable annuity contract and purchase the same for the benefit of said employee; under Section 403 (b) of the Internal Revenue Code of 1954, as amended; that the contribution of said Shelby-Rising City Public Schools District for the purchase of said annuity contract of the type mentioned Section of the Internal Revenue Code, be in an amount equal to the reduction in salary voluntarily agreed to by the employee, and that the amounts be similarly expended during each year of the continued employment of each such employee unless contrary action is ordered by this Board of Education.

8. OUTSIDE EMPLOYMENT (400.30)

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.

APPRAISAL

1. SUCCESSFUL TEACHING (400.11)

Successful teaching is defined by the Shelby-Rising City Board of Education as having a number of critical elements. Teachers are rated as excellent, satisfactory, need improvement, or unsatisfactory on each element. Being rated as satisfactory in 90% of all categories represented in this policy is considered successful teaching by the Board of Education. This definition includes all other Board policies that define the teaching mission. The critical elements are as follows:

- A. Room Condition
 - 1. Physical Environment
 - a. neat, clean environment
 - b. bulletin Boards, shelves, decor well prepared and orderly arrangement conducive to execution of lessons

- B. Instructional Skills
 - 1. Knowledge of Subject Evident
 - 2. Planning and Organization
 - A. ability to start lesson promptly
 - B. maximum utilization of class time for lesson
 - C. concise and smooth execution of lesson plan
 - D. objectives for lesson apparent
 - 3. Teaching Methods/Techniques – INSTRUCTIONAL STRATEGIES
 - A. varies style and approach
 - B. teaches factually and conceptually
 - C. gives individual attention
 - D. instruction made relevant to student
 - 4. Use of Instructional Materials
 - A. uses variety of resources, including technology
 - B. materials well taken care of
 - C. shows flexibility in materials usage
 - 5. Student Participation
 - A. students feel comfortable participating
 - B. student participation is constructive
 - C. student input is encouraged and expected

(Continued)

6. Discipline/Classroom Control
 - A. student behavior is controlled
 - B. students promptly give attention
 - C. class never left unsupervised
 - D. teacher helps in hall supervision
 - E. teacher promptly handles discipline problems as appropriate
 - F. disciplinary referrals are filed in office for detentions and major incidents
 - G. teacher liberally uses parental contacts
 - H. teacher demands respect for school property and for school personnel
 7. Understand and Concern For Students
 - A. has student-centered philosophy
 - B. has positive rapport with students
 - C. is available for individual help
 - D. refers students with exceptional problems for testing
 8. Shows concern for students with special needs
 - A. understands individual student needs
 9. Understand his/her responsibility regarding special needs student
 - A. Arrange schedule to help students
 - B. Meet individual student needs
 - C. Arranges for special help for students
 - D. Refers students to the SAT team
 10. Makes an effort to be knowledgeable of available programs for special needs students
 - A. Attends staffings as needed
 11. School Policies Reports and Records
 - A. promptly thoroughly does reports
 - B. adheres to school policies (Board, athletic, student, teacher)
 12. Lesson Plans
 - A. lesson plans done promptly and thoroughly
 13. Appropriate Evaluation Techniques
 - A. evaluates to identify specific deficiencies
 - B. re-teaching occurs in deficient areas
 - C. tests given appropriate weight as prescribed in handbook
 - D. tests are of reasonable length, difficulty and frequency
 - E. tests are varied in nature
- C. Teacher Characteristics
1. Enthusiasm
 - A. shows positive nature
 - B. displays enthusiasm
 - C. actively supports school in all areas
 - D. demonstrates sense of humor
 2. Student Teacher Rapport
 - A. student-teacher communication at ease
 - B. students respect teacher
 - C. students seem to enjoy classes
 3. Motivates Students
 - A. classes interesting and informative
 - B. teacher stimulates student inquiry
 - C. teacher provides extended activities to fast learner
 4. Voice/Use of English
 - A. voice pleasant and well modulated
 - B. use of proper grammar, speech, and writing

5. Use of Good Judgment/Common Sense
 - A. in classroom
 - B. with extra curriculars
 - C. with policy
 - D. with parents
 - E. with community
6. Initiative
 - A. in preparation and execution of instructional program
 - B. in fulfilling extra-curricular assignment
7. Physical health enables teacher to complete assignment consistently
8. School/Public/Professional/Relationships and Growth are evident
9. Accepts and acts on constructive criticism.

2. APPRAISAL PURPOSE (400.11)

In the appraisal process the primary emphasis must be on the improvement of teaching performance. The general appraisal structure will be oriented in that direction. Non-probationary, non-deficient, teachers are to have one evaluation per year. Probationary or "deficient" teachers will have two or three evaluations per year, as per policy. Individual observations will be for a minimum of one full class period for secondary, and 40 minutes for elementary. "Deficient" teachers are those teachers who have fewer than 90% of their scores, as per this policy, in the "excellent" or "satisfactory" category, as defined herein.

3. PRINCIPAL'S ROLE – PROCESS (400.11)

The Principal is ultimately responsible for the formal appraisal of each staff member. In fulfilling the responsibility the Principal will:

1. Keep accurate records on the performance of each staff member which will support recommendations for continues employment, improvement of the instructional program, or termination or nonrenewal of the teaching contract.
2. Provide time for each staff member to meet and discuss matters relating to instruction and/or employment with the Principal and/or other school personnel as may be required.
3. Be responsible for the formal appraisal which is made and discussed with each staff member.
4. Be constantly alert to those needs of individual staff members who require assistance in order to insure a competent and relevant program of instruction for the students of Shelby-Rising City Public Schools.
5. Evaluators will annually participate in Board specified classes as needed, NCSA, AASA, ESU, etc. workshops and presentations, as available, dealing with evaluation of instruction.
6. Possess a valid Nebraska Administrative Certificate.

4. THE TEACHER'S ROLE – PROCESS (400.11)

The teacher is responsible for the instructional programs provided the students in the classroom. The many facets of teaching related to professional competencies, teaching performance, classroom management, and personal qualities are identified in Section I.

The teacher can assist the appraisal process by giving consideration to the following suggestions:

1. Help establish a working rapport with the Principal.
2. Help identify in writing those specific goals which guide yearly efforts.
3. Seek assistance as needed and be willing to accept suggestions which may lead to improvement of instruction.
4. Become familiar with procedures and regulations which the staff must support in order to maintain a harmonious school.

5. FILES MEMORANDA – PROCESS (400.11)

Appraisal information placed in the file will:

1. Identify deficient performance.
2. Spell out expectations of appraiser.
3. Provide a time line to allow teacher to overcome deficiencies.
4. Provide for necessary meetings to jointly measure progress.
5. Outline consequences of continued deficiencies.
6. Have signature of teacher and Principal and provide for teacher to have the opportunity to write a rebuttal of any charges against the teacher.
7. Be given to the teacher in question (copy).

Outside complaints can be used as file memoranda if reduced to writing and signed by the complaining party. Teacher must see written signed copy of complaint, receive copy, and have opportunity to write rebuttal within five days of the conference.

6. SPECIFIC ITEMS OF APPRAISAL (400.11)

The items in Section 1 have been found to be representative of the professional educator's responsibility. A careful study of the criteria ratings below will convey to each staff member what is regarded as excellent, satisfactory, needs improvement, and unsatisfactory.

Criteria Ratings Defined:

1. Excellent - Efforts significantly exceed the minimal expectations of the Board of Education.
2. Satisfactory - Efforts meet the minimum expectations of the Board of Education.
3. Needs Improvement - Efforts fall below the minimal expectations of the Board of Education to a small degree.
4. Unsatisfactory - Efforts fall significantly below the minimal expectations of the Board of Education

7. APPRAISAL PROCEDURE TIME LINE (400.11)

<u>When</u>	<u>What</u>	<u>How</u>
Workshop	Pre-Teaching	Entire staff- discuss appraisal process
Before end of 1 st Semester	First Evaluation for probationary teachers	Using appraisal form for all staff members
Before February 1	First Evaluation for tenured staff	Using appraisal form for all staff members
Before March 1	Second Evaluation	Any deficient or probationary teacher based on first observation
On or before April 15	Notification of possible termination	From Superintendent- Outline due process rights
On or before May 15	Notice of decision on termination	Board indicates results of decision on termination

8. PERSONNEL FILES(400.12)

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.

9. ADMINISTRATIVE PROCEDURES REGARDING TEACHER FILES (400.13)

1. Request to examine official personnel file. (To the extent humanly possible all items will be kept in one complete file in the Superintendent's office.)
2. Make written request.
3. View file. (Examination of official personnel file will be permitted the same day the request is made, if possible. The administration, however, will need a reasonable amount of time to accumulate any recent materials.)
4. A teacher who wants another person to view his/her file may authorize them to do so by written request.
5. Writing space will be provided to the teacher if he/she wishes to write an answer to attach to any document in his/her file.
6. Every formal evaluation shall be retained and filed in the teacher's official personnel file. The teacher will be provided with a copy of every formal evaluation completed on date of signing.
7. Copies of all items in the personnel file will be provided only according to school Board policy.
8. Any anecdotal observations shall be discussed with and signed by the teacher prior to being filed in the official personnel file.
9. Teacher files including any formal administrative evaluations shall be kept for a minimum of two fiscal years after employment is terminated.

EMPLOYMENT POLICIES

1. CONTRACT RELATIONS CALENDAR (400.22)

The policy of Shelby-Rising City Public Schools District 32 is to issue contracts to teachers for the ensuing year on or about April 15th annually, for all persons who have been recommended for retention. Contracts so issued must be returned within two weeks.

2. RELEASE FROM CONTRACT (400.23)

It shall be the policy of the Shelby-Rising City Public Schools to consider the teaching contract a binding document. Future requests for release from contract shall be handled as follows:

1. 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.

3. PERSONNEL REDUCTION (400.24)

Reduction in certificated staff which may be required due to decrease in enrollment, limited financial support, changing programs, or other factors will be accomplished when possible through the normal procedures of resignations, retirement, leaves of absence and other methods of attrition of staff.

In the event it becomes apparent that the necessary staff reductions may not be accomplished through the normal attrition of staff, the Superintendent will recommend to the Board of Education the names of those individuals to be considered for reduction in force.

A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members even if the number or percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in termination of employment, an amendment to the employee's contract (reducing the employee from full-time to part-time status) or an amendment to the contract of a part-time employee further reducing that employee's percentage of employment.

No permanent certificated employee shall have his/her contract terminated or amended to a lesser percentage of full-time equivalency employment while a probationary employee is retained at his/her present percentage FTE to render a service which such permanent certificated employee is qualified by reason of certification and endorsement to perform or where certification is not applicable by reason of college credits in the teaching area.

If after considering attrition and after non-renewal or amendment of probationary certificated employees' contracts or recommendation for such non-renewal or amendment, there still is a need to further reduce in force a permanent certificated employee in order to reduce the staff to the staffing needs of the District, the following factors shall be considered by the Board of Education and the administration in determining which certificated employees shall be terminated or amended to accomplish a reduction in force.

1. The program to be offered.
2. The areas of certification and endorsement which may be required to maintain accreditation.
3. Special qualifications that may require specific training and/or experience.
4. Contribution of a certificated employee to extracurricular activities such as coaching, class sponsorship, drama productions, and other areas. The administration and Board may also consider special skills of the certificated employees as such special skills relate to extra-curricular activities.
5. Prior years of experience in present position in the District.
6. Total years of teaching experience in public schools or accredited private schools elsewhere.
7. Total college preparation such as advanced degrees and area of training in which endorsement may not be offered or required.

If any teacher evaluations are to be used as criteria to determine which teacher or teachers shall be terminated in order to accomplish a reduction in force, such evaluations must be based on school's standard evaluations forms, copies of which are in the Superintendent's office, at least two classroom observations of one full period per year, conducted by the school administration, as well as ongoing observation of the individual teacher's interaction and general competence on a day-to-day basis.

4. FORMAL HEARING PROCEDURE (400.25)

A formal due process hearing shall be held as a result of any one of the following actions taken by the Board of Education or by the Superintendent: (1) suspension of any certificated employee without pay for a period not to exceed thirty (30) working days; (2) amendment or cancellation of the employment contract during the term of the contract; and (3) termination or amendment of the employment contract of a permanent certificated employee's contract at the end of the school year. The following formal due process procedures shall be followed:

1. On or before April 15, the Superintendent, the secretary of the Board of Education, or the Superintendent's designee shall notify in writing the certificated employee of the possibility of cancellation, amendment, or termination of the contract of employment. Such notice including a listing of reasons shall be either sent to the employee or be hand-delivered to the employee.
2. If the certificated employee wishes a hearing, a written request shall be sent to the secretary of the Board of Education or to the Superintendent or the Superintendent's designee within seven (7) calendar days after receipt of the written notice.
3. Unless continued by written agreement by the Board of Education and the employee (or the representatives of either or both parties), final action by the Board of Education must be taken on or before May 15 of each year.
4. If a hearing is NOT requested within the seven (7) calendar days, the Board of Education shall make a final determination on the employee's contract.

