Board of Education Regular Meeting

Monday, July 21, 2025 7:00 PM
Shelby-Rising City School Conf. Room 402, 650 N. Walnut, Shelby, NE 68662-0218

1. **Call to Order**

2. **Pledge of Allegiance**

Action(s):
Geoff Ruth called the meeting to order at 7:00pm. Passed with a motion by Geoffrey Ruth and a second by Crystal Zimmerman.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Yea

Voting Summary: Yea: 6, Nay: 0

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

4. **Recognition of Visitors**

5. **Consent Agenda**

5.1. Minutes

Action(s):
Motion to approve consent agenda. Passed with a motion by Geoffrey Ruth and a second by Kasey Hopwood.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Yea

Voting Summary: Yea: 6, Nay: 0

5.2. Treasurers Report

6. **Administrative Reports**

6.1. Superintendents Report

7. **District Reports**

7.1. Technology Report

7.2. Maintenance/Facilities/Transportation Report

7.3. Board/Committee Report

8. **Discussion Items**

8.1. Item #1: Review of our Summer School Program

8.2. Item #2: SRC Priorities with ESU 7

8.3. Item #3: taking the necessary time to discuss, evaluate, and review our handbooks for the 2025-2026 school year. When reviewed, this can be moved to an action item for approval.
Action(s):
Approve the handbooks for 2025-2026 school year. Passed with a motion by Chris Whitmore and a second by Denise Thelen.
Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Yea

Voting Summary: Yea: 6, Nay: 0

8.4. Item #4: Shelby-Rising City Public Schools was approved for accrediation for the 2025-2026 school year

8.5. Item #5: Reading number 2 for Policy #504.12 (Cell Phones and Other Electronic Communication Devices). This is with regard to LB140 of the Nebraska Legislation. Our Student Handbook reflects the expectations of our district.
Action(s):
Reading number 2 for Policy #504.12 (Cell Phones and Other Electronic Communication Devices). This is with regard to LB140 of the Nebraska Legislation. Our Student Handbook reflects the expectations of our district. Passed with a motion by Denise Thelen and a second by Kasey Hopwood.
Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Yea

Voting Summary: Yea: 6, Nay: 0

8.6. Item #6: Recognizing Mrs. Susan Doehling as being named NSAA Above and Beyond for the Week

8.7. Item #7: Taking the necessary time to discuss, evaluate, and take possible action on approving new record boards for SRC that include G/B

Basketball, G/B Track & Field, G/B Wrestling, G/B Golf, 8-man Football, 11-man Football, Softball, and Volleyball. ($10,010 out of General Fund)

Action(s):

Motion to approve new record boards for SRC that include G/B Basketball, G/B Track & Field, G/B Wrestling, G/B Golf, 8-man Football, 11-man Football, Softball, and Volleyball. ($10,010 out of General Fund) Passed with a motion by Chris Whitmore and a second by Joe Noyd.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Yea

Voting Summary: Yea: 6, Nay: 0

8.8. Item #8: Discussing passes for our patrons for activities: Adult = one person ($125); Family = living in one household ($225); Senior Citizen = 65 ($100)

9. **Action Items**

9.1. Item #1: Taking all necessary action for the first and second reading of Policy #704.03 (Federal Inventory Review). This is a biennial policy review and no changes have occurred to this policy.

Action(s):

Taking all necessary action for the first and second reading of Policy #704.03 (Federal Inventory Review). This is a biennial policy review and no changes have occurred to this policy. Passed with a motion by Chris Whitmore and a second by Kasey Hopwood.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Yea

Voting Summary: Yea: 6, Nay: 0

9.2. Item #2: Taking all necessary action for the first and second reading of Policy #508.13 (School Wellness). This is a biennial policy review and no changes have occurred to this policy.

Action(s):

Taking all necessary action for the first and second reading of Policy #508.13 (School Wellness). This is a biennial policy review and

no changes have occurred to this policy. Passed with a motion by Crystal Zimmerman and a second by Denise Thelen.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Yea

Voting Summary: Yea: 6, Nay: 0

9.3. Item #3: Taking all necessary action for the first and second reading of Policy #504.03 (Student Conduct), #504.03R1 (procedures for student code of conduct) & #504.04 (Student Conduct on Buses). This is a yearly policy review and no changes have occurred to this policy.

Action(s):

Taking all necessary action for the first and second reading of Policy #504.03 (Student Conduct), #504.03R1 (procedures for student code of conduct) & #504.04 (Student Conduct on Buses). This is a yearly policy review and no changes have occurred to this policy. Passed with a motion by Kasey Hopwood and a second by Crystal Zimmerman.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Yea

Voting Summary: Yea: 6, Nay: 0

9.4. Item #4: Taking all necessary action for the first and second reading of Policy #504.19 (Student Fees). This is a yearly policy review and no changes have occurred to this policy.

Action(s):

Taking all necessary action for the first and second reading of Policy #504.19 (Student Fees). This is a yearly policy review and no changes have occurred to this policy. Passed with a motion by Kasey Hopwood and a second by Denise Thelen.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Yea

Voting Summary: Yea: 6, Nay: 0

10. **Set Dates**

11. **Executive Session**

12. **Adjournment**

Action(s):

Motion to adjourn at 7:48 pm made by Geoff Ruth. Passed with a motion by Geoffrey Ruth and a second by Crystal Zimmerman.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Yea

Voting Summary: Yea: 6, Nay: 0

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Board Secretary

Board of Education Regular Meeting

Monday, June 16, 2025 7:00 AM
Shelby-Rising City School Conf. Room 402, 650 N. Walnut, Shelby, NE 68662-0218

Kasey Hopwood:	Present
Joe Noyd:	Present
Geoffrey Ruth:	Present
Denise Thelen:	Present
Chris Whitmore:	Present
Crystal Zimmerman:	Absent

1. **Call to Order** — **Speaker(s):** Board President
2. **Pledge of Allegiance**
3. **Announce Open Meeting Act Posting and Location** — **Speaker(s):** Board President
4. **Recognition of Visitors**
   Discussion: Motion to excuse Crystal Zimmerman by Geoff Ruth and seconded by Kasey Hopwood. Motion passed 5-0

4.1. #1: Kassidy Soulliere

5. **Consent Agenda**
   Action(s):
   Motion to approve Consent Agenda Passed with a motion by Chris Whitmore and a second by Kasey Hopwood.
   Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

   Voting Summary: Yea: 5, Nay: 0, Absent: 1

5.1. Minutes

5.2. Treasurers Report

6. **Administrative Reports**

6.1. Athletic Director/Activities Director Report

6.1.1. Superintendent to Report

6.2. Elementary Principals Report

6.2.1. Superintendent to Report

6.3. Secondary Principals Report

6.3.1. Superintendent to Report

6.4. Superintendents Report

7. **District Reports**

7.1. Technology Report

7.2. Maintenance/Facilities/Transportation Report

7.3. Board/Committee Report

8. **Discussion Items**

8.1. Item #1: Review of our K-12 Multicultural Reports that happened twice (once per semester) for each of our classified staff. This fulfills our requirement of LB 359 each year.

8.2. Item #2: Annual review and update with regard to our bullying prevention policy (#504.20).

8.3. Item #3: Annual review and update with regard to our appropriate relationships between a student and a school employee, a student teacher, or internal policies (#402.15).

8.4. Item #4: Annual review and update with regard to our parental and family engagement policy (#1005.12). This is open for public comment.

8.5. Item #5: Taking all necessary discussion and possible action about purchasing Character Strong Curriculum for our K-12 students that will be utilized throughout the school year ($5,697.20)

Action(s):
Motion to approve Character Strong Curriculum for the 2025-2026 school year. Passed with a motion by Chris Whitmore and a second by Joe Noyd.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

8.6. Item #6: Taking all necessary discussion and possible action regarding breakfast and lunch prices for the 2025-2026 school year. The increase is due to inflation and NDE's recommendation:

1. Breakfast
    - $1.50 --> $1.95 (F&R = $0.30)
2. Lunch
    - Elementary
        - $2.45 --> $2.85 (F&R = $0.40)

- MS/HS
  - $2.80 --> $3.25 (F&R = $0.40)
- Adult
  - $3.85 --> $4.00
- Milk
  - $.50 --> $.50
- Entree
  - $.75 --> $.75
- A la Carte
  - $.55 --> $.75
- Slushies/Froyo/Fudge Bars
  - $1.00 --> $1.00

Action(s):
Motion to approve the price increases for breakfast and lunch as presented for the 2025-2026 school year. Passed with a motion by Denise Thelen and a second by Kasey Hopwood.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

8.7. Item #7: Taking all necessary discussion and possible action about approving the "Resolution Approving Certain Staff Trainings" whereas, LB 1329 defers to each Board of Education to determine the reasonable length of time for certain staff training requirements. These training all comply with the statutory requirements of NDE and State Legislation.

8.8. Item #8: To discuss, consider, and take possible action on approving a School Improvement Project by adding an additional wall to our Ag Area that will allow us to separate our Ag Kitchen from our Ag Shop. This can be taken from our Special Building Fund.

Action(s):
Motion to approve the bid from SRC Builders of $8548.22 to construct walls in the ag shop. Passed with a motion by Kasey Hopwood and a second by Denise Thelen.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9. **Action Items**

9.1. Item #1: Reading one and two for Policy #402.08 (Employee Travel Compensation). Recommendation from the U.S. General Services Administration for auditing reasons when it comes to per diem rates for Nebraska.

Action(s):

Motion to approve First and Second Readings of Policy #0402.08 Passed with a motion by Kasey Hopwood and a second by Joe Noyd.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9.2. Item #2: Reading one and two for Policy #502.01 (Resident Students) & #502.02 (Nonresident Students/Option Enrollment). We continue to follow policies that includes all students with IEP/Disabilities/504s.

Action(s):

Motion to approve the First and Second Readings of #502.01 and #502.02. Passed with a motion by Chris Whitmore and a second by Joe Noyd.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9.3. Item #3: Reading one and two for Policy #504.06 (Student Dress Code and Grooming). NDE created a model Dress Code policy that our student handbook reflects.

Action(s):

Motion to approve the First and Second Readings of policy #504.06. Passed with a motion by Joe Noyd and a second by Kasey Hopwood.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9.4. Item #4: Reading one for Policy #504.12 (Cell Phones and Other Electronic Communication Devices). This is with regard to LB140 of the Nebraska Legislation. Our Student Handbook reflects the expectations of our district.

Action(s):

Motion to approve the First Reading of Policy #504.12. Passed with a motion by Denise Thelen and a second by Kasey Hopwood.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9.5. Item #5: Reading one and two for Policy #506.01 (Student Activity Eligibility) & Policy #506.10 (Physicals). This is with regard to LB89 of the Nebraska Legislation. This is a requirement that a physical is required prior to activity participation and in adherence to NSAA bylaws.

Action(s):

Motion to approve the First and Second Readings of Policy #506.01 and #506.10. Passed with a motion by Kasey Hopwood and a second by Joe Noyd.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9.6. Item #6: Reading one and two for Policy #507.05 (COPPA Student Privacy Notice) & Policy #507.05R1 (Approved Web-Based Educational Programs and Services). These policies allow us to contract with publishers or online providers to offer an online curriculum that aligns with school standards.

Action(s):

Motion to approve the First and Second Readings of Policy #507.05 and Policy #507.05R1. Passed with a motion by Chris Whitmore and a second by Kasey Hopwood.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea

Chris Whitmore: Yea

Crystal Zimmerman: Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9.7. Item #7: Reading one and two for Policy #508.18 (Administration of Naloxone (Narcan)). This reflects LB195 and sets forth immunity for persons administering Narcan or Naloxone for opioid-related overdoses.

Action(s):

Motion to approve the First and Second Readings of Policy #508.18. Passed with a motion by Joe Noyd and a second by Chris Whitmore.

Voting Detail:

Kasey Hopwood: Yea

Joe Noyd: Yea

Geoffrey Ruth: Yea

Denise Thelen: Yea

Chris Whitmore: Yea

Crystal Zimmerman: Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9.8. Item #8: Reading one and two for Policy #604.16 (Behavioral Intervention and Classroom Management) & Policy #604.16R1 (NDE Standards for System of Supports). This reflects NDE creating a model Behavioral Intervention Policy that districts are required to adopt.

Action(s):

Motion to approve the First and Second Readings of Policy #604.16 and Policy #604.16R1. Passed with a motion by Geoffrey Ruth and a second by Kasey Hopwood.

Voting Detail:

Kasey Hopwood: Yea

Joe Noyd: Yea

Geoffrey Ruth: Yea

Denise Thelen: Yea

Chris Whitmore: Yea

Crystal Zimmerman: Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9.9. Item #9: Reading one and two for Policy #604.17 (Use of Artificial Intelligence in the School). This reflects within our Student Handbook the appropriate usage when it comes to A.I.

Action(s):

Motion to approve the First and Second Readings of Policy #604.17. Passed with a motion by Chris Whitmore and a second by Joe Noyd.

Voting Detail:

Kasey Hopwood: Yea

Joe Noyd: Yea

Geoffrey Ruth: Yea

Denise Thelen: Yea

Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9.10. Item #10: Reading one and two for Policy #1005.03 (Parental and Family Involvement in the Schools). This reflects LB 428 that our district has available information to all parents, along with a general requirement that districts should tell parents how they can access that information.

Action(s):
Motion to approve the First and Second Readings of Policy #1005.03. Passed with a motion by Kasey Hopwood and a second by Denise Thelen.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

9.11. Item #11: Reading one and two for Policy #1005.13 (Parental Access to Library Materials). This reflects LB 390 that our library may provide access to our lists of books we have for our students.

Action(s):
Motion to approve the First and Second readings of Policy #1005.13. Passed with a motion by Joe Noyd and a second by Kasey Hopwood.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea
Chris Whitmore:	Yea
Crystal Zimmerman:	Absent

Voting Summary: Yea: 5, Nay: 0, Absent: 1

10. **Set Dates**

11. **Executive Session**

12. **Adjournment**

Speaker(s): Board President

Action(s):
Motion to adjourn at 7:53AM. Passed with a motion by Geoffrey Ruth and a second by Chris Whitmore.

Voting Detail:

Kasey Hopwood:	Yea
Joe Noyd:	Yea
Geoffrey Ruth:	Yea
Denise Thelen:	Yea

Chris Whitmore: Yea
Crystal Zimmerman: Absent
Voting Summary: Yea: 5, Nay: 0, Absent: 1

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Board Secretary

BOARD OF EDUCATION

SHELBY-RISING CITY PUBLIC SCHOOLS

JULY 21, 2025

7:00 PM

Check #	Vendor Name	Amount
Checking	**1 Fund: 01 GENERAL FUND**	
42622	AG PARTS WORLDWIDE, INC	2,902.50
42623	AMAZON	2,639.86
42624	AMERICAN FENCE CO OF WESTERN NEBRASKA	4,984.00
42625	APPLE INC.	2,198.00
42626	BLACK HILLS ENERGY	278.10
42627	BLICK ART MATERIALS	735.23
42628	BROADCAST MUSIC INC.	187.23
42629	BYTESPEED, LLC	1,498.00
42630	CARSON-DELLOSA PUBLISHING CO.	131.90
42631	CENTRAL VALLEY AG	239.30
42632	CRYSTAL, ZIMMERMAN	240.00
42633	CUBBYS CORPORATE OFFICE	998.50
42634	CULLIGAN OF YORK	48.00
42635	DONNER, MARCUS	235.68
42636	EAKES OFFICE SOLUTIONS	291.70
42637	EDUCATIONAL SERVICE UNIT #7	6,484.86
42638	EDUCATIONAL SERVICE UNIT 7	993.00
42639	ESU COORDINATING COUNCIL	80.00
42640	GAVER TIRE PROS	123.50
42641	GENERAL FUND-PETTY CASH	1,778.37
42642	GO PHYSICAL THERAPY	662.03
42643	HEARTLAND ROOFING CONSULTANTS	1,876.26
42644	HOMETOWN LEASING	496.64
42645	HOPWOOD, KASEY	240.00
42646	INGRAM LIBRARY SERVICES INC	363.84
42647	INSPIRA FINANCIAL	100.00
42648	JOHN DEERE FINANCIAL	1,098.75
42649	KANSAS CITY AUDIO-VISUAL	250.00
42650	LAKESHORE LEARNING MATERIALS	540.80
42651	M & O DOOR PRODUCTS	630.00
42652	MATHESON TRI-GAS INC.	307.20

42653	MECHANICAL SALES, INC	39,770.28
42654	MENARDS	2,738.46
42655	MIDWEST BUS PARTS INC	959.95
42656	NE COUNCIL OF SCHOOL ADM.	53.00
42657	NEBRASKA FIRE SPRINKLER	600.00
42658	NOYD, JOE	240.00
42659	ORIENTAL TRADING COM	1,645.73
42660	ORKIN PEST CONTROL	154.00
42661	PINNACLE BANK	5,814.20
42662	POLK CO. RURAL PUBLIC POWER DISTRICT	9,313.23
42663	PRO-ED	471.90
42664	REALLY GOOD STUFF, LLC	2,557.17
42665	RUTH, GEOFF	240.00
42666	SCHOOL SPECIALITY	474.33
42667	SHELBY AUTO CLINIC	454.30
42668	SHELBY LUMBER CO.	183.28
42669	SOCIAL THINKING	67.08
42670	SOFTWARE UNLIMITED INC	7,400.00
42671	SPARROW PUBLICATIONS	152.88
42672	STAPLES ADVANTAGE	694.94
42673	TEACHER DIRECT	581.46
42674	THELEN, DENISE	240.00
42675	THERAPY SHOP	106.48
42676	TIRE OUTLET, INC.	15.00
42677	VERIZON WIRELESS	492.48
42678	VILLAGE OF SHELBY	1,268.90
42680	WHITMORE, CHRIS	240.00
42679	WOLFE, WENDY	470.40

INVOICE TOTAL:	$	111,032.70
PAYROLL:	$	449,261.93
TOTAL:	$	560,294.63

Batch Description: JULY 2025 GENERAL FUND INVOICES Processing Month: 07/2025 Credit Card Vendor ID: End of Fiscal Year Expense Invoices:

Vendor ID: AGPARTSWOR AG PARTS WORLDWIDE, INC **PO Number:** **Invoice Number: AR017785** **Amount: 2,902.50**

Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2230 650 000 0000 0 000	TECH SUPPLIES		2,902.50		N	

Vendor ID: AMAZON AMAZON **PO Number:** **Invoice Number: 71725** **Amount: 2,639.86**

Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1100 610 001 0145 0 000	HS SCIENCE SUPPLIES		97.63		N	
01 1100 610 001 0140 0 000	HS MATH SUPPLIES		470.00		N	
01 1100 610 000 0000 0 000	TEACHER TAPE		1,276.80		N	
01 2410 610 002 0000 0 000	ELEM PRINCIPAL SUPPLIES		115.57		N	
01 2590 610 000 0000 0 000	OFFICE SUPPLIES		98.62		N	
01 2710 610 000 0000 0 000	VEHICLE FILTERS		270.89		N	
01 2230 650 000 0000 0 000	TECH SUPPLIES		310.35		N	

Vendor ID: AMERIFENCE AMERICAN FENCE CO OF WESTERN NEBRASKA **PO Number:** **Invoice Number: GRA000568** **Amount: 4,984.00**

Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2620 431 000 0000 0 000	CHAIN LINK FENCE		4,984.00		N	

Vendor ID: APPLECO APPLE INC. **PO Number:** **Invoice Number: MB83291728** **Amount: 2,198.00**

Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2230 650 000 0000 0 000	2 COMPUTERS		2,198.00		N	

Vendor ID: BLACKHILLS BLACK HILLS ENERGY **PO Number:** **Invoice Number: 71725** **Amount: 278.10**

Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2610 621 000 0000 0 000	FUEL		278.10		N	

Vendor ID: BLICK BLICK ART MATERIALS **PO Number:** **Invoice Number: 5731169,5677916** **Amount: 735.23**

Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1100 610 000 0185 0 000	ART SUPPLIES		494.67		N	
01 1100 610 002 0070 0 000	K SUPPLIES		240.56		N	

Vendor ID: BMI BROADCAST MUSIC INC. **PO Number:** **Invoice Number: 59988824** **Amount: 187.23**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2230 643 000 0000 0 000	BROADCAST LISC		187.23		N	

Vendor ID: BYTESPEED BYTESPEED, LLC **PO Number:** **Invoice Number: 0179040** **Amount: 1,498.00**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2230 650 000 0000 0 000	BYTESPEED PERFORMANCE		1,498.00		N	

Vendor ID: CARSON CARSON-DELLOSA PUBLISHING CO. **PO Number:** **Invoice Number: 100269563-00** **Amount: 131.90**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1200 610 000 0000 0 000	READING BOOKS		131.90		N	

Vendor ID: CVALLEYAG CENTRAL VALLEY AG **PO Number:** **Invoice Number: 2454512-0174** **Amount: 239.30**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2610 610 000 0000 0 000	CORNERSTONE 5 PLUS		239.30		N	

Vendor ID: ZIMMERMAN CRYSTAL, ZIMMERMAN **PO Number:** **Invoice Number: 71725** **Amount: 240.00**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2310 333 000 0000 0 000	BOARD MILEAGE		240.00		N	

Vendor ID: CUBBYSCORP CUBBYS CORPORATE OFFICE **PO Number:** **Invoice Number: 10301133** **Amount: 998.50**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2610 626 000 0000 0 000	MOWING GAS		179.34		N	
01 2710 626 000 0000 0 000	VAN & BUS GAS		773.70		N	
01 2712 626 000 0000 0 000	SPED VAN GAS		45.46		N	

Vendor ID: CULLIGANYO CULLIGAN OF YORK **PO Number:** **Invoice Number: 71725** **Amount: 48.00**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2610 610 000 0000 0 000	WATER & RENTAL		48.00		N	

Vendor ID: DONNERMARC DONNER, MARCUS **PO Number:** **Invoice Number: 71725** **Amount: 235.68**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2410 580 001 0000 0 000	REIMB FOR TRAVEL EXPENSES		235.68		N	

Vendor ID: EAKESO **EAKES OFFICE SOLUTIONS** **PO Number:** **Invoice Number: 658838655878** **Amount: 291.70**
Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2590 443 000 0000 0 000	COPIER CONTRACT		265.72		N	
01 2590 610 000 0000 0 000	TELEPHONE CORD TWISTER		25.98		N	

Vendor ID: ESU7NETWOR **EDUCATIONAL SERVICE UNIT #7** **PO Number:** **Invoice Number: 7/6/2025** **Amount: 6,484.86**
Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2230 352 000 0000 0 000	TECH HELP		1,106.25		N	
01 2230 643 000 0000 0 000	4TH QTR NETWORK SERVICES		878.61		N	
01 2230 810 000 0000 0 000	2025-2026 TECH CONSORTIUM		4,500.00		N	

Vendor ID: ESU7SP **EDUCATIONAL SERVICE UNIT 7** **PO Number:** **Invoice Number: 71725** **Amount: 993.00**
Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 993.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1200 643 000 0000 0 000	SRS TIER 5		993.00	993.00	N	

Vendor ID: ESUCOORD **ESU COORDINATING COUNCIL** **PO Number:** **Invoice Number: DUO0000073** **Amount: 80.00**
Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2230 643 000 0000 0 000	DUO SECURITY RENEWAL		80.00		N	

Vendor ID: GAVERTIREP **GAVER TIRE PROS** **PO Number:** **Invoice Number: 93942** **Amount: 123.50**
Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2730 431 000 0000 0 000	ALIGNMENT		123.50		N	

Vendor ID: PETTY **GENERAL FUND-PETTY CASH** **PO Number:** **Invoice Number: 71725** **Amount: 1,778.37**
Description: Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1100 580 001 0135 0 000	AG MEALS		44.00		N	
01 2213 580 000 0000 0 000	ROOMS FOR CTE CONFERENCE		539.80		N	
01 2410 610 000 0000 0 000	ELEM PRINCIPAL SUPPLIES		436.70		N	
01 2610 626 000 0000 0 000	FUEL		757.87		N	

Vendor ID: GOPHYSICAL **GO PHYSICAL THERAPY** **PO Number:** **Invoice Number: SHL62025** **Amount: 662.03**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 662.03
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2163 340 000 0000 0 000	SPED OT 0-2		612.13	612.13	N	
01 2173 340 000 0000 0 000	SPED PT 0-2		37.50	37.50	N	
01 2161 340 000 0000 0 000	SPED OT S.A.		12.40	12.40	N	

Vendor ID: HEARTLANDR **HEARTLAND ROOFING CONSULTANTS** **PO Number:** **Invoice Number: 1600** **Amount: 1,876.26**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 4700 450 000 0000 0 000	QTR 2 CONTRACT		1,876.26		N	

Vendor ID: HOMETO **HOMETOWN LEASING** **PO Number:** **Invoice Number: 71725** **Amount: 496.64**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2590 443 000 0000 0 000	PRINTER PAYMENTS		496.64		N	

Vendor ID: HOPWOODKAS **HOPWOOD, KASEY** **PO Number:** **Invoice Number: 71725** **Amount: 240.00**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2310 333 000 0000 0 000	BOARD MILEAGE		240.00		N	

Vendor ID: INGRAM **INGRAM LIBRARY SERVICES INC** **PO Number:** **Invoice Number: 8842030988613605** **Amount: 363.84**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2220 640 000 0000 0 000	LIBRARY BOOKS		363.84		N	

Vendor ID: INSPIRA **INSPIRA FINANCIAL** **PO Number:** **Invoice Number: 71725** **Amount: 100.00**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1100 291 000 0000 0 000	ADMIN FEES		100.00		N	

Vendor ID: JOHNDEERE **JOHN DEERE FINANCIAL** **PO Number:** **Invoice Number: 71725** **Amount: 1,098.75**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2610 440 000 0000 0 000	EQUIPMENT PAYMENTS		1,098.75		N	

Vendor ID: KCAV **KANSAS CITY AUDIO-VISUAL** **PO Number:** **Invoice Number: 54465** **Amount: 250.00**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2230 643 000 0000 0 000	BLUE CHALK SUBSCRIPTION		250.00		N	

Vendor ID: LAKESH **LAKESHORE LEARNING MATERIALS** **PO Number:** **Invoice Number: 2025 ORDERS** **Amount: 540.80**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1200 610 000 0000 0 000	SPED SUPPLIES		500.10		N	
01 1100 610 002 0070 0 000	K SUPPLIES		25.76		N	
01 2120 610 002 0000 0 000	ELEM GUIDANCE SUPPLIES		14.94		N	

Vendor ID: MODOORPROD **M & O DOOR PRODUCTS** **PO Number:** **Invoice Number: IN108227** **Amount: 630.00**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2620 431 000 0000 0 000	REKEYED DOORS		630.00		N	

Vendor ID: MATHESON **MATHESON TRI-GAS INC.** **PO Number:** **Invoice Number: 52526494** **Amount: 307.20**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1100 610 001 0180 0 000	IND ARTS GAS RENTAL		307.20		N	

Vendor ID: MECHANICAL **MECHANICAL SALES, INC** **PO Number:** **Invoice Number: 60088,89,90,91,60519** **Amount: 39,770.28**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2620 431 000 0000 0 000	WORK DONE ON VRV SYSTEM APRIL & JULY		39,770.28		N	

Vendor ID: MENARD **MENARDS** **PO Number:** **Invoice Number: 28252,28687,29006...** **Amount: 2,738.46**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2610 610 000 0000 0 000	CUSTODIAL SUMMER SUPPLIES		2,738.46		N	

Vendor ID: MIDWESTBUS **MIDWEST BUS PARTS INC** **PO Number:** **Invoice Number: 10986** **Amount: 959.95**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2730 431 000 0000 0 000	REPLACEMENT BUS PARTS		959.95		N	

Vendor ID: NECSA **NE COUNCIL OF SCHOOL ADM.** **PO Number:** **Invoice Number: 86658** **Amount: 53.00**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2213 330 000 0000 0 000	NCE CONFERENCE		53.00		N	

Vendor ID: NEFIRESPR NEBRASKA FIRE SPRINKLER **PO Number:** **Invoice Number: 13438** **Amount: 600.00**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2670 352 000 0000 0 000	ANNUAL INSPECTION		600.00		N	

Vendor ID: NOYDJOE NOYD, JOE **PO Number:** **Invoice Number: 71725** **Amount: 240.00**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2310 333 000 0000 0 000	BOARD MILEAGE		240.00		N	

Vendor ID: ORIENT ORIENTAL TRADING COM **PO Number:** **Invoice Number: 71725** **Amount: 1,645.73**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1100 610 000 0000 0 000	CROMER SUPPLIES		164.23		N	
01 6200 610 002 0000 0 000	TITLE I SUPPLIES		317.56		N	
01 1200 610 000 0000 0 000	SPED SUPPLIES		45.31		N	
01 1100 610 002 0070 0 000	K SUPPLIES		105.73		N	
01 1100 610 002 0020 0 000	2 SUPPLIES		427.59		N	
01 1100 610 002 0030 0 000	3 SUPPLIES		563.32		N	
01 1100 610 002 0040 0 000	4 SUPPLIES		21.99		N	

Vendor ID: ORKINP ORKIN PEST CONTROL **PO Number:** **Invoice Number: 280903634** **Amount: 154.00**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2610 420 000 0000 0 000	PEST CONTROL		154.00		N	

Vendor ID: PINNACLEOM PINNACLE BANK **PO Number:** **Invoice Number: 71525** **Amount: 5,814.20**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2120 610 002 0000 0 000	ELEM GUIDANCE - CHARACTER STRONG		5,697.20		N	
01 2230 643 000 0000 0 000	SMORE SUBSCRIPTION		99.00		N	
01 1100 643 000 0000 0 000	BUFFER PLAN		18.00		N	

Vendor ID: POLKCORPP POLK CO. RURAL PUBLIC POWER DISTRICT **PO Number:** **Invoice Number: 71725** **Amount: 9,313.23**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2610 621 000 0000 0 000	ELECTRICITY		9,313.23		N	

Vendor ID: PROED **PRO-ED** **PO Number:** **Invoice Number: BW3092002** **Amount: 471.90**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1200 610 000 0000 0 000	SPED SUPPLIES		471.90		N	

Vendor ID: REALLY **REALLY GOOD STUFF, LLC** **PO Number:** **Invoice Number: 8785927,8786920.....** **Amount: 2,557.17**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2120 610 002 0000 0 000	ELEM GUIDANCE		120.31		N	
01 1200 610 000 0000 0 000	SPED		617.92		N	
01 1100 610 002 0020 0 000	2ND		164.93		N	
01 1100 610 002 0030 0 000	3RD		456.91		N	
01 1100 610 002 0040 0 000	4TH		1,119.19		N	
01 1100 610 002 0050 0 000	5TH		77.91		N	

Vendor ID: RUTHGEOFF **RUTH, GEOFF** **PO Number:** **Invoice Number: 71725** **Amount: 240.00**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2310 333 000 0000 0 000	BOARD MILEAGE		240.00		N	

Vendor ID: SCHOSP **SCHOOL SPECIALITY** **PO Number:** **Invoice Number: 71725** **Amount: 474.33**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 6200 610 002 0000 0 000	TITLE 1 SUPPLIES		145.48		N	
01 1190 610 002 0000 0 000	PK SUPPLIES		104.53		N	
01 1100 610 002 0040 0 000	4TH SUPPLIES		58.36		N	
01 1100 610 002 0050 0 000	5TH SUPPLIES		165.96		N	

Vendor ID: SHELBYAUTO **SHELBY AUTO CLINIC** **PO Number:** **Invoice Number: 040490,040462** **Amount: 454.30**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 35.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2730 431 000 0000 0 000	BATTERY & SERVICE		454.30	35.00	N	

Vendor ID: SHELBYLUM **SHELBY LUMBER CO.** **PO Number:** **Invoice Number: 154155,153811,153759** **Amount: 183.28**
Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2610 610 000 0000 0 000	CUSTODIAL SUPPLIES		183.28		N	

Vendor ID: SOCIALTHIN **SOCIAL THINKING** **PO Number:** **Invoice Number: 84291693** **Amount: 67.08**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1200 610 000 0000 0 000	SPED - ZONES STORYBOOKS		67.08		N	

Vendor ID: SOFTWA **SOFTWARE UNLIMITED INC** **PO Number:** **Invoice Number: 20250628-017** **Amount: 7,400.00**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2590 643 000 0000 0 000	SAS, CENSUS, WEBLINK ANNUAL FEE		7,400.00		N	

Vendor ID: SPARROWPUB **SPARROW PUBLICATIONS** **PO Number:** **Invoice Number: 6584,6792** **Amount: 152.88**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2310 540 000 0000 0 000	LEGAL POSTING		152.88		N	

Vendor ID: STAPLES **STAPLES ADVANTAGE** **PO Number:** **Invoice Number: 7005810606** **Amount: 694.94**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2230 650 000 0000 0 000	TECH SUPPLIES		694.94		N	

Vendor ID: TEADIRECT **TEACHER DIRECT** **PO Number:** **Invoice Number: INV/2025/02821** **Amount: 581.46**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1100 610 002 0020 0 000	2ND SUPPLIES		260.45		N	
01 1100 610 002 0010 0 000	1ST SUPPLIES		321.01		N	

Vendor ID: THELENDENI **THELEN, DENISE** **PO Number:** **Invoice Number: 71725** **Amount: 240.00**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2310 333 000 0000 0 000	BOARD MILEAGE		240.00		N	

Vendor ID: THERAPYSHO **THERAPY SHOP** **PO Number:** **Invoice Number: 420235** **Amount: 106.48**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1200 610 000 0000 0 000	SPED SUPPLIES		106.48		N	

Vendor ID: TIREOUTLET **TIRE OUTLET, INC.** **PO Number:** **Invoice Number: 311112** **Amount: 15.00**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2730 431 000 0000 0 000	TIRE REPAIR		15.00		N	

Vendor ID: VERIZON **VERIZON WIRELESS** **PO Number:** **Invoice Number: 6117186982** **Amount: 492.48**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2710 382 000 0000 0 000	BUS CELL PHONES		492.48		N	

Vendor ID: VILLAG **VILLAGE OF SHELBY** **PO Number:** **Invoice Number: 252274** **Amount: 1,268.90**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 654.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2610 410 000 0000 0 000	WATER & SEWER 614.90 GARBAGE 654		1,268.90	654.00	N	

Vendor ID: WHITMORE **WHITMORE, CHRIS** **PO Number:** **Invoice Number: 71725** **Amount: 240.00**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 2310 333 000 0000 0 000	BOARD MILEAGE		240.00		N	

Vendor ID: WOLFE **WOLFE, WENDY** **PO Number:** **Invoice Number: 71725** **Amount: 470.40**

Description:
Invoice Date: 07/17/2025 Due Date: 07/21/2025 Status: A 1099 Amount: 470.40
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
01 1200 320 000 0000 0 000	SUMMER SPED		434.00	434.00	N	
01 1200 333 000 0000 0 000	MILEAGE		36.40	36.40	N	

Batch 1099 Total:	2,814.43	Batch Total:	111,032.70
Report 1099 Total:	2,814.43	Report Total:	111,032.70

County of Polk School District 32 **BUDGET REPORT**

07/07/2025 11:57 AM

JUNE 2025 GENERAL FUND

Account Number	Account Description	BUDGETED	EXPENDED	TO DATE	BALANCE OF EOM
01	**GENERAL FUND**				
1100	REGULAR INSTRUCTIONAL PROGRAMS	$3,611,916.30	$290,740.87	$2,953,437.85	$658,478.45
1150	ENGLISH LANGUAGE LEARNERS	$93,563.69	$6,996.44	$71,678.86	$21,884.83
1160	POVERTY - After School Program	$118,300.00	$10,126.34	$101,293.83	$17,006.17
1190	PRESCHOOL	$141,567.20	$10,891.38	$119,136.21	$22,430.99
1100	REGULAR INSTRUCTIONAL PROGRAMS	$3,965,347.19	$318,755.03	$3,245,546.75	$719,800.44
1200	SPECIAL EDUCATION PROGRAMS	$661,594.76	$70,508.36	$641,496.61	$20,098.15
1291	SPED AGES 3-5	$47,000.00	$12,839.83	$53,182.69	($6,182.69)
1292	SPED AGES 0-2	$17,500.00	$414.00	$552.00	$16,948.00
1295	UNIFIED SPORTS	$1,652.00	$0.00	$1,649.41	$2.59
1200	SPECIAL EDUCATION PROGRAMS	$727,746.76	$83,762.19	$696,880.71	$30,866.05
2120	GUIDANCE SERVICES	$166,055.01	$15,644.29	$138,653.04	$27,401.97
2130	HEALTH SERVICES	$74,056.24	$6,266.78	$57,278.26	$16,777.98
2140	PSYCHOLOGICAL SERVICES	$35,000.00	$1,739.40	$13,613.85	$21,386.15
2141	SPED Psychological services - Age S.A.	$35,000.00	$11,750.70	$59,418.86	($24,418.86)
2151	SPEECH PATHOLOGY - SPED SCHOOL AGE	$124,366.57	$9,335.57	$98,476.77	$25,889.80
2153	SPEECH PATH & AUDIOLOGY SERVICES	$0.00	$0.00	$1,912.90	($1,912.90)
2161	SPED Occupational Therapy - Age S.A.	$42,000.00	$3,010.60	$38,223.98	$3,776.02
2162	OCCUPATIONAL THERAPY - SPED 3-5	$6,100.00	$168.75	$2,875.80	$3,224.20
2163	SPED Occupational Therapy - Age 0-2	$0.00	$1,655.25	$5,010.76	($5,010.76)
2171	SPED Physical Therapy - Age S.A.	$7,000.00	$665.25	$7,541.21	($541.21)
2172	PHYSICAL THERAPY - SPED 3-5	$1,000.00	$0.00	$420.40	$579.60
2173	SPED Physical Therapy - Age 0-2	$1,000.00	$256.65	$907.15	$92.85
2182	VISUALLY IMPAIRED SPED 3-5	$200.00	$0.00	$0.00	$200.00
2100	SUPPORTIVE SERVICES PUPILS	$491,777.82	$50,493.24	$424,332.98	$67,444.84
2211	SCHOOL IMPROVEMENT	$1,870.00	$0.00	$5,578.78	($3,708.78)
2213	INSTRUCTIONAL STAFF TRAINING	$5,500.00	$571.42	$3,648.24	$1,851.76
2220	LIBRARY/MEDIA SERVICE	$121,616.57	$9,661.17	$100,346.91	$21,269.66
2230	INSTRUCTION RELATED TECHNOLOGY	$232,729.72	$23,427.86	$211,887.20	$20,842.52
2240	ACADEMIC STUDENT ASSESSMENT	$8,500.00	$5,609.75	$5,609.75	$2,890.25
2200	SUPPORT SERVICES STAFF	$370,216.29	$39,270.20	$327,070.88	$43,145.41
2310	BOARD OF EDUCATION	$120,600.00	$738.94	$16,827.95	$103,772.05
2320	EXECUTIVE ADMINISTRATION	$191,785.91	$15,717.72	$157,778.55	$34,007.36
2330	DISTRICT LEGAL SERVICES	$13,000.00	$825.75	$5,591.25	$7,408.75
2300	SUPPORT SERVICES-GEN ADMIN	$325,385.91	$17,282.41	$180,197.75	$145,188.16
2410	OFFICE OF THE PRINCIPAL	$292,551.62	$23,221.51	$232,341.14	$60,210.48
2490	SCHOOL ADMIN - OTHER	$2,000.00	$229.45	$459.15	$1,540.85
2400	OFFICE OF PRINCIPAL	$294,551.62	$23,450.96	$232,800.29	$61,751.33
2510	GENERAL ADMIN-BUSINESS SERVICE	$15,000.00	$0.00	$10,851.00	$4,149.00
2590	GENERAL ADMIN - BUSINESS SERVICE	$318,461.00	$22,254.00	$232,000.22	$86,460.78
2500	SUPPORT SERVICES-BUSINESS	$333,461.00	$22,254.00	$242,851.22	$90,609.78
2610	OPERATION OF PLANT	$501,567.08	$31,524.82	$374,065.17	$127,501.91
2620	MAINTENANCE OF PLANT	$90,000.00	$6,117.01	$51,462.05	$38,537.95
2670	SCHOOL SAFETY	$5,100.00	$0.00	$3,306.20	$1,793.80
2600	SUPPORT SERVICES-BLDGS & SITES	$596,667.08	$37,641.83	$428,833.42	$167,833.66
2710	Pupil Transportation - Regular ED	$333,400.00	$12,655.62	$179,499.62	$153,900.38
2712	SCHOOL AGE SPEC ED TRANSPORT	$15,000.00	$1,204.58	$100,200.78	($85,200.78)
2730	VEHICLE SERVICING & MAINTENANCE	$36,000.00	$0.00	$41,020.21	($5,020.21)
2700	SUPPORT SERVICES-PUPIL TRANS	$384,400.00	$13,860.20	$320,720.61	$63,679.39
3100	Food Service Operations	$0.00	$5,547.90	$56,708.23	($56,708.23)
3100	Food Service Operations	$0.00	$5,547.90	$56,708.23	($56,708.23)
4600	SITE IMPROVEMENTS	$1,000.00	$0.00	$0.00	$1,000.00
4600	SITE IMPROVEMENTS	$1,000.00	$0.00	$0.00	$1,000.00
4700	BUILDING IMPROVEMENTS	$110,000.00	$25,893.60	$29,829.45	$80,170.55

4700	BUILDING IMPROVEMENTS	$110,000.00	$25,893.60	$29,829.45	$80,170.55
6200	TITLE I	$117,666.57	$5,479.66	$54,765.86	$62,900.71
6200	TITLE I	$117,666.57	$5,479.66	$54,765.86	$62,900.71
6406	IDEA 3-5 SPED	$3,800.00	$0.00	$0.00	$3,800.00
6408	IDEA PART B 0-21	$85,000.00	$0.00	$0.00	$85,000.00
6400	6400	$88,800.00	$0.00	$0.00	$88,800.00
6990	OTHER FEDERAL CATEGORICAL PROGRAMS	$1,700.00	$0.00	$1,228.08	$471.92
6992	REAP - FEDERAL SERVICES	$40,000.00	$3,556.00	$22,253.67	$17,746.33
6998	ESSERS III	$0.00	$0.00	$19,024.92	($19,024.92)
6900	6900	$41,700.00	$3,556.00	$42,506.67	($806.67)
8000	TRANSFERS	$270,000.00	$0.00	$0.00	$270,000.00
8000	TRANSFERS	$270,000.00	$0.00	$0.00	$270,000.00
01	GENERAL FUND	$8,118,720.24	$647,247.22	$6,283,044.82	$1,835,675.42

County of Polk School District 32 **Revenue Summary Report**

07/07/2025 11:56 AM

JUNE 2025 GENERAL FUND

Fund: 01 GENERAL FUND

Account Number	Description	During Month	To Date
01 1100	LEVIED TAXES	174,559.92	3,457,558.41
01 1115	CARLINE TAX	0.00	1,927.26
01 1120	PUBLIC POWER DIST. TAX	0.00	34,510.09
01 1125	MOTOR VEHICLES TAX	17,659.53	221,690.16
01 1140	INTEREST	354.98	8,059.92
01 1370	PRESCHOOL TUITION	0.00	10,525.00
01 1510	INTEREST ON INVESTMENT	7,836.57	52,381.38
01 1951	MISC REVENUE SCHOOLS IN STATE	0.00	13,680.00
01 1990	OTHER LOCAL RECEIPTS	0.00	2,897.04
	Subtotal: LOCAL RECIEPTS	200,411.00	3,803,229.26
01 2110	FINES & LICENSE FEES	1,063.17	12,985.67
	Subtotal: COUNTY AND ESU RECEIPTS	1,063.17	12,985.67
01 3110	STATE AID	0.00	1,017,837.00
01 3120	SPECIAL ED. PROGRAMS	184,124.00	614,545.00
01 3125	SPECIAL ED. TRANSPORTATION	0.00	17,159.00
01 3130	HOMESTEAD EXEMPTION	9,022.19	36,088.76
01 3131	PROPERTY TAX CREDIT	0.00	664,618.16
01 3134	SCHOOL TAX CREDIT	0.00	1,365,758.76
01 3180	PRO-RATA MOTOR VEHICLE	0.00	8,044.42
01 3400	STATE APPORTIONMENT TAX	0.00	136,256.23
01 3535	HIGH ABILITY LEARNERS	0.00	2,488.00
	Subtotal: STATE RECEIPTS	193,146.19	3,862,795.33
01 4310	TITLE IIA	0.00	42,750.00
01 4505	TITLE I	0.00	61,839.00
01 4516	IDEA 4406	0.00	3,632.00
01 4518	IDEA PART B	0.00	83,253.00
01 4708	MEDICAID	0.00	7,280.67
01 4989	ESSER III - MENTAL HEALTH PROJECT	0.00	19,024.92
01 4998	ESSER III	0.00	451,305.00
	Subtotal: FEDERAL RECEIPTS	0.00	669,084.59
01 5301	INSURANCE ADJUSTMENTS	0.00	794.22
01 5690	OTHER NON-REVENUE RECEIPTS	5,000.00	39,242.67
	Subtotal: NON-REVENUE RECEIPTS	5,000.00	40,036.89
	Fund Total:	399,620.36	8,388,131.74

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

Balance 06/01/25		**$ 11,802.89**
RECEIPTS:		
General Fund Reimbursement	$ 106.04	
Total Receipts:		**$ 106.04**
DISBURSEMENTS:		
Holly Luettel	$ 44.00	
Capital One	$ 436.70	
Constellation	$ 757.87	
La Quinta Inn & Suites	$ 539.80	
Total Disbursements:		**$ 1,778.37**
Balance: 06/30/25		**$ 10,130.56**

Special Deposits:

Cross Roads Conference Scholarship	$ 100.00
EHA Wellness Grant	$ 1,051.01
Polk County Foundation Grant	$ 500.00

SHELBY-RISING CITY PUBLIC SCHOOL
FINANCIAL REPORT
EMPLOYEE BENEFIT ACCOUNT

Beginning Balance 06/01/25:			**$ 25,585.13**
Receipts:			
General Fund	$ 4,691.56		
Total Receipted:		**$ 4,691.56**	
		$ -	
Expended Out:			
Monthly Claims	$ 43.89		
Monthly Claims	$ 1,736.54		
Monthly Claims	$ 658.75		
Monthly Claims	$ 156.62		
Total Expended Out:		**$ 2,595.80**	
Ending Balance 06/30/25:			**$ 27,680.89**

SHELBY - RISING CITY PUBLIC SCHOOL
FINANCIAL REPORT
GENERAL FUND

	Balance:	**06/01/25**	**$ 4,032,429.06**
RECEIPTS:			
State of NE - Sped SA		$ 89,463.00	
Polk Co Treas. - Motor		$ 10,613.10	
Polk Co. Treas. - Levied		$ 111,482.29	
Polk Co. Treas. - Interest		$ 251.18	
Polk Co. Treas. - Homestead		$ 6,242.62	
State of NE - Sped SA		$ 94,661.00	
Butler Co. Treas. - Motor		$ 7,046.43	
Butler Co. Treas. - Levied		$ 63,077.63	
Butler Co. Treas. - Interest		$ 103.80	
Butler Co. Treas. - Homestead		$ 2,779.57	
Butler Co. Treas. - Fines and Lisc.		$ 316.85	
Savings - Interest		$ 5.57	
T-Mobil - Annual lease payment		$ 5,000.00	
Petty Cash - Interest		$ 10.70	
Bank - Interest		$ 7,820.30	
	Total Receipts:		**$ 398,874.04**
DISBURSEMENTS:			
Payroll		$ 484,123.98	
Invoices		$ 163,057.24	
	Total Disbursements:		**$ 647,181.22**
	Balance:	**06/30/25**	**$ 3,784,121.88**
Savings Account			$ 9,035.76
Total General Fund Assets 06/30/25			$ 9,035.76

SHELBY- RISING CITY PUBLIC SCHOOL
FINANCIAL REPORT
DEPRECIATION FUND
June 30, 2025

		Beginning Balance:	$	251,908.65
RECEIPTS:				
	Interest	**$ 340.55**		
	Total Receipts:		$	340.55
DISBURSEMENTS:				
1054	Heartland Roofing Consultants	**$ 97,000.00**		
1055	Heartland Roofing Consultants	**$ 97,000.00**		
	Total Disbursements:		$	194,000.00
		Ending Balance:	$	58,249.20
	Certificate of Deposit		$	172,000.00
Total Depreciation and Certificate of Deposit			$	230,249.20

SHELBY - RISING CITY PUBLIC SCHOOLS
FINANCIAL REPORT
NUTRITION FUND

Beginning Balance 06/01/25 **$ 29,869.79**

RECEIPTS:

	AMOUNT
Interest	$ 31.18
Lunch Payments	$ 63.80
State of NE Payment	$ 17,392.73

Total Receipts **$ 17,487.71**

DISBURSEMENTS:

Name:	Ck No.	AMOUNT
Hiland Dairy	3339	$ 848.38
US Foods	3340	$ 3,516.89
Bimbo Bakeries USA	3341	$ 586.30
Cash-Wa Distributing	3342	$ 1,972.41
Magic Wrighter	6041	$ 34.95

Total Disbursements: **$ 6,958.93**

Ending Balance 06/30/24 **$ 40,398.57**

SUMMARY SHEET

June 30, 2025

Account Name:		Amount		Amount to CD
General Fund	$	3,784,121.88		
General Fund Savings	$	9,035.76		
Nutrition Fund	$	40,398.57		
Petty Cash	$	101,130.56		
Building	$	88,479.03		
Depreciation	$	58,249.20	$	172,000.00
Employment Benefit	$	27,680.89		
Bond	$	801,020.16		
Activity Fund	$	175,002.33		
Total of Accounts	$	5,085,118.38	$	172,000.00
Total of All Accounts			**$**	**5,257,118.38**

SHELBY-RISING CITY PUBLIC SCHOOL
FINANCIAL REPORT
STUDENT ACTIVITY FUND

	Balance:	**6/1/25**		**$189,830.17**
RECEIPTS:				
Total Receipts		$ 16,894.82		
	Total Receipts:		$	16,894.82
DISBURSEMENTS:				
Total Disbursements		$ 31,722.66		
	Total Disbursements:		$	31,722.66
	Balance:	**6/30/25**	**$**	**175,002.33**

Balance of Account:	$	175,002.33
Certificate of Deposit at Pinnacle Bank	$	38,000.00
Total in Acitivity Fund Checking	**$**	**137,002.33**

Account Number	Description	Previous Balance	Current Month	Ending Balance
Fund: 05	**ACTIVITIES FUND**			
Current Assets				
05 101	CASH/ACTIVITY FUND	189,761.03	(14,827.84)	174,933.19
	Current Assets Subtotal:	189,761.03	(14,827.84)	174,933.19
	Total Assets and Deferred Outflows of Resources:	189,761.03	(14,827.84)	174,933.19
Fund Balance				
05 704 0414	FUND BALANCE/ART CLASS	22.92	0.00	22.92
05 704 0434	FUND BALANCE/CD	2,359.00	0.00	2,359.00
05 704 4010	FUND BALANCE - ATHLETICS	(5,343.52)	(16,773.83)	(22,117.35)
05 704 4019	FUND BALANCE - BOYS GOLF	1,991.00	0.00	1,991.00
05 704 4020	FUND BALANCE - CONCESSION	17,783.00	(499.31)	17,283.69
05 704 4030	FUND BALANCE - NHS	1,319.42	0.00	1,319.42
05 704 4040	FUND BALANCE - SRC CLUB	11,151.73	0.00	11,151.73
05 704 4050	FUND BALANCE - CLASS OF 2027	3,798.38	0.00	3,798.38
05 704 4060	FUND BALANCE - CLASS OF 2025	1,365.67	(75.25)	1,290.42
05 704 4070	FUND BALANCE - JUST FOR KIDS	2,895.38	23.80	2,919.18
05 704 4080	FUND BALANCE - CLASS OF 2028	274.50	0.00	274.50
05 704 4090	FUND BALANCE - CLASS OF 2026	2,787.41	0.00	2,787.41
05 704 4100	FUND BALANCE - YEARBOOK	(3,730.43)	110.00	(3,620.43)
05 704 4110	FUND BALANCE - MUSIC	6,437.23	0.00	6,437.23
05 704 4120	FUND BALANCE - STUDENT COUNCIL	3,756.83	0.00	3,756.83
05 704 4130	FUND BALANCE - DANCE TEAM	(3,758.57)	(1,985.13)	(5,743.70)
05 704 4140	FUND BALANCE -MEMORIALS	5,830.28	0.00	5,830.28
05 704 4150	FUND BALANCE - DRUG & ALCHOL PREVENTION	2,496.52	0.00	2,496.52
05 704 4160	FUND BALANCE - SHOP	19,295.68	(38.35)	19,257.33
05 704 4170	FUND BALANCE - INTEREST	6,745.73	199.77	6,945.50
05 704 4180	FUND BALANCE - BOOK IT	4,069.65	0.00	4,069.65
05 704 4190	FUND BALANCE/SPEECH AND DRAMA	(4,897.75)	0.00	(4,897.75)
05 704 4200	FUND BALANCE - LAP TOP LEASE FEE	21,822.79	(582.00)	21,240.79
05 704 4210	FUND BALANCE - WELLNESS CENTER	2,393.49	131.21	2,524.70
05 704 4220	FUND BALANCE - FBLA	8,722.98	(38.34)	8,684.64
05 704 4230	FUND BALANCE - STAFF DEVELOPMENT	(3,453.46)	(1,084.54)	(4,538.00)
05 704 4240	FUND BALANCE - QUIZ BOWL	39.44	0.00	39.44
05 704 4250	FUND BALANCE - ALUMNI	3,094.87	0.00	3,094.87
05 704 4260	FUND BALANCE - VIDEO BOARD	15,903.37	0.00	15,903.37
05 704 4270	FUND BALANCE - FFA	22,161.84	4,150.20	26,312.04
05 704 4280	FUND BALANCE - CIRCLE OF FRIENDS	4,197.21	(580.08)	3,617.13
05 704 4300	FUND BALANCE - FACILITY RENTAL	2,490.00	0.00	2,490.00
05 704 4310	FUND BALANCE - SUPERINTENDENT	3,406.92	0.00	3,406.92
05 704 4320	FUND BALANCE - UNIFIED BOWLING	517.26	0.00	517.26
05 704 4330	FUND BALANCE - 6-12 SPRING PLAY	1,515.54	0.00	1,515.54
05 704 4331	FUND BALANCE - STUDENT OF THE MONTH	1,275.72	0.00	1,275.72
05 704 4332	FUND BALANCE FACILITY RENTAL	625.00	0.00	625.00