5. If a hearing IS requested, the certificated employee shall be advised in writing at least five days prior to the date of the hearing of the date, time, and place of the hearing. Such notice shall be in writing and shall be delivered by mail or by hand to the employee.
6. All such hearings shall be held within thirty (30) days of the date of the request for hearing. The parties or their representatives by mutual agreement, confirmed in writing, may extend the times for hearings or for final determination by the Board of Education.
7. A formal due process hearing shall provide the certificated employee with the following:
 - A. Notification to the certificated employee in writing at least five (5) days prior to the hearing of the grounds alleged for amendment, cancellation, or termination of the employee's contract.
 - B. Upon request of the certificated employee, a notification, at least five (5) days prior to the hearing, of the names of any witnesses who will be called to testify against the certificated employee.
 - C. Upon request of the certificated employee, and at least five (5) days prior to the hearing, an opportunity to examine any documents that will be presented at the hearing.
 - D. The right to be represented.
 - E. An opportunity to cross-examine all witnesses and to examine all documents and to present evidence material to the issues.
8. Due and proper notice of the hearing shall be given in accordance Nebraska Law.
9. Upon affirmative vote of a majority of the Board of Education members, and upon specific request of the certificated employee or the certificated employee's representative, the hearing shall be conducted in closed session.
10. The formal action including deliberation of the Board of Education shall be taken in open session. The decision of the Board of Education shall be based solely upon the evidence produced at the hearing. A majority vote of the members of the Board of Education is necessary to amend, cancel, or terminate the certificated employee's contract.
11. The Board of Education shall reduce its findings and determinations to writing. The secretary of the Board shall deliver a written copy of the Board's findings and determinations to the certificated employee. Such copy shall be delivered by certified mail or by hand to the employee.

RELATIONSHIPS

1. TEACHER'S RELATIONSHIP WITH PRINCIPAL AND SUPERINTENDENT (200.04)

Classroom teachers are under the direct supervision of the building Principal. Directives, communications, and advice from the Superintendent, work assignments, schedules, courses of study, are channeled through the Principal to the Teacher. All requests by teachers for assistance, materials or information will be directed to the Principal.

A teacher may expect the Principal to guide and assist him or her in his or her work with pupils, and to share disciplinary problems. Either or both, may seek the advice and counsel of the Superintendent in the solution of specific problems, or for interpretation of policy.

2. RELATIONSHIP WITH THE SUPERINTENDENT (200.05)

Teachers are invited and expected to confer with the Superintendent on problems related to their affiliation with the school system. Such problems as assignment, salary, continuing contract, certification, or general working conditions may be discussed with the Superintendent or with the Administrator nearer the problem.

Teachers should not abuse this open avenue of communication by using it as a means for circumventing interposed levels of supervision.

3. RELATIONSHIP WITH OTHER SCHOOL EMPLOYEES (200.06)

The teacher should make every effort to recognize the problems of noninstructional school employees in serving the diverging interests of many classes. Requests for other than routine aid from custodians, maintenance workers, and others should be channeled through the Principal. Any problems between classroom teachers and other school employees should be brought to the attention of the Principal immediately.

4. RELATIONSHIP WITH STUDENTS

FACULTY - STUDENT RELATIONS(400.16)

The Board of Education does not approve the practice of faculty members dating high school students or close fraternizing with students.

STUDENT - TEACHER RELATIONSHIP

The student-teacher relationship is a central point in all personnel relationships. This close relationship is aided by all the materials, physical facilities, consultants, and administrative personnel that comprise the educational effort. The evaluation of this effort must be measured in terms of the pupils' ability to think and act rationally. It is also measured in terms of behavior to act as junior citizens today and as adult citizens in the future. The educational process is dependent upon a strong and well founded teacher-pupil relationship. The teachers must be able to relate to the student, must be able to make their point with the students, and finally, and probably most importantly, be respected by the students. The teacher must show a genuine interest, friendliness, and warmth to the student at all times. However, a great deal of caution must be used in expressing these feelings to the student by the teacher in order that too much familiarity can be avoided. There is no better way for a student to lose respect for a teacher than through familiarity. That is for the teacher to relate to the student on the student's level. The fine line of distinction between student and teacher must always be maintained. *For use of Social Media Networks please refer to district policy 0403.07.*

5. SEXUAL HARASSMENT (400.21)

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.

As used in this policy the word employee shall mean any person who is an employee, or any former employee who alleges to have resigned, to have been fired, or to have been constructively terminated as a result of sexual harassment, as that term is defined in this policy or by other applicable law.

As used in this policy the word student shall mean any resident student of the District, any student being served by contract with another educational agency, or any other person of school age attending the District for educational reasons.

The following acts are specifically prohibited by this policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which is demanded by any employee of the District against any other person as a term or condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee is used as a basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal, or the conferring of job responsibility.
3. Conduct of a sexual nature by an employee or employees directed against another employee or employees, which has as its purpose unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.
4. Unwelcome advances, a request for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee of the District is used as a basis for any educative decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor.
5. Conduct of sexual nature by an employee or employees directed against a student, which has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome, learning environment.
6. Conduct of sexual nature by a student or any other person over whom the school District has control with such conduct being directed against another student or employee, which conduct has an effect of interfering with academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.

It shall be the policy of the District to receive information from any person concerning allegations of conduct prohibited by this policy on a form, which shall be made available to all employees of the District upon request. Availability of the form shall be made known to all students in grades 6 through 12. Information pertaining to the availability of such complaint forms shall be made known to the parents of all other students (PK-5) in a reasonable manner. An adequate number of copies of the complaint form shall be maintained within the Superintendent's control and shall be available to any person protected by this policy. The effective date of this policy shall be August 24, 1994. Upon receipt of any complaint upon the form prescribed by this policy, the Superintendent or his/her designee shall undertake an investigation, subject to any limitations placed upon the investigation by the complaining party as indicated on the complaint form.

After the investigation is completed, the Superintendent or his/her designee shall confer with the person or persons against whom the complaint has been lodged and shall give such person or persons a fair opportunity to present his or her version of the facts involved in the complaint, as well as to be informed of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or refuting witnesses, as well as any statements or allegations made by any such witnesses which are known to the Superintendent or his/her designee.

Upon the conclusion of such investigation, the Superintendent shall take such immediate and appropriate action as is required in his/her discretion within the bounds of the law. Nothing in this policy shall be construed to require the Superintendent to take disciplinary action not within his or her legal authority. In the event action is required, which by law would require Board action, the Superintendent shall undertake such proceedings as may be required by law to bring before the Board such matters of proposed discipline involving the person against whom the complaint was lodged.

The Board by this policy also recognizes a desire to protect its employees against non-employees at the work place as well as to protect non-employees from employees at the work place. From time to time as deemed appropriate the Superintendent shall address the subject of sexual harassment with the employees of the District by way of inservice training, memorandum, administrative regulation, or any other method selected by the Superintendent or his/her designee to make known the contents and application of this policy. While this policy shall not be construed to obligate the District to take actions other than those required by law to prohibit and prevent sexual harassment, it is the spirit of this policy to undertake all reasonable effort to prohibit sexual harassment in the work place regardless of by whom it is perpetrated and regardless of by whom it is suffered.

Nothing in this policy, nor any of the terms and conditions attendant to the complaint or used by the District, nor terms or conditions of the consent form used by the complaining party shall be construed to prevent the Superintendent or his/her designee from engaging in other action against any person engaging in conduct prohibited by this policy to authorities other than the administration or Board of Education of the District when such action is required or permitted by law. Such actions may be, but are not limited to, providing information to any appropriate prosecuting authority, filing a report concerning any incident complained of with appropriate agencies, including, but not limited to, the Professional Practices Commission, the Nebraska Department of Education, the US Office of Education, and any appropriate departmental office of civil rights. Notwithstanding the duty placed on the Superintendent or his/her designee to accommodate the right of privacy of any complaining party, the Superintendent or his/her designee shall be permitted by this policy to make such disclosure to witnesses, agencies, prosecutorial personnel, the Board of Education, and any other person entitled or obligated to be informed of any complaint brought under this policy when any state or federal statute, applicable case law, applicable agency law or any other appropriate body of law mandates such reporting.

Nothing in this policy shall be construed to prevent the Superintendent or his/her designee from taking any remedial action as is in the best interest of the District toward the goal of preventing sexual harassment of employees of the District in the work place.

COMPLAINT AND CONSENT TO INVESTIGATE ALLEGATIONS OF SEXUAL HARASSMENT

Pursuant to its policy to prohibit and prevent sexual harassment, Shelby-Rising City Public Schools District No. 72-0032 provides this form to receive allegations of misconduct, which have been suffered by any person covered by the District's Sexual Harassment Policy. The allegations set forth in this complaint form will serve as the basis for an investigation to be carried out promptly. In order to protect a complaining party's rights of privacy and in order to avoid disclosure of facts when such disclosure is not authorized by a complaining party, this form permits you as a complaining party to authorize disclosure of the facts contained in this form as they be required in the sound discretion of the investigator. This form also authorizes you to withhold certain facts set forth in this complaint in the course of an investigation. You should be aware that limitations on disclosure of certain information contained in this complaint may hinder and in some cases prevent the District from fully carrying out its policy to prohibit and prevent sexual harassment. By signing Form B with limitations on the disclosure permitted, you should also understand that an investigation may not be possible due to due process limitations on the District. Each employee of

the District has a right to his/her good reputation unless a full and fair opportunity to confront allegations of misconduct is provided to such employee. Your signature below will be deemed to be an acknowledgment on your part that you have fully read this complaint form and that you have understood it. Your signature on this form will further indicate that you have sought any professional or collegial advise you have deemed appropriate and that the allegations contained in this form have been voluntarily given and have neither been encouraged nor discouraged by the District. (See Board Policy 400.21 for this form)

6. COMMUNICATION OF STUDENT DATA (600.20)

TO PARENTS: Information is passed on to parents in the following manner:

- a) At nine week intervals, report cards with grade and attendance data are provided.
- b) Parent-Teacher conferences are annually held twice per year.
- c) A newsletter will be mailed monthly.
- d) Faculty members to make personal parental contacts each semester as per policy.
- e) Disciplinary reports are provided as needed.
- f) Items provided to the local newspaper: Board minutes, student accomplishments, school calendars, and articles from teachers.

OTHER SCHOOLS: Attendance and grade data is submitted to other schools upon receipt of a parental signed consent to release records form. The form must originate from the school requesting information. The data will be mailed directly to the school requesting the information.

7. PARENT TEACHER CONFERENCE INFORMATION

PURPOSE OF THE CONFERENCE:

1. Each individual child is the chief concern of the Shelby-Rising City Public Schools.
2. Parent-Teacher conferences aim to give a more unified relationship between the home and the school.
3. The conference will give a more detailed and workable understanding of your child on the part of both parent and teacher.

SUGGESTED IDEALS TO BE FOLLOWED:

1. Each Parent-Teacher conference should be of a friendly, informal nature.
2. Both parent and teacher must use good judgment and be tolerant of each other's views.
3. A good conference should follow a definite pattern in order that no important factor in child development should be omitted.
4. Definite conclusions and suggestions for improvement should be discussed and accepted by both parent and teacher at the close of the conference.

WHAT PARENTS MAY EXPECT TO LEARN FROM THE TEACHER:

1. At what level is my child working in his major subject?
2. What are the reasons that he/she is at this particular level?
3. What work do you expect my child to cover during the year?
4. Does my child arrive in the classroom on time, calm and ready for work?
5. Does he/she contribute worth-while information to the class, gleaned from his/her own knowledge and experiences?
6. Does my child work and play well with other members of his/her class and with other children on the playground?
7. Does my child attempt to seek more than his/her share of the teacher's and class' attention?
8. Is my child developing good work and study habits?

9. Is he/she as emotionally mature as he/she should be for his/her age? What can I do to help with his/her social and emotional growth during the year?
10. How can I help my child further the desire for independent study (homework)?

WHAT THE TEACHER MAY EXPECT TO LEARN FROM THE PARENT:

1. What does your child do with his/her leisure time? Does he/she have any hobbies?
2. Does he/she cooperate with others? Does he/she work well independently?
3. Can he/she accept responsibility?
4. Does he/she follow through with all his/her activities?
5. Does he/she have respect for his/her own and other people's property?
6. Is he/she upset by disturbances, cry easily or evidence temper?
7. Does he/she have any physical handicaps which would be helpful for me as a teacher to know about?
8. How does he/she play and get along with his/her brothers and sisters and with the other children in his/her neighborhood?
9. What is his/her attitude toward school?
10. Would any of his comments about school be helpful for me to know?
11. Do you feel there is anything further that I can do for the betterment of your child?