Account Number	Description	Previous Balance	Current Month	Ending Balance
05 704 4333	FUND BALANCE - YADA	1,311.32	0.00	1,311.32
05 704 4400	FUND BALANCE - FOOTBALL OTHER	1,522.00	817.10	2,339.10
05 704 4410	FUND BALANCE - VOLLEYBALL OTHER	8,562.56	728.00	9,290.56
05 704 4420	FUND BALANCE - WRESTLING OTHER	2,232.20	(60.59)	2,171.61
05 704 4430	FUND BALANCE - BOYS BB OTHER	8,335.85	(1,200.00)	7,135.85
05 704 4440	FUND BALANCE - GIRLS BB OTHER	5,620.17	(2,376.50)	3,243.67
05 704 4450	FUND BALANCE - DANCE OTHER	723.90	4,306.00	5,029.90
05 704 4460	FUND BALANCE - GOLF OTHER	90.00	0.00	90.00
	Fund Balance Subtotal:	189,761.03	(14,827.84)	174,933.19
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	189,761.03	(14,827.84)	174,933.19

- 38,000
136,933.19

Batch Description: JUNE 2025, ACTIVITY FUND INVOICES Processing Month: 06/2025 Credit Card Vendor ID: End of Fiscal Year Expense Invoices:

Vendor ID: AMAZON **AMAZON**
PO Number: **Invoice Number: 61625** **Amount: 1,991.11**
Description:
Invoice Date: 06/01/2025 Due Date: 06/27/2025 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 14722 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4130 0 000	CHEER CLOTHING		1,844.13		N	
05 3200 610 000 4010 0 000	BALL INFLATOR PUMP		146.98		N	

Vendor ID: ANSELMOM **ANSELMO MERNA GIRLS BASKETBALL**
PO Number: **Invoice Number: 61625** **Amount: 300.00**
Description:
Invoice Date: 06/16/2025 Due Date: 06/16/2025 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 14728 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4440 0 000	CAMP		300.00		N	

Vendor ID: ARBITER **ARBITER SPORTS, LLC**
PO Number: **Invoice Number: 687085** **Amount: 330.00**
Description:
Invoice Date: 06/01/2025 Due Date: 06/30/2025 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 14746 Check Date: 06/24/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4010 0 000	SCHEDULER		330.00		N	

Vendor ID: THEARCOFPC **ARC OF PLATTE COUNTY, THE**
PO Number: **Invoice Number: 61625** **Amount: 450.00**
Description:
Invoice Date: 06/16/2025 Due Date: 06/16/2025 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 14729 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4280 0 000	DONATION FROM THE GRIND		450.00		N	

Vendor ID: BATESJAMES **BATES, JAMES**
PO Number: **Invoice Number: 62425** **Amount: 430.00**
Description:
Invoice Date: 06/24/2025 Due Date: 06/29/2025 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 14744 Check Date: 06/24/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4420 0 000	WILBER TEAM CAMP		430.00		N	

Vendor ID: CAPITAL **CAPITAL ONE**
PO Number: **Invoice Number: 61625** **Amount: 683.79**
Description:
Invoice Date: 06/01/2025 Due Date: 06/26/2025 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 14718 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4230 0 000	STAFF APPRECIATION WEEK		146.46		N	
05 3200 610 000 4020 0 000	GATORADE AND CANDY		487.36		N	
05 3200 610 000 4019 0 000	GOLF BALLS		49.97		N	

Vendor ID: CENTEN **CENTENNIAL PUBLIC SCHOOL**
PO Number: **Invoice Number: 61025** **Amount: 300.00**
Description:
Invoice Date: 06/02/2025 Due Date: 06/09/2025 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 14711 Check Date: 06/10/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 890 000 4430 0 000	BOYS BBALL LEAGUE		300.00		N	

Vendor ID: CENTEN **CENTENNIAL PUBLIC SCHOOL**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
PO Number: **Invoice Number: 61725** **Amount: 175.00**
Invoice Date: 06/09/2025 Due Date: 06/24/2025 Status: PP 1099 Amount: 0.00
Check Number: 14735 Check Date: 06/17/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 890 000 4430 0 000	TEAM CAMP		175.00		N	

Vendor ID: CENTEN **CENTENNIAL PUBLIC SCHOOL**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
PO Number: **Invoice Number: 6725** **Amount: 300.00**
Invoice Date: 06/04/2025 Due Date: 06/09/2025 Status: PP 1099 Amount: 0.00
Check Number: 14734 Check Date: 06/07/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 890 000 4430 0 000	BOYS BBALL LEAGUE		300.00		N	

Vendor ID: CSPRINTING **COLUMBUS SCREEN PRINTING, INC**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
PO Number: **Invoice Number: 036728** **Amount: 1,128.00**
Invoice Date: 05/28/2025 Due Date: 06/29/2025 Status: PP 1099 Amount: 0.00
Check Number: 14709 Check Date: 06/04/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 890 000 4400 0 000	FOOTBALL CAMP SHIRTS		1,128.00		N	

Vendor ID: CSPRINTING **COLUMBUS SCREEN PRINTING, INC**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
PO Number: **Invoice Number: 036756** **Amount: 170.00**
Invoice Date: 06/09/2025 Due Date: 06/16/2025 Status: PP 1099 Amount: 0.00
Check Number: 14742 Check Date: 06/18/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4420 0 000	CAMP SHIRTS		170.00		N	

Vendor ID: CSPRINTING **COLUMBUS SCREEN PRINTING, INC**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
PO Number: **Invoice Number: 036779** **Amount: 632.00**
Invoice Date: 06/24/2025 Due Date: 07/24/2025 Status: PP 1099 Amount: 0.00
Check Number: 14750 Check Date: 06/30/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4410 0 000	VBALL CAMP SHIRTS		632.00		N	

Vendor ID: CSPRINTING **COLUMBUS SCREEN PRINTING, INC**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
PO Number: **Invoice Number: 63025** **Amount: 542.00**
Invoice Date: 06/30/2025 Due Date: 06/30/2025 Status: PP 1099 Amount: 0.00
Check Number: 14747 Check Date: 06/30/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4400 0 000	CAMP SHIRTS		542.00		N	

Vendor ID: CONCORDIA **CONCORDIA UNIVERSITY**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
PO Number: **Invoice Number: 61625** **Amount: 250.00**
Invoice Date: 06/09/2025 Due Date: 06/16/2025 Status: PP 1099 Amount: 0.00
Check Number: 14726 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4440 0 000	CAMP		250.00		N	

Vendor ID: CONCORDIA **CONCORDIA UNIVERSITY**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
PO Number: **Invoice Number: 61725** **Amount: 275.00**
Invoice Date: 06/12/2025 Due Date: 06/16/2025 Status: PP 1099 Amount: 0.00
Check Number: 14733 Check Date: 06/17/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4430 0 000	TEAM CAMP		275.00		N	

Vendor ID: CROSSCO **CROSS COUNTY COMMUNITY SCHOOL** **PO Number:** **Invoice Number: 6325** **Amount: 200.00**

Description:
Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 06/03/2025 Due Date: 06/03/2025 Status: PP 1099 Amount: 0.00
Check Number: 14708 Check Date: 06/03/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 890 000 4440 0 000	BBALL CAMP		200.00		N	

Vendor ID: CUBBYS **CUBBY'S** **PO Number:** **Invoice Number: 1162025** **Amount: 74.60**

Description:
Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 06/01/2025 Due Date: 06/26/2025 Status: PP 1099 Amount: 0.00
Check Number: 14719 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4230 0 000	CANDY FOR STAFF APPRECIATION		25.19		N	
05 3200 610 000 4060 0 000	DRINKS FOR SENIOR DAY		37.46		N	
05 3200 610 000 4020 0 000	SUPPLIES FOR CONCESSIONS		11.95		N	

Vendor ID: CUBBYS **CUBBY'S** **PO Number:** **Invoice Number: 62425** **Amount: 62.98**

Description:
Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 06/10/2025 Due Date: 06/30/2025 Status: PP 1099 Amount: 0.00
Check Number: 14743 Check Date: 06/24/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4060 0 000	DRINKS SENIOR DAY		37.79		N	
05 3200 610 000 4230 0 000	END OF YEAR STAFF		25.19		N	

Vendor ID: DAVIDC **DAVID CITY PUBLIC SCHOOL** **PO Number:** **Invoice Number: 61625** **Amount: 125.00**

Description:
Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 06/09/2025 Due Date: 06/20/2025 Status: PP 1099 Amount: 0.00
Check Number: 14727 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4440 0 000	CAMP		125.00		N	

Vendor ID: DOLLAMURSP **DOLLAMUR SPORT SURFACES** **PO Number:** **Invoice Number: 262379** **Amount: 12,270.00**

Description:
Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 04/21/2025 Due Date: 06/30/2025 Status: PP 1099 Amount: 0.00
Check Number: 14717 Check Date: 06/12/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4010 0 000	WRESTLING MATS		12,270.00		N	

Vendor ID: ESU7 **E.S.U. #7** **PO Number:** **Invoice Number: 61725** **Amount: 923.07**

Description:
Sequence: 1 Check Type: Check Checking Account ID: 5 Invoice Date: 05/31/2025 Due Date: 06/30/2025 Status: PP 1099 Amount: 0.00
Check Number: 14741 Check Date: 06/17/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4400 0 000	FOOTBALL CAMP FORMS		32.90		N	
05 3200 610 000 4010 0 000	ACTIVITY BANQUET PROGRAMS		859.58		N	
05 3200 610 000 4420 0 000	SUMMER WRESTLING CAMP FORMS		30.59		N	

Vendor ID: HAUFF **HAUFF MID-AMERICAN SPORTS** **PO Number:** **Invoice Number: 165880** **Amount: 753.00**

Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 02/21/2025 Due Date: 06/21/2025 Status: PP 1099 Amount: 0.00
Check Number: 14737 Check Date: 06/17/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4010 0 000	COACHES CLOTHING ORDER		753.00		N	

Vendor ID: HAUFFS **HAUFFS SPORTING GOODS**
PO Number: **Invoice Number: 171856** **Amount: 241.55**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 05/06/2025 Due Date: 06/06/2025 Status: PP 1099 Amount: 0.00
Check Number: 14738 Check Date: 06/17/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4010 0 000	COACHES CLOTHING		241.55		N	

Vendor ID: KCHS **KCHS BASKETBALL CAMP**
PO Number: **Invoice Number: 61725** **Amount: 150.00**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 06/17/2025 Due Date: 06/26/2025 Status: PP 1099 Amount: 0.00
Check Number: 14736 Check Date: 06/17/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4430 0 000	TEAM CAMP		150.00		N	

Vendor ID: LAKEVI **LAKEVIEW HIGH SCHOOL**
PO Number: **Invoice Number: 61625** **Amount: 300.00**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 06/16/2025 Due Date: 06/16/2025 Status: PP 1099 Amount: 0.00
Check Number: 14725 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 890 000 4440 0 000	CAMP		300.00		N	

Vendor ID: NAEA **NAEA**
PO Number: **Invoice Number: 2525NAEA** **Amount: 450.00**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 04/01/2025 Due Date: 07/01/2025 Status: PP 1099 Amount: 0.00
Check Number: 14740 Check Date: 06/17/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 890 000 4270 0 000	NAEA PROFESSIONAL FEES TEACHER PROGRAM		450.00		N	

Vendor ID: NATLFFAORG **NATIONAL FFA ORGANIZATION**
PO Number: **Invoice Number: 61025** **Amount: 172.25**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 05/20/2025 Due Date: 06/20/2025 Status: PP 1099 Amount: 0.00
Check Number: 14716 Check Date: 06/10/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4270 0 000	SUPPLIES FFA		172.25		N	

Vendor ID: NCA **NCA**
PO Number: **Invoice Number: 61025** **Amount: 1,095.00**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 06/10/2025 Due Date: 07/10/2025 Status: PP 1099 Amount: 0.00
Check Number: 14714 Check Date: 06/10/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 890 000 4010 0 000	COACHES MEMBERSHIP		1,095.00		N	

Vendor ID: NSAA **NE SCHOOL ACTIVITY ASSOCIATION**
PO Number: **Invoice Number: 62425** **Amount: 1,340.00**
Description:
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 06/24/2025 Due Date: 06/30/2025 Status: PP 1099 Amount: 0.00
Check Number: 14745 Check Date: 06/24/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 890 000 4010 0 000	NSIAAA REGISTRATION		1,340.00		N	

Vendor ID: OFFTHEWALL **OFF THE WALL GRAPHICS & PRINTING**
Description:
PO Number: **Invoice Number: 63025** **Amount: 1,151.50**
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 06/25/2025 Due Date: 07/25/2025 Status: PP 1099 Amount: 0.00
Check Number: 14748 Check Date: 06/30/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4440 0 000	BBALL CAMP SHIRTS		1,151.50		N	

Vendor ID: PINNACLEOM **PINNACLE BANK**
Description:
PO Number: **Invoice Number: 61625** **Amount: 2,911.04**
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 06/01/2025 Due Date: 06/30/2025 Status: PP 1099 Amount: 0.00
Check Number: 14723 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 580 000 4018 0 000	HOTEL STATE TRACK		924.00		N	
05 3200 890 000 4270 0 000	THE LEADERSHIP CENTER		1,212.55		N	
05 3200 610 000 4230 0 000	STAFF APPRECIATION LUNCH		671.70		N	
05 3200 610 000 4210 0 000	GOOGLE TV		88.79		N	
05 3200 610 000 4019 0 000	DONUTS CRC GOLF		14.00		N	

Vendor ID: PIONEERDRA **PIONEER DRAMA SERVICE**
Description:
PO Number: **Invoice Number: 659499** **Amount: 23.00**
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 06/20/2025 Due Date: 07/20/2025 Status: PP 1099 Amount: 0.00
Check Number: 14749 Check Date: 06/30/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4130 0 000	SCRIPT		23.00		N	

Vendor ID: RCPITSTOP **RC PIT STOP**
Description:
PO Number: **Invoice Number: 61025** **Amount: 38.34**
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 05/28/2025 Due Date: 06/29/2025 Status: PP 1099 Amount: 0.00
Check Number: 14715 Check Date: 06/10/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4220 0 000	PIZZA FOR MEETING		38.34		N	

Vendor ID: RCPITSTOP **RC PIT STOP**
Description:
PO Number: **Invoice Number: 61625** **Amount: 216.00**
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 05/19/2025 Due Date: 06/19/2025 Status: PP 1099 Amount: 0.00
Check Number: 14720 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4230 0 000	PIZZA IN SERVICE DAY		216.00		N	

Vendor ID: RCWATERSE **RISING CITY WATER & SEWER**
Description:
PO Number: **Invoice Number: 61025** **Amount: 50.00**
Sequence: 1 Check Type: Check Checking Account ID: 5
Invoice Date: 06/10/2025 Due Date: 06/10/2025 Status: PP 1099 Amount: 0.00
Check Number: 14712 Check Date: 06/10/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4440 0 000	GYM RENT FOR PRACTICE		50.00		N	

Vendor ID: SHELBYLUM **SHELBY LUMBER CO.**
Description:
PO Number: **Invoice Number: 61625** **Amount: 38.35**
Invoice Date: 06/01/2025 Due Date: 06/30/2025 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 14721 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4160 0 000	FAST DRYING POLYURETHANE		38.35		N	

Vendor ID: STEWAR **STEWART, STACY**
Description:
PO Number: **Invoice Number: 61625** **Amount: 130.08**
Invoice Date: 06/12/2025 Due Date: 06/30/2025 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 14730 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 610 000 4280 0 000	CIRCLE OF FRIENDS SHIRTS		130.08		N	

Vendor ID: THOMPSONH **THOMPSON, HEATHER**
Description:
PO Number: **Invoice Number: 61625** **Amount: 118.00**
Invoice Date: 06/12/2025 Due Date: 06/30/2025 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 14731 Check Date: 06/16/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 890 000 4130 0 000	CHEER SAFETY MEMBERSHIP		118.00		N	

Vendor ID: YMCA **YMCA**
Description:
PO Number: **Invoice Number: 61025** **Amount: 350.00**
Invoice Date: 06/10/2025 Due Date: 06/10/2025 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 14710 Check Date: 06/10/2025

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 3200 890 000 4410 0 000	Y LEAGUE FEES		350.00		N	

Batch 1099 Total: 0.00 Batch Total: 31,140.66

Report 1099 Total: 0.00 Report Total: 31,140.66

SUPERINTENDENT

Board Report

6/16/2025

+1-402-527-5946

ttejkl@shelby.esu7.org

www.shelby.esu7.org

650 North Walnut Street
Shelby, NE 68662

Financial Update:

- **77.4%** of the budget spent; **83.3%** of the fiscal year completed **16.7%** of year remaining and **22.6%** of budget unspent.
- Through **July 2025**, we have spent (**$6,283,044.82**). At this point in 2024 **($6,007,982.93),** in 2023 (**$5,757,657.40**) and in 2022 (**$5,490,664.82**) we had been spent
- The current cash balance in the General Fund is (**$3,784,121.88**) . In 2024 at this time, the balance was (**$3,191,263.45**), in 2023, the balance was (**$2,684,878.80**) and in 2022, the balance was (**$3,081,979.33**)

Items of Review:

School Items

- Personnel Update:
  - Current Searches for 25-26 school year:
    - Assistant Cook/Baker
      - Hired: Nancy Samek of Rising City
    - SPED Van Route



Facilities / Grants

- **Grant Writer services from ESU 7**
  - We will be moving forward with ordering our Outdoor Furniture as our Grant Writer has submitted our proposal (July 12th) and we are looking to see what comes from that. We will have an update by the end of the month.



Superintendent's Calendar

- 7/21 - Send Back to School Mailers
- 7/22 - NRCSA Conference
- 7/23 - Administrators Day in Kearney (1 of 3)
- 7/24 - Administrators Day in Kearney (2 of 3)
- 7/25 - Administrators Day in Kearney (3 of 3)
- 8/1 - 8/7 = Flex Days for Staff
- 8/8 - First Day of Staff (ESU 7 Day)
- 8/11 - Second Day of Staff (SRC Day); MS/HS Open House
- 8/12 - Third Day of Staff (1/2 Day clean up); Elementary Open House; Village of Shelby's Board Meeting
- 8/13 - FIRST DAY OF SCHOOL; CRC Fall Dinner/Meeting for CRC coaches/sponsors/admin
- 8/18 - First day of PK; School Photos (7:45am); Fall Activities Photos (3pm)
- 9/1 - No School (Labor Day)
- 9/3 - CRC Activities and Superintendent Meeting @ York (11am)
- 9/9 - Village of Shelby Board Meeting (6pm)
- 9/16 - Senator Hughes visiting SRC (11am)
- 9/17 - NO SCHOOL (Parent Teacher Conferences) [11am - 6pm]
- 9/23 - ESU 7 Superintendent Meeting (9am)
- 9/24 - Early Out for Professional Development
- 9/29 - Beginning of Homecoming Week

Budget Update for the 2025-2026 School Year:

Here is a comparison of our State Monies (currently) that will be projected for our 2025-2026 School

NEBRASKA DEPARTMENT OF EDUCATION

Budget:

- **State Aid Certification**
  - 2024 = $1,130,930
  - 2025 = $1,230,348
    - Difference = $99,418

- **Property Tax Request Authority**
  - 2024 = $5,755,133
  - 2025 = $6,365,901

- Difference = $610,798

Summary:

From how I am reading this, we have the authority to ask for more if need be but with my initial reading of where our budget currently stands, we are in a good spot to not have to max out or go over.

As we look into next year, some of the expenses that we will have that are not refunded through covid that we haven't had to worry about for the past four years:

- Curriculum updates - Science is the next one up
- Nutrition Fund - we will have to supplement this fund through our General Fund as SRC have done in the past
- Staff Payroll Increase

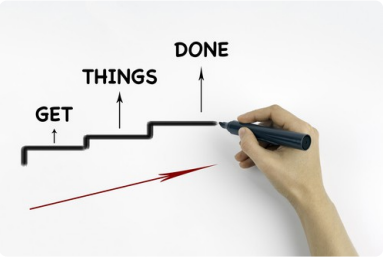
I will get more information to you in July on my first estimates where we could land and then more detailed as August rolls in when Valuations are finalized. Please let me know if you have any questions.

Meetings and Due Date Updates:



Legislation Update:

- 109th Session will convene on January 7th, 2026 and will last for 60 days
- Key Issues:
  - Term Limits - Changing senators from two consecutive terms to three consecutive terms (people's vote)
  - Budget - addressing the projected budget



Due Dates and Items to Complete or of Completion

- CDC (Consolidated Data Collection)
  - Census Report (Thank you to Mrs. Moon for running the numbers) [7/15] ✅
  - Nebraska Education Profile (7/16)✅
  - IDEA (7/18)✅
  - MOE (7/18)✅
  - Career and Technical Education Grant (7/18)✅
  - CDC Items:
    - Human Resources Director Contacts (7/30)✅
    - Superintendent Transparent Pay (7/31)✅



CRC & Commissioner's Update:

- ***NEXT CRC SUPERINTENDENT MEETING***
  - August 13th at 6pm

- ***Commissioner's Update***
  - June 6th, 2025
    - **State Board**

      The State Board of Education convened on June 5 and 6 in Lincoln. A full report of their actions can be found here, and a summary is below:
      - Dexter Hanzel Recognized as Milken Educator - Created in 1987, the Milken Educator Awards reward and inspire excellence in education. Earlier this year, Neligh-Oakdale Jr./Sr. High School teacher, Dexter Hanzel, was presented with the award, and formally recognized by the State Board of Education.
      - Educator Apprenticeship Presentation - Representatives from Midland University and Westside Community Schools presented first-hand accounts of the impact of Nebraska's teacher apprenticeship program.
      - 21st Century Community Learning Centers - Nebraska's summer and afterschool programs funded through federal dollars were approved.
      - Accreditation of Public and Non-Public Schools - The State Board approved and accredited schools as part of their annual process.

      The State Board will meet next at their regular August Board meeting August 7th and 8th at the NDE office in Lincoln.

      Agency Updates:
      - Governor's Youth Leadership Summit - As part of his Economic Summit in August, Governor Pillen is hosting high school students in the inaugural Youth Summit on August 14 in Kearney. You can find registration information and further details in the link above.
      - Career-Readiness and Dual-Credit Education Grant Program - Applications for this program, administered by the Nebraska Coordinating Commission for Postsecondary Education, for the grant year beginning July 1, 2025, through June 30, 2026, will open May 1, 2025. Grants will be awarded on a first-come, first-served basis. The program will pay up to 18 credit hours of tuition and fees for teachers who are enrolled in graduate course work necessary to meet postsecondary



institution requirements to teach college-level courses (dual credit); teachers taking courses outside of a degree program to become qualified to teach career and technical education courses; tuition and fees or related costs (e.g., testing and certification fees) incurred by prospective teachers preparing for competency tests to become qualified to teach career and technical education courses; or tuition and fees incurred by college faculty to obtain a postsecondary teaching permit.

- NSCAS Feedback Participation Form - We are seeking passionate and knowledgeable NE administrators to provide valuable insights and guidance on NCSAS testing and reporting. Your expertise will help shape the future of NSCAS to ensure we are meeting student and educator needs.
    - Feedback opportunities will be available through summer & fall 2025, including 30- to 60-minute interview(s), or smaller activities based on your schedule (short surveys, feedback via email, or a short remote discussions), all including a thank-you incentive for your time.
- Natural Disaster Relief Program - On May 21, President Trump signed a Major Disaster Declaration in response to severe weather faced in the Midwest. As a result, the US Department of Education has created Project SERV to provide short-term education-related services to local education agencies to help respond from violent or traumatic events where the learning environment has been disrupted. More information can be found in the attached document.
- Property Tax Request Authority - NDE certified the amount of property taxes each district can request in total for the General and Special Building Funds. Certification includes calculated property tax authority with the additional amount that can be accessed with 70% board approval.



Future Projects

- Wellness Center Upgrades (update)
  - Backordered: Stair Stepper (1st week of August)
- Outdoor Classroom
  - Ordering of furniture is next step
  - Grant to be determined by end of Month
- Pre-School Fence Extension
  - Installed and paid for✓
- Pouring of Concrete
  - Week of July 21st
- Construction of new Kitchen Wall for Ag Room
  - Week of August 4th
- New Copiers Installation
  - July 25th



Professional Development Opportunities:



- **NASB**
  - **Leadership Workshop**
    - July 29th @ Kearney
  - **Area Membership Meeting**
    - August 26th @ York
  - **Labor Relations Conference**
    - October 1-2 @ Lincoln
  - **2025 State Education Conference**
    - November 19th - 21st

- **NCSA**
  - **Administrator Days**
    - July 22nd - 25th
  - **NCSA Tailgate**
    - September 20th
  - **Labor Relations Conference**
    - October 1-2 @ Lincoln
  - **Legislative Preview**
    - December 10th
  - **NASBO State Conference**
    - April 23-24

- **NRCSA**
  - **Spring Conference**
    - March 18th
  - **Part of Scholarship Committee for the next two years**
    - Appointed in July

Administration Days

- **Wednesday (NDE Day)**
  - Keynote Speaker of Dr. Dulaney (8:30am)
  - School Finance Update (9:45am)
  - Pupil Transportation: Safe Roads, Bright Futures (10:45am)
  - Budget Workroom (11:45am)
  - Outing with KSB (1:15pm)
- **Thursday**
  - NCSA Administrators in Action with Blue Cross and Blue Shield (7:30am)
  - Keynote Speaker: Erin King - The Energy Instinct: Tap Into Your Natural Power for Transformative Leadership (9am)
  - School Law Update: What's New, What's Changed, and What's Ahead (10:30am)
  - Awards Luncheon (11:30am)
  - Ice Cream Social (12:45pm)
  - AI-Powered Practices for School Leaders (1:15pm)
  - Getting It Right at the Top: Meaningful Evaluation for School Leaders (2:30pm)
  - Unlocking Potential: Implementing a District-Wide Personalized Learning Program for Staff (3:45pm)
- **Friday**
  - Keynote Speaker: Thomas C. Murray - Creating a Culture of Innovation, Empathy, and Joy!