MANAGEMENT

1. DISCIPLINE (300.27)

PHILOSOPHY

The Constitution of the State of Nebraska and of the United States recognizes the right of every student to a public education. The philosophy of the Shelby-Rising City Public Schools Board of Education reflects this belief. In an effort to provide an environment conducive to a good education for all students it may, from time-to-time, become necessary for the administration of the Shelby-Rising City Public Schools to suspend or expel a student if said student disrupts the educational environment. In such an event this policy is adopted to protect the student's constitutional right to due process and fundamental fairness.

It is the sincere belief of the Board of Education that all pupils, including those who are in trouble or who create discipline problems, deserve an education. The Shelby-Rising City Public Schools Board of Education recognizes, however, that the most appropriate placement may not be in the Shelby-Rising City Public Schools. The Board may exclude from school any child whose presence in school may be injurious to the health or morals of other pupils or to the welfare of the school.

DEFINITIONS

In-School Suspension

The student will attend school, but will be placed in isolation from the general student body. The student will not be allowed to take part in any school activity.

The student will be expected to complete all work assigned and the student will receive credit for completed work.

Out-of-School Suspension

The student will not be allowed to attend school or any school activity.

The student will be expected to complete all work assigned and the student will receive credit for completed work.

Expulsion

The student will be removed from school for the period of time determined by Nebraska Statutes. The student will not be assigned work and the student will not receive credit.

Excluded from attendance in all schools in the system for a period not to exceed the length as set by Nebraska State Law.

Truancy

Truancy is an absence of which the parent is not aware at the time the student was absent from school. The parent awareness must be before the absence, not after the fact.

Harassment

Harassment is defined in Board Policy 300.30 SHELBY-RISING CITY PUBLIC SCHOOLS POLICY CONCERNING HARASSMENT and Board Policy 400.21 SEXUAL HARASSMENT POLICY

Emergency exclusion

Exclusion for an initial period of up to five (5) days for reasons of health, danger to the person or disruptive conduct.

Short-term suspension

Suspension to last from one (1) to five (5) school days.

Long-term suspension

Suspension, which is more than five (5) school days to less than twenty (20) school days.

Mandatory Reassignment

The Shelby-Rising City Public Schools Board of Education reserves the right to reassign students to more restrictive settings. This placement may be in the Shelby-Rising City Public Schools structure or it may be out of the District.

Student Activities

The following is a list of items that will be considered as a student activity. This list is not exclusive and the student and/or parent should check with the Building Principal to determine if an activity is a student activity. A rule of thumb would be that if the School District sponsors the activity, the activity would be classified as a student activity.

- NSAA Sponsored Activities
- Field Trips
- Cheerleading
- Prom
- Being a candidate for any office and/or honor

UNACCEPTED TYPES OF BEHAVIOR - The following list indicates the types of behavior that are not acceptable. The list is not a complete listing, but is provided to give the student and his/her parent or guardian an idea of types of behaviors that will not be tolerated.

- Fighting
- Violent behavior
- Threats
- Public display of affection
- Loitering
- Use or possession of tobacco on school property
- Vandalism
- Leaving the building at inappropriate times
- Theft
- Alcohol and drugs
- Inappropriate dress
- Food throwing
- Cutting class
- Carrying weapons
- Running in the halls
- Spitting
- Disorderly conduct
- Tardiness
- Insubordination
- Throwing snowballs
- Vulgar language
- Harassment
- Cheating
- Using another person's password to get into a computer account.
- Visiting, downloading, and/viewing inappropriate web sites.
- Sending negative e-mail
- Developing web sites at school or at home that is contrary to the purpose of the school district
- Copyright Violations

ACTIONS APPROVED FOR USE IN DISCIPLINING STUDENTS

The following is a list of what actions may occur should a student break a school or classroom rule: (This list reflects no priority action)

- Counseling
- Removal from class
- Rearrangement of schedule
- Required to remain after school
- Required to attend school on non-school days

Restriction of extra-curricular activities
Teacher-student conference
Transfer
Detention
Suspension
Expulsion
Parent conference
In-school suspension
Out-of-school suspension
Saturday School
Reduction of grades
Removing a student's network account
Banning the student from using any computers within the school system
In-lieu of out-of-school suspension, upon the recommendation of the staff members and in agreement with the parent or guardian, the student may be placed in a more restrictive environment within the structure of the Shelby-Rising City Public Schools. In some cases the student may be placed in an out of District environment.

Specific Behaviors - Certain actions of students as such that, in the interest of a safe environment for all students, certain minimum penalties will be enforced.

Alcohol and/or drugs -Use or possession on school grounds or at school functions. Mandatory reporting to law enforcement

First offense – A minimum of fifteen (15) days of long term out of school suspension and suspension from all extra-curricular activities for the length of the suspension.

Second offense – Within one year of the last offense - Recommendation of expulsion to the Board of Education.

Altering school records, forging signatures of parents, teachers, other school personnel, or any other name

First offense -A minimum of five (5) days of short term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Second offense – Within one year of the last offense - A minimum of fifteen (15) days of out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Third offense – Within one year of the last offense - Recommendation of expulsion to the Board of Education.

Harassment

First offense -A minimum of two (2) days and a maximum of five (5) days short term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Second offense - Within one year of the last offense - A minimum of five (5) days short term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Third offense - Within one year of the last offense - A minimum of fifteen (15) days long-term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Offenses beyond three - Within one year of the last offense - Recommendation of expulsion.

Violent Behavior and/or threats of physical harm to students and/or staff. In order to reach the level of violent behavior and/or threats of physical harm in this policy the Principal must believe that there was a true threat. All threats punished under this policy will require mandatory reporting to law enforcement

First offense -A minimum of five (5) days short term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Second offense - Within one year of the last offense - A minimum of fifteen (15) days of out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Third offense – Within one year of the last offense - Recommendation of expulsion to the Board of Education.

Fighting - In order to reach the level of fighting in this policy the Principal must believe that there was a fight, not two or more students getting into a pushing match. Mandatory reporting to law enforcement.

First Offense -All students involved in the fight and throwing a blow will have a minimum of five (5) days of out-of-school short term suspension and suspension from all extra-curricular activities for the length of the suspension.

Second offense - Within one year of the last offense - A minimum of fifteen (15) days long-term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Third offense - Within one year of the last offense - Recommendation of expulsion.

Possession of Weapons – Mandatory reporting to law enforcement.

First Offense -Recommendation of expulsion.

Striking or Hitting a Staff Member Mandatory reporting to law enforcement.

First Offense -Recommendation of expulsion.

Vandalism and/or Theft Mandatory reporting to law enforcement.

First offense -A minimum of five (5) days short term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Second offense - Within one year of the last offense - A minimum of fifteen (15) days long-term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Third offense - Within one year of the last offense - Recommendation of expulsion.

Disorderly Conduct; Insubordination; Vulgar Language (Behavior for which a student is sent to a Principal or other supervisor)

First offense - A maximum of five (5) days of short term in school suspension and suspension from all extra-curricular activities for the length of the suspension.

Second offense - Within one year of the last offense - A minimum of five (5) days short term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Third offense - Within one year of the last offense - A minimum of fifteen (15) days long-term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Use or Possession of Tobacco Products on School Property and/or School Functions.

First offense - A minimum of five (5) days short term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Second offense - Within one year of the last offense - A minimum of fifteen (15) days long-term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Third Offense - Within one year of the last offense - Recommendation of expulsion.

Truancy

First Offense -The students will be assigned three (3) hours of detention for each hour of class time he/she was absent. In lieu of the detention time, the student may be assigned Saturday School or other forms of detention.

Second Offense - Within one year of the last offense - A minimum of two (2) days and a maximum of five (5) days of short term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Third Offense - Within one year of the last offense - A minimum of five (5) days short term out-of-school suspension and suspension from all extra-curricular activities for the length of the suspension.

Offenses beyond three -Recommendation of expulsion.

Cheating - Cheating is copying someone's work and passing it off as your own original work or allowing your work to be copied by someone else who will then pass the work off as his or her own original work.

First Offense – Zero on any copied work.

Second Offense - In any course and within one-year of the first offense. A maximum of 60% in the course for the 9-week grading period.

Third Offense – In any course and within a one-year period of the second offense. Loss of course for the semester.

The student, in writing, to the Principal, may appeal any loss of credit due to cheating. The Principal's decision will be binding.

Electronic and/or Internet Behaviors

All students will follow "Shelby-Rising City Public Schools Internet Policy" The penalty will be left to the discretion of the Principal.

Short-term Suspension Procedures

The Principal may suspend a student for as many as five (5) school days for conduct which

Constitute grounds for expulsion under the law.

Violates the rules of the Board of Education and/or the School.

The following procedure should be followed

The Principal must investigate.

The student should receive oral or written notice of the charges and the reasons for the suspension.

The student should be told the basis of the evidence used to make the decision.

The student should be given an opportunity to present his or her version of the story.

Parents should be notified within twenty-four (24) hours.

The Principal should try to hold a conference with the parents before or at the time the student returns to school.

Long-Term Suspension or Expulsion Procedures

If a Principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedures shall be followed:

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 shall, within two school 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 the Student Discipline Act: (§ 79-254 - § 79-296)

Such written rules shall include the following:

The rule or standard of conduct allegedly violated and the acts of the students 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;

The penalty, if any, which the Principal has recommended in the charge and any other penalty to which the student may be subject;

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;

A description of the hearing procedures provided by this policy, along with procedures for appealing any decision rendered at the hearing.

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

To examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct; and

To know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

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 as prescribed in section 79-271 and 79-272; and

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 finding 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

Interference with an educational faction or school purpose.

A personal injury to the student himself or herself, other students, school employee, or school volunteers.

Request for a Hearing Procedure

If a hearing is requested within five school days after receipt of the notice as provided in section 79-268, the Superintendent shall appoint a hearing examiner who shall, within two school days after being appointed, give written notice to the Principal, the student, and the student's parent or guardian of the time and place of the hearing.

The hearing examiner shall be any person designated by the school District's Superintendent, school Board or Board of Education, or counsel, if such person

Has not brought the charges against the student,
Shall not be a witness at the hearing, and
Has no involvement in the charge.

The hearing shall be scheduled within a period of five school days after it is requested, but the hearing examiner for good cause may change such time. No hearing shall be held upon less than two school days' actual notice to the Principal, the student, and the student's parent or guardian, except with the consent of all parties.

The Principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to examine the records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the School Board or Board of Education at a reasonable time prior to the hearing.

Hearing Examiner Duties

In addition to the other duties provided in the Student Discipline Act, the hearing examiner shall remain impartial throughout all deliberations. The hearing examiner shall be available prior to any hearing held pursuant to the act to answer any questions the Principal, the student, or the student's parent or guardian may have regarding the nature and conduct of the hearing.

Hearing - Not Requested

If a hearing is not requested by the student or the student's parent or guardian within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal or his or her designee shall automatically go into effect upon the fifth school day following receipt of the written notice by the student or his or her parent or guardian.

Hearing – Requested Within Thirty Days

If a hearing is requested more than five school days but not more than thirty calendar days following the actual receipt of written notice, the hearing shall be held but the imposed punishment shall continue in effect pending final determination.

Hearing – Who Can Attend

The hearing examiner, the student, the student's parent or guardian, the student's representative, if any, and counsel for the school Board shall attend any hearing conducted pursuant to the Student Discipline Act, if the hearing examiner or Superintendent deems it advisable. Witnesses shall be present only when they are giving information at the hearing. The student may be excluded at the discretion of the hearing examiner at times when the student's psychological evaluation or emotional problems are being discussed. The student's representative may be an attorney. The hearing examiner may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing.

Hearing – Legal Counsel

The school Board, acting through the Superintendent, may cause legal counsel to be present for the purpose of acting as the designee of the Principal or the purpose of advising the hearing examiner in the conduct of the hearing requested. Any legal counsel who acts as the designee of the Principal in presenting the school's case against the student shall not advise the hearing examiner on the conduct of the hearing or later advise administrators or Board members on the conduct of any appeal, but legal counsel may give advice on technical and procedural aspect of the school's presentation and may advise the hearing examiner and Board as long as the legal counsel does not act as the Principal's designee in presenting the school's case.

Hearing – Student's Testimony

At a hearing request, the student may speak in his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and, shall not be threatened with punishment nor be later punished for refusal to testify.