Link

Federal and/or State Monies Collected

Rural School Achievement Program (REAP)

- **$42,750 (Collected)**
  - This money is used for new freshman (9th graders) computers and computer bags

State and ESU Receipts

- **State Aid**
  - $1,017,837
- **Special Education Programs**
  - $614,545
- **Pro-Rate Motor Vehicle Tax**
  - $8,044.42
- **High Ability Learners**
  - $2,488
- **Homestead Exemption**
  - 36,088.76
- **Property Tax Credit**

Federal Receipts

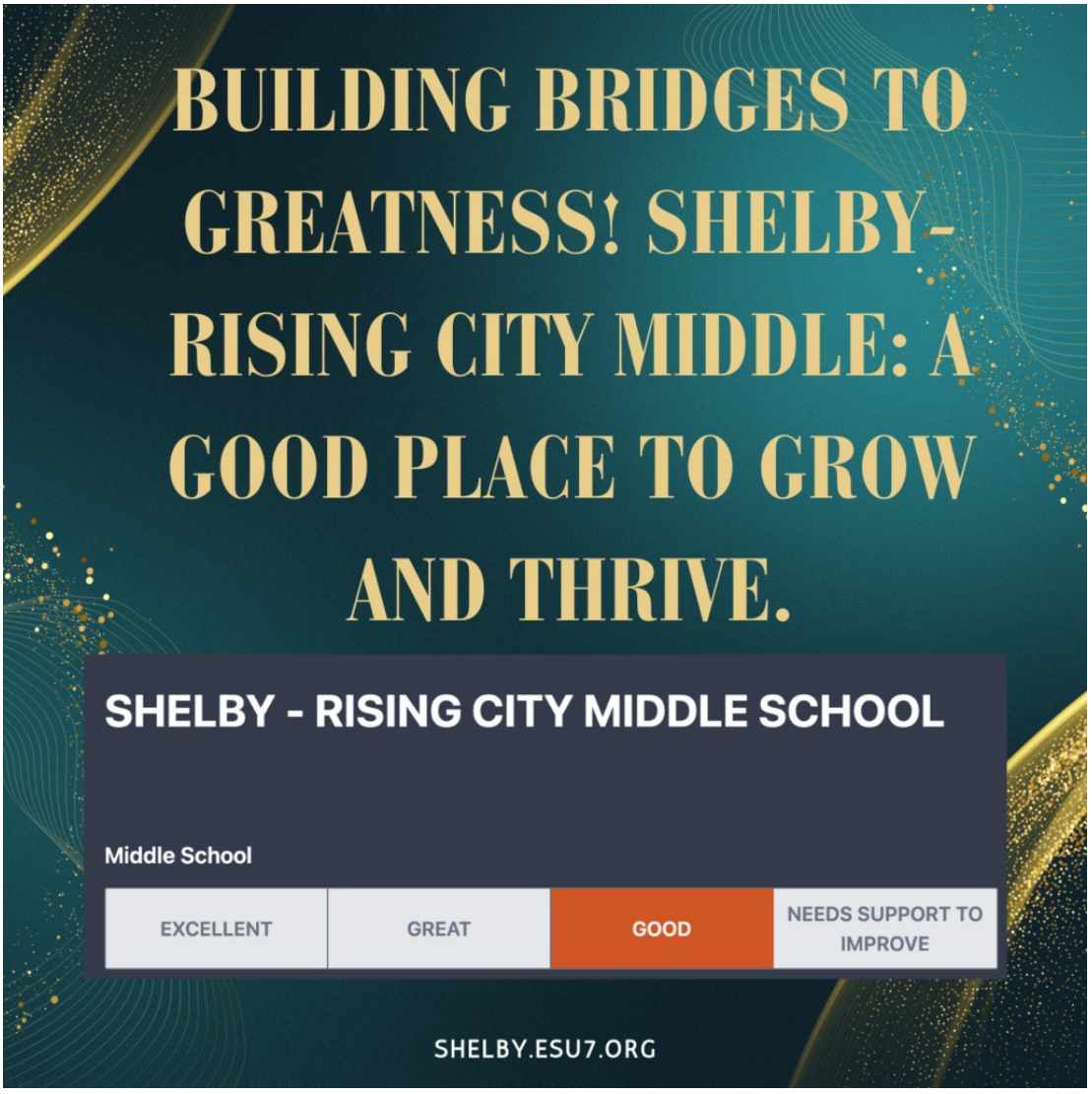
- **Title** 1
  - $61,839
- **IDEA 4406**
  - $3,632
- **IDEA Part B**
  - $83,253
- **Medicaid**
  - $7,280.67
- **ESSER III**
  - $451,305

- 664,618.16
- **State Apportionment Tax**
  - 136,256.23

AQuESTT Rankings for 2023-2024 School Year:




Young Minds,
Big Achievements!
Shelby–Rising City Elementary
Excellence at its finest.
SHELBY - RISING CITY ELEMENTARY SCHOOL
Elementary
EXCELLENT
GREAT
GOOD
NEEDS SUPPORT TO IMPROVE
shelby.esu7.org


BUILDING BRIDGES TO GREATNESS! SHELBY-RISING CITY MIDDLE: A GOOD PLACE TO GROW AND THRIVE.
SHELBY - RISING CITY MIDDLE SCHOOL
Middle School
EXCELLENT
GREAT
GOOD
NEEDS SUPPORT TO IMPROVE
SHELBY.ESU7.ORG



Days Worked: 8 (July 21st)

Tucker Tejkl
Tucker is using Smore to create beautiful newsletters

25-26 Shelby-Rising City Priorities

Continuous Improvement Goal(s): ESU 7 CIP
Goal #1: 85% of students will meet and/or exceed their projected growth or benchmark score on the Spring MAP Math assessment by the end of the 21-26 school improvement cycle. **Goal #2**: Guide Shelby-Rising City students to be respectful and responsible active learners. **Goal #3**: Shelby-Rising City teachers will develop a plan to teach and assess student writing by 2026.

List Your Priorities for 25-26 Academic Year Below *Consider all areas: Tech, Instructional Materials, SPED, Production, Leadership, PD* *Any updated priorities added will be typed in a different color.*
1. Instructional Coaching
2. Professional Development
3. SPED (will be more specific when at the meeting together) a. TIP (attending on March 6th) b. CAP c. Continued Support
4. MTSS a. Finding a way to meet with staff b. June 30th and July 1st for MS/HS MTSS i. Secondary Teams
5. CTE (added by Marcus)

Other Information To Share With ESU 7 Relevant to Service Planning *Consider: leadership changes, legislative feedback, Board development, strategic plan*
• EduClimber assistance/training

- Possible APL training (or anything other than Kagan)
- Preparation for Year 5 School Improvement Presentation (February 2026)

This section is For ESU Use only:

Notes

Classifications: Elem: Excellent, Middle: Good, High: Great, District: Great
Designations: Elem: ATSI

Staff Development:
Year 5: No dates yet.
Coaching: Want to continue for teachers
PD: Engagement strategies + teaching strategies. Set times throughout the year.
MTSS: Bolstering secondary MTSS. Biggest part is scheduling. Institute this summer to problem solve and develop strategies. Set up time for Kendra to do fidelity checks. Kendra to meet in March with Heather to set up plans.

CTE: discussed plans for the rest of this year

Instructional Materials:

Technology: Reviewed Technology Infographic
Reviewed Lastpass Security score.
Reviewed new Google Parental consent requirements for 3rd party apps.

Student Services:
Reviewed services/Contracts
PD Overview
BITS options and requirements
Grants:

Other:

- Calendar PD Days:
    - August 8th/11th/12th
        - August 8th -
            - 8:15am to 9am - SPED Accommodations w/ Jackie (8:15am for

45 min.)
- 9am to 10:30am - w/ Dan for LastPass
- 11am - Cognitive Coaching w/ Mark
- 1:30pm - Engagement Strategies w/ Otis (1:30pm to 2:30pm)

- September 24th
  - Otis- Engagement/Teaching strategies
- October 29th
  - Executive Function w/ Jackie (1:45pm)
- December 17th
  - Otis- Engagement/Teaching strategies
- January 5th
  - BITS options and requirements w/ Jackie (1pm)
- January 28th
  - Otis- Engagement/Teaching strategies
- February 25th
  - Otis- MAYBE
- March 25th
  - Otis (TBD)
- April 22nd
  - Otis (TBD)

ESU 7 Support Personnel	Focus	Ideal Implementation Level (to be completed in summer conversation)	Date/Time
Jackie Ternus	SPED 101/Expectations		August 8, 2025 8:15-9:00
Dan Ellsworth	Last Pass		August 8, 2025 9:00 to 10:30
Mark Brady	Cognitive coaching pitch		August 8, 2025 11 to 11:15
Otis Pierce	Kick off Engagement Strategies/ Teaching Strategies		August 8 1:30 to 2:30

Otis Pierce	Engagement/teaching strategies		September 24 1:45
Otis Pierce	Admin Team Meeting (Grading Discussion)		October 20 1:30-3:30
Otis Pierce	Engagement/teaching strategies		December 17 1:45
Jackie Ternus	Executive Function		October 29 1:45
Jackie Ternus	BITS		January 25 1:00-2:00
Jackie Ternus	Para training		Monthly on early out days.
Otis Pierce	Engagement/teaching		January 28 1:45
Otis Pierce	Engagement/teaching strategies		Feb 25?? Annual consultation conflict
Otis Pierce	Engagement/teaching strategies		March 25 1:45
Otis Pierce	Engagement/teaching strategies		April 22, 2026 1:45
Present at Consultation: Tucker Tejkl, Marcus Donner, Matt Carley, Otis Pierce, Mark Brady, Marci Ostmeyer, Jackie Ternus, Kendra Gustafson, Tami Clay, Dan Ellsworth, Beth Ericson.			

Notes from Summer Conversation

1. Multi Person PD Day - Planning Doc

- Yes
- No

2. Inservice Days (dates, times, topics,) - Changes recorded in table on Annual Consultations document

3. CIP Check Ins and Meeting Days for the year
    *

4. Review of Priorities - Are there changes? Changes recorded in table - Anticipated Implementation level

5. New Teacher Supports - (List of new teachers)
    a. Kassidy Soulliere (4th Grade)
    b. Holly Luettel (Industrial Tech)

6. PD Members to follow up with following Consultation

Implementation levels

1. Exploration / Awareness	- Staff are aware of the initiative, but no action has been taken. - Staff receive initial information - No change in practice yet	- Initiative introduced at meetings
2. Installation / Preparation	- The school is planning and setting up for implementation. - Resources and materials are acquired - Leadership or implementation team is formed	- Training is scheduled or underway
3. Initial Implementation	- Staff begin to implement the initiative with limited consistency. - Coaching and support are active - Inconsistent or partial use of the model, curriculum, initiative	- Some classrooms or teams are using the practices
4. Full Implementation	- The initiative is consistently used across the school. - Data shows positive trends - Practices are integrated into routines	- Most staff implement with fidelity

5. Sustainability / Institutionalization	- The initiative is embedded in school culture and sustained over time. - Initiative continues despite staff changes - Embedded in CIP and professional development	- Ongoing evaluation and refinement

SHELBY-RISING CITY PUBLIC SCHOOLS

STUDENT HANDBOOK

2025-2026~~2024-2025~~ Edition

650 North Walnut
P.O. Box 218
Shelby, NE 68662

Phone: (402) 527-5946
Fax: (402) 527-5133

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are excited to continue and build upon the successes we've had at Shelby-Rising City! As always, our number one priority remains the same: providing opportunities for student success and excellence in a safe and nurturing environment! Back-to-school time is an exciting time for staff and students, and we hope to keep enthusiasm for learning at a high level throughout the year! The purpose of this handbook is to provide both parents and students with guidelines to maintain an environment conducive to learning.

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

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

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office. We can't wait to see you in our hallways and classrooms as the new school year is here!

Sincerely,



Tucker Tejkl, Superintendent

Intent of Handbook

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

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

Notice of Non-Discrimination

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

MISSION STATEMENT

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

VISION STATEMENTS

SHELBY-RISING CITY PUBLIC SCHOOLS WILL…

…challenge our students by providing innovative educational opportunities that develop skills for their ever-changing worlds.

…evaluate our curriculum to offer opportunities that meet the unique interests, goals, and social-emotional needs of all students.

…build leadership skills throughout the student body and staff that benefit the school and community.

…provide resources to aid students in becoming technologically proficient.

…provide and promote a safe, healthy learning environment.

BASIC SCHOOL RULES AND GENERAL PRACTICES

A.I.

The board recognizes the potential benefits of Artificial Intelligence (AI) in enhancing educational outcomes and requiring innovative teaching practices, in part because this technology is already available to many students at home. This policy aims to ensure the responsible use of AI technologies within the school district along with teaching and homework strategies that consider the probability that students can easily access AI outside the school. Please refer to Policy #604.17

Attendance

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age for kindergarten. Children who have not turned eighteen years of age are of mandatory attendance age. Policy 503.01 located on our school website

Discontinuing Enrollment – 16 and 17-Year Old Students

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

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

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

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

- **Absent School Excused (ASE)**: The parent must provide the school documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, pre-arranged college visits, court, immigration, death of a family member, or suspension.
- **Absent Excused/Not School Excused (AE)**: Parent acknowledged absences that include but are not limited to undocumented illness, vacations, DMV, and other situations where the parent notifies the school that the child will be gone.
- **Absent Unexcused (AU):** Any non-reported or not confirmed absences. This could include truancy.

Excessive Absenteeism
When a student receives eight (8) Absent Excused (AE) or Absent Unexcused (AU) or the hourly equivalent in any semester (MS/HS 75 periods), the Building Principal will follow the procedure for addressing barriers to the student's attendance.
When a student is absent more than twenty (20) Absent Excused (AE) and/or Absent Unexcused (AU) days per year or the hourly equivalent (MS/HS 180 periods), the Building Principal will file a report with the county attorney of the county in which the student resides. At the High School level, 10 days of reported absences from a class during any one semester will constitute justification for an incomplete or loss of credit in that class. Additional information is located in the S-RC School Board Policy 503.03.

Absences due to illness
Any student who is absent due to illness has two days from the date of their return to school following an absence to make-up work missed. If a secondary student is absent on the day that an assignment is due, the student will be required to turn in the assignment on the first day of his/her return to school. Any student who has make-up work may appeal the amount of time to make up the work to the principal.

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

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

Students are obligated to:

1) Complete all class work in advance for any absence that can be anticipated;
2) Check out of school at the office if leaving school during the school day; and
3) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

1) Call the appropriate building office prior to 8:45 a.m. ~~a.m.~~ to inform the school of the reason for each absence; and
2) Submit a doctor's statement, for each documented illness.

Pregnant and Parenting Students

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

Absences and Activity Participation

Students must attend school a full day before attending practice or participating in a scheduled student activity, except in cases of family emergencies or pre-arranged absences approved by the principal. Pre-arranged absences are those absences for which the school and teachers are notified a minimum of one day in advance that the student will be absent.

Band

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

Bicycles and Skateboards

Students are to park their bikes in the appropriate racks. Under no circumstances are students to borrow or tamper with bicycles that are not their own. Bicycles must be parked in the bike rack and left there until dismissal time. After school, the bikes are to be taken home. Roller-skates, rollerblades, or shoes with rollers in them are not to be worn inside of the school building.

Books and Supplies

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

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

Bulletin Boards/Television information Screens

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

The following general limitations apply to all posting or publishing:

1. **All postings** must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. **All postings** must identify the student or the student organization posting or publishing the notice. Teacher Tape or other removable material must be used.
3. Material shall be removed the day following the event being promoted to assure full access to the bulletin boards or electronic publishing media.
4. Students are encouraged to use the Television Information Screens to relay organization information.

Bullying

Bullying is defined in Policy number 504.20 located on our school website. Students are prohibited from engaging in any form of bullying. If a student believes they are being bullied, they should immediately inform a teacher or the building principal. ~~Bullying is defined in Policy number 504.20 located on our school website.~~

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. ~~Students who believe they are being bullied should immediately inform a teacher or the building principal.~~

Cell Phones and Other Electronic Devices

Cell phones or other electronic devices must be kept out of sight and silenced during the school day unless during permissible use time. Cell phone use during instructional time is considered a violation. Consequences are listed below. Permissible use for middle and high school students include:

- Before and/or after school
- During lunch
- In between passing periods
- At teacher discretion

Permissible use for elementary students include:

- Before and/or after school
    - All other electronic devices (i.e.: smartwatch, FitBit, etc.) will be at the discretion of the teacher and administration and may be asked to be stored in the locker.

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

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

immediately.

1st Offense: Office Referral Form Written. Parent notified; device returned to student at the end of the day by office staff or principal.

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

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

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

Child Abuse and Neglect

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

Class Dismissal

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

Closed Campus

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

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and respectful. As stated in the PBiS Model (B.A.R.K = **B**e Responsible, **A**ctive Learning, **R**espect Self and Others, **K**eep Safe), all students must:

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

Teachers will establish classroom conduct rules.

Communicable Diseases

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

Communicating with Parents

PowerSchool is the District's Student Information System. All parents are assigned an access code for the purpose of monitoring student grades, lunch balances, and attendance. Please contact the school if you need assistance in setting up your account!

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. A written parental and student permission and agreement form will be signed prior to the student being granted access to electronic media and District technological devices. The use of the District's electronic network and technological devices is a privilege, not a right. The Building Principal will make all decisions regarding whether or not a user has violated their agreement and may deny, revoke, or suspend access at any time. The following procedures and guidelines govern the use of computers and the Internet at school. Additional guidelines can be found in board policy #0606.06 on our school's website.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth by Policy 403.05 located on our school website

Conferences

The school district has formal parent-teacher conferences during the first and second semester. In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Contact Information

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

Copy Machines

A copy machine is located in the library for student use. There is no cost to make copies. Students may not use any other copy machine located in the school building without permission.

Damage to School Property

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

Dating Violence

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events. This is Policy 504.21 located on our school website.

Discrimination and Harassment

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

Dress Code

Shelby-Rising City Public Schools believes that teaching principles of appropriate dress and appearance, good grooming, and cleanliness are a desirable component of the educational process. We are sensitive to the rapid changes in dress and grooming; however, we cannot accept those changes that depart from the standards of neat and appropriate appearance, good taste, modesty, and decency in accordance to Board Policy 504.06 in Guidance with NDE.

Our school administration must weigh community standards along with individual rights. As a general rule, appearance that detracts from the learning environment cannot be permitted. It is our sincerest hope that students of Shelby-Rising City Public Schools will take pride in their appearance and their school. Students who dress inappropriately will be given alternative attire (school T-shirt/shorts).

Instructional time missed for clothing related issues (minimum of 30 minutes) will be made up in After School Detention.

The following general statements apply to all students during the instructional day:

1. Bare feet
2. 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 miniskirts or shorts or any other type of clothing that exposes undergarments.
3. Printed wording or pictures on clothing that advertise or promote alcohol, tobacco or drugs, logos and trademarks, or carry derogatory or sexual connotations, or shirts with emblems, wording or phrases which are considered to have "double meanings" or other objectionable material.
4. No hats, caps, or sunglasses will be worn in the school building during school hours.
5. 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, or bandanas.

Students who are not in compliance with the dress guidelines will be sent to the office. In instances of inappropriate dress, students will be asked to change into a school appropriate garments 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, notification of parents, make up class-time missed due to changing
- 2nd Offense - Notification of Parents, school-provided change of clothing, Office Referral, make up class-time missed due to changing, and a 30 minute detention
- 3rd Offense - Notification of Parents, school-provided change of clothing, Office Referral, make up class-time missed due to changing, One (1) day In-School Suspension and Parents notified

Driving and Parking

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

- Students may not move their vehicles during the school day without the permission of the building principal or designee. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
- Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
- By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
- Students are asked to park in designated areas for student use.

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

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

Drug Free Schools

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

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

Eligibility

Following the second week of each quarter, all 7-12 grade students will undergo an "eligibility" check each Monday. Students who have two (2) failing grades in the same week, will be deemed ineligible to participate in all school-related activities for seven (7) days (Monday through Sunday).

Warning list comes out on the third week of the quarter on Monday at 9am. They have until the end of school Friday to get their work into teachers to be graded. The official list will be run on the following Monday at 9am. If a student is still on it with two failing grades they are ineligible starting that Monday until Sunday.

If a student shows up on the official list again but with only 1 failing list, then they are eligible. If a student does not show up on the warning list but they show up on the official list the next week, then that Monday starts their warning week.

~~If a student does not show up on the warning list but they show up on the official list the next week, then that Monday starts their warning week.~~

The activity sponsor will determine if the ineligible student is allowed to attend practices. Page 80 includes the activities that pertain to the eligibility policy.

Evacuations

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

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination. They must provide evidence of the vision examination within six months prior to entrance.

Food Service Program

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

Breakfast
The school will serve breakfast daily from 7:40 a.m. until 8:10 a.m.
Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

Food Service Meal Charge Policy
Students are required to keep a positive balance in their food service family account. Students with a zero or negative family balance will not be permitted to purchase a-la carte items or seconds from the food service. Students with a negative family balance will not be permitted to purchase regular

meals once the negative balance has reached $50. Students on free and reduced meals are still required to pay for additional purchases and are subject to the same guidelines above.

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

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

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

Notice of Non-discrimination

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

To file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form,found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to the U.S. Dept. of Agriculture Director, Office of Civil Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or by fax (202) 690-7442, or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Field trips are an extension of the school day; therefore, a signed permission form authorizing your child to participate is not needed. Parents who do not want their students to participate must notify the school. Students who have not completed classroom work on- time or who show that they can not meet the school's behavioral expectations, may not be allowed to attend field trips. Students must comply with the student- code of conduct, any applicable extracurricular conduct codes, and all directives of allby trip chaperones.

First-Aid

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

Food and Drink

During the normal classroom situation, students shall not consume food or beverage during scheduled classes. Exception: (1) Students may consume water if kept in a water bottle with a lid

during scheduled classes (**teacher discretion**). (2) All liquids need to be in a spill proof container. (3) Food and drink may be consumed during snack time at lower elementary grades (**teacher discretion**) (4) Food and drinks may be consumed on field or activity trips at the sponsor's discretion. (5) Food and drink may be consumed on bus routes as long as trashit is disposed of properly. In any other situation, uUnless 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.

Head Lice

Students found to have live head lice or louse eggs, will be sent home to be treated. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

Health Problems

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written doctor's request to school. Parents should notify the principal or school nurse if their student has any special health problems such as diabetes, asthma, ect.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. If a student has a temperature of 100.0 (or greater) degrees Fahrenheit, he/she will be sent home and must be fever-free for 24 hours without medication before returning to school. When school officials determine that a student needs immediate medical attention, but the parents and/or emergency contact cannot be reached by phone, emergency services will be summoned, or the student will be taken directly to the doctor and/or hospital. Parents must provide emergency information for each child enrolled in the district.

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

Immunizations

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

- Proof of adequate immunizations.
- A signed parental statement of refusal to provide the immunization history. Guidelines for required vaccines are as follows:

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

Provisional Enrollment:
Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations. Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations by classes, clubs, or athletic teams are prohibited except by permission of the administration. Hazing in connection with any school organization is absolutely prohibited. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

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

Lost and Found

All lost and found articles are to be taken to the appropriate lost and found locations found throughout the school. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester or when deemed necessary due to being too full.

Medications

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

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer’s container. (3) The container must be labeled with the child’s name and with directions for provision or administration of the medication.

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

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

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

Memorials

Memorials or plaques honoring deceased students are not allowed in or on the school grounds, unless approved by the superintendent. ~~. Dedications to students will not be allowed.~~

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

National Honor Society

At the beginning of a school year, all Juniors and Seniors with a class average of 93% are eligible to apply to the National Honor Society. The NHS sponsor will provide an application to those who qualify. (Additional information regarding the NHS can be found in the back of this handbook.)

Parent Visitation/Other Visitation

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

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

Parties

Elementary classes may have seasonal parties during the year. Teachers will communicate needs with parents for each party. Parents should~~shall~~ communicate with their student's classroom teacher if there are any questions~~for the teacher's rules~~ regarding birthday treats and/or holiday parties.

Personal Items

The school provides the necessary equipment for classroom and school day activities. The school is

Commented [1]: This may need adjusted as sophomores apply second semester of their sophomore year to earn membership for their junior year.

Commented [2]: This section contradicts itself. In the first line we say routine visits are encouraged, then we say visits will be limited to one day or less per year. We need to come to a consensus on what we would like this to look like.

Commented [3]: I believe we take the last sentence out. With it saying all visitors need approval by the principal prior to coming, it gives the administration the opportunity to approve/deny. That is my initial thoughts reading it.

Commented [4]: We value parental involvement and welcome routine visits to our school. Teachers are always happy to schedule discussions with parents about their child's academic or behavioral progress. Should a serious concern arise that requires parental input, or if parents need to address a significant school-related issue, we ask that you notify the Principal so they can be part of the discussion and assist effectively. To ensure a productive visit for everyone, as well as not interrupting the learning of your child and others, we kindly request prior notice for all planned visits, such as meetings with the Principal or classroom observations. We would encourage you to visit during lunch times if wanting to visit your child. Additionally, student visitors are welcome, but only with prior approval from the Principal.

not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

Physical Exam

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

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

Pictures

The school district arranges for a photographer to be present at school in the fall to take individual student pictures. Parents will be notified of the date.

Playground Rules

Students must follow these rules to keep the playground safe for everyone:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted; tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, or snowballs.
6. Students must use the playground equipment properly and in a safe manner.
    a. Students should only move down the slides on their bottom, feet forward. No moving up the slides.
    b. Students must sit on the swings. No jumping off.
    c. Students may not carry other students in any way.
    d. Students should only use hands to hold on the spinner.
7. Students may not leave the playground after they have arrived at school for the day.
8. If a student brings outdoor equipment out for recess, they must bring it back inside.

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

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

Police/Other Questioning and Apprehension

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

Prom and Banquet

As hosts of the prom and banquet, juniors attending the event are expected to remain in attendance until it is over. All juniors and seniors may invite their dates to the banquet. There will be a charge for any date that is not a Shelby-Rising City Junior or Senior. There will be no charge for any Shelby - Rising City Junior or Senior. Admission for students who are not invited to the banquet but wish to attend the dance will be determined by the junior class sponsor. Only Shelby -Rising City High School students and their dates are allowed to participate in the dance. Dates may be no younger than a high school freshman, and no more than two years out of high school (no older than age 20). There will be no admission charge for anyone who just wishes to view the grand march and coronation.

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

All faculty assigned to work with junior or senior students will be invited to the banquet free of charge.

Protection of Student Rights

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

Public Displays of Affection

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

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court. This is Policy number 508.07 located on our school website.

Self Management of Diabetes or Asthma/Anaphylaxis

The school district will work with the parent or guardian in consultation with a physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the school nurse.

Senior Trip

No overnight senior trip for Shelby-Rising City Public School will be permitted. Only graduating seniors, who have completed all necessary requirements as defined by the principal will be allowed to attend. 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..

Smoking and Tobacco

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

Student Assistance

If your child has any learning, behavior, social, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may refer your child to the Multi-Tiered System of Support (MTSS) Process. The MTSS Team can explore possibilities and strategies that will best meet the educational needs of your child.

This process is available at both elementary and MS/HS level.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics. This is Policy number 504.19 located on our school website.

Student Illness

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

communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district will require a physician's statement confirming the illness and before allowing such students to return to school.

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They can be found within Policy number 507.01 on our school website.

Student Schedule Changes

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

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

Commented [5]: In our discussion this may need revised to say "all class schedules will be official and will only be allowed to be changed within two days of the beginning of each semester."

Students as Spectators

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

Tardiness

Elementary Students

1. Be in the South Gym by 8:05 a.m.
2. Students arriving after 8:15 a.m. & before 9 a.m. are tardy. They must report to the office for a pass to class.
3. Students arriving after 9:00 a.m. & by 11:30 a.m. are considered in attendance for ½ the day.
4. Students arriving after 11:30 a.m. or leaving before 11:55 a.m. (not returning that day) will be counted as a full day absence.
5. Students leaving after 11:55 without returning will be counted for ½ the day. (after 12pm)
6. No absence is counted if students leave after 2:30 p.m.