Hearing – Evidence on Student's Conduct and Records

At the hearing, the Principal shall present to the hearing examiner statements, in affidavit form, or any person having information about the student's conduct and the student's records but not unless such statement and records have been made available to the student or the student's parent, guardian, or representative prior to the hearing. The information contained in such records shall be explained and interpreted, prior to or at the hearing, to the student, parent, guardian, or representative, upon request, by the appropriate school personnel.

Hearing – Rules of Evidence

In conducting the hearing, the hearing examiner shall not be bound by the rules of evidence or any other courtroom procedure.

Hearing – Witnesses

The student, the student's parent, guardian, or representative, the Principal, or the hearing examiner may ask a witness to testify at the hearing. Such testimony shall be under oath, and the hearing examiner shall be authorized to administer the oath. The hearing examiner shall make reasonable effort to assist the student of the student's parent, guardian, or representative in obtaining the attendance of a witness.

The student, the student's parent, guardian, or representative, the Principal, or the hearing examiner has the right to question any witness giving information at the hearing.

Hearing – Witness Immunity

Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

Hearing – Joint Hearing

When more than one student is charged with violating the same rule and having acted in concert and when the facts are substantially the same for all such students, a single hearing may be conducted for such students as a group if the hearing examiner believes that a single hearing is not likely to result in confusion and that no student shall have his or her interests substantially prejudiced by a single student.

Hearing –Report

After a hearing, a report shall be made by the hearing examiner of his or her finding and a recommendation of the action to be taken, which report shall explain, in terms of the needs of both the student and the school Board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, mandatory reassignment, or an alternative educational placement.

A review shall be made of the hearing examiner's report by the Superintendent, who may change, revoke, or impose the sanction recommended by the hearing examiner but shall not impose a sanction more severe than that recommended by the hearing examiner.

The finding and recommendations of the hearing examiner, the determination by the Superintendent, and any determination on appeal to the governing body, shall be made solely on the evidence presented at the hearing or, in addition, on any evidence presented on appeal.

Hearing – Final Disposition

Written notice of the finding and recommendations of the hearing examiner and the determination of the Superintendent shall be made by certified or registered mail or by personal delivery to the student or the student's parent or guardian. Upon receipt of such written notice by the student, parent, or guardian, the determination of the Superintendent shall take immediate effect.

Except as provided in subsections (3) and (4) of this section, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred

Within ten school days prior to the end of the semester, in which case the expulsion shall remain in effect through the second semester, or

Within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year subject to the provisions of subsection (5) of this section. Such action may be modified or terminated by the school District at any time during the expulsion period.

The expulsion of a student for

The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except as provided in subdivision (3) of section 79-267.

The knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm, shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school District at any time during the expulsion period.

The expulsion of a student for the knowing and intentional possession, use, or transmission of a firearm, which for the purpose of this section means a firearm as defined in 18 U.S.C. 921 as of January 1, 1995, shall be for a period as provided by the school District policy adopted pursuant to section 79-263. This subsection shall not apply to

The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or

Firearms, which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The hearing examiner shall conduct the review after the hearing examiner has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be readmitted for the upcoming school year. If the school Board or a committee of such Board took the final action to expel the student, the student may be readmitted only by action of the Board. Otherwise the student may be readmitted by action of the Superintendent.

Case Record

The record in a case under the Student Discipline Act shall consist of the charge, the notice, the evidence presented, the hearing examiner's findings and recommendations, and the action of the Superintendent. With respect to any appeal to a court of any subsequent appeal, the record shall consist, in addition, of any additional evidence taken and any additional action taken in the case.

Appeal to the Board of Education

The student or the student's parent or guardian may, within seven school days following receipt of the written notice of the determination of the Superintendent, appeal the Superintendent's determination to the school Board by a written request, which shall be filed with the secretary of the Board or with the Superintendent.

A hearing shall be held before the school Board within a period of ten school days after it is requested, and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before a committee of the school Board of not less than three members. Such appeal shall be made on the record, except that new evidence may be admitted to avoid a substantial threat of unfairness and such new evidence shall be recorded.

Hearing – Board of Education Powers and Duties

After examining the records and taking new evidence, if any, the Board of Education or the designated committee thereof may withdraw to deliberate privately upon such record and new evidence. Any such deliberation shall be held in the presence only of Board members in attendance at the appeal proceeding but may be held in the presence of legal counsel who has not previously acted as the designee of the Principal in presenting the school's case before the hearing examiner.

If any questions arise during the deliberations, which require additional evidence, the deliberating body may reopen the hearing to receive such evidence, subject to the right of all parties to be present.

The Board may alter the Superintendent's disposition of the case if it finds the decision to be too severe but may not impose a more severe sanction.

Hearing – Board Final Action

Personally delivering or mailing shall evidence the final action of the Board by certified mail a copy of the Board's decision to the student and his or her parents or guardian.

2. CLASSROOM MANAGEMENT

1. All students should have assigned seats and these should be indicated on a seating chart.
2. Teachers are responsible for students assigned to them during a class period or study hall and should not leave the room and the students unattended or unsupervised.

3. Teachers will communicate classroom rules with the students and a copy of these rules will be filed with the Principal.
4. Students should not be allowed to leave the classroom during the 1st half of the class period except in an emergency.

3. GRADING

Each teacher is responsible for maintaining their grade book in a neat and orderly manner. Each page of the grade book should be labeled and related to a class roster. This material must be turned in to the office at the end of the year. Please consider this when maintaining these extremely important documents.

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.

A number grade is assigned for all course work in grades 2-12. A letter grade is assigned for all course work in grades K & 1st and Art, P.E. and Music for grades 2-5.

College credit courses will be weighted on the student's High School record according to Board Policy 300.13.

4. TESTING FOR GRADES 7 THROUGH 12

Teachers are allowed but not required to give comprehensive quarter and semester tests in solid subjects (P.E., band, vocal and weight lifting are not considered solid subjects).

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 teacher's decision, or require a different plan be followed.

5. ELIGIBILITY - LOCAL POLICY - GRADES 7-12 (600.23)

Eligibility requirements will be determined by local eligibility policy on a weekly basis. A student may become ineligible by having failing grade(s), by carrying an incomplete(s), or by a combination of failing grades and incomplete(s). Mathematical averages will be computed with the onset of each new semester.

Mathematical averages, as they affect eligibility, will be determined beginning with the third Friday of each semester. Teachers will submit failing/incomplete grades to the Principal by 12:00 noon beginning the first Monday following the third Friday of each semester, and each Monday thereafter. Teachers may use discretion in identification of students with incompletes for the eligibility list. Allowances may be made for students who are experiencing medical problems.

The Principal's office will release the failing grades on **Monday** p.m. of each week. This report will list students who are failing (below 70%) or incomplete. A student will be ruled ineligible for seven (7) calendar days (**Tues. - Mon.**) when:

A student is carrying a failing grade in **one course during consecutive weeks**, is carrying failing grades in two or more courses, is carrying an incomplete(s), or by a combination of failing grade(s) or incomplete(s). Mathematical averages will be computed anew with the onset of each new semester. However, incompletes will carry forward from semester to semester, and thus, will affect eligibility.

Ineligible students will, at the sponsor's discretion, be allowed to attend activity practices, use practice time for study at school, or study at home.

Activities for which the above policy applies are:

1. Athletic contests
2. Cheerleading
3. Speech contests and clinics
4. Play production performances, contests, and clinics
5. Music competitions, clinics, and performances
6. Other activities deemed by the Principal to be appropriate

Students with conditions which qualify them for special education intervention shall have the conditions of this policy adapted to requirements identified in the individual's IEP.

6. ASSIGNMENT OF STUDENTS (200.02)

The Principal shall determine the grade placement of all students, both current and new to their proper room or classes, and shall recommend to the Superintendent all special cases of promotion. New students will be placed at the grade level as recommended by the previous school. Chapter 13 students will be placed according to Board Policy 300.25.

7. STUDENT ATTENDANCE

Elementary teachers are responsible for recording and documenting elementary students' attendance (absences and tardies).

Secondary teachers are responsible for recording and documenting attendance for each class taught.

Each secondary teacher is responsible for monitoring each class period's tardies. All tardies will be recorded on report cards.

8. LIBRARY

1. Library Passes
 - 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 to:
 1. Do make-up work
 2. Work in groups
 3. Make-up tests
 4. Do daily homework
2. All books and other materials must be checked out if taken from the library:
 1. Books - 2 weeks
 2. Reference works - over night only
 3. Vertical file and old magazines - 2 weeks
 4. Encyclopedias are not to be checked out

3. QUIET PLEASE

The library is not a place to visit. It is for quiet study.

9. LUNCH/NOON 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 instructors and 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 themselves. Student lunches are to be paid for in advance of their consumption. (600.9)
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 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.
6. 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.

HEALTH

1. DRUG FREE SCHOOL AND COMMUNITY - EMPLOYEE POLICIES (700.01)

A. Shelby-Rising City Public Schools is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the work place should be free from the detrimental effects of illicit drugs, alcohol, and tobacco/nicotine products (including vapor/e-products).

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in 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.

DEFINITIONS

As used in this policy, prohibition against 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 shall mean, but not limited to the following:

1. The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities.
3. As used herein, the term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the District.
4. As used herein, the phrase "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District.

PROCEDURES

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy, and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226, 34 C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his designee at the time this policy is distributed to the employee. If no question is directed by an employee to the Superintendent of Schools or his designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.
4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The

Superintendent or his designee shall maintain a list of such available services and shall from time to time update such list.

5. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:

- a. An oral reprimand.
- b. A written reprimand.
- c. Suspension with pay.
- d. Suspension without pay.
- e. Termination of employment.
- f. Cancellation of employment.
- g. Non-renewal of employment.
- h. Referral to appropriate authorities for criminal prosecution.
- i. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.
- j. Mandatory enrollment in any training programs that are or may be provided by the District or others relating to any of the activities prohibited by this policy.

6. Disciplinary action sought to be imposed by the Superintendent or his or her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent or his designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.

7. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other officials of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations, and any applicable case law.

8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private governmental institution. The Superintendent or his designee may require the employee to provide the Superintendent or his designee written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his designee in his sole discretion may require the employee to enroll such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his designee. The Superintendent or his designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.

9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute as hereinabove referred to in this policy to report such charge or conviction to the Superintendent or his designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

B. ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.

(See Signature Page)

C. It shall be the policy of Shelby-Rising City Public Schools 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 hereinabove 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.

D. It shall be the policy of Shelby-Rising City Public Schools 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 a 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 employee.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. 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.

2. EMERGENCY CARE AND PRECAUTIONS (700.04)

1. When a student becomes seriously ill or is seriously injured in an accident emergency treatment will be sought at the discretion of the attending school personnel. The parents of the child will be notified as soon as possible, as most medical providers require parental permission for treatment. All student accidents must be reported to the office at the earliest possible time. Teachers/Sponsors shall document, in writing all student injuries.

2. Substitution for parent - Each year parents should be asked to give the name of at least one person, other than themselves, who may be called upon to take care of an ill or injured child in case the parent cannot be reached. This information is to be recorded on the student's information card.

3. Designation of Physician - The parent should also authorize and designate a physician to be called when one is urgently needed. This is a protection for both the school and the student. This authorization is given on the student's information card.

4. Dismissal for Illness or Injury - No ill or injured student should be sent home unaccompanied without parents' permission. In serious cases, the parent or designated person should be asked to take the student home. If this is not possible, some responsible adult from the school should be delegated by the Principal to take the student home. In less serious cases, an older child of the same family may be permitted to

accompany the student provided the permission of the parent or the person designated by the parent has been received.

Emergency Response to Life-Threatening 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. A minimum of three staff members designated by the administration 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.

3. CHILD ABUSE (700.07)

CHILD. Any person under 18 years of age.

ABUSE OR NEGLECT. 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.

REPORTING PROCEDURE

1. Any teacher or other school employee who suspects that a child has been abused and/or neglected shall report this immediately to the building Principal.
2. The building Principal shall investigate the incident and determine whether a report shall be made by the Principal to the County Office of Social Services.
3. If the safety or well-being of the child is in jeopardy, the report shall be made immediately to the Polk County Sheriff's Department.
4. The report shall be made as soon as possible by telephone and should be followed by a written report as required by law.
 - a. The report to authorities shall contain the following information:
 - (1) name and position of reporting person;
 - (2) name, address, and age of abused or neglected person;
 - (3) address of the person or persons having custody of the abused or neglected person;
 - (4) the nature of the concern of the reporting official, including all relevant information available.
5. School employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. Neither does the school employee have the responsibility to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.

4. COMMUNICABLE DISEASE PREVENTION

Prevention consists of the following two components: prevention of the disease and control of the spread of the disease to others.

School District Policy shall follow State Health guidelines to prevent and control the spread of diseases.

The school Principals or their designee shall be responsible for the implementation of the following:

Education and health counseling

Immunizations (NAC 173 Chapter 3 – Nebraska Health and Human Services/Control of Communicable Disease – Chapter 3) For the purpose of complying with the requirement of immunizations, all students (K-12) will be immunized against the following diseases:

Beginning July 1, 1999 (1999 – 2000 School Year) for students enrolling for the first time (entering kindergarten and transfers from out of state)

Three (3) doses of Hepatitis B vaccine

Two (2) doses of MMR vaccine

Three (3) doses of DTP, DtaP, TD or Dt with at least one dose given on or after the 4th birthday.

Polio - minimum of three doses of either oral polio vaccine (OPV) or inject able polio vaccine or a combination of the two types of polio to comprise a total of 3 doses.

Beginning on July 1, 2000 (2000 – 2001 School Year) all 7th grade students will be required to have:

Three (3) doses of Hepatitis B Vaccine

Three (3) doses of DPT Vaccine

Three (3) doses of Polio Vaccine

Two (2) doses of MMR Vaccine

Two (2) doses of Varicella Vaccine

Beginning on July 1, 2001 (2001-2002 School Year) all students grades K-12 will be required to have:

Two (2) doses of MMR Vaccine

Transfer Students – All transfer students from outside the State of Nebraska, regardless of grade, must have the following prior to entering school:

Three (3) doses of DtaP, DTP, DT or Td Vaccine, one given on or after the 4th birthday.

Three (3) doses of Polio Vaccine

Two (2) doses of MMR Vaccine, given after 12 months of age and separated by at least one month.

Three (3) doses of Hepatitis B Vaccine

Procedures for non-chronic communicable conditions

Students with suspected non-chronic infectious disease may be excluded from school during the course of the illness.

A student exhibiting any of the following symptoms may have an infectious illness and may be excluded from school until the nature of the illness is known:

Fever, flushed face, headache, muscle/joint aches, stomach ache, nausea, diarrhea, unexplained skin eruptions, sore throat, inflamed eyes, loss of appetite, and unexplained tiredness.

Students who have a fever of 100⁰ F or higher will be sent home. Any student whose body temperature has not remained under 100⁰ F for 24 continuous hours will not be readmitted to school.

Students who become ill enough to vomit will be sent home.

No student who has been sufficiently ill to vomit at home or at school will not be admitted to school for twenty-four (24) hours following the last vomiting episode.

If the vomiting is due to excessive heat or other, causes not related to illness, the student may remain at school or return to school in less than twenty-four (24) hours following a vomiting episode.

The judgment as to whether the vomiting was due to illness or other causes shall be within the sole discretion of the classroom teacher or other appropriate person such as a school nurse, Principal, or the Superintendent or the designee of any such person.

Any student who has strep throat should be on antibiotics for an entire twenty-four (24) hours before returning to school.

Students with chicken pox should be kept home until all poxs has dried crusts and present no danger of communicability, contagion, or other medical concern.

Students with a confirmed infectious disease may be allowed to attend school with a physician's documentation that the disease is not in an infectious state.

A student with skin diseases such as scabies, ringworm, impetigo, etc. may be excluded until proof of treatment is provided to the Principal or school nurse.

A student with ringworm may return to school as soon as anti-fungal treatment has begun if other appropriate medical measures, which may be required, have been carried out for the student.

Students who are found to be infected with lice and/or nits will be sent home and will not be readmitted until treated.

School administrators or nurse may exclude students from school for other communicable conditions based on the exclusion guidelines provided by the Nebraska Department of Health Contagious and Infectious Disease Chart.

5. 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.

6. MEDICATION IN SCHOOL

Children with chronic illnesses and conditions are attending school regularly and may require medication administration during the school day. The following guidelines provide school officials, parents, guardian, and educational personnel with the guidance appropriate toward reasonably meeting the goal of safe and proper administration of medication in school.

No medication shall be administered by school personnel, whether prescription or over-the-counter, unless a medication permission form as provided for in this policy, as well as all other requirements of this policy, have been met.

Shelby-Rising City Public Schools claims no dominion on the prescribing, handling, and administration of medications. The ultimate responsibility for medical needs rests with the family and their physician.

When a student must take a medication (non-prescription or prescribed by a duly licensed physician) under the supervision of school personnel during the hours the student is in school, the following procedures are to be adhered to:

Prescription medication provided by the parent/guardian must be in a properly labeled container dispensed by a pharmacy. Pharmacists will provide two containers; one labeled for school, the other for home use.

Any non-prescription medication such as Tylenol or cough syrup must be in original containers.

Only one week's supply of medication shall be brought at a time, unless otherwise indicated by the parents or attending physician.

The medication shall be stored in a locked container whenever possible. The container may be in the Principal's office, in the classroom, or in the school nurse's office, at the discretion of the Principal.

A form will be provided for the recording of medication administration. The form should contain the following:

Student's name,
Grade,
Name of medication,
Dose,
Time to be given
Amount remaining, and
Signature/initials of school personnel administering medication.

Parent/guardian written medication permission slip must be renewed annually.

If the medication regime changes during the school year, it is the responsibility of the parent/guardian to fill out a new medication permission slip and provide it to the school.

If a medication is completed as ordered and at a later time (regardless how short) is restarted, a new permit is required.

It is the responsibility of the professional staff to assist in administration of medications and medical procedures as per policy. That responsibility does not extend to informing the student when the medicine needs to be administered or the medical procedure initiated. It is the sole responsibility of the student/parent to inform the professional staff member when such medical attention needs to be initiated on each occasion that assistance is required.

Shelby-Rising City Public Schools cannot and does not assume responsibility for medications, which are in the possession of students. The parent/legal guardian is to collect and dispense with any unused,

discontinued, or out-dated prescription or nonprescription student medications. With parental permission, the Principal or school nurse may collect and destroy any student medications of which they are aware that are unused, discontinued, or out-dated.

The Principal or school nurse may collect and, with parental permission, destroy any student medications of which they are aware that are unused, discontinued, or out-dated.

It shall be the policy of the school to permit possession and administration of medications only by persons who have attended and satisfactorily completed the Medication Aid Class. The School District assumes no liability of any kind for medications possessed or administered by any other person.

SPECIAL SERVICE

1. PERFORMANCE REPORTING (300.18)

RATIONALE:

The Shelby-Rising City Public Schools system exists to educate the youth of the District so that they may take their places as productive citizens. It is appropriate that the parents and the patrons of the school District periodically be provided information about student and school performance. The residents of the District furnish much of the financial support for the operation of the schools. They also have great interest in being assured that future generations are properly educated to provide for their personal development, to contribute to the culture of the community, and to be productive members of society. Reporting of student and school performance will provide this assurance and should enhance public support of the schools.

POLICY:

The Principal, with approval of the Superintendent, will annually prepare and distribute to the Board and the general public a written report which describes the school's success in meeting local goals. The report will include a summary of results of the following assessment or studies required by Rule 10, Regulations and Procedures for the Legal Operation of Schools. The report shall be prepared and presented on or before the September Regular Board of Education Meeting.

1. A standardized norm-referenced assessment instrument given at specified grade levels.
2. Criterion referenced assessment(s) in reading, writing, and mathematics.
3. Follow-up of high school graduates (minimum of once every three years).
4. A learning climate assessment (minimum of once every two years)
5. School system demographics as they relate to student numbers and distribution.

All test scores will be kept confidential and no identification of individual students will be made. If there are fewer than five students in the grades being reported, a grade level report will not be provided.

THE PURPOSE FOR PERFORMANCE REPORTING

The chief purpose of reporting performance results is to provide information to the local community about the conditions and progress being made in the local school and to determine if change is needed. A performance report should detail the success the school is having in meeting its stated purposes and goals and thus in meeting the educational needs of its students. Such information should provide a benchmark from which to improve educational quality as well as identify areas for improvement.

The report will be concise and simple. Only that information which is judged to be of interest to the general community should be included. Annual reports should be kept simple, yet convey key information to the community members.

1. Beginning in September 91, the Principal of the Shelby-Rising City Public Schools will submit to the Board of Education a report for the just completed school year. Information for the report will be the result of data gathered by the school Principals, Guidance Director, Teachers. It shall be presented to the Board at the Regular September Board Meeting.
2. **STANDARDIZED NORM-REFERENCED TESTS:** Standardized norm-referenced tests give information about how students in a given class, school, or school system perform in relation to the national, state, or regional norm group, they may provide decision makers with information about the curriculum that is being used or the effectiveness of instruction.

The guidance counselor will make provisions for administering the norm-reference test each year to students in specified grade levels. The results of the test will be given individually to parents or guardians of the children. The results will be explained to the students. The composite score for the grade will be published every year in the report to the Board of Education and in the parent newsletter or newspaper.

3. **CRITERION-REFERENCED ASSESSMENT INSTRUMENTS:** Criterion-referenced tests are a measure of achievement assessed against specific outcomes that are to be achieved. Criterion-referenced standards start with what is to be learned and what is the acceptable level of performance. Mastery tests are one example of criterion-referenced assessment instruments where the criterion of success is to be at or near 100% on each indicator of competency.

The Principal and Guidance Counselor will schedule the Nebraska Assessment Battery of Essential Learning Skills beginning at grade 5 and are to be completed to the satisfaction of the Principal at grade 8. Each year the Guidance Director will report the number of students who have completed the test at a 100% level. This information will be placed in the yearly report.

4. **SCHOOL CLIMATE:** The climate of the school will be evaluated on odd number years. The Principals of the school will determine the procedure that will be used to indicate the attitude for learning within the school. A written report will be submitted and placed in the yearly report. This maybe in the form of oral survey, opinionaries, interview, compiling of comments, etc.
5. **FOLLOW-STUDY OF GRADUATES:** The Guidance Director will make a follow up study of Shelby-Rising City High School graduates and dropouts every third year. The study will include a three year period. This information will be placed in the yearly report.

2. **GUIDANCE SERVICES (300.19)**

The guidance program shall be an integral part of the total program of instruction.

The major objective of the guidance program is to help each child make the best of his or her educational opportunities toward a normal, useful, and happy life.

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 program shall also endeavor to help the student develop an appreciation and understanding of the world in which he or she lives by providing a classroom and school environment in which effective learning and good behavior take place.

The guidance program shall provide a positive program of correction and prevention of antisocial behavior of pupils. It shall aim to provide a sense of responsibility and self-respect in students.

DUTIES OF THE GUIDANCE COUNSELOR

The following are the basic and distinct counselor functions of the school's guidance department:

1. Planning and development of the guidance program - In planning and development of the guidance program, the school counselor:
 - A. Assists in defining objectives of the program.
 - B. Identifies the guidance needs of pupils.
 - C. Assists in developing plans of action.
 - D. Coordinates various aspects of the program in a meaningful sequence of guidance services.
 - E. Assists in continued guidance program planning and curriculum development.

- F. Evaluates the program and assists other members of the school staff in evaluating their contributions to guidance services.
2. Counseling - In a counseling relationship, the counselor:
 - A. Assists the pupil to understand and accept himself/herself as an individual, thereby making it possible for the pupil to express and develop an awareness of his/her own ideas, feelings, values, and needs.
 - B. Furnishes personal and environmental information to the pupil, as required, regarding his/her plans, choices, or problems.
 - C. Seeks to develop in the pupil a greater ability to cope with and solve problems and an increased competence in making decisions and plans for which he/she and his/her parents are responsible.
 3. Pupil appraisal - In pupil appraisal, the school counselor:
 - A. Coordinates the accumulation of meaningful information concerning pupils as needed, through such means as interviews, standardized test scores, academic records, and personal data forms.
 - B. Coordinates the organization and maintenance of confidential files of pupil data.
 - C. Interprets pupil information to pupils, parents, teachers, administration, and others professionally concerned with the pupil.
 - D. Identifies pupils with special abilities and needs.
 4. Educational and occupational planning - In efforts to provide pupils and parents with an understanding of the pupil as an individual in relation to educational and occupational opportunities for his/her optimal growth and development and to promote self-direction of the pupil, the counselor:
 - A. Assists the pupil and his/her parents in relating the pupil's interests, aptitudes, and abilities to current and future educational and occupational opportunities and requirements, long-range educational plans, and choices.
 - B. Collects and disseminates to pupils and parents information concerning careers, opportunities for further education and training, and school curricular offerings.
 - C. Assists pupils and parents in understanding procedures for making applications and planning for financing the pupil's educational goals beyond high school.
 - D. Assists pupils in obtaining information about educational and occupational opportunities in the military service.
 - E. Consults with school administrators and members of the school faculty relative to the curricular offerings which will meet the abilities, interests, and needs of pupils.
 - F. Assists in the educational and occupational planning of pupils who have withdrawn or who have been graduated from the school.
 5. Referral Work - Recognizing his/her own limitations to provide total service, the counselor:
 - A. Assists pupils and parents who need such services to be aware of and to accept referral to other specialists in pupil personnel services and community agencies.
 - B. Maintains a close working relationship in referrals to other specialists in pupil personnel services.
 - C. Identifies community referral agencies and their services.
 - D. Identifies pupils with special needs which require the services of referral sources.
 - E. Provides a follow-up referral agency recommended to help the pupil and/or family work through the problems.
 - F. Encourages the development and/or extension of community agencies for handling pupil referrals.