Middle School and High School Students

1. A tardy is defined as not being in your assigned area at the beginning of instructional time. (8:10 am is the beginning of the school day) Assigned Areas are determined by each teacher.
2. A student reporting to school within the first fifteen (15) minutes of the first period of the school day without a pre-excused absence will be considered tardy. A student that is more than fifteen (15) minutes late for the first period will be considered absent or truant for that period. Students must report to the office for a pass to their first period class.
    2.a. For students reporting TARDY to school (after 8:10 am) they will be asked to turn in their cell phone as a consequence.
3. For periods two (2) through eight (8), any student who is less than five (5) minutes late to class following the tardy bell will be counted as tardy. A student who is more than five (5) minutes late to class following the tardy bell may be counted as absent or truant. Failure to come to class without an admit slip, when needed, constitutes a tardy or an absence. If an administrator or a teacher keeps a student late, a pass should be written for the student to take to the next teacher.
4. Two (2) 8:10 am tardies per semester will be allowed with no consequences.
    4.a. Tardies for periods two (2) through eight (8) will be handled by the classroom teacher.
5. An office referral with detention time will be assigned on the third tardy (regardless of class or period), and each tardy thereafter for the rest of the semester.
6. For every 3rd (third) tardy in any one-class period, an Absent Excused (AE) will be recorded.
7. Habitual infractions during the semester to the tardy policy may result in additional consequences assigned by the principal.

Threat Assessment and Response

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

1. **Obligation to Report threatening Statements or Behaviors.**
    a. All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made, or the threatening behavior occurred.
    b. THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE

REPORTED TO THE POLICE AT 911.

2. **Threat Assessment Team**
    a. The threat assessment team shall consist of the Superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, guidance counselor, members of the mental health profession who would be willing to work with the school. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.
3. **Threat Assessment Investigation and Response**
    a. All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action.This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.
    b. At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.
4. **Communication with the Public about Reported Threats**
    a. To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Transportation Services

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

Transportation to School

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

Non-resident or option enrollment students may ride the buses if within established routes. The Transportation Director will schedule bus routes, and questions concerning them should be directed to that office. For routes with drop off points for multiple students where bus drivers wait for parental pick-

up and parental contact has been attempted for students who are not picked in a timely manner, law enforcement may be contacted.

Bus Regulations
Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus. These policies can be located on our school website and are Policy numbers 612.11, 801.01, 801.01R1, 801.06, 801.09, 801.10, 801.12..

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be announced on television stations KLKN Channel 8 and 1011 News Channel and via Thrillshare by Apptegy, the Mobile Applicant and Notification System. In addition, Facebook,Twitter, and school website feed will be updated with school closing information. Parents should assume that school is open, and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office; however, the absence will count as a parent excused absence (AE) not as a school excused absence (ASE).

If school is closed due to severe weather conditions, all before and after-school activities and practices will be canceled.

Withdrawal From School

Parents need to notify the school office if they are moving from the district. Students must complete a check-out sheet and return all properties to school prior to departure. If you are 16 or older and are permanently withdrawing from school, it will require completed NDE documentation.

Work Permits

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

ACADEMIC INFORMATION

Class Rank

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

Grades

Students will receive percentage grades for their academic classes.

The grading system for grades 2 - 12 is as follows:
A 100% - 94%
B 93% - 86%
C 85% - 78%
D 77% - 70%
F 69% - 0%

The grading system for grades K – 1 is as follows:
"E" = Excellent
"S" = Satisfactory
"N" = Needs Improvement
"I" = Improving

A student may earn an incomplete score when he or she fails to complete classroom assignments. Any student in grades 6-12 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

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

Graduation Awards

Commented [6]: Would this be a discussion to have 50% be the threshold for equitable grading? With anything below needing to have reason and justification?

Commented [7]: To clarify, are you saying that 50% would be the lowest unless their is reason/justification of why lower?

Commented [8]: I'm just thinking from a weighing perspective the 7pt scale for every other
grade with the exception of the F grade. I certainly don't want to make
things easier for students to get a bump in their grades an F is still an F
but how do we make achievable for students to get the chance at recovering
from a grade.

Just something that I was pondering.

Commented [9]: I am not certain if a change like this over the summer is best or if having the conversation starting now to gauge feedback or to implement based on a
trial run (pilot for a year) or just go with it. I came across an article
in edutopia that has some good info.

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

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

Graduation Requirements

Students must successfully complete the courses required by the board and the Nebraska Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete *[200; other]* credits prior to graduation. The following credits will be required as stated in Policy #611.07 (Graduation Requirements):

Language Arts	40 credit hours
Science	30 credit hours
Mathematics	30 credit hours
Social Studies	30 credit hours
Physical Education	10 credit hours
Total Required Hours	110 credit hours
Total Elective Hours	90 credit hours
Total Required Hours for Graduation	200 credit hours

Total Course Credits - ***270*** (State of NE requires 200 – 80% must be core – Rule 10)

Each student must complete at least one five-credit course in financial literacy or personal finance prior to graduation. The required courses of study will be reviewed by the board annually.

Each student shall complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduating unless the required opt-out form is submitted by either: (1) the parent or legal guardian; (2) the Principal, if the Principal determines good cause exists for not requiring the student to complete the FAFSA; or (3) an emancipated student or a student of at least 19 years of age.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected

date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

IDEA Considerations

Graduating with a regular high school diploma or reaching the maximum age of eligibility both result in termination of a student's eligibility for Special Education (IDEA) services. Procedurally, the student's Individualized Education Program (IEP) team must meet to review the student's status and issue the appropriate coding for the student, specifically 210 or 211 as described in the ADVISER Data Elements Manual, a reasonable time before the student's eligibility is terminated. These meetings may be held via the telephone or through a virtual platform (e.g. Zoom, Google, etc.) and should include the student (if possible). The school district must also provide the student with a summary of performance prior to graduation or ending services because of age. Some IEP teams may have already provided a Notice of Graduation or Notice of Ending Services Due to Age to certain students. As this is an issue of IDEA eligibility, the Nebraska Department of Education recommends that school districts make every effort to complete these steps in a timely manner.

Requirements Related to American Civics (Nebraska Revised Statute 79-724)

The requirements within Nebraska Revised Statute 79-724 took effect on September 1, 2019, and the NDE considers 2019-2020 a transition year for implementation. Even so, opportunities may exist in an alternate learning environment to meet requirements within 79-724.

- If a district intends to administer the civics portion of the U.S. Citizenship and Immigration Service Naturalization Test, students are required to take the test twice - once prior to completing 8th grade and a second time prior to completing 12th grade. It may be possible for seniors to complete the second testing in an alternate learning environment. For example, the University of Nebraska High School is offering “Citizenship 101” for free (non-credit), and it prepares students to take the naturalization test at the completion.

- For districts that intend to have students attend/participate in a meeting of a public body OR complete a project/paper and class presentation as outlined in 79-724, those requirements may also be met in an alternate learning environment.

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

~~Required courses and credit hours that students must complete beginning with their Freshman year in order to qualify for the Shelby-Rising City High School Diploma are:~~**~~Juniors are required to enroll in a math, science, and English course.~~**

~~Total Required Hours for Graduation 200 credit hours~~

~~Total Course Credits - ***270*** (State of NE requires 200 – 80% must be core – Rule 10)~~

~~Each student must complete at least one five-credit course in financial literacy or personal finance prior to graduation. The required courses of study will be reviewed by the board annually.~~

~~Each student shall complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduating unless the required opt-out form is submitted by either: (1) the parent or legal guardian; (2) the Principal, if the Principal determines good cause exists for not requiring the student to complete the FAFSA; or (3) an emancipated student or a student of at least 19 years of age.~~

~~Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.~~

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

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

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers.

Honor Roll

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

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

Mid-Term Graduation

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

Report Cards

Grades are continually updated and available via the PowerSchool Student Information System. Please contact the school if you need assistance in setting up your account. Report Cards at the end of each semester will be sent home once grades are finalized for that semester.

STUDENT DISCIPLINE

General Discipline Philosophy

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

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

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

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

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon
the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

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

- A student who fails to attend an after school session may be given detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion.
- A student who fails to serve their detention may not be allowed to participate in activities.
- Detentions are 30 minutes, served in the office or designated detention room.

In-School Suspension
The Building Principal may require a student to serve in-school suspension. Students not completing the requirements of ISS will face further disciplinary action. The student is expected to complete all work assigned & WILL receive credit for all completed work. Students who earn ISS are not allowed to participate or attend student activities. This includes activities such as NSAA sponsored events. There will be zero tolerance for behavior problems for students placed in ISS. The Building Principal will make the final determination if a specific activity qualifies.

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

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

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

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

Long-Term Suspension
Students may be excluded, by the Principal, from school or any school function for a period of more than 5 days but less than 20 school days (long term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

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

Expulsion
1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has

given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such a board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

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

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

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

1. Uses violence, force, threat or intimidation in a manner causing substantial interference with school purposes; or
2. Causes or attempts to cause substantial damage to school or private property or steals or attempts to steal school or private property of substantial value; or
3. Causes or attempts to cause physical injury to another person except in self-defense; or threatens or intimidates any student for the purpose or intent of obtaining something of value from the student; or
4. Possesses or transmits any firearm, knife, explosive or other dangerous object that is ordinarily considered a weapon; or
5. Engages in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor; or
6. Commits public indecency as defined in Nebraska statute 28-806 if that student is at least twelve years of age but less than nineteen years of age; or
7. Commits or attempts to commit sexual assault against any person if a complaint has been filed by a prosecutor alleging the incident as required in Nebraska statute 79-267.8; or
8. Engages in bullying as defined in section 79-2,137; or
9. Engages in any other illegal activity which constitutes a danger to other students or interferes with school purposes; or
10. Repeatedly violates the policies, rules and standards of student conduct established by the district; or
11. Violation of any of the following rules if such violations constitute a substantial interference with

school purposes:

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

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

Guidelines for Various Infractions

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

1ST Offense: Maximum 15 days OSS.

2nd Offense: Recommendation of Expulsion.

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

Each Offense: Maximum 5 days Suspension.

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

a. Each Offense: Office Referral Form shall be completed and turned into administration immediately. Student(s) will be responsible for learning and will redo assignments in a timeframe and with parameters provided by administration. Additional administrative action may be taken.

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

Each Offense: Maximum 5 days Suspension.

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

1st Offense: Office Referral Form Written. Parent notified; device returned to student at the end of the day.

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

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

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

TOBACCO: Possessing, using, selling, or dispensing tobacco, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco

or imitation, such as electronic cigarettes, vapor pens, etc.

1st Offense: Maximum 5 days Suspension.
2nd Offense: Maximum 15 days Suspension.
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.

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

1st Offense: Maximum 5 days Suspension.
2nd Offense: Maximum 15 days Suspension.
3rd Offense: Recommendation of Expulsion.

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

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

1st Offense: Maximum 5 days Suspension.
2nd Offense: Maximum 15 days Suspension.
3rd Offense: Recommendation of Expulsion.

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

1. All students will be afforded due process as guaranteed by constitutional provisions. This Policy number is 504.01 located on our school website.

PBiS – Positive Behavioral Interventions and Supports

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

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

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

Our consistent school rules are:

- Be Responsible
- Active Learning
- Respect Others and school

♦ Keep Safe

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

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

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

STAFF DIRECTORY

Administration

Tucker Tejkl (Superintendent)
ttejkl@shelby.esu7.org

Marcus Donner (MS/HS Principal)
mdonner@shelby.esu7.org

Heather Thompson(PK - 5 Principal)
hthompson@shelby.esu7.org

Brittney Pfluger (AD)
bpfluger@shelby.esu7.org

Guidance Counselor

Bonnie Ott (PK-5 Counselor)
bott@shelby.esu7.org

John Recker (6 -12 Counselor)
jrecker@shelby.esu7.org

Office Personnel

Ada Noyd (District Business Manager)
anoyd@shelby.esu7.org

Wendi Sanley (PK-5 Admin. Assistant)
wsanley@shelby.esu7.org

Connie Moon (6-12 Admin. Assistant)
cmoon@shelby.esu7.org

Maritza Velasco (Lunch/Activities Bookkeeper)
mvelasco@shelby.esu7.org

Kitchen Staff

Shelly Denbo (Manager)
sdenbo@shelby.esu7.org

Laura Hoeft
lhoeft@shelby.esu7.org

Michelle Schmoker
mrichards@shelby.esu7.org

Custodians

Steve Stewart (Maintenance)
steves@shelby.esu7.org

Michelle Gray (Custodian)
mgray@shelby.esu7.org

Chris Alt (Custodian)
calt@shelby.esu7.org

Technology

Matthew Carley -Director of Technology
mcarley@shelby.esu7.org

Transportation

Steve Stewart - Transportation Director
steves@shelby.esu7.org

Nurse

Denise Humlicek (K -12 Nurse)
dhumlicek@shelby.esu7.org

Elementary Staff

Sarah Augustin (Preschool)
saugustin@shelby.esu7.org

MeLinda Cromer (K-5 Intervention/Extension)
mcromer@shelby.esu7.org

Megan Donoghue(Kindergarten)
mdonoghue@shelby.esu7.org

Kelsey Gabel (2nd Grade)
kgabel@shelby.esu7.org

Alicia Hoadley (K-3 Special Education)
ahoadley@shelby.esu7.org

Melanie Hoegerl (3-5 Special Education)
mhoegerl@shelby.esu7.org

Melissa Hyde (PK-5 Music)
mhyde@shelby.esu7.org

Daryl Kubik (3rd Grade)
dkubik@shelby.esu7.org

Abby Kuhn (1st Grade)
akuhn@shelby.esu7.org

Tanner Kuhn (PK-6 PE)
tkuhn@shelby.esu7.org

Cindy Lorentzen (5 S. S./Reading)
clorentzen@shelby.esu7.org

Danielle Luettel (2nd Grade)
dluettel@shelby.esu7.org

Mallory Patterson (1st Grade)
mpatterson@shelby.esu7.org

Ashlee Rathman (3rd Grade)
arathman@shelby.esu7.org

Jonathon Riggs (5 Science/Math)
jriggs@shelby.esu7.org

Jennifer Schutt (4th Grade)
jschutt@shelby.esu7.org

Kassidy Soulliere (4th Grade)
ksoulliere@shelby.esu7.org

Jennifer Topil (Kindergarten)
jtopil@shelby.esu7.org

Kelly Willis (Title I)
kwillis@shelby.esu7.org

Secondary Staff

Carrie Bauers (HS Science)
cbauers@shelby.esu7.org

Renee Bilstein (MS/HS Special Education)
rbilstein@shelby.esu7.org

Emily Blackburn (HS English)
eblackburn@shelby.esu7.org

Grant Gabel (MS Science)
ggabel@shelby.esu7.org

Zach Gould (HS/MS Math)
zgould@shelby.esu7.org

Sarah Hernbloom (MS/HS Spanish)
shernbloom@shelby.esu7.org

Sara Jensen (HS Business)
sjensen@shelby.esu7.org

Krista Kravig (K-12 Tech/Business)
kkravig@shelby.esu7.org

Eric Kravig (9-12 Science)
ekravig@shelby.esu7.org

Zach Kubik (HS PE/Weights)
zkubik@shelby.esu7.org

Ma. Jamaica Lomenario (MS/HS Music)
mlomenario@shelby.esu7.org

Holly Luettel (HS Industrial Tech)
hluettel@shelby.esu7.org

John Schoenrock (MS/HS Social Studies)
jschoenrock@shelby.esu7.org

Becky Schueth (HS Math)
bschueth@shelby.esu7.org

Brittney Pfluger (MS PE)
bfluger@shelby.esu7.org

Cory Waite (MS/HS Math)
cwaite@shelby.esu7.org

Sean Wickham (HS Social Studies)
swickham@shelby.esu7.org

Kristen Wilton (MS/HS English)
kwilton@shelby.esu7.org

District Staff

Brian Evans (K-12 ELL)
bevans@shelby.esu7.org

Adam Nissen (K-5, 9-12 Art)
anissen@shelby.esu7.org

Mandy Peterson (K-12 Media Specialist)
mpeterson@shelby.esu7.org

Stacy Stewart (K-12 Speech Pathologist)
sstewart@shelby.esu7.org

Paraprofessionals

Lori Beach
lbeach@shelby.esu7.org

Deanna Blackburn
dblackburn@shelby.esu7.org

Susan Doehling
sdoehling@shelby.esu7.org

Leanne Downes-Layton
llayton@shelby.esu7.org

Kylie Hiatt
khiatt@shelby.esu7.org

Angela Miller
amiller@shelby.esu7.org

Dolce Mohr
dmohr@shelby.esu7.org

Mel Reznicek
mreznicek@shelby.esu7.org

Michael Reichmuth
mreichmuth@shelby.esu7.org

Kelly Spitz
kspitz@shelby.esu7.org

BELL AND LUNCH SCHEDULES

Regular School Day

1st	2nd	3rd	4th	5th	6A	6B	7th	8th	Advisory
8:10 - 8:58	8:58 - 9:46	9:46 - 10:34	10:34 - 11:22	11:22 - 12:10	12:10 - 12:40 (Lunch) 12:40 - 1:28 (Class)	12:10 - 12:58 (Class) 12:58 - 1:28 (Lunch)	1:28 - 2:16	2:16 - 3:04	3:04 - 3:27

Two Hour Late Start (10:10am)

1st	2nd	3rd	Advisory	6A	6B	4th	5th	7th	8th
10:10 - 10:42	10:43 - 11:16	11:16 - 11:49	11:49 - 12:10	12:10 - 12:43 (Lunch) 12:43 - 1:16 (Class)	12:10 - 12:43 (Class) 12:43 - 1:16 (Lunch)	1:16 - 1:49	1:49 - 2:22	2:22 - 2:55	2:55 - 3:27

Early Out (1:25pm)

1st	2nd	3rd	4th	5th	7th	8th	6A	6B
8:10 - 8:45	8:45 - 9:20	9:20 - 9:55	9:55 - 10:30	10:30 - 11:05	11:05 - 11:40	11:40 - 12:15	12:15 - 12:50 (Lunch) 12:50 - 1:25	12:15 - 12:50 (Class) 12:50 - 1:25 (Lunch)

(PRE SCHOOL DAY)

- 3 years old - 8:15 a.m. to 11:15 a.m. (Monday - Thursday)
- 4 years old - 12:10 p.m. to 3:10 p.m. (Monday - Thursday)
    - Friday morning - 8:15 a.m. to 11:15 a.m.
- NO PRE SCHOOL ON PD DAYS FOR STAFF (two Wednesdays per month)

ELEMENTARY SCHOOL DAY

- 8:10 a.m. to 3:15 p.m.
- Breakfast starts at 7:40
- Doors open at 7:40

SECONDARY SCHOOL DAY

- 8:10 a.m. to 3:27 p.m.
- Breakfast starts at 7:40
- Doors open at 7:40

Lunch Schedules

- Kindergarten 10:50-11:20~~11:00-11:30~~
- First Grade 110:50-11:20~~1:00-11:30~~
- Second Grade 11:05-11:35~~11:15-11:45~~
- Third Grade 11:05-11:35~~11:15-11:45~~
- Fourth Grade 11:350-12:050
- Fifth Grade 11:350-12:050

- Secondary Lunch A 12:10-12:40
- Secondary Lunch B 12:58-1:28

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

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

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

• Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand. Some events include:

Back to School Night	Parent-Teacher Conferences	Annual Parent Meeting
Book-It Kick-off Event	Family Fun Nights	Science Fair
Wax Museum Event	Elementary Awards Assembly	Circle of Friends

• Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

• Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

• Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities. Some activities include:

Perceptual Surveys	Annual Parent Meeting	Advisory Board
PBiS Committee	School Improvement	Family Engagement Event Committees

• Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand. Some information includes:

Online Student Handbook	Standardized Test Results
Parent -Teacher Conferences	Progress Reports and Report Card

• Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

• Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children. Some activities include:

Migrant Summer Program	SRC Elementary Summer School
Shelby Community Library Story Hours	

Reviewed February 2025 - no revisions

Escuela - estudiante - padre
Schoolwide Título I
Pacto del aprender primaria
Shelby-Rising City Public School

Este Acuerdo de Escuela Título I-Padres se ha desarrollado conjuntamente con los padres y describe cómo los padres, todo el personal escolar y los estudiantes compartirán la responsabilidad del logro académico mejorado de los estudiantes y los medios por los cuales la escuela y los padres construirán y desarrollarán una asociación para ayudar a los niños a alcanzar los altos estándares académicos del estado. En las conferencias anuales de padres y maestros se discutirá el pacto en lo que se refiere a los logros del niño individual.

Pacto del estudiante y padre

Como padre, yo entiendo que mi participación en el aprendizaje de mi hijo le ayudará a lograr y tener un atitud positivo del aprendizaje. Por eso, yo prometo cumplir con las responsabilidades que siguen:

- Proveer una rutina para hacer tarea por mi hijo
- Apoyar la disciplina de la escuela
- Leerle a mi hijo o escucharle leer por 15 minutos al día, 5 días de la semana para que disfruta de la lectura.

Pacto del estudiante

Como un estudiante, yo entiendo que la escuela es importante porque me ayudará a aprender habilidades para tener exito en la vida. Por eso, yo prometo cumplir con las responsibilidades que siguen:

- Siempre tratar de hacer mi mejor intento en cumplir con el programa escolar de disciplina
- Ser responsable y cooperativo en casa con la rutina de tarea y cuando mi familia lee conmigo
- Asistir a la escuela regularmente y estar listo para aprender y hacer tarea

Pacto de la profesora

Como profesora, yo entiendo la importancia por el estudiante de tener una experiencia positiva en la escuela y que los padres tienen apoyo para ayudar a sus hijos con trabajos escolares. Por eso, yo prometo cumplir con las responsibilidades que siguen:

- Proveer comunicación positiva a y entre los estudiante, padres y otros profesores (por correo electrónico, cartas y/o teléfono)
- Proporcionar currículo de alta calidad y la enseñanza en un apoyo efectivo y entorno de aprendizaje que permite a los niños para cumplir con las normas estatales sobre el logro académico
- Proveer practicas en la clase, practicas en casa y otras practicas adicionales por habilidades importantes
- Apoyar la disciplina de la escuela

revisado en febrero de 2025 - sin revisiones

Shelby-Rising City Public School
Política Combinada de Distrito y Escuela Title 1 para Padres y Familiares

Shelby-Rising City Public School tiene la intención de seguir las pautas de la Política de participación de padres y padres del Título I de acuerdo con la ley federal, Sección 1116 (a -f) ESSA, (Cada estudiante triunfa) de 2015.

En General

La política escrita de participación del padre y la familia del distrito se ha desarrollado conjuntamente con, actualizaciones periódicas y distribuida a los padres y familiares de los niños participantes y la comunidad local en un formato comprensible y uniforme. Esta política acordada por dichos padres describe los medios para llevar a cabo los requisitos que se enumeran a continuación.

· Los padres y familiares de todos los estudiantes son bienvenidos y alentados a involucrarse con la escuela y la educación de sus hijos; esto incluye a los padres y miembros de la familia que tienen un dominio limitado del inglés,

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

Forms 1, 2, 3, 4, must be filled out, completed in full and turned into the sponsor before a student will be allowed to participate. Form 5 will be turned into the office along with the Student Handbook verification form, they are one and the same. This need be done only once each year for the first athletic activity a student takes part in.
ALL OF THE INFORMATION AND RULES LISTED BELOW ARE INTENDED FOR ALL PARTICIPANTS WHO TAKE PART IN THE CO -CURRICULAR ACTIVITIES OF SHELBY PUBLIC SCHOOL. IF THE TERM ATHLETE IS USED, IT COULD BE REPLACED WITH PARTICIPANT OR MUSICIAN ETC. IF THE TERM COACH IS USED, IT COULD BE REPLACED WITH DIRECTOR OR SPONSOR.
In order to better inform parents and students of the various activities, some activity sponsors have written handbooks for their area of responsibility. These booklets cover the various aspects of a particular activity in more detail than this activity booklet. The individual sponsor's activity booklets will be subject t o the overall policies in this activity book or School Board Policy. These booklets will be distributed to the students at the beginning of an activity season. All other reasonable rules or regulations adopted by the sponsor, and approved by the ACTIVITY DIRECTOR, of a co-curricular activity shall be followed provided that participants shall be notified of such rules and regulations by written handouts or posting on bulletin boards prior to the beginning of the season.

PARTICIPANT RESPONSIBILITY

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

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

1. Attend all practices or rehearsals and practice with intensity; thus, improve as an individual and a participant.
2. Adhere to training rules.
3. Expect no favors from the coach/sponsor or teammates. You must earn your position.
4. Develop a competitive attitude. Be willing to compete against your friend in practice as you would your opponent in interscholastic competition.
5. Be honest with yourself about your skills.
6. Maintain respect for yourself in victory and defeat.

Responsibility to your activity:

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

Responsibility to your school and community:

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

SPONSOR: RESPONSIBILITY

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

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

- **I BELIEVE** interschool activities have an important place in the general education scheme and pledge myself to cooperate with others in the field of education to so administer them that their values shall never be questioned.
- **I BELIEVE** the other sponsors of interschool activities are earnest in their desire to keep the interschool program high on the plans of citizenship training and I shall do all that I can to further their efforts.
- **I BELIEVE** my own actions should be so regulated as to reflect credit to this profession.
- **I BELIEVE** in the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all participants, co-workers, activity officials, and spectators.
- **I SHALL** abide by the rules of the activity in letter and spirit.
- **I BELIEVE** proper administration of all activities offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self-control, desires for clean, healthful living and respect for wise discipline and authority.
- **I BELIEVE** these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry -over and will aid each one connected with the activity to become a better citizen.
- **I BELIEVE** in and will support all reasonable moves to improve activity conditions to provide for adequate equipment, and to promote the welfare of an increased number of participants.

GENERAL INFORMATION

A. Once each year before being permitted to start practice, a participant in athletic activities must have a complete physical examination. A copy of the form used for the exam can be picked up from your sponsor, from the activities director, at the school office or from the Shelby Clinic. The physical examination must be turned into your sponsor prior to participation. The record of your physical examination will be kept on file with the activities director. The form must be signed by the student, his/her parent or guardian, and a medical doctor. This physical exam will be paid for by the student or his/her parent or guardian.
B. No practice will be scheduled on Sundays unless a contest is scheduled on the following Monday or prior approval is given by the administration.
C. No participant will practice using school facilities unless supervised by a sponsor or as per board policy.
D. All participants will wear the clothing and equipment required by the sponsor.
E. If a participant suffers an injury or illness which requires a doctor's attention, he/she must have a written release from the doctor in order to resume practice/play.
F. If a participant is injured, he/she will be expected to attend all practices, games, meets, contests, or other events even though he/she cannot actually participate unless excused by the sponsor.
G. No practice will exceed 2 1/2 hours in length.
H. Be at all practices. All practices are important and one participant missing may endanger the success of the team. If a participant knows he/she will be missing practice, he/she is expected to notify the sponsor before the

missed practice. Legitimate reasons for missing practice are: illness, funeral, another school function, and work for one's father or mother.The sponsor will determine if any other excuses are legitimate. A participant must notify the sponsor BEFORE missing any practice. A sponsor may discipline participants for missing practice without a legitimate reason.

I. Any participant who is a member of any Shelby -Rising City High School interscholastic athletic squad cannot participate on any other organized team in that sport, in school or out of school, during the period that he/she is a member of the Shelby -Rising City High School interscholastic squad.
   a. **Example**: A student cannot participate on a town team volleyball team while a member of the high school volleyball team.

J. Extracurricular Participation (300.28, #7):
   a. 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/ACTIVITIES DIRECTOR OR EXTENUATING CIRCUMSTANCES.

K. Guidelines for Participation in a Cooperative Activity.
   1. Students will provide their own transportation to practices and contests.
   2. Students will pay for any uniform(s) or equipment needed to practice.
   3. All students K -12 will be admitted free into all home games at Shelby WITH A SHOWN STUDENT ID.
   4. Students will not be allowed to leave school early to attend a practice.
   5. Students will need to complete a pre -excused slip when contests cause them to leave before the end of the regular school day.
   6. Students will follow the Shelby -Rising City School Eligibility Policy.
   7. Students that meet the lettering requirements will receive a letter and certificate from Shelby -Rising City Public School and will be recognized at the activities banquet.

L. L. Concussion Awareness
   a. The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed .”
      i. The School District will:
         1. All coaches and volunteers are required to complete the NFHS concussion training course annually. A certificate indicating completion of the course will be required to be submitted to the activities director annually.
      ii. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
         1. The signs and symptoms of a concussion;
         2. The risks posed by sustaining a concussion; and
         3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.
      iii. A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed healthcare professional. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:
         1. has been evaluated by a licensed healthcare professional;
         2. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional; and

3. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

M. The school district will not provide for the presence of a licensed healthcare professional at any practice or game.

N. Students who participate in out -of-town school sponsored activities are to ride the bus or any mode of transportation specifically approved b y the Principal. The student will ride the bus, or approved transportation, to the activity. He/She will return to Shelby -Rising City Public School on the same transportation unless the proper procedure is followed.

O. Activity practices scheduled the same day as snow/ice dismissal shall be automatically canceled. Practices may be held after late starts if the school day is completed. Practices related to other early dismissals and/or late starts may be scheduled at the discretion of the A.D./Superintendent. Games may be played/not played on weather affected days at the discretion of the A.D./Superintendent. The Superintendent shall have final determination in all cases.

P. The Shelby -Rising City Public Schools provides its participants with the best equipment possible. Therefore, participants will be expected to return the equipment in reasonable condition at the end of the season. If it is not returned or is not in reasonable condition the participant will be expected to pay the replacement cost.

Q. Participants under school suspension, expulsion, or exclusion from school as established in
   a. Board policies are ineligible to practice or participate during the term of the suspension, expulsion, or exclusion.
      i. For example, if a participant is given a suspension for Monday, the participant will not be allowed to participate in any activity on Monday. If a participant is given a two day suspension for Monday, and Tuesday, the participant will not be allowed to participate Monday or Tuesday.

R. A performance will always have preference over a practice with regard to student participation. The instructor that has the performance will set the times that he/she feels is necessary for the adequate dismissal, transportation, setting up of equipment, and performance of his/her participants. If there is an issue involving dismissal from school or practice, the activities director will make the final decision as to dismissal time.

S. If a participant is scheduled to perform in two school activities at once, the participant will decide which performance he/she will take part in. It is then the participant's responsibility to inform both sponsors as to his/her decision.

T. Shelby-Rising City Public School uniforms will only be worn by Shelby-Rising City Public School sponsored teams. Non -school sponsored teams must furnish their own uniforms. The only way a non -school sponsored team may use school uniforms is: 1) allow all Shelby-Rising City students that are eligible to participate to be on the team, 2) pay rent for the uniforms to be used, 3) conform to all NSAA regulations that pertain to the activity. No current varsity uniforms will be used for this purpose other than All -Star competition.

U. No participant will be allowed to start the next activity season without having turned in all equipment, paying all bills, and meeting all the requirements of the previous activity season or school year.

V. Summer camps/clinics are not school sponsored activities. Shelby -Rising City Public School claims no dominion over activities related to the planning, execution, and/or results of any summer camp/clinic. When taking part in summer camp(s)/clinic(s) the responsibility and liability rest solely with the adult or student participants as individuals.

GUIDELINES FOR THE PAYMENT OF STUDENT AND GROUP FEES

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

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

LETTERING

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

ATHLETIC LETTERING

A. FOOTBALL: Any participant playing one -half the total regular season varsity quarters will be awarded a letter. A player gets one quarter for starting a reserve game. In addition, the coach may letter a senior if he feels the athlete is deserving even though he/she has not met the preceding requirements. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.

B. BASKETBALL (boys and girls): A participant must play one -fourth of the total varsity quarters. A participant may receive one -half quarter for starting a reserve game. In addition, the coach may letter a senior if he feels the athlete is deserving even though he/she has not met the preceding requirements. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.

C. VOLLEYBALL: A participant must play one -fifth of the total varsity games. The participant may receive one -half game for starting a reserve match. In addition, the coach may letter a senior if he feels the athlete is deserving even though he/she has not met the preceding requirements. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.

D. TRACK (boys and girls): A participant can letter if he/she places in 5 meets throughout the season.. Relays will be counted as 1 full 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 o f the preceding requirements or improve your personal best four times during the season (personal best includes past years efforts). Seniors who are out for track all four

years will letter their senior year automatically. If a conference/district championship is won, all athletes who PARTICIPATED in the track meet will automatically letter.The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.

E. MANAGER (for athletics): A high school boy or girl can receive a manager's letter by managing two sports per year or is a manager for one sport and participates in another sport the same year. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.

F. GOLF: a participant can letter if he/she participates in 33% of the varsity(not duals/triangulars) meets and his/her score contributes to the team score in at least one meet. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.

G. WRESTLING: A participant can letter if he/she participates in 50% of the varsity meets and his/her score contributes to the team score in at least one meet. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.

H. SOFTBALL: A participant can letter if she plays in one -half of the total varsity games played. The participant may receive one -half game for starting a JV game. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.

I. DANCE TEAM/CHEERLEADING: A participant can letter if he/she attends 90% of all assigned practices/games. The above lettering criteria may be deviated from b y the sponsor with activity director approval, if extenuating circumstances exist.

FINE ARTS LETTERING

A. SPEECH: Attend 90% of assigned practices. Place at two or more meets **or** place at the conference or district contests. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.

B. Play Production/One Act: 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. Band & Choir
   a. Earning a letter in band and/or choir means demonstrated **excellence** and/or **dedication**. A varsity letter signifies that its winner is considered a qualified varsity team member, awarded after a certain standard is met. The following lettering criteria may be deviated from by the director, with Activity Director approval, if extenuating circumstances exist.

   b. To earn a letter, a member must:
      - Attend all required performances (no unexcused absences), ***and***
      - Maintain an “A” or “B” grade in band, ***and***
        - Be selected for and satisfactorily attend an *auditioned* honor ensemble, ***or***
        - Earn a rating of I (superior) on a solo or duet at District Music Contest, ***or***
        - Demonstrate *consistent*, *above-and-beyond* helpfulness in the band/choir program *outside of class hours* -- for example, sort or file music, assist in organizing uniforms/equipment/materials, help with data entry, assist with audio/visual/computer equipment, aid fellow students needing extra help, work with beginner or middle school band students under the director’s guidance, collect and organize forms or needed paperwork, and the like, ***or***
        - Complete your 4th year of band satisfactorily.

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 to the All-Conference-1st team will receive an all-conference certificate. All-District 1st team football players will receive a patch.

C. Any participant(s) selected to an All-State 1st team in a team sport or 1st place in the State Track Meet will be honored with his/her (their) picture being placed in a designated area. Likewise, participants receiving All-State honors in band, vocal music, speech, or drama will be honored with their picture being placed in a designated area.

D. Any participant who participates in three sports for all four years of his/her athletic career will be given a Dedicated Athlete Award. If a participant is in violation of any Prohibitive Conduct (2.1.1 – 2.1.10) during his/her junior or senior year they will forfeit the right to receive the dedicated athlete award.

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

SRC-CLUB

A. Any student that has received an athletic “S” is eligible to belong to the S-Club.

B. SRC-Club members will follow the guidelines as stated in their constitution.

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

It shall be the policy of Shelby-Rising City School District No. 72-0032 to provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district.

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

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

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

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

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

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

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

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

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

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

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

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

It shall be the policy of Shelby-Rising City School District No. 72-0032 to review biennially its entire program pertaining

to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

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

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

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

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

300.32 PARTICIPATION RULES FOR EXTRACURRICULAR ACTIVITIES

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

1. SCOPE

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

2. PROHIBITED CONDUCT

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

2.2. 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.

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

2.4. 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.

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

2.6. 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, and chewing tobacco, vapor products(such as e-cigarettes).

2.7. Public indecency.

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

2.9. 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.

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

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

3. PENALTIES

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

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

3.2. 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).

3.3. 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).

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

3.5. A student's non-participation in any interscholastic or extracurricular activity after imposition of a penalty will not cancel the penalty. The penalty will resume, when the student next participates in an interscholastic or extracurricular activity which may carry over to the next school year.

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

3.7. For the first violation of prohibited conduct policy 2.1.6(possession of alcohol, drugs or tobacco) the student shall complete an online drug and alcohol program. Following completion of the program the student will present the principal and activities director a certificate of completion that can be printed at the end of the program. Parents are encouraged to participate in the online program with their son/daughter.

4. PENALTY REDUCTION

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

4.2. 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.

4.3. 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

6.1. 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.

6.2. 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.

<u>The following activities are covered by this policy for grades 6-12.</u>

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

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

Exempt activities: summer band trip and graduation

CONFLICT RESOLUTION PROCESS

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

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

**Topics that will <u>not</u> 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 ACTIVITIES CODE OF CONDUCT

As a member of A Shelby-Rising City High School activity, 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. 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 participant starts the season with a clean slate of zero points. The point values assigned to different actions are then added as necessary.

When a student in **High School or Jr. High** accumulates a total of six (6) points, he/she will be required to sit out the next contest he/she will normally participate in. Every multiple of six points (6, 12) will require a missed contest. A participant accumulating more than twelve (12) points will be dismissed from the team, having no chance to letter or earn any post-season 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
Penalty time such as: detention, stay after school, come in before school. ALL detentions are a point, even if no practice time is missed.	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

Infractions out of Students Control: If a situation has occurred where it is out of the control of the participant, the activities director and the administration team will determine if the participant is in violation of the code of conduct (i.e. late to school due to oversleeping, club sports, missing bus are examples of the participant being in violation of the code).

a. Missing a game due to being ineligible is considered an excused absence, since you are already being punished by the school, and no points will be added for the miss. If you are ineligible, you are still expected to attend all practices or games that are outside school hours or points can be assessed.
b. Missing a game or practice is considered an excuse absence, since you are already being punished by the school and no points will be added for the miss
c. High School and Jr. High participants missing a game due to accumulating six(6) or twelve(12) points is considered an excused absence and no points will be added for the miss.
d. Participants are still expected to attend games they are unable to participate in because of the school eligibility policy or this code of conduct if the participant is not missing any of the school day.
e. Participants are still expected to practice if they are unable to participate in games because of the code of conduct.

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

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

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

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

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

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

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

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

Clearly PRINT the following information:

Name: _____

Birthdate: _____

Date: _____

Signature: _____

PARENT OR GUARDIAN IF MEMBER IS UNDER AGE 19:

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

Clearly PRINT the following information:

Child's Name: _____

Child's Birthdate: _____

Father's Name: _____

Mother's Name: _____

Father's Signature: _____Date: _____

Mother's Signature:_____Date: _____

RECEIPT

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

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

PARENT/STUDENT AGREEMENT

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

_____ _____

Student's Signature Date Parent/Guardian's Signature Date

Shelby-Rising City Public Schools

Certified and Classified Staff Handbook



Rules and Regulations

2025-2026~~2024-2025~~

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INTRODUCTION

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

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

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

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

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

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Tucker Tejkl ttejkl@shelby.esu7.org in writing at PO Box 218, Shelby, NE 68662 or by telephone at (402) 527-5946. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

District Mission Statement

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

Vision Statements

SHELBY-RISING CITY PUBLIC SCHOOLS WILL…

…challenge our students by providing innovative educational opportunities that develop skills for their ever-changing worlds

…evaluate our curriculum to offer opportunities that meet the unique interests, goals, and social-emotional needs of all students

…build leadership skills throughout the student body and staff that benefit the school and community

…provide resources to aid students in becoming technologically proficient

…provide and promote a safe, healthy learning environment

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

District Contact Information

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

Mailing/Physical Address

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

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising

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

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

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

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

Activity Tickets

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

Agents, Salesmen and Other Business Representatives

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

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

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

Announcements and Circulars

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

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

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

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

Background Checks

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

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

Bell Schedule

Refer to Appendix A for building bell schedules.

Board Policies

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

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

Calendar

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

Child Abuse (Board Policy 403.02)

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

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building Principal immediately.

2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.

3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Community Organization-Request For Student Participation

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

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

Commuters (Staff not living in-district)

Teachers that commute to Shelby-Rising City Public Schools for employment are expected to be subject to the same Board expectations as to extra duty participation, attendance, and arrival and departure etc. as teachers who reside locally. If car pools are used, members of the pool must drive separately on those occasions when one pool member must arrive at school after 7:45 a.m. or leave school before 3:45 p.m. The necessary absence or early departure of one pool member must not affect arrival and departure of others.

Complaint Procedure

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

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to put the complaint in writing to the Building Principal, Title IX/504 coordinator, Superintendent of Schools, or President of the Board of Education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

c) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.

5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.

e) There is no appeal from a decision of the board.

f) Board Policy 403.05 and 1005.01 may be used as procedural references to the complaint process.

6. When a formal complaint about the superintendent of schools has been filed <u>in writing</u> with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

c) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for keeping up to date with current education issues, for conducting personal research to enhance management, teaching and learning skills, and as a means of communication. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use.

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

2. **Unacceptable Use**
   a) Staff shall not access material that is obscene or pornographic.

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

3. **Methods of Enforcement**

a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.
b) The school district uses a technology protection measure that blocks access to some sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

4. **Violations**

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

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

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

Appropriate Internet Behavior On Social Websites

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

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

Contact Information

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

Copy Machines

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

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

Copiers are for school use only.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf

of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

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

Corporal Punishment

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

Crisis Response Team

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

Curriculum

Each teacher is required to maintain an up-to-date curriculum for courses they are responsible for teaching. Curriculum should be articulated in the District's Curriculum Trak software and be aligned to state and/or national standards where applicable. Selection of curriculum and instructional materials is detailed in **Appendix R**.

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

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the

school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Tucker Tejkl, Superintendent at 402-527-5946 (phone number), ttejkl@shelby.esu7.org (e-mail address) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Brittney Pflueger, at 402-527-5946 (phone number), bpflueger@shelby.esu7.org (e-mail address) or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-527-5946 (phone number), ttejkl@shelby.esu7.org (e-mail address) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Drug Testing of Drivers

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

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Classroom staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 3:45 p.m.. when students or visitors are in attendance or when the employee is supervising, directing or coaching students when the public is in attendance:

- For all employees: Hats inside the school building.

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

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

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

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

Electronic Communication While Driving

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

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

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

Employee Assistance Program (EAP)

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

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

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

Ethics and Standards

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

Expenses

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

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

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

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

Extra Duty Assignments (Coaching/Sponsors)

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

Family and Medical Leave (FMLA)

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

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

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

1. All group entry fees for approved activities occurring during the time school is in session. These must be approved by the AD or Principal and turned into the bookkeeper one week in advance.
2. All awards given to students, include:
   A. Athletic and/or Fine Arts letters, pins, stars, shields, and certificates
   B. All-Conference patches for athletic activities
   C. Championship patches if earned during athletic competition at the conference, District, or state level.
   D. Academic recognition given for: the science fair, awards night, Honor Society and the honor assembly at the end of the school year
3. Book-It prizes
4. Meals and lodging of activity participants and coaches/sponsors if the School District is reimbursed by the organization that sponsors the event.
5. Meals and lodging of fine arts participants and coaches if the participation is at the All-State level.
6. The rate of compensation shall be $10.00 per meal. The Activities Director, after conferring with the Superintendent, will decide the number of meals required and if lodging is needed.
7. All-State auditions for vocal and instrumental music.
8. A total of two per individual applicant auditions for College Honor Bands or Honor Choirs.

9. First Team All-State Athletic and Fine Arts State Members' pictures to be on display in the school.
10. Admission fees for cheerleaders, pep band members, or other students when their attendance is required at an activity.
11. Limitations will apply when the activity is **not** a pre-qualifying State event. A decision will be based on location, number of students, organization funds available, and how attending fits into the overall scope and vision of the program and school district.

Fitness Center

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

Guidance Services

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

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

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

Health and Emergency Response

Bloodborne Pathogens

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

Asthma or Allergic Reaction

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

AED

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

CPR

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

IEP/MDT and the Role of the Teacher

State Law, through NDE 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.

*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, Individualized Education Plan Meeting, etc.) which involves his/her students.

Absence from Special Education staffings may be pre-excused by the Principal.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes for messages daily. Mailboxes are located in the Staff Workroom (Room 404).

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

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

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment time or duties during school hours on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property

Jury and Witness Duty Leave

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

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

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

Keys

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

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each

classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Leave Requests

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

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

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

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

- PD/PLC days
- Homecoming Parade day
- Staff workdays
- First & Last week in the semesters
- PTC days
- Extending preplanned breaks (i.e.: Thanksgiving break), and if more than three consecutive days off without previous approval.

Exceptions may be considered by communicating with administration.

Maintenance & Cleaning Request Forms

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

Meals Program & Lunch

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria, cost is listed in **Appendix C**. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit (or have very little) when it comes to paying off their bill.

Students have "closed" campus. Teachers (Staff) are not required to stay on site during your lunch and will need to sign out. It is expected that you

follow your regular lunch period when leaving campus. If you leave campus please be back to campus prior to the end of your assigned lunch, even if it is followed by a planning or open period.

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

Military Leaves of Absence

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

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

Milk Expression

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

Nebraska Criminal Code Reporting Requirements

Nebraska Statute 79-293 requires reporting violations of the Nebraska Criminal Code by students or employees. Employees should contact their principal or superintendent when the incident occurs on school grounds, in a school vehicle, or at a school-sponsored activity or event. Liability for failure to report falls upon the individual. Nebraska Statute 79-267 defines grounds for long-term suspension, expulsion, or mandatory reassignment for violations. Nebraska Statute 28-902 makes failure to report injury of violence a class III misdemeanor.

News and Press Releases

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

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

Communicating information about our schools to the public is one of our most important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

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

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 an employee is on duty, or at a school attendance facility, on school property, at a school-supervised activity or school-sponsored function, or in a school owned or utilized vehicle.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even

if the offense is not otherwise reportable.
Employees must give full disclosure of the existence and nature of the above proceedings and shall also immediately notify the Superintendent of the disposition of any such case or matter.

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

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

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

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

Outside Employment (Board Policy 403.06)

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

If on a regular basis or of frequent occurrence, the school employee shall submit a request to the Board of Education, through the Superintendent, to

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

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

School & Personal Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form (Google Drive – Forms) to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. The District has several vehicles available for transporting students and staff to school activities or professional conferences. **Use of a personal vehicle to transport a student requires administrative approval** and should not be done when a school vehicle is available. Staff members that choose to use a personal vehicle when a school vehicle is available may not be compensated for mileage or driving expenses unless pre approved through superintendent.

Political Activities

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

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

Post Office/Mail

The district will pay postage for necessary mailings from district personnel for school business. If the mailing is large, the employee should have

administrative approval prior to sending. Mail goes out everyday at 3:30pm, if you have mail that needs to go out before the end of the day please let office personnel know. Do not send personal mail from the school.

Principal's Role

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

Professional Boundaries Between Staff and Students

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

Use of social networks is detailed in board policy 403.07.

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

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

A violation of board policies for professionalism will form the basis for

employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

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

Professional Development (Outside of the District)

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

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

- The District will pay for the substitute. If substitute stipend is provided it should be sent to the District.
  - Any stipend received by the employee during contract time must be forwarded to the school if "Professional Activity" leave was used.
  - No stipend may be accepted if attendance was required as a duty related to your position in the District during contract time.
- The District will pay for the registration fee if reasonable. Failure to discuss this with your Principal or Supervisor may result in a pay deduction for your portion.
- Lodging will be based on distance, number of conference days, and the conference schedule. Lodging choices should be made based on cost and location, not automatically at the conference site. If staying overnight it should be cleared through your Principal or Supervisor if it will be at the District's expense.
  - Direct billing should be used when possible so reimbursement isn't needed.
  - In all cases, the Business Manager (Mrs. Ada Noyd) should be notified of the dates, hotel, conference, and which staff members stayed prior to attendance. If the hotel provides a receipt it should be forwarded as well.
- The District will reimburse for meals when not provided as part of the conference. Meals during travel will not be reimbursed. Detailed receipts are required and the rate of reimbursement are as follows:
  - Up to **$20** for one meal at a single day conference if not included.
  - Up to **$50** per day for meals at overnight conferences, full day, if not included.

- If meals are included for part of the conference on a multiple day conference or the staff member arrives the night before, the $20 per meal limit will be used.

- District transportation may be used and carpooling is required when heading to the same conference. Staff members that elect to use their own personal vehicle will not be reimbursed for mileage. Staff that must use their own personal vehicle to attend may submit a form for mileage reimbursement.

Professional Growth

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

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

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

Purchasing

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

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

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

Records and Reports

All staff members shall promptly furnish the administration with any

information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Safety Plan

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

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

School Calendar

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

School Property (Use of)

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

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

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

Seclusion and Restraint Policy

The board prohibits the use of seclusion and restraint by school personnel except as implemented consistent with this policy. Restraint or seclusion of students will not be used solely as a disciplinary consequence or when a known

medical or psychological condition makes its use inadvisable. The superintendent will ensure that district guidelines relating to restraint and seclusion are communicated to school personnel and parents/guardians at the beginning of each school year.

Except in the case of an emergency, only school personnel who have received systematic training in the use of (MANDT) 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. 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 from 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.

3. 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 from 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.

4. NOTICE, REPORTING AND DOCUMENTATION

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

· Name of the student;

· Name of the staff member(s) administering the physical restraint or seclusion;

· Date of the incident and the time the restraint or seclusion began and ended;

· Location of the restraint or seclusion;

· A description of the restraint or seclusion;

· A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;

· A description of the behavior that prompted the use of restraint or seclusion;
· Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and
· Information documenting parent contact and notification.

B. Notice to Administrators

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

C. Notice to Parents

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

D. Written Report to Parents

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

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

Security

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

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

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

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

Sexual Harassment

It shall be the policy of Shelby-Rising City Public Schools District No. 72-0032 (the District) to prohibit sexual harassment of employees, applicants for employment, and students, on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts, as are set forth in this policy, occur on such premises, the Superintendent or his/her designee shall undertake immediate and appropriate action within the bounds of the law to punish, as appropriate, any violations of this policy, or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

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

Smoking on School Premises or at School Activities

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

Solicitation and Distribution of Merchandise

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

Staff Development Days (In-Service)

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

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

Staff Mail/Work Room

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

MTSS / Problem Solving Team (PST)

The PST team shall be composed of staff members within the District or within a building in the District who utilizes problem solving and intervention strategies to assist the student and teacher in the provision of general education. The Problem Solving Team will meet regularly unless it is determined that a special meeting will be called or that interventions have been successful. Each PST Team will be headed by the building principal. The Superintendent is currently the Section 504 Coordinator.

Members of the team include:
Elementary: Guidance Counselor, Special Education Teacher,Title I Teacher & Principal, along with grade level teachers.

Secondary: Guidance Counselor, Special Education Teacher, Principal, and two MS/HS
secondary teachers
In Section 504 cases, regular classroom teachers will be required to attend meetings at the request of the 504 Coordinator.

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

Student Interviews

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

Supervision of Students

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

Telephones/Cell Phones

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

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

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

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

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

2. Threat Assessment Team

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

3. Threat Assessment Investigation and Response

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

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

4. Communication with the Public about Reported Threats

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

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

Ticket Taking

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

Transportation Request Forms

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

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

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

needs.

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

Video Surveillance

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

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

Visitors

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

All visitors must report to the building office before visiting any classroom or other areas of the building.
Visitors must comply with the following guidelines:

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

Wage and Salary Payments

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

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance

or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

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

Weather-Related Closings

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

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

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article

on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action by the administration that includes discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences and Leave

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

1. Paid Time Off Leave

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

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

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

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

2. Personal Leave

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

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars,

workshops, and other activities that will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if you are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district.

4. Bereavement Leave

Bereavement Leave: All regular full-time employees will be eligible for bereavement leave in the event of a death in your or your spouse's immediate family. Immediate family is defined as; Spouse, Children, Parents, Brothers, Sisters, Aunts, Uncles, Grandparents, Grandchildren, Parents-in-law, Son-in-law, Daughter-in-law, Brothers-in-law, Sisters-in-law, Grandparents-in-law, Stepchildren.

The maximum bereavement leave will be three (3) days, including travel time, **per occurrence**. If additional time is needed or requested, PTO leave or leave without pay may be used with your supervisor's approval. If additional leave is required for bereavement, the teacher may apply for additional days from the Emergency Leave Bank (**Appendix M**) or additional days may be granted at the discretion of the superintendent.

5. Accumulated Sick Leave

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

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

6. Consecutive Absences (Sick Leave)

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

7. Long-Term Absences (Medical/Maternity)

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

8. Full-Time Substitute

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

9. Substitute Folders

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

1. Teacher's schedule
2. Class rosters and seating charts
3. Classroom rules, regulations, and daily routine
4. List of helpful, trustworthy students for each period/class
5. Extra activities/assignments in the event that the substitute has extra time
6. Location of lesson plan book, grade book, texts (including name and color)
   *Should include detailed Lesson Plans for the substitute to follow.
7. Student aides, times they will report, and duties
8. Substitute teacher checklist
9. Any other information that would be helpful for the substitute
10. Early dismissal and late start schedules
11. Master schedule – including lunch time
12. Classroom procedures
    a. beginning of class
    b. tardies and absences

13. Procedures: Fire, Tornado, Evacuation, Lockout, and Lockdown
14. Disciplinary behavior procedure
15. Building contact personnel (Principals, Office, Nurse, etc.)
16. Location of this handbook as a reference
17. Predetermined Long Term Substitute
    - Minimum of one week of lesson plan completed by classroom teacher.
        - Remainder of lessons will then be determined by the long-term substitute teacher.

Assemblies

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

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks / Student Planners

Assignment Notebooks/Student Planners can be used as a communication tool home to parents/guardians.

Assignment of Teachers

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

Benefits (Insurance and Annuities)

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

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

Certificates, Teacher Contracts, Salary Information

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

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

following information:

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

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

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

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

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

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.

Check-out Forms

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

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

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

Class Records

A class record is the school's official record of matters relating to each student in each teacher's class. It will be maintained in electronic form using **Power School** and must be complete in scope and accurately maintained. Records are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

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

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

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

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

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

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

At the beginning of the school day, the classroom teacher should have their classroom door unlocked. Classroom teachers may close their door, but it will remain unlocked until they have left the building or unless they are sponsoring some other group in other areas. This applies when normal instruction is occurring.

Both elementary and secondary certified staff are responsible for assisting

with hallway discipline between classes and in the school lunchroom.