6. Placement - The counselor's role in providing placement services for individual pupils involves assisting them in making appropriate choices of school subjects and courses of study in making transitions from one school level to another, one school to another, and from school to employment.
 - A. Helps pupils and parents to make a long-range plan of responsibility for periodical review and revision of such plans according to need as shown by such factors as changes in the curriculum, pupil appraisal data, school achievement, the pupil's maturity, and new goals.
 - B. Plans with administrators and teachers (1) to provide appropriate classroom placement for pupils with special abilities or disabilities and (2) to establish procedures for their development.
 - C. Furnishes pupil data to the receiving school when a pupil transfers, obtains pupil data for new pupils and gives individual pupil data to educational and training institutions, prospective employers, and employment agencies only upon written permission from parent or student.

7. Parent Help - Through individual or group conferences the counselor:
 - A. Assists parents in developing realistic perceptions of their children's aptitudes, abilities, interests, attitudes, and development as related to educational and occupational planning, school progress, and personal social development.
 - B. Provides parents with information about school policies and procedures, school course offerings, educational and occupational opportunities and requirements, and resources that can contribute to the fullest development of their children.

8. Staff Consulting - In staff consulting the counselor:
 - A. Shares appropriate individual pupil data with staff members, with due regard to confidentiality.
 - B. Helps teachers to identify pupils with special needs or problems and keeps teachers informed of developments concerning individual pupils which might have a bearing upon the classroom situation.
 - C. Assists teachers in providing group guidance experiences for pupils.
 - D. Provides materials and information concerning such matters as the characteristics and needs of the pupil population, follow-up studies, and employment trends for use in curriculum study and revision.

9. Local Research - The counselor conducts or cooperates with others in conducting studies in areas such as the following:
 - A. Follow-up of graduates or pupils who have withdrawn.
 - B. The use of records and pupil personnel data.
 - C. Aids the Principal in development of the annual performance report.

10. Public Relations - In discharging his/her responsibility in public relations, the school counselor:
 - A. Participates in programs of civic organizations and other community groups.
 - B. Prepares or furnishes information for articles in school community publications.

11. In addition, the counselor shall:
 - A. Be responsible for the guidance and counseling program of the entire school system, K-12.
 - B. Plan and administer the total K-12 testing program.
 - C. Assist the Principal with the registration of all students, helping to determine proper placement into classes.
 - D. Identify and promote the acquisition of all available scholarships for students.

3. STAFFINGS, I.E.P. MEETINGS, M.D.T MEETINGS ETC.

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.

Some examples of professional reasons which may be excused include:

- Coaching (if assistants cannot adequately cover the activity)
- Driving a bus
- Meeting with another parent
- Administratively approved in-service

Some examples of medical reasons which may be excused include:

- Illness when the teacher is not in school
- Scheduled medical appointments
- Medical emergencies

Some examples of reasons which may NOT be excused:

- Cosmetic appointments
- Attendance at a school event as a spectator
- Other personal business that can be transacted with ease at another time

In the event that a teacher must be absent, arrive late or need to depart early from a staffing, IEP, or MDT meeting, the following procedure must be adhered to:

1. Obtain permission to be excused from the Principal or administrator attending the staffing.
2. Notify the appropriate special education teacher and complete documentation/input for use at the team meeting.

When a teacher is in attendance at a Special Education staffing, the following guidelines should be followed:

1. Provide pertinent data concerning the student including grades, behaviors, strengths, weaknesses, and recommendations.
2. Obtain data which will aide the teacher in providing services to adhere to the I.E.P.

3. Arrive on time and remain in attendance until the conclusion of the conferences, unless previously excused.
4. Be an active participant in the above process providing positive suggestions for helping the student and not just passively attending.
5. Be sure to be a contributing member to the group process of which you are a key part.
6. Be sure to view the student being discussed as an individual who is to be taught by a number of professionals both inside and outside the regular classroom.
7. Guard against the temptation of viewing the student and his/her time as "yours" even though the majority of his/her time is spent in the regular classroom.
8. Be cooperative in scheduling pull out times or allowing the remedial staff into the classroom.
9. When involved in staffings, I.E.P. conferences, etc. Be sure to be on time, and participate in the entire conference unless an emergency arises. Leave a positive impression of the teacher's with the parent and/or your Principal.
10. Most of all, remember that the staffing process, as it relates to identified handicapping conditions of students, is everyone's responsibility.

4. SAT

THE PURPOSE OF THE 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 the Section 504 Coordinator.

Permanent members of the team include:

High School

High School Guidance Counselor
 Special Education Teacher
 High School Principal

Middle School

Middle School Counselor
 Special Education Teacher
 Middle School Principal

Elementary

Elementary Guidance Counselor
 Special Education Teacher
 Elementary Principal

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.

--All personnel can refer a student to the SAT Team for 504 services.

5. SPECIAL EDUCATION POLICY (300.15)

FREE APPROPRIATE PUBLIC EDUCATION:

Shelby-Rising City Public Schools ensures that a free appropriate public education is available to all children with disabilities from birth through the school year in which the student reaches 21 years of age, including children who have been suspended or expelled from school.

The requirement to provide a free appropriate public education does not apply with respect to children aged 18-21 to the extent that State law does not require that special education and related services be provided to children with disabilities who, in the educational placement prior to their incarceration in an adult correctional facility were not actually identified as being a child with a disability under the IDEA or did not have an IEP under Part B of the IDEA.

CHILDFIND:

All children with disabilities residing in Shelby-Rising City Public Schools, including children with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

IDENTIFICATION, EVALUATION AND VERIFICATION:

Shelby-Rising City Public Schools ensures that children with disabilities are evaluated in accordance with 92 NAC 51-006.

INDIVIDUALIZED EDUCATION PROGRAM:

Shelby-Rising City Public Schools ensures that an individualized education program (IEP), or an individualized family service plan (IFSP) is developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

LEAST RESTRICTIVE ENVIRONMENT:

To the maximum extent appropriate, children with disabilities, including children in public and nonpublic institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

PROCEDURAL SAFEGUARDS:

Shelby-Rising City Public Schools ensures that children with disabilities and their parents are afforded the procedural safeguards required in 92 NAC 51-009.

Procedures to ensure that testing and evaluation materials and procedures utilized for the purposes of evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it clearly is not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

CONFIDENTIALITY:

Shelby-Rising City Public Schools complies with the requirements contained in 92 NAC 51-009 relating to the confidentiality of records and information.

TRANSITION FROM EARLY INTERVENTION SERVICES TO PRESCHOOL PROGRAMS:

Children participating in early intervention programs assisted under Part C of the Individuals with Disabilities Education Act, who will participate in preschool programs assisted under Part B of the Individuals with Disabilities Education Act will experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 51. By the third birthday of the child, an IEP will be developed and implemented for the child. The Shelby-Rising City Public Schools will participate in transition planning conferences arranged for the child.

CHILDREN IN NONPUBLIC SCHOOLS:

CHILDREN ENROLLED IN NONPUBLIC SCHOOLS BY THEIR PARENTS:

To the extent consistent with the number and location of children with disabilities who are enrolled by their parents in nonpublic elementary and secondary schools, provision is made for the participation of those children in special education and related services in accordance with the requirements contained in 92 NAC 51.

Shelby-Rising City Public Schools policy relating to child find activities applies with respect to children with disabilities who are enrolled in nonpublic, including parochial, elementary and secondary schools.

CHILDREN PLACED IN OR REFERRED TO NONPUBLIC SCHOOLS BY THE SCHOOL DISTRICT:

Children with disabilities in nonpublic schools and facilities are provided special education and related services in accordance with an individualized education program, at no cost to their parents, if the child is placed in, or referred to nonpublic schools or facilities by Shelby-Rising City Public Schools as a means of carrying out the requirements of IDEA or any other applicable law requiring the provision of special education and related services to all children with disabilities. Children served by nonpublic schools or facilities as a result of a referral by the Shelby-Rising City Public Schools will have all the rights they would have if served by the Shelby-Rising City Public Schools.

PAYMENT FOR EDUCATION OF CHILDREN ENROLLED IN NONPUBLIC SCHOOLS WITHOUT CONSENT OF OR REFERRAL BY THE SHELBY-RISING CITY PUBLIC SCHOOLS:

Shelby-Rising City Public Schools is not required to pay for the cost of education, including special education and related services, of a child with a disability at a nonpublic school or facility if Shelby-Rising City Public Schools made a free appropriate public education available to the child and the parents elected to place the child in such nonpublic school or facility.

If the parents of a child with a disability, who previously received special education and related services under the authority of the Shelby-Rising City Public Schools, enroll the child in a nonpublic elementary or secondary school with the consent of or referral by the Shelby-Rising City Public Schools, a court or a hearing officer may require the Shelby-Rising City Public Schools to reimburse the parents for the cost of the enrollment if the court or hearing officer finds that the Shelby-Rising City Public Schools had not made available a free appropriate public education to the child in a timely manner prior to that enrollment.

The cost of the reimbursement may be reduced or denied if at the most recent IEP meeting that the parents attended prior to the removal of the child from the Shelby-Rising City Public Schools, the parents did not inform the IEP team that they were rejecting the placement proposed by the District to provide a free appropriate public education to their child, including stating their concerns and their intent to enroll their child in a nonpublic school at public expense; or 10 business days (including any holidays that occur on a business day), prior to the removal of the child from the school District, the parents did not give written notice to the Shelby-Rising City Public Schools of the information required above. The cost of reimbursement will not be reduced or denied for failure to provide the information required if the parent is illiterate and cannot write in English, if compliance with the requirement would likely result in physical or

serious emotional harm to the child, if the school prevented the parent from providing the information or if the parents had not received notice required by 92 NAC 51-009 of the parents responsibility to provide notice to the Shelby-Rising City Public Schools.

The reimbursement may also be reduced or denied if prior to the parents removal of the child from Shelby-Rising City Public Schools, the school District informed the parents, through the notice requirements described in 92 NAC 51-009, of its intent to evaluate the child (including a statement of the purpose of the evaluation that was appropriate and reasonable), but the parents did not make the child available for the evaluation.

The reimbursement may also be reduced or denied upon a judicial finding of unreasonableness with respect to actions taken by the parents.

COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT:

Shelby-Rising City Public Schools ensures that all personnel necessary to carry out the requirements of the Individuals with Disabilities Education Act are appropriately and adequately prepared and to the extent that Shelby-Rising City Public Schools determines appropriate the District will contribute to and use the Comprehensive System of Personnel Development of the State.

PERSONNEL STANDARDS:

Shelby-Rising City Public Schools will make an ongoing, good-faith effort to recruit and hire appropriately and adequately trained personnel to provide special education and related services to children with disabilities, including, here there is a shortage of personnel, the most qualified individuals available who are making satisfactory progress toward completing applicable coursework necessary to meet the standards of the State.

PERFORMANCE GOALS AND INDICATORS:

Shelby-Rising City Public Schools will use performance indicators established by the State to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates and graduation rates.

Shelby-Rising City Public Schools will provide the Nebraska Department of Education with information necessary to enable the state to carry out its duties, including those duties relating to the performance of children with disabilities participating in special education programs under the Individuals with Disabilities Education Act.

PARTICIPATION IN ASSESSMENTS:

Shelby-Rising City Public Schools ensures that children with disabilities are included in District-wide assessment programs, with appropriate accommodations, where necessary. As appropriate, the school District develops guidelines for the participation of children with disabilities in alternate assessments for those children who cannot participate in District-wide assessments and develops and, beginning not later than July 1, 2000, conducts those alternate assessments. Shelby-Rising City Public Schools will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

SUSPENSION AND EXPULSION REPORTING:

Shelby-Rising City Public Schools will report data to the Nebraska Department of Education to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

OTHER

1. EMERGENCY BUS PROCEDURE

In the case that a bus should break down while on a field trip or traveling to or from an activity; the following procedure would be helpful:

1. The sponsor stays with the bus and the children. The sponsor is directly responsible for the safety and discipline of the children.
2. The bus driver should try to establish contact with
 - A. the transportation director
 - B. designated mechanic
 - C. Superintendent and/or Principal

It would be prudent for teachers to carry emergency phone numbers with them when traveling with students.

2. COMMUNITY ORGANIZATION-REQUEST FOR STUDENT PARTICIPATION (600.18)

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.

3. COMMUTERS (400.06)

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 7:50 a.m. or leave school before 3:50 p.m. The necessary absence or early departure of one pool member must not affect arrival and departure of others.

4. CONCESSIONS CHECK LIST

The following guidelines will help sponsors who have been assigned concession duty:

Work Schedules - Set up 30-45 minutes before game time

5 to 6 workers for football games

3 to 4 workers for volleyball games

You may want to designate workshifts.

(Student officers should be held responsible to assign workers.)

Supplies - Supplies are stored in the concession stand room.
Candy box should always be locked.

Moneyboxes - Secretaries will provide moneyboxes for concessions.
It is the sponsor's responsibility to pick them up.

Popcorn - 1 cup oil
2 cups popcorn
1 teaspoon flavor salt

The popper's heat should be turned on 15 minutes prior to popping. Turn on motor. Pour in ingredients. Stack in boxes, ready to sell.

Candy - Set out to display.
Prices will be posted.

When to clean up - 4th quarter of football and basketball games.
Last set of volleyball games.

Clean-up Instructions -

1. Disassemble, wash, and reassemble popcorn popper.
2. Pack up, return, and store away the candy, pop, and popcorn popper.
3. Keep the pop coolers plugged in at all times.
4. Money must be turned into office and counted.
5. Sweep floors of concession area.

Low supplies and or out of supplies - Please inform Mr. Darrol Gray when supplies run out or run low.

5. PROFESSIONAL DRESS (400.07)

During the normal execution of a teaching assignment it will be expected that teachers are appropriately dressed. Appropriate dress shall not include hats, T-Shirts, jeans, or jeans cut clothing. Exceptions to the standard are occasions when field trips, clean up days, workdays, Fridays, etc. are undertaken.

6. SMOKING/DRINKS/FOOD IN THE CLASSROOM (400.15)

During the normal execution of a teaching assignment, teachers and students shall not consume food or beverage during scheduled classes. Smoking, tobacco products, and vapor/e-products are prohibited on school property.

7. ITEMS FOR BULLETIN

A faculty bulletin/e-mail will be published daily or as needed.

8. MILEAGE (400.29)

An employee, or the person performing service for the school District, shall receive the Board approved mileage allowance (or stipend) for the use of personal cars for school use, as approved by the Superintendent. Payment and claim shall be made monthly. If a school vehicle is available for use and the employee chooses to use their personal vehicle, mileage may not be claimed.

9. MONEY TO BE TURNED IN AT OFFICE

Any activity money, or other money, that teachers need to turn in at the office MUST be turned in by 1:00 p.m.

10. OFFICE COMPUTERS

The computers in the office are only available for the office secretarial staff.

11. PHOTOCOPYING

Copy machines in the office and the library are available for use by our staff. Students sent by teachers to retrieve copies must request that an office staff person get the copies from the copy room.

Any staff needing more than 75 copies at a time must submit their copy requests to ESU 7. Copies of 25 or more should be done on the high capacity copiers located in the main office. If color copies are needed it is suggested to send that request to ESU 7

12. POST OFFICE MAIL

The U.S. mail goes out everyday at 9:15 a.m. and at 3:30 p.m. If you have any mail, personal or otherwise, please have it in the office by that time. If you have any school mail that definitely needs to go to the Post Office before the end of the day, the Office will make it a point to get it mailed upon request by the teacher.

13. RECORD AND REPORTS

Teachers shall keep such records and make such reports as may be required by the Principal and/or Superintendent. Lesson plans which state the goals/objectives, techniques, and notable standards alignment are due the first day of school weekly by 8:10 a.m.

14. ORDERING (400.14)

All ordering for District general fund items must be done through the Superintendent's office on school purchase orders. Any expenditure to be paid from the petty cash fund must have prior written approval from the Superintendent. Any expenditure to be paid from the activity account must have prior written Principal approval. Teachers may not order items to be sold to students on their personal account. Use of charge accounts may only be done after a purchase order has been approved by the administration.

PURCHASE ORDERS

All purchases must have prior approval before placing an order. The Shelby-Rising City Public Schools District will not acknowledge receipt of any item arriving at the school without a prior approved purchase order. An employee making an unauthorized purchase will be held responsible for payment.

PROCEDURE:

1. The purchase order forms can be obtained from the office secretary or online.
2. If the order is approved it will be signed by the Principal and given to the Superintendent for approval and routed to the appropriate ordering method or personnel.
3. When the order arrives the invoice should be brought to the office, signed, and approved for payment. Make sure all of the items ordered are listed on the invoice and have been received.

15. PAYMENT OF STUDENT AND GROUP FEES (600.16)

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.
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 \$18.00/day if 3 meals are needed, \$15.00/day if 2 meals are needed, and \$8.00/day if one meal is needed. 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.

16. PAYMENT OF CONVENTIONS/WORKSHOPS

Teachers may be reimbursed for registration costs at any convention/workshop they request to attend. Meals and membership in any sponsoring organizations will not be reimbursed. If the Principal or Superintendent requests a teacher's attendance at conventions or workshops their expenses will be paid.

17. STUDENT HANDBOOKS

Teachers are responsible for the information in the student handbook and shall carry out this extension of the School Board Policies. (100.09)

18. TEACHER AIDES:

Teacher aides are employed at an hourly pay 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; aides must be prepared to perform in a variety of settings. (500.20)

The following guidelines are to be followed in the use of teacher aides:

PREFACE

The following data is a compilation of data collected from Nebraska statute, State Department of Education guidelines, and Self Study data from the Shelby-Rising City Public Schools Self Study of 1992. It is assembled in hope that it will assist the teacher and teacher aide in identification of relevant roles and tasks as required by the State of Nebraska and Shelby-Rising City Public Schools.

In section #1 the legal provisions for utilization of teacher aides is defined. Section #2 outlines roles as defined by the State Department of Education. Section #3 emphasizes local practice, philosophy, and directions.

I. 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

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.

II. 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

Most Frequently Asked Questions

Q. What are some acceptable and unacceptable duties and responsibilities of teacher aides?

A. 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.

III. 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, 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.

19. POLICY ON HIGH ABILITY LEARNERS (600.26)

It shall be the policy of Shelby-Rising City Public Schools 72-0032 to provide a plan for providing for high ability learners subject to the availability of funding at the local, state, or federal level. For purposes of this policy availability of funds shall mean funds specifically budgeted through the legal budgeting procedures of the Board of Education at the local level.

Within the first thirty (30) days of any school year procedures for identifying high ability learners as set forth in this policy shall be used to identify such learners. The identification procedure shall include multiple criteria and include a combination of standardized and non-standardized means and criteria. The administration shall make available to parents or guardians of identified learners with high ability, information about how their child has been identified and shall make known to the parents such information as may be beneficial to the parents about possible educational strategies to meet the special needs of such children. The School District Administration shall make available to classroom teachers an initial list of students who meet the District criteria for learners of high ability and the areas of high capability of each such student. The provisions of this paragraph shall be deemed operative regardless of funding for a high ability learner plan and without regard to whether a plan for high ability learners has been adopted.

If funds for a plan for high ability learners are available it shall be the policy of the District to require the administrator or his designee or designees which may include a committee of teachers, parents, or others within the community to develop a plan containing the following:

1. The District's philosophy on educational service to learners with high ability.
2. Goals and objectives of the local program for learners with high ability with caution being given to avoid perception problems for high ability learners by others and for others by high ability learners.

3. Identification of high ability learners which includes multiple assessments and appraisals, equal access to identification opportunities, assessment procedures that can accommodate students who develop at different rates and whose interest might change as they mature and which identifies talents that are not readily apparent in students and those which are.
4. Differentiated cognitive and affective curricular and instructional plans.
5. Staff training and assistance procedures.
6. Evaluation procedures for ascertaining weaknesses and overall quality of the program with such procedures to involve parents, educators, students and community members.
7. A program management outline, including personnel roles, communication plans, budget, facility and supplies consideration.

It shall be the duty of the administrator or his designee to select such instructional curriculum patterns as may be deemed appropriate by the administration.

Provisions shall be made for affective curriculum and specialized counseling as the administrator or his designees shall deem appropriate.

Preparation of professional staff shall be undertaken in accordance with the District's philosophy and available resources. Such directors, coordinators, teachers with specialized preparation and expertise, as may be provided for within the budget of the District, may be hired by the Board with advice from the administration.

If a local plan is in place pursuant to this policy, it may be revised as directed by the Board based upon recommendations, if any, from the Superintendent of school or his designee. Such plan shall have a duration of one fiscal year unless reauthorized and funded by the Board.

It is the policy of the Board of Education of Shelby-Rising City Public Schools to comply with Title 92, Chapter 3-Regulations Governing the Identification of High Ability. Contingent upon the availability of local, state, or federal funding, the District will offer programs or services that will address the educational needs of the high ability learners of the District at levels appropriate for the abilities of those students. The school District administrator or designee shall:

1. Nominate and assess students through multiple procedures.
2. Notify within the first thirty days of the school year, parents and teachers of students who have qualified as high ability learners.
3. Identify students continuously throughout the school year.

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.”

Steps to be followed in screening students for the High Ability Program:

Elementary School

1. Immediately after standardized achievement tests results are received, all students who scored in the 94th percentile or above on one of the following areas of the Iowa Test of Basic Skills (ITBS): (Vocabulary, Reading, Total Language, Total Math, Science, or Complete Composite), will be referred by the Principal or his designee to the Student Assistance Team (SAT).
2. Students who do not score at the 94th percentile on the Iowa Test of Basic Skills or have not taken the ITBS test or have high abilities other than those tested by the ITBS may be referred to the

Principal or his designee by a parent or teacher. Parents or teachers referring students will use the forms provided by the Principal or his designee.

3. The SAT will review all pertinent information on proposed high ability candidates. The SAT will accept the student(s) for services, refer the student(s) for further testing, seek further information about the candidates high ability, or deny the student(s) services. The SAT will make the final decision as to whether services will be provided to a student.
4. The Principal or his designee will communicate the decision of the SAT to the parents and teachers of high ability candidates. For students who qualify for high ability services, parents will have the right to choose not to participate.
5. Once a student has been accepted to receive services, they must continue to qualify to stay in the program.

Middle & High School

1. Immediately after standardized achievement tests results are received, all students who scored in the 94th percentile or above on one of the following areas of the (ITBS): s/b ITED (Vocabulary, Reading, Total Language, Total Math, Science, or Complete Composite), will be referred by the Principal or his designee to the Student Assistance Team (SAT).
2. Students who do not score at the 94th percentile on the Iowa Test of Basic Skills or have high abilities other than those tested by the above tests, may be referred to the Principal or his designee by a parent or teacher. Parents or teachers referring students will use the forms provided by the Principal or his designee.
3. The SAT will review all pertinent information on proposed high ability candidates. The SAT will accept the student(s) for services, refer the student(s) for further testing, seek further information about the candidates high ability, or deny the student(s) services. The SAT will make the final decision as to whether services will be provided to a student.
4. The Principal or his designee will communicate the decision of the SAT to the parents and teachers of high ability candidates. For students who qualify for high ability services, parents will have the right to choose not to participate.
5. Once a student has been accepted to receive services, they must continue to qualify to stay in the program.

CURRICULUM SELECTION PROCESS

1. INSTRUCTIONAL MATERIALS SELECTION AND PROCEDURES FOR REVIEW (300.04)

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 PrincipalThe 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:

2. LIBRARY/MEDIA SELECTION POLICIES AND PROCEDURES (300.05)

- A. Policy for Selection of Library/Media Materials - The Shelby-Rising City Public Schools Board of Education hereby declares it is policy of the Public Schools to provide a wide range of library/media materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view and to allow the review of allegedly inappropriate library/media materials through established procedures.
- B. Objectives of Selection - In order to assure that the school media program is an integral part of the educational program of the school, the following selection objectives are adopted:
 1. To provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles;
 2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
 3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives;
 4. To provide materials on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis;
 5. To provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage;

6. To place principle above personal opinion and reason above prejudice in the selection of library/media materials of the highest quality in order to assure a comprehensive media collection appropriate for the users;
7. To provide a background of information which will enable and encourage pupils to further develop their full potential as creative and responsible individuals;
8. To encourage the professional growth of the faculty.