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

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

At the beginning of the day, classroom teachers may not admit tardy students to class without an admit slip from the office.

Classroom Sanitation

1. Handling of Body Fluids

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

2. Infectious Diseases

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

Coaching Supplies

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

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

Collection of Student Money

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

Money collected from students should be turned into the office on the day it

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

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

Community Involvement

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

Disclosure of Staff Qualifications

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

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the ESSA.

Display of Classroom Work in the School and the Community

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

Duties of Certified Staff

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

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

Eligibility Grades 7-12

For the 2024-2025 school year the Eligibility Policy will be set forth by the Building Principal in collaboration with the secondary certified staff and will be reflected in Board Policy 506.01R1.

Extracurricular Activities

Classified staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the

school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

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

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

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

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

Student Safety Drills

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

1. Fire Drills (Evacuation)

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

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

2. Tornado Drills (Shelter)

When a tornado warning has been issued, the school will evacuate classrooms and move students to the basement (or lowest level) of the building. Tornado

alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the building at once.

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

3. Protocol for all Evacuation From Site

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

1) Take the class roster and red emergency fanny pack;
2) Keep the class together and move promptly in an orderly fashion; and
3) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.
4) Show your appropriate red/green card for student accountability

4. Lockout / Lockdown

A **lockout** is called when an exterior threat exists in the area of our school. No one will be permitted to enter or exit the building during this time. Classes and other activities will be conducted as normal inside the building.

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

Law Enforcement may be present on campus during a lockout or lockdown.

Evaluations

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

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

Examinations

Teachers are allowed, but not required to, give comprehensive quarter and semester tests. Teachers will determine an appropriate way to measure

student learning at the end of a grading period. Ideas could include, but not be limited to, the following: Tests, Projects, Reports, Papers, Essays, etc. The administration can agree with the teacher's decision, or require a different plan be followed.

Faculty Meetings

Grade level (PK-5 and 6-12) staff meetings will be held monthly. . The staff will be informed on the date in advance to when the meeting will be held. The superintendent and/or principals will call additional meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Requests

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

> The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions. Excursions are defined as brief educational trips beyond the boundaries of the school grounds beginning and ending in a single class period.
>
> In authorizing field trips and excursions, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Parents should be given the option to withdraw their student from participation in the field trip. The superintendent's approval will be required for field trips outside the state. Board approval will be required for field trips which involve unusual length or expense.
>
> Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The employee will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Grading Policy

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

Grades should be updated each **Monday by 8:00am,** knowing that eligibility reports are run by 9:00am for MS/HS students.

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

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

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

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

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

Guest Lectures

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

Hall Duty

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

Homework Policy

Homework is an important part of student learning and should follow the best practices guidelines adopted by the District. When parents, teachers and

students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources. Staff is discouraged from assigning "busy" work. Any work completed outside of the classroom will not be added to the gradebook but can be used to check for mastery.

Instructional Materials

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

Lesson Plans

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

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

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

Weekly lesson plans are due the first day of school week.

Media Center - Library

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

Students may use the media center within the guidelines set forth for each building. The media staff may send disruptive students back to class or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must

accompany and supervise the students, unless prior arrangements have been made with the media specialist.

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

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

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

The Media Center is also shared with our community. Be mindful of activities you schedule for the media center that may impact those patrons. For security reasons do not prop open the blue door between the media center and the school.

Mentor/Mentee Program

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

Multicultural Education Requirements

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

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume sole teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other

tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work. (Additional Information under "Classified Only Section")

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

Parent-Teacher Communication

Students' academic success has been closely linked to parental/guardian involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents and/or guardians informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and document any areas of concern. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

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

Parking

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

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

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor and students.

5. Review the Board Wellness Policy before allowing food or treats to be brought or served at the party. *Board Policy 508.13*

Personnel Files

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

Planning Time

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

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

PowerSchool and PowerTeacher

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

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

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

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring

for pay (compensation of any kind from a source other than the District) is subject to the following rules:

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

Student Records

1. Each classroom teacher must keep accurate records of daily class activities which may include recitations, assessments, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and student, or teacher and parent, and assists in making out the final grades.
2. Report cards will be issued within one week following the end of the quarter and/or semester unless otherwise announced.
   a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the student.
   b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
   c) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Reporting When School is Closed

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

Rights of Certified and Probationary Teachers

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

Salary Schedule and Placement

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

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

Horizontal movement on the salary schedule is done based on approved and completed graduate credit hours toward a Master Degree program (beyond BA+9). To apply for graduate hour approval and movement, you must discuss summer hours and/or movement with the superintendent prior to the end of the school year. . Official transcripts are required before salary placement will be completed, which is due at the end of the course (before the next fiscal pay year which is September).

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

School / Contract Day

All certified staff must be on duty between the hours of **7:40 a.m. and 3:40 p.m.**~~**7:45 a.m. and 3:45 p.m.,**~~ **Monday through Friday**. On duty is defined as (1) accessible to staff/students/parents in your classroom or office, (2) attending a school meeting, (3) supervision duties, or (4) attending to other professional duties not covered~~coveed~~ above.

Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach prior to 8:10 a.m. each day. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent or designee as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and

meetings can be found in the student activity handbook. Purchasing of supplies must be approved by the activities director and/or superintendent.

Student Activities

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

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

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Keys will NEVER to be given to students, whether they are student aides or not.

Student Attendance

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

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

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

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

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

Student Attire

Shelby-Rising City Public Schools believe that teaching principles of appropriate dress and appearance, good grooming, and cleanliness are a desirable component of the educational process. We are sensitive to the rapid changes in dress and grooming; however, we cannot accept those changes that depart from the standards of neat and appropriate appearance, good taste, modesty, and decency.

Our school administration must weigh community standards along with individual rights. As a general rule, appearance that detracts from the learning environment cannot be permitted. It is our sincerest hope that students of Shelby-Rising City Public Schools will take pride in their appearance and their school. Students who dress inappropriately will be given alternative attire (school T-shirt/shorts).

Instructional time missed for clothing related issues (minimum of one half hour) will be made up in After School Detention.

The following general statements apply to all students during the instructional day:

. Bare feet

2. 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 miniskirts or shorts or any other type of clothing that exposes undergarments.

. Printed wording or pictures on clothing that advertise or promote alcohol, tobacco or drug logos and trademarks, or carry derogatory or sexual connotations, or shirts with emblems, wording or phrases which are considered to have "double meanings" or other objectionable material.

4. No hats, caps, or sunglasses will be worn in the school building during school hours.

. 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, or bandanas.

Students who are not in compliance with the dress guidelines will be sent to the office. In instances of inappropriate dress, students will be asked to change into a school appropriate garments 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, school-provided change of clothing, notification of parents, make up class-time missed due to changing
2nd Offense - Notification of Parents, school-provided change of clothing, Office Referral, make up class-time missed due to changing, and a 30 minute detention
3rd Offense - Notification of Parents, school-provided change of clothing, Office Referral, make up class-time missed due to changing, One (1) day In-School Suspension

Student Illness

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

Student Medication

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

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

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

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

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

Student Searches

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

Substitute Teaching During Planning Period

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

Teaching Controversial Issues

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

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

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

Textbooks

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

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

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

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

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

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

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

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

Benefits

12-Month full-time employees are eligible for Tier One (Single) Health/Dental Insurance equivalent to the single insurance offered to certified staff and 100% of the premium will be paid by the District.

9 and 10-Month full-time employees are eligible for the Tier One (Single) Health/Dental Insurance equivalent to the single insurance offered to the certified staff. The District will pay 50% of the premium cost and the remaining amount will be equally deducted from the employee's payroll over the months they receive a paycheck from the District.

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

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

Category Definition

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

9-Month Employee: Paraprofessionals, Kitchen Staff, and Bus Drivers
10-Month Employee: Elementary Office, Lunch/Activities Bookkeeper
12-Month Employee: Maintenance/Custodial, Main Office Staff
Temporary Employee: Substitutes and Summer Staff

Holidays

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

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

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

Hours & Dual Duties

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

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

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

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

Overtime and Compensatory Time

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

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

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non---exempt employees will be paid for each hour worked in excess of 40 hours in a

workweek and are expected to accurately and timely report overtime hours to their supervisor. The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7---day period workweek from time to time for specified employees or employee groups.

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

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

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

Paid Time Off Leave

Nine, 10, and 12 Month Classified employees (Except Bus Drivers) will receive **1 (one) paid leave day, or the hourly equivalent thereof, per full month of employment each school year** for illness or personal business that cannot be taken care of outside regular business hours and other events of personal significance. Employees must use the online leave system (WebLink) to request leave. Leave must be approved in advance by the employee's immediate supervisor or the Superintendent. Each employee is responsible for finding their own substitute when necessary. Employees may accrue up to **15 days** of paid leave per 12-month period. Once vacation days are accrued, they may be carried forward from year to year. If an employee carries forward accrued vacation days, he/she shall receive additional vacation days for the next contract year (**not to exceed 15 total days**) to bring the total of accrued vacation days to the maximum number of days allowed for his/her particular job assignment. In no event shall any employee receive additional days beyond the maximum accrual cap listed above. Classified employees shall be paid $32 a day (or $4/Hour) for any unused vacation days in the event of termination or resignation of employment. Classified employees shall be paid $32 a day or $4 per hour for any unused Paid Time Off Leave days at the end of the school year. PTO can only be taken on a regularly scheduled school or contract day. If an employee is terminated or

resigns, Paid Time Off is accrued proportionate to the number of full months worked for that school year. An employee would have to pay back the District for paid leave they did not earn, but used.

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

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

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

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

Reporting When School is Closed

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

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

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

Unpaid Leave

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

Unless the absence circumstances qualify under the Family Medical Leave Act, unpaid leave is not an option for employees without permission of the Superintendent.

Vacation

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

New employees will not be entitled to any vacation leave for the first three months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded **5 paid days** of vacation leave provided for their job assignment.

All eligible classified employees will receive **5 paid days of vacation leave** at the conclusion of every sixth calendar months of employment beginning August 1st.

Use of vacation days requires approval of the Superintendent.

STAFF DIRECTORY

Administration

Tucker Tejkl (Superintendent)
ttejkl@shelby.esu7.org

Marcus Donner (MS/HS Principal)
mdonner@shelby.esu7.org

Heather Thompson(PK - 5 Principal)
hthompson@shelby.esu7.org

Brittney Pfluger (AD)
bpfluger@shelby.esu7.org

Guidance Counselor

Bonnie Ott (PK-5 Counselor)
bott@shelby.esu7.org

John Recker (6 -12 Counselor)
jrecker@shelby.esu7.org

Office Personnel

Ada Noyd (District Business Manager)
anoyd@shelby.esu7.org

Wendi Sanley (PK-5 Admin. Assistant)
wsanley@shelby.esu7.org

Connie Moon (6-12 Admin. Assistant)
cmoon@shelby.esu7.org

Maritza Velasco (Lunch/Activities Bookkeeper)
mvelasco@shelby.esu7.org

Kitchen Staff

Shelly Denbo (Manager)
sdenbo@shelby.esu7.org

Denise Humlicek (K -12 Nurse)
dhumlicek@shelby.esu7.org

Laura Hoeft
lhoeft@shelby.esu7.org

Michelle Schmoker
mrichards@shelby.esu7.org

Custodians

Steve Stewart (Maintenance)
steves@shelby.esu7.org

Michelle Gray (Custodian)
mgray@shelby.esu7.org

Chris Alt (Custodian)
calt@shelby.esu7.org

Technology

Matthew Carley -Director of Technology
mcarley@shelby.esu7.org

Transportation

Steve Stewart - Transportation Director
steves@shelby.esu7.org

Nurse

Elementary Staff
Sarah Augustin (Preschool)
saugustin@shelby.esu7.org

MeLinda Cromer (K-5 Intervention/Extension)
mcromer@shelby.esu7.org

Megan Donoghue(Kindergarten)
mdonoghue@shelby.esu7.org

Kelsey Gabel (2nd Grade)
kgabel@shelby.esu7.org

Alicia Hoadley (K-3 Special Education)
ahoadley@shelby.esu7.org

Melanie Hoegerl (3-5 Special Education)
mhoegerl@shelby.esu7.org

Melissa Hyde (PK-5 Music)
mhyde@shelby.esu7.org

Daryl Kubik (3rd Grade)
dkubik@shelby.esu7.org

Abby Kuhn (1st Grade)
akuhn@shelby.esu7.org

Tanner Kuhn (PK-6 PE)
tkuhn@shelby.esu7.org

Cindy Lorentzen (5 S. S./Reading)
clorentzen@shelby.esu7.org

Danielle Luettel (2nd Grade)
dluettel@shelby.esu7.org

Mallory Patterson (1st Grade)
mpatterson@shelby.esu7.org

Ashlee Rathman (3rd Grade)
arathman@shelby.esu7.org

Jonathon Riggs (5 Science/Math)
jriggs@shelby.esu7.org

Jennifer Schutt (4th Grade)
jschutt@shelby.esu7.org

Kassidy Soulliere (4th Grade)
ksoulliere@shelby.esu7.org

Jennifer Topil (Kindergarten)
jtopil@shelby.esu7.org

Kelly Willis (Title I)
kwillis@shelby.esu7.org

Secondary Staff

Carrie Bauers (HS Science)
cbauers@shelby.esu7.org

Renee Bilstein (MS/HS Special Education)
rbilstein@shelby.esu7.org

Emily Blackburn (HS English)
eblackburn@shelby.esu7.org

Grant Gabel (MS Science)
ggabel@shelby.esu7.org

Zach Gould (HS/MS Math)
zgould@shelby.esu7.org

Sarah Hernbloom (MS/HS Spanish)
shernbloom@shelby.esu7.org

Sara Jensen (HS Business)
sjensen@shelby.esu7.org

Krista Kravig (K-12 Tech/Business)
kkravig@shelby.esu7.org

Eric Kravig (9-12 Science)
ekravig@shelby.esu7.org

Zach Kubik (HS PE/Weights)
zkubik@shelby.esu7.org

Ma. Jamaica Lomenario (MS/HS Music)
mlomenario@shelby.esu7.org

Holly Luettel (HS Industrial Tech)
hluettel@shelby.esu7.org

John Schoenrock (MS/HS Social Studies)
jschoenrock@shelby.esu7.org

Becky Schueth (HS Math)
bschueth@shelby.esu7.org

Brittney Pfluger (MS PE)
bfluger@shelby.esu7.org

Cory Waite (MS/HS Math)
cwaite@shelby.esu7.org

Sean Wickham (HS Social Studies)
swickham@shelby.esu7.org

Kristen Wilton (MS/HS English)
kwilton@shelby.esu7.org

District Staff

Brian Evans (K-12 ELL)
bevans@shelby.esu7.org

Adam Nissen (K-5, 9-12 Art)
anissen@shelby.esu7.org

Mandy Peterson (K-12 Media Specialist)
mpeterson@shelby.esu7.org

Stacy Stewart (K-12 Speech Pathologist)
sstewart@shelby.esu7.org

Paraprofessionals

Lori Beach
lbeach@shelby.esu7.org

Deanna Blackburn
dblackburn@shelby.esu7.org

Susan Doehling
sdoehling@shelby.esu7.org

Leanne Downes-Layton
llayton@shelby.esu7.org

Kylie Hiatt
khiatt@shelby.esu7.org

Angela Miller
amiller@shelby.esu7.org

Dolce Mohr
dmohr@shelby.esu7.org

Mel Reznicek
mreznicek@shelby.esu7.org

Michael Reichmuth
mreichmuth@shelby.esu7.org

Kelly Spitz
kspitz@shelby.esu7.org

~~**STAFF DIRECTORY**~~

~~**Administration**~~

~~**Tucker Tejkl (Superintendent)**~~
~~**ttejkl@shelby.esu7.org**~~

~~**Marcus Donner (MS/HS Principal)**~~
~~**mdonner@shelby.esu7.org**~~

~~**Heather Thompson(PK-5 Principal)**~~
~~**hthompson@shelby.esu7.org**~~

~~**Brittney Pflueger (AD)**~~
~~**bpflueger@shelby.esu7.org**~~

Guidance Counselor

Jon Recker (6 -12 Counselor)
jrecker@shelby.esu7.org

Javona Jefferson (K -5 Counselor)
jfefferson@shelby.esu7.org

Office Personnel

Ada Noyd (District Business Manager) anoyd@shelby.esu7.org

Wendi Sanley (PK-5 Admin. Assistant)
wsanley@shelby.esu7.org

Connie Moon z (6-12 Admin. Assistant)
cmoon@shelby.esu7.org

Maritza Velasco (Lunch/Activities Bookkeeper)
mvelasco@shelby.esu7.org

Kitchen Staff

Shelly Denbo (Manager)
sdenbo@shelby.esu7.org

Nurse
Denise Humlicek (K -12 Nurse)
dhumlicek@shelby.esu7.org

Elementary Staff

Michelle Richards
mrichards@shelby.esu7.org

Laura Hoeft
lhoeft@shelby.esu7.org

Custodians

Steve Stewart (Maintenance)
steves@shelby.esu7.org

Michelle Gray (Custodian)
mgray@shelby.esu7.org

Chris Alt (Custodian)
calt@shelby.esu7.org

Technology
Matthew Carley -Director of Technology
mcarley@shelby.esu7.org

Transportation
Steve Stewart - Transportation Director
steves@shelby.esu7.org

Sarah Augustin (Preschool)
saugustin@shelby.esu7.org

MeLinda Cromer (K-5 Intervention/Extension)
mcromer@shelby.esu7.org

Kelsey Gabel (2nd Grade)
kgabel@shelby.esu7.org

Alicia Hoadley (K-4 Special Education)
ahoadley@shelby.esu7.org

Melanie Hoegerl (4-7 Special Education)
mhoegerl@shelby.esu7.org

Melissa Hyde (PK-5 Music)
mhyde@shelby.esu7.org

Madisyn Jakub (4th Grade)
mjakub@shelby.esu7.org

Daryl Kubik (3rd Grade)
dkubik@shelby.esu7.org

Abby Kuhn (1st Grade)
akuhn@shelby.esu7.org

Tanner Kuhn (PK-6 PE)
tkuhn@shelby.esu7.org

Cindy Lorentzen (5 S. S./Reading)
clorentzen@shelby.esu7.org

Danielle Luettel (2nd Grade)
dluettel@shelby.esu7.org

Megan Donoghue (Kindergarten)
mdonoghue@shelby.esu7.org

Mallory Patterson (1st Grade)
mpatterson@shelby.esu7.org

Ashlee Rathman (3rd Grade)
arathman@shelby.esu7.org

Jonathon Riggs (5 Science/Math)
jriggs@shelby.esu7.org

Jennifer Schutt (4th Grade)
jschutt@shelby.esu7.org

Jennifer Topil (Kindergarten)
jtopil@shelby.esu7.org

Kelly Willis (Title I)
kwillis@shelby.esu7.org

Secondary Staff

Carrie Bauers (HS Science)
cbauers@shelby.esu7.org

Renee Bilstein (MS/HS Special Education)
rbilstein@shelby.esu7.org

Emily Blackburn (HS English)
eblackburn@shelby.esu7.org

Grant Gabel (MS Science)
ggabel@shelby.esu7.org

Cole Gaughenbaugh (HS Industrial Tech)
cgaughenbaugh@shelby.esu7.org

Zach Gould (HS/MS Math)
zgould@shelby.esu7.org

Melanie Hoegerl (Special Education)
mhoegerl@shelby.esu7.org

Sarah Hernbloom (MS/HS Spanish)
shernbloom@shelby.esu7.org

Sara Jensen (HS Business)
sjensen@shelby.esu7.org

Zach Kubik (HS PE/Weights)
zkubik@shelby.esu7.org

Ma. Jamaica Lomenario (MS/HS Music)
ttrofholz@shelby.esu7.org

~~John Schoenrock (MS/HS Social Studies)~~
~~jschoenrock@shelby.esu7.org~~

~~Becky Schueth (HS Math)~~
~~bschueth@shelby.esu7.org~~

~~Shelby Studnick (MS/HS Ag/FFA)~~
~~sstudnicka@shelby.esu7.org~~

~~Brittney Pfluger (MS PE)~~
~~bfluger@shelby.esu7.org~~

~~Cory Waite (MS/HS Math)~~
~~cwaite@shelby.esu7.org~~

~~Sean Wickham (HS Social Studies)~~
~~swickham@shelby.esu7.org~~

~~Kristen Wilton (MS/HS English)~~
~~kwilton@shelby.esu7.org~~

~~District Staff~~

~~Brian Evans (K-12 ELL)~~
~~bevans@shelby.esu7.org~~

~~Adam Nissen (K-5, 9-12 Art)~~
~~anissen@shelby.esu7.org~~

~~Mandy Peterson (K-12 Media Specialist)~~
~~mpeterson@shelby.esu7.org~~

~~Stacy Stewart (K-12 Speech Language Pathologist)~~
~~sstewart@shelby.esu7.org~~

~~Krista Kravig (K-12 Tech/Business)~~
~~kkravig@shelby.esu7.org~~

~~Erik Kravig (9-12 Science)~~
~~ekravig@shelby.esu7.org~~

~~Paraprofessionals~~

~~Deanna Blackburn~~
~~dblackburn@shelby.esu7.org~~

~~Susan Doehling~~
~~sdoehling@shelby.esu7.org~~

~~Kylie Hiatt~~
~~khiatt@shelby.esu7.org~~

~~Angela Miller~~
~~amiller@shelby.esu7.org~~

~~Mel Reznicek~~
~~mreznicek@shelby.esu7.org~~

~~Michael Reichmuth~~
~~mreithmuth@shelby.esu7.org~~

~~Eli Noyd~~
~~enoyd@shelby.esu7.org~~

~~Michelle Schmoker~~
~~mschmoker@shelby.esu7.org~~

~~Kelly Spitz~~
~~kspitz@shelby.esu7.org~~

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Appendix A – Building Bell Schedules

BELL AND LUNCH SCHEDULES

Regular School Day

1st	2nd	3rd	4th	5th	6A	6B	7th	8th	Advisory
8:10 - 8:58	8:58 - 9:46	9:46 - 10:34	10:34 - 11:22	11:22 - 12:10	12:10 - 12:40 (Lunch) 12:40 - 1:28 (Class)	12:10 - 12:58 (Class) 12:58 - 1:28 (Lunch)	1:28 - 2:16	2:16 - 3:04	3:04 - 3:27

Two Hour Late Start (10:10am)

1st	2nd	3rd	Advisory	6A	6B	4th	5th	7th	8th
10:10 - 10:42	10:43 - 11:16	11:16 - 11:49	11:49 - 12:10	12:10 - 12:43 (Lunch) 12:43 - 1:16 (Class)	12:10 - 12:43 (Class) 12:43 - 1:16 (Lunch)	1:16 - 1:49	1:49 - 2:22	2:22 - 2:55	2:55 - 3:27

Early Out (1:25pm)

1st	2nd	3rd	4th	5th	7th	8th	6A	6B
8:10 - 8:45	8:45 - 9:20	9:20 - 9:55	9:55 - 10:30	10:30 - 11:05	11:05 - 11:40	11:40 - 12:15	12:15 - 12:50 (Lunch) 12:50 - 1:25	12:15 - 12:50 (Class) 12:50 - 1:25 (Lunch)

(PRE SCHOOL DAY)

- 3 years old - 8:15 a.m. to 11:15 a.m. (Monday - Thursday)
- 4 years old - 12:10 p.m. to 3:10 p.m. (Monday - Thursday)
    - Friday morning - 8:15 a.m. to 11:15 a.m.
- NO PRE SCHOOL ON PD DAYS FOR STAFF (Wednesdays at the end of the month)

ELEMENTARY SCHOOL DAY

- 8:10 a.m. to 3:15 p.m.
- Breakfast starts at 7:40
- Doors open at 7:40

SECONDARY SCHOOL DAY

- 8:10 a.m. to 3:27 p.m.
- Breakfast starts at 7:40
- Doors open at 7:40

Lunch Schedules

- Kindergarten 11:00-11:30
- First Grade 11:00-11:30
- Second Grade 11:15-11:45
- Third Grade 11:15-11:45
- Fourth Grade 11:30-12:00
- Fifth Grade 11:30-12:00

- Secondary Lunch A 12:10-12:40
- Secondary Lunch B 12:58-1:28

Appendix B - Crisis Team Information

Statement of Purpose

The purpose of the Crisis Response Team at our school is to promote rational forethought as to how we might best respond to a crisis event. It is the goal of our Crisis Team to help both students and staff overcome difficulties they may face during times of emotionally high stress crisis situations. It is our goal to help reduce potential opportunities for additional crises to develop when tragedy strikes our school. The team will continually look for the best ways to serve the students and staff at Shelby - Rising City Public Schools during times of crisis.

Crisis Response Team

Marcus Donner (MS/HS Principal)
Mary Gillespie (Community)
Denise Humlicek (Nurse)
Zach Kubik (High School)
Abby Kuhn (Elementary)
Jon Recker (MS/HS Counselor)
Jennifer Schutt (Elementary)
Tucker Tejkl (Superintendent)
Heather Thompson (Elementary Principal)
Turner Trofholz (AD)
Kristen Wilton (Middle School)
Mallory Zelasney (Elementary Counselor)

For our purposes, crisis is defined as: A generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death.

The person first knowing of a CRISIS will notify the Superintendent, Principal or a Crisis Team Member.
Before moving on the reliability of the report must be verified. A determination will be made, based on the evidence, whether or not to proceed with activating the Crisis Response Team's protocol.

Appendix C – Lunch Prices

Breakfast, Lunch Prices for the 2025-2026~~2024-2025~~ School Year

Breakfast – Adult $2.20

Breakfast – Student $1.95~~$1.50~~

Lunch – Adult (Includes Milk) $4.00~~3.85~~

Lunch – MS/HS Student $3.25~~2.80~~

Lunch – Elementary Student $2.85~~2.45~~

Extra A-La-Carte/Additional Items:
*Students on free or reduced lunch will have to pay for these items.

Extra Milk $.50
Seconds Main Dish $1.00
Seconds All Other (Fruit, Vegetable, Dessert, Roll) $.75
Slushies – Extra Small $.75
Slushies – Small $.75
Ice Cream/Fudge Bars (Friday Only) $.75
Novelty Items $.75

Appendix D – Professional Growth

Policy:
Professional Growth: In accordance with Nebraska law, all permanent certificated employees shall be required, every six years, to give evidence of professional growth. Six semester hours of college credit shall be accepted by the Board of Education as evidence of professional growth, or in the alternative, a point system devised by and jointly administered by the Shelby-Rising City Education Association and the administration will be utilized to show evidence of professional growth. Standards for the point system shall be set and communicated annually to all certificated staff. A report of the status of each certificated employee, including a listing of growth activities submitted, with regard to points awarded and required shall be presented by a representative of the SRCEA to the Superintendent on or before September 1 annually.