- C. Responsibility for Selection - Although the Shelby-Rising City Public Schools Board of Education is legally responsible for the operation of the school, the responsibility for the selection of library/media materials is delegated to the certificated library/media specialist.

While selection of materials involves many people, including the library/media specialist, teachers, students, and administrators, the responsibility for coordinating and recommending the selection and purchase of library/media materials rests with the certificated library/media specialist.

- D. Criteria for Selection - Educational goals of the local school District, individual student learning modes, teaching styles, curricula needs, faculty and student needs, existing materials and networking arrangements should be considered in developing the media collection. Guidelines for the evaluation and selection of curricula resources are listed.

Curricula materials should:

1. Be relevant to today's world;
2. Represent artistic, historic, and literary qualities;
3. Reflect problems, aspirations, attitudes and ideals of a society;
4. Contribute to the objectives of the instructional program;
5. Be appropriate to the level of the user;
6. Represent differing viewpoints on controversial subjects;
7. Provide a stimulus to creativity.

Technical materials should:

1. Be of acceptable technical quality; clear narration and sound, synchronized pictures and sound;
2. Be readable; durable; of attractive format; typographically well balanced.

- E. Procedures for Selection - In selecting materials for school media programs, the certificated library/media specialist will evaluate the existing collection; assess curricula needs; examine materials and consult reputable, professionally prepared selection aids. Recommendations for acquisition will be solicited from faculty and students. Such recommendations must either cite a favorable review, an approved source, or the name of the person who examined the recommended material.

Gift materials should be judged by the criteria listed in the preceding section and should be accepted or rejected on the basis of those criteria.

It should be understood that selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

- F. Procedures for Reconsideration - Occasional objections to library/media materials will be made, despite the quality of the selection process. The Shelby-Rising City Public Schools Board of Education supports principles of intellectual freedom inherent in the First Amendment of the

Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association which follows:

The council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

1. As a responsibility of library services, books, and other library materials selected should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should library materials be excluded because of race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be prescribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his/her age, race, religion, national origins, or social or political views.

In the event that materials are questioned, the principles of intellectual freedom, the right to access of materials and the integrity of the certificated library/media specialist must be considered.

If the complaint is made, the following procedures should be followed:

1. Inform the complainant of the selection procedures and make no commitments.
 2. Request the complainant to submit a formal "Request for Reconsideration of Library/Media Materials." Forms are available in the Library.
 3. Inform the Superintendent.
 4. Keep challenged materials on the shelves during the reconsideration process.
 5. A Reconsideration Committee composed of the Superintendent, Principal, Librarian, and two other faculty members will review questioned material objectively and judge the material for its strength and value as a whole and not in part.
 6. The final decision by the Reconsideration Committee will be implemented by the Superintendent and relayed to the Board of Education.
 7. Appeal of the committee's decision can be made to the Board of Education at their next regularly scheduled meeting.
- G. Confidentiality of Library Records - The Shelby-Rising City Public Schools Library/Media Center considers all circulation records to be confidential in nature and they will not be released to any agent of state, federal or local government until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

3. Shelby-Rising City Public Schools INTERNET POLICY (300.22)

It shall be the policy of the Shelby-Rising City Public Schools to provide educative and curriculum related opportunities to the students of the District. The District, by adopting this policy, recognizes that access to the Internet and data on the Internet may be technically difficult to monitor and control. The school District claims no final dominion over or control of what the student, acting on his own volition, may access. It shall, revoke the privilege of and provide any disciplinary measure deemed necessary to any known user who misuses the Internet by engaging in activities not related to the curricular processes of the school District. Shelby-Rising City Public Schools strictly prohibits the use of the Internet, telephones, electronic mail, fax

machines, or any other means of communicating electronically in such a manner as to create a hostile environment. It shall be contrary to this policy to use any electronic medium for such purposes as, but not limited to, uttering profane messages, uttering sexually explicit messages, soliciting romantic involvement, sending or willfully receiving obscene or offensive material of a sexual nature in any manner. This prohibition shall run as to all interpersonal communications, whether originated or received by members of the Board, employees, and students.

There shall be no expectation of privacy on the part of any user of the Internet at Shelby-Rising City Public Schools in E-mail or other Internet communications. All information garnered through the Internet, all software and all hardware in use are the property of the school District, and thus, authority is vested in the hands of District officials. User access will be prohibited, revoked, and any disciplinary measure applied as deemed necessary, to any person who uses the Internet for activities such as, but not limited to, engaging in racial, gender, or other slurs, receiving or transmitting information pertaining to dangerous instrumentality's such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in uses of a defamatory nature, for personal attacks on another, for engaging in non-curricular related conversations, and for inputting items of a strictly entertaining or recreational nature, not related to the curriculum of the District.

Additionally, to the extent that it can be reasonably determined by the administration what costs have been incurred by a person for non-authorized use of the Internet, it shall be the policy of this District to seek reimbursement and full restitution from any individual(s) participating in non-authorized use of the Internet, along with any appropriate disciplinary measures being applied, as deemed necessary.

It shall further be the policy of this District to require, as a protection of Internet use by any student, or employee, that the employee or student and his/her parent/legal guardian guarantee compliance with the above provisions by signing an affidavit agreeing to said provisions regarding Internet usage at Shelby-Rising City Public Schools.

INTERNET SAFETY POLICY

It is the policy of Shelby-Rising City Public Schools District that access to the Internet provided by Shelby-Rising City Public Schools is expected to be used as an educational and/or work-related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which in the judgment of the School Board of Shelby-Rising City Public Schools, is in any way prejudicial to the best interest of the school or in conflict with the Shelby-Rising City Public Schools Program of Services.

Shelby-Rising City Public Schools reserves the right to refuse access to the Internet by ESU 7 to anyone when it deems it necessary in the public interest.

DEFINITIONS:

1. Access to the Internet – A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network which has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

6. Hacking shall mean attempting to gain unauthorized access to computer and network systems connected to the Internet.
7. Technology protection measure shall refer to a proxy server managed by ESU 7 that blocks and/or filters Internet access or other means by which access may be blocked and/or filtered.
8. Authorized staff member as used herein shall refer to an adult staff member appointed by the Shelby-Rising City Public Schools Technology Committee.
9. Technology Committee as used herein shall refer to a group of Shelby-Rising City Public Schools staff including the following:
 - a. Chip Kay
 - b. Troy Holmberg, Bill Curry, Denise Glock
 - c. Molly Ingalls

ACCESS TO INTERNET BY MINORS

Minors accessing Internet services provided by Shelby-Rising City Public Schools shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational use.
2. Minors shall not use Shelby-Rising City Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors should only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity.
5. Minors shall not disclose personal identification information on the Internet.

ACCESS TO INTERNET BY ADULTS

Adults accessing Internet services provided by Shelby-Rising City Public Schools shall be subject to the following rules and regulations:

6. Adults shall not access material that is obscene, child pornography, or other wise inappropriate for training or work-related uses.
7. Adults shall not use Shelby-Rising City Public Schools technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.
8. Adults shall not engage in illegal activities on the Internet.

TECHNOLOGY PROTECTION MEASURE

Shelby-Rising City Public Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Shelby-Rising City Public Schools.

9. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Shelby-Rising City Public Schools.
10. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

POLICY VIOLATIONS

Any violation of this policy may result in the loss of access to the Internet by Shelby-Rising City Public Schools and/or ESU 7. Additional disciplinary action may be determined in accordance with existing

procedures and practices, both administrative and as stipulated in Shelby-Rising City Public Schools and/or ESU 7 Board policy, and including applicable law enforcement agencies when necessary.

POLICY CHALLENGE PROCEDURE

An individual who has been granted access to the Internet by Shelby-Rising City Public Schools and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

1. Internet site review requests should be directed to the Shelby-Rising City Public Schools Technology Committee in writing for consideration.
2. The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.
3. Shelby-Rising City Public Schools Principals will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Shelby-Rising City Public Schools any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of Shelby-Rising City Public Schools Internet Safety Policy, which cannot be resolved at the levels outlined in the preceding step, will be handled in accordance with Shelby-Rising City Public Schools administrator and/or Board level for challenges presented in writing.

RESTRAINT AND SECLUSION

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.

NOTICE

Policies regulating certified staff are listed in the Board Policy Handbook, the Faculty Handbook, and the Negotiated Agreement. Operating procedures not expressly detailed in those documents are at the discretion of the District Administration with the approval of the Superintendent.

When conflicts in policy arise the Superintendent will work with the School Board to determine the proper interpretation or precedent for the policy in question.

The School Board and Administration reserve the right to add, amend, or remove policy at any time and will provide proper notice to employee's regarding the date and interpretation of those changes. Changes to Board Policy will be made during open School Board Meetings.

Any grievance regarding policy should be taken the District Superintendent in writing. Requests may be made to address the Board of Education following the Superintendent's review of the grievance.

SIGNATURE PAGE

ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.

I, the undersigned, do by affixing my signature hereto acknowledge that I understand the absolute prohibition of the District against any employee of the District engaging in unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on the school premises or as a part of any of the school's activities as defined by Board policy or administrative directive. I further understand by affixing my signature hereto that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

Dated this _____ day of _____, 20_____.

Signature of Employee

My signature acknowledges that I have received the Shelby-Rising City Public Schools Faculty Handbook which includes the Shelby-Rising City Public Schools Internet Policy and the Drug Free School and Community Policy. I realize that I will be responsible for knowing and following the procedures and regulations outlined in this handbook.

Date

Signature of Employee



Shelby-Rising City Public Schools

www.shelby.esu7.org
650 N Walnut St., PO Box 218, Shelby NE 68662
402-527-5946 / Fax 402-527-5133

Chip Kay Superintendent
Troy Holmberg, HS Principal
Bill Curry, MS Principal
Denise Glock, Elementary Principal

Lunch Prices for the 2013-2014 School Year

Adult \$3.25 (No Milk),

6-12 Student \$2.25 (Milk Included)

K-5 Student \$2.00 (Milk Included)

Milk \$.30

K-12 & Adult Breakfast \$1.30 (Milk Included)

PROPOSED Breakfast, Lunch Prices for the 2014-2015 School Year

Breakfast – Adult..... \$1.35

Breakfast – Student..... \$1.35

Lunch – Adult \$3.25

Lunch – MS/HS Student..... \$2.30

Lunch – Elementary Student..... \$2.05

Milk..... \$.35

Wt. Average must be 2.19 or higher (under guidelines). Wt. Price Average for the 2014-2015 school year will be 2.20.

We are below the conference average for prices.

The changes reflect projected costs of milk and commodities.

*Seconds on main dishes, slushies, and all other extra prices would remain the same as the 2013-2014 school year.

STUDENT FEES

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as

Approved _____ Reviewed _____ Revised _____

fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall distribute regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall distribute regulations to be published annually in the student handbook authorizing and

governing:

1. Any nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also distribute any regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures *[to avoid the direct handling of fees; for the handling of fees]* for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school; and
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

Legal Reference: Neb. Constitution, Art VII, Sect. 1
 Neb. Statute 79-215 (tuition)
 79-241 (option student busing)
 79-605 (nonresident busing)
 79-611 (transportation fees)
 79-734 (books, equipment and supplies)
 79-2,104 (student files)
 79-2,125 to 2,134 (student fees law)
 79-1104 (before-and-after-school services)
 79-1106 to 1108 (learners with high ability)

Cross Reference: 505.05 Fines for Lost or Damaged Items
 506 Student Activities
 507.01 Student Records Access
 801 Transportation
 802.05 Free or Reduced Cost Meals Eligibility
 1005.01 Public Complaints

BULLYING PREVENTION

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school’s learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, at a designated school bus stop, or at school-sponsored activities or school-sponsored athletic events.

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

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

This policy shall be reviewed annually.

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

Legal Reference: Neb. Statute 79-2,137

Cross Reference: 505 Student Discipline

Approved _____ Reviewed _____ Revised _____

PARENTAL INVOLVEMENT IN THE SCHOOLS

It is the policy of the district to provide full access to the parent of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable.

The following activities will also be included in the board's plan for parental involvement:

1. The board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;

Approved _____ Reviewed _____ Revised _____

2. The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
3. The board will build the schools' and parents' capacity for strong parental involvement;
4. The board will coordinate and integrate parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
5. The board will conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
6. The board will involve parents in Title I activities.

The parent or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.

This policy is adopted following a public hearing to receive public comments and suggestions.

Legal Reference: Neb. Statute 79-530 to 533
 No Child Left Behind, Title I, Sec. 1118, P.L. 107-110

Cross Reference: 507.01 Student Records Access
 606.03 Objection to Instructional Materials
 610.02 Test or Assessment Administration
 611.01 Student Progress Reports
 611.04 Parent Conferences
 1002. District Annual Report
 1005.01 Public Complaints