Professional Growth Chart
Teachers on probationary contracts do not need to work at gaining growth hours. Tenured (permanent) teachers must begin meeting the requirements established through negotiations for professional growth procedures.
A teacher must record any workshops or college credit hours accumulated. These workshops must be above and beyond the in-service hours held as an outgrowth of a contractual requirement.
Professional growth may be gained in a variety of ways. Points for college credit and/or meetings, workshops, or other professional hours are totaled. One college credit has been assigned a value of sixteen (16) growth points; therefore the total number hours needed to meet the professional growth requirement has been established as ninety-six (96) points. Any combination of college credit hours and other allowed hours that total ninety-six (96) points shall be considered as satisfying the professional growth requirement. The required ninety-six (96) points may be earned in a single year or over a period of six (6) years.
Professional Growth Period
The Professional Growth Period refers to each six (6) year period during which permanent certificated employees are required to give evidence of professional growth. A permanent certificated employee begins his/her initial six (6) year growth period on September 1 in the year that he/she becomes a permanent certificated (tenured) employee, and ends August 31, six (6) years later. The beginning of the seventh year as a permanent certificated (tenured) employee starts the second six (6) year period.
Approval and Verification of Professional Growth Activities
Fonnal Class Work: Six (6) hours of college credit, graduate or undergraduate, earned at an accredited college or university shall be accepted as evidence of professional growth. The college credit should be closely related to teaching, and should enhance the skills of the teacher within his/her classroom. A transcript shall serve as evidence of credit earned and shall be maintained within the employee's personnel file. A college credit shall be the equivalent of sixteen
growth points.
Other Activities: At least five (5) working days prior to attending or participating in a professional growth activity, the employee shall notify his/her respective principal of the employee's intent to participate in that activity by completing a Professional growth Activity Form (a copy is attached as Appendix D). All professional growth activity requests must be approved and signed by the respective principal prior to the start of the activity. The Professional Growth Activity Form will include the number of growth points allowed for the specific activity. The respective principal may, upon discretion, request-substantiating evidence of the completion of the activity. This requirement may be accomplished in a variety of ways such as: written reports, presentations, etc.

Acceptable Professional Growth Activities:

- Auditing Courses - One semester hour equals eight (8) points.
- Professional Meetings/Service (10 points per full day of service prorated for partial days)
- Curriculum Conferences and Conventions (related to reaching assignment)
- Workshop, externally sponsored and not a contractual requirement
- Service on the Nebraska Department of Education Advisory Committee, on school or college accreditation teams, or other professionally related committees.
- Demonstration teaching and/or presenting in-service programs to colleagues within or outside the district Enrollment in adult education classes, if the subject is relevant to the employee's teaching area - 10 points per completion of class.

Other Approved Activities:

- Supervision of student teachers -Nine (9) points per student teacher
- POINTS PER ACTIVITY -Actual points awarded determined by mathematical average of points requested by the teacher and points recommended by the principal.
- Research
- Educational travel directly related to teaching area and college or professional organization sponsored
- Publications in professional journals or other educationally related publications.
- Special voluntary school district activities and/or in-service programs, which occur before or after the school day or the school year.
- No credit will be allowed for the following:
    a. Attendance at NSEA Delegate Assemblies.
    b. Local meeting of all teachers.
    c. Meetings called by the principal(s) or by other administrative members.
    d. Workshops and in-services attended which are part or required in-service days or is an outcome of a contractual requirement.
    e. Fulfillment of other requirements, which are normal obligations of employees

Appendix E – Pay for Duties

Duty Pay – Home Events
ALL EXTRA DUTIES ARE PAID
$30 PER ACTIVITY.

Volleyball (unless a triangular)
Scorekeeper and P.A. system
Lines people
Libero Tracker
Clock/scoreboard operators
Ticket takers

Football
Announcer and P.A. system
Ticket takers
School building supervisors (restrooms)
Extra Cashier

Basketball & Wrestling
Clock/scoreboard operators
Scorekeeper and P.A. system
Ticket takers

Track
Will be determined based on the responsibilities needed at each home track meet.
Ticket Takers

Out of Town Events
Scorekeeper for basketball and volleyball

Appendix F – Teacher Evaluation Rubric

Can be found on the Google Drive under Staff Forms-SRC and the folder Teacher Evaluation Rubric.

The rubric identifies the performance level, description, example behaviors, and evidence used to support the administrators decision in your formal and informal evaluations.

You can also find the evaluation aligned to the Marzano elements in that same folder as a way of assisting teachers with identifying instructional strategies.

Appendix G – Grading Scale and Grade Point Average

Grades

Students will receive percentage grades for their academic classes.

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

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

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

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

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

Dual Credit courses will be graded on the College Scale and a grade adjustment will be made for equivalent letter grade placement on the S-RC scale and transcript.

Class Rank

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

Grade Point Average

Is calculated on the scale below. Cumulative GPA is the number of points earned divided by the number of classes taken. The percent is taken from the final semester grade. This is the GPA that will appear on the transcript and be used for college, scholarship, and award criteria.

Percent	Letter	4-Point
98-100	A+	4.00
94-97	A	4.00
92-93	B+	3.50
86-91	B	3.00
84-85	C+	2.50
78-83	C	2.00
76-77	D+	1.50
70-75	D	1.00
00-69	F	0.00

Appendix H – 4 P's of Supervising Students

Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are assisting with recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- Be accountable for students who are assigned to you from the beginning of the supervision assignment to the end. Do not dismiss students early. If a student needs to leave class, make sure they have a hall pass. If the student is to report to the office, inform the office to be expecting the student. If the student is to be returning to your class after a brief absence (e.g., after using the restroom), contact the office if the student has not returned by the time expected.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited in our school district. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language is not acceptable. Be a good role model for students. If a student uses such language, you should make a report to the student's teacher or administration.

Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students, note it in your written records. If any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.

- If equipment is broken and presents a risk of injury, immediately take it out of service. If it can't be moved, tape a "Do Not Use" sign and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie---talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students.
- Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non---student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Appendix I – Employee Ethics and Standards

Shelby-Rising City Schools expects its employees to adhere to ethics standards that are established by the Nebraska Department of Education for certificated employees. The school employment job ethics standards which employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the employee's contractual and personal responsibilities, the employee:

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
D. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
E. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
F. Shall not sexually harass students, parents or school patrons, employees, or board members.
G. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
H. Shall report to the Superintendent any known violation of paragraphs B or E above.
I. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's position exists for the purpose of serving the best interests of the school district's students and patrons, the employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the employee:

A. Shall make reasonable effort to protect the student from conditions that interfere with the learning process or are harmful to health or safety.
B. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
C. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom,

and a responsibility to promote respect by the public for the integrity of the profession. In fulfillment of the obligation to the public, the employee:

A. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
C. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
F. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to professional employment practices, the employee:

A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
C. Shall give prompt notice to the employer of any change in availability of service.
D. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
E. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
F. Shall permit no commercial or personal exploitation of his or her professional position.
G. Shall use time on duty and leave time for the purpose for which intended.

Appendix J – Technology Policy

The policies, procedures and information within this document apply to all laptops, iPads, chromebooks, and other technology used at Shelby-Rising City Public Schools, including any other device considered by the Administration to come under this policy.

TAKING CARE OF YOUR LAPTOP

Faculty are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Director of Technology.

3.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Laptops must never be left in a car or any unsupervised area.

3.2 Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case.
- Do not throw, toss or slide laptops.

3.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. School messages, announcements, calendars and schedules will be accessed using the laptop computer along with other programs for your job.

Laptops Left at Home

If a teacher forgets their laptop at home, they may borrow one for the day from the Director of Technology.

4.1 Laptop Undergoing Repair

Loaner laptops may be issued to teachers when they leave their laptops for repair from the Director of Technology.

4.2 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of but not limited to; guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, the faculty member may be responsible for the cost of replacement hardware.

4.3 Printing

Staff may use the school leased print devices around the school. Printing should be kept to a minimum and the use of electronic documents for sharing or for classes is strongly encouraged. The school reserves the right to limit printing and turn off printing if it is deemed excessive by the faculty member.

MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Syncing the Laptop: Faculty will be using google Drive for desktop to backup their computer files. Teachers should include all places that they store school related files but exclude personal files and the application folder.

5.2 Saving data to Removable storage devices

It is recommended that the faculty backup all of their work at least once each week using removable file storage.

It is the faculty's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. The school is not responsible for the loss of files or information.

SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by SHELBY-RISING CITY PUBLIC SCHOOLS must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with:

- Apple Basic Software
- Microsoft Office Suite
- Safari, Chrome, and Firefox Web Browsers
- Adobe Software
- Other Academic or Production software as needed for classes

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the

course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.3 Additional Software

It is the responsibility of individual faculty to be aware of additional software programs and files loaded onto their laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software should not be installed without consent of the Director of Technology and must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Faculty are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.
- Items such as but not limited to; violent games and computer images containing obscene or pornographic material are banned.

6.4 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files on the laptop. The hard drive will then be re-imaged. Authorized software will be installed and the data files reinstated on the laptop. The school does not accept responsibility for the loss of any software deleted due to a reformat and reimage.

6.5 Software upgrades

Upgrade versions of licensed software are available from time to time. Faculty will be instructed to upgrade their software from the school's network periodically.

ACCEPTABLE USE

7.1 General Guidelines

- Faculty will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Shelby-Rising City Public Schools.
- Faculty are responsible for their ethical and educational use of the technology resources of the Shelby-Rising City Public Schools.
- Access to the Shelby-Rising City Public Schools technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use and Internet Safety Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

7.2 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Use or possession of hacking software is strictly prohibited and violators will be subject consequences. Violation of applicable state or federal law, including the Nebraska Penal

Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification

Faculty laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number of computer
- Individual User account name and password

8.2 Password Protection

All Faculty are required to use 2 Factor authentication(2FA) for the school gmail account. Failure to do so can result in disciplinary action. The school has the right to make changes or further requirements for the safety of its network and programs. These can include things such as not being admins on the computer, the changing of programs so you have lesser rights, etc.

8.3 Storing Your Laptop

When teachers aren't in their rooms, their computers should have screen shut or the laptop should be to the point that a password is required to get into it. The room itself should be locked when no one is in it per the school safety plan.

LAPTOP TECHNICAL SUPPORT

The Technology Coordinator is located in the high school and coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs

FAQ'S (Teacher Version)

(1) **What if I already have another model or brand of laptop computer?** *You will be required to use the school district issued laptop for school purposes.* This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses.

(2) **Can I have my laptop computer this summer?** Yes.

(3) **The best insurance is to take care of your laptop.** Do not leave your laptop in the building,

classroom, concourse, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

(4) **Does SHELBY-RISING CITY PUBLIC SCHOOLS provide maintenance on my Apple laptop computer?** Yes, the Tech Coordinator will provide limited maintenance. If more maintenance is needed the laptop will be sent in for repair.

(5) **What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?** SHELBY-RISING CITY PUBLIC SCHOOLS stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit with the tech coordinator. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

(6) **If I purchase software in addition to the available software provided through SHELBY-RISING CITY PUBLIC SCHOOLS, will the Tech Coordinator load it for me?** No, at this time we are asking that only the software that was purchased by Shelby-Rising City Public Schools be installed on the laptops.

(7) **Do I need a printer?** You do not need to own one since printers are located throughout the building. If you want to connect to a printer at home with the school laptop, you will need to visit the technology coordinator and ask to have your printer software installed.

(8) **How do I connect to the Internet at home?** You may connect to the Internet using a cable Ethernet connection (Requires additional adapter) or wireless connection. If you have problems connecting at home, contact your Internet service provider. The school district will not provide tech support for your home network.

(9) **Will there be facilities to back up the files I create on my laptop?** Yes. You will need to use google drive to backup and sync your data from the laptop.

(10) **What if I want to add options to my laptop later?** Only SHELBY-RISING CITY PUBLIC SCHOOLS is authorized to add options and upgrades to your laptop computer.

(11) **What if I want to run another operating system on my laptop?** Only the operating system chosen by SHELBY-RISING CITY PUBLIC SCHOOLS will be authorized to run on a school issued laptop computer.

(12) **What has the school done to control sites teachers go to?** We have a software product which is designed to help monitor all Internet sites that the device attempts to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. An additional Mobile Filter has been added and should assist in filtering when devices are not on the school network.

(13) **What if I have questions on how the features on my laptop work?** Apple systems are

preloaded with the Access Help application which contains information similar to that which would be included in a User's Guide. The Access Help application is a searchable help database included on your computer.

COMPUTER/LAPTOP ACCEPTABLE USE GUIDELINES

Shelby-Rising City Public Schools network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Shelby-Rising City Public Schools.

Laptop Computer Security Policy During the School Day

•Shelby-Rising City Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:

- The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
- The user shall not use or try to discover another's password or another person's email or other files.
- The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
- The user shall not let other persons use his/her name, logon, password, or files for any reason
- The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language or images.

Computer Laptop Violations (But not limited to:)

•Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

•Vandalizing, damaging, or disabling property of the school or another individual or organization.

•Accessing another individual's materials, information, or files without permission.

Using the network or Internet for commercial, political campaign, or financial gain purposes.

•Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.

•Promoting or soliciting for illegal activities.

Attempting to repair, remove or install hardware components reserved for an authorized service technician.

• Violating copyright or other protected material laws.

•Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.

•Intentionally wasting school resources.

Consequences: will result in criminal prosecution or disciplinary action by the District.

Computer Network Violations (But not limited to:)

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.

Consequences: This will result in disciplinary action by the District and/or Law Enforcement.

Appendix K – District Safety Plan

* Please see the separate tab marked District Safety Plan in your binder.

Appendix L – Extra Duty Assignments/Schedule

Extra Duty 2025-2026~~2023-2024~~

H.S. Boy's Basketball
H - Erik Kravig
A- Grant Gabel

Girls' Basketball
H - Todd Connley
A - Jon Recker

Volleyball
H- Abby Kuhn
A- Kasey Hopwood~~Taylor Kemper~~
~~A - Kelsie Cada~~

Football
H - Zach Kubik
A - Jon Riggs
A - Eric Lindsley
A- Cory Waite
~~A - Tanner Kuhn~~

Track
H - Cory Waite~~Taylor Kemper~~

A - Darrol Gray
A~~H~~ - Shelby Studnicka
A - Tanner Kuhn~~Cory Waite~~

One Act Play
H - Kristen Wilton
A - Adam Nissen

Speech
H - Kristen Wilton
A - Emily Blackburn
A - Brian Evans & Adam Nissen

All-School Play
Emily Houdersheldt
Mandy Peterson

High School Quiz Bowl
Carrie Bauers

Boy's Golf
H - Jon Riggs
A - Benden Johnston

Girl's Golf
H - Sara Jensen
A - Benden Johnston

Pep Band/Vocal H.S.
Ma Jamaica

HS/MS Wrestling
H - Tanner Kuhn
H - Chris Watts (Girls)
A - Z. Batista
A - Korrisa Eaton (Girls)

FBLA
H - Sara Jensen

NHS
Carrie Bauers

Middle School Football
H - Grant Gabel
A - Zach Gould

Middle School Volleyball
H - Krista Kravig
A - Bonnie Ott~~Mallory Patterson~~

Middle School Boy's BB
H - Sean Wickham
A - Zach Gould

Middle School Girl's BB
H - John Schoenrock~~Theresa Gillotte~~
A - Marcus Donner~~llory Patterson~~

Middle School Track
H - John Schoenrock

A - Bonnie Ott
A - Kylie Hiatt~~Theresa Gillotte~~

Middle School Quiz Bowl
H - Grant Gabel

K-6 Vocal/ MS Musical
H - Melissa Hyde

MS/HS Concessions
Melanie Hoegerl
Darrol Gray (Ordering)

High School Dance Team
Heather Thompson~~Justice Houston~~

Activities Director
Brittney Pflueger~~z~~

FFA
Shelby Studnicka
Holly Luettel

Yearbook
Emily Blackburn

S-RC Club
Marcus Donner

Student Council
Becky Schueth
Mallory Patterson

Summer Weight Room
B - Zach Kubik
G - Tanner Kuhn

Unified Bowling
Stacy Stewart

Husky Run Club~~Girls on the Run~~
Ashlee Rathman

Class Sponsors
9th - Cory Waite
10th- Bonnie Ott~~Carrie Bauers~~

11th - Steve/Stacy Stewart
12th - Zack Kubik

Softball
A - Emily Blackburn

Appendix M – Emergency Leave Bank

(Part of the Negotiated Agreement)

Participation in the Emergency Leave Bank in Shelby-Rising City Public Schools shall be subject to the following conditions:

1. Membership in the Emergency Leave Bank shall be voluntary to all Shelby-Rising City Public School teachers who donate one day of their Sick Leave by September 1. Control of this process shall rest with the membership of the Shelby-Rising City Education Association governed by a high sense of moral ethics.
2. The purpose of the Emergency Leave Bank is to aid any participating teacher in case of severe accident, illness, or other medical emergency affecting anyone in his/her immediate family, necessitating the employee to require additional emergency leave to care for family members.
3. A teacher may become a participant in the ELB by notifying the secretary of the SRCEA and signing a membership list by September 1. A copy of the membership list will remain in the superintendent's office.

4. Participating teachers, after using all of their own accumulated sick leave days, may be entitled initially to withdraw up to one half the available days in the Emergency Leave Bank.
5. Withdrawal of "banked" days from the ELB must have the approval of a majority vote of the officers of the SRCEA. All disputes will be decided by a majority vote of the ELB participants.
6. The officers of the SRCEA shall be responsible for informing the superintendent, in writing, of any decisions concerning the administration of the ELB. The decision of the SRCEA officers is final in approval or non-approval of applications for days granted from the ELB.
7. Unused days in the ELB present at the end of each school year, to a maximum of 10 days, shall be carried over to the next school year. These 10 days are non-accumulative. All other remaining days are forfeited.

Appendix N – Certified Salary Schedule

Shelby - Rising City Public School							
Salary Schedule							
Base Salary	$39,500.00			Index: H-	4.5%		
				V-	4.5%		
Step/Column	B+0	B+9	B+18	B+27	M+0	M+9	M+18
1	1.00	1.045	1.09	1.135	1.18	1.225	1.27
	$39,500.00	$41,277.50	$43,055.00	$44,832.50	$46,610.00	$48,387.50	$50,165.00
2	1.045	1.09	1.135	1.18	1.225	1.27	1.315
	$41,277.50	$43,055.00	$44,832.50	$46,610.00	$48,387.50	$50,165.00	$51,942.50
3	1.09	1.14	1.18	1.225	1.27	1.315	1.36
	$43,055.00	$44,832.50	$46,610.00	$48,387.50	$50,165.00	$51,942.50	$53,720.00
4	1.135	1.18	1.225	1.27	1.315	1.36	1.405
	$44,832.50	$46,610.00	$48,387.50	$50,165.00	$51,942.50	$53,720.00	$55,497.50
5	1.18	1.225	1.27	1.315	1.36	1.405	1.45
	$46,610.00	$48,387.50	$50,165.00	$51,942.50	$53,720.00	$55,497.50	$57,275.00
6		1.27	1.315	1.36	1.405	1.45	1.495
		$50,165.00	$51,942.50	$53,720.00	$55,497.50	$57,275.00	$59,052.50
7		1.315	1.36	1.405	1.45	1.495	1.54
		$51,942.50	$53,720.00	$55,497.50	$57,275.00	$59,052.50	$60,830.00
8		1.36	1.405	1.45	1.495	1.54	1.585
		$53,720.00	$55,497.50	$57,275.00	$59,052.50	$60,830.00	$62,607.50

9			1.405	1.45	1.495	1.54	1.585	1.63
			$55,497.50	$57,275.00	$59,052.50	$60,830.00	$62,607.50	$64,385.00
10			1.45	1.495	1.54	1.585	1.63	1.675
			$57,275.00	$59,052.50	$60,830.00	$62,607.50	$64,385.00	$66,162.50
11					1.585	1.63	1.675	1.72
					$62,607.50	$64,385.00	$66,162.50	$67,940.00
12					1.63	1.675	1.72	1.765
					$64,385.00	$66,162.50	$67,940.00	$69,717.50
13						1.72	1.765	1.81
						$67,940.00	$69,717.50	$71,495.00
14						1.765	1.81	1.855
						$69,717.50	$71,495.00	$73,272.50
15						1.81	1.855	1.9
						$71,495.00	$73,272.50	$75,050.00
16							1.9	1.945
							$75,050.00	$76,827.50

APPENDIX A

Shelby-Rising City Public Schools							
Salary Schedule							
Base Salary	38,750				Index: H -	4.50%	
					V -	4.50%	
Step/Column	**B+0**	**B+9**	**B+18**	**B+27**	**M+0**	**M+9**	**M+18**
1	**1**	**1.045**	**1.09**	**1.135**	**1.18**	**1.225**	**1.27**
	$ 38,750.00	$ 40,493.75	$ 42,237.50	$ 43,981.25	$ 45,725.00	$ 47,468.75	$ 49,212.50
2	**1.045**	**1.09**	**1.135**	**1.18**	**1.225**	**1.27**	**1.315**
	$ 40,493.75	$ 42,237.50	$ 43,981.25	$ 45,725.00	$ 47,468.75	$ 49,212.50	$ 50,956.25
3	**1.09**	**1.135**	**1.18**	**1.225**	**1.27**	**1.315**	**1.36**
	$ 42,237.50	$ 43,981.25	$ 45,725.00	$ 47,468.75	$ 49,212.50	$ 50,956.25	$ 52,700.00
4	**1.135**	**1.18**	**1.225**	**1.27**	**1.315**	**1.36**	**1.405**
	$ 43,981.25	$ 45,725.00	$ 47,468.75	$ 49,212.50	$ 50,956.25	$ 52,700.00	$ 54,443.75
5	**1.18**	**1.225**	**1.27**	**1.315**	**1.36**	**1.405**	**1.45**
	$ 45,725.00	$ 47,468.75	$ 49,212.50	$ 50,956.25	$ 52,700.00	$ 54,443.75	$ 56,187.50
6		**1.27**	**1.315**	**1.36**	**1.405**	**1.45**	**1.495**
		$ 49,212.50	$ 50,956.25	$ 52,700.00	$ 54,443.75	$ 56,187.50	$ 57,931.25
7		**1.315**	**1.36**	**1.405**	**1.45**	**1.495**	**1.54**
		$ 50,956.25	$ 52,700.00	$ 54,443.75	$ 56,187.50	$ 57,931.25	$ 59,675.00
8		**1.36**	**1.405**	**1.45**	**1.495**	**1.54**	**1.585**
		$ 52,700.00	$ 54,443.75	$ 56,187.50	$ 57,931.25	$ 59,675.00	$ 61,418.75
9		**1.405**	**1.45**	**1.495**	**1.54**	**1.585**	**1.63**
		$ 54,443.75	$ 56,187.50	$ 57,931.25	$ 59,675.00	$ 61,418.75	$ 63,162.50
10		**1.45**	**1.495**	**1.54**	**1.585**	**1.63**	**1.675**
		$ 56,187.50	$ 57,931.25	$ 59,675.00	$ 61,418.75	$ 63,162.50	$ 64,906.25
11				**1.585**	**1.63**	**1.675**	**1.72**
				$ 61,418.75	$ 63,162.50	$ 64,906.25	$ 66,650.00
12				**1.63**	**1.675**	**1.72**	**1.765**
				$ 63,162.50	$ 64,906.25	$ 66,650.00	$ 68,393.75
13					**1.72**	**1.765**	**1.81**
					$ 66,650.00	$ 68,393.75	$ 70,137.50
14					**1.765**	**1.81**	**1.855**
					$ 68,393.75	$ 70,137.50	$ 71,881.25
15					**1.81**	**1.855**	**1.9**
					$ 70,137.50	$ 71,881.25	$ 73,625.00
16						**1.9**	**1.945**
						$ 73,625.00	$ 75,368.75

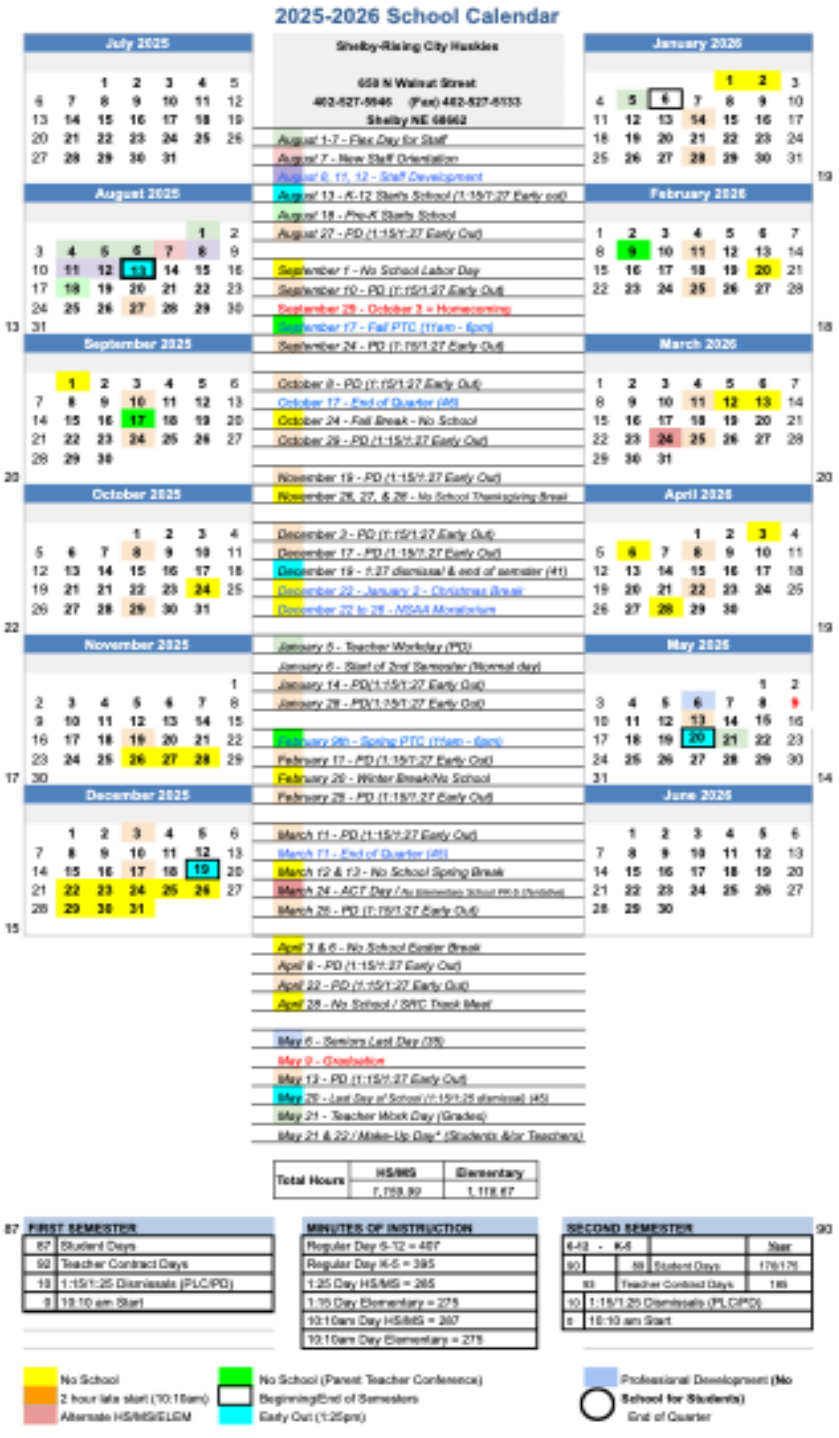
* - Step of B+36 has been removed starting with 2017-2018, teachers who were on staff and have attained this column will be permitted to remain without having a Master's Degree.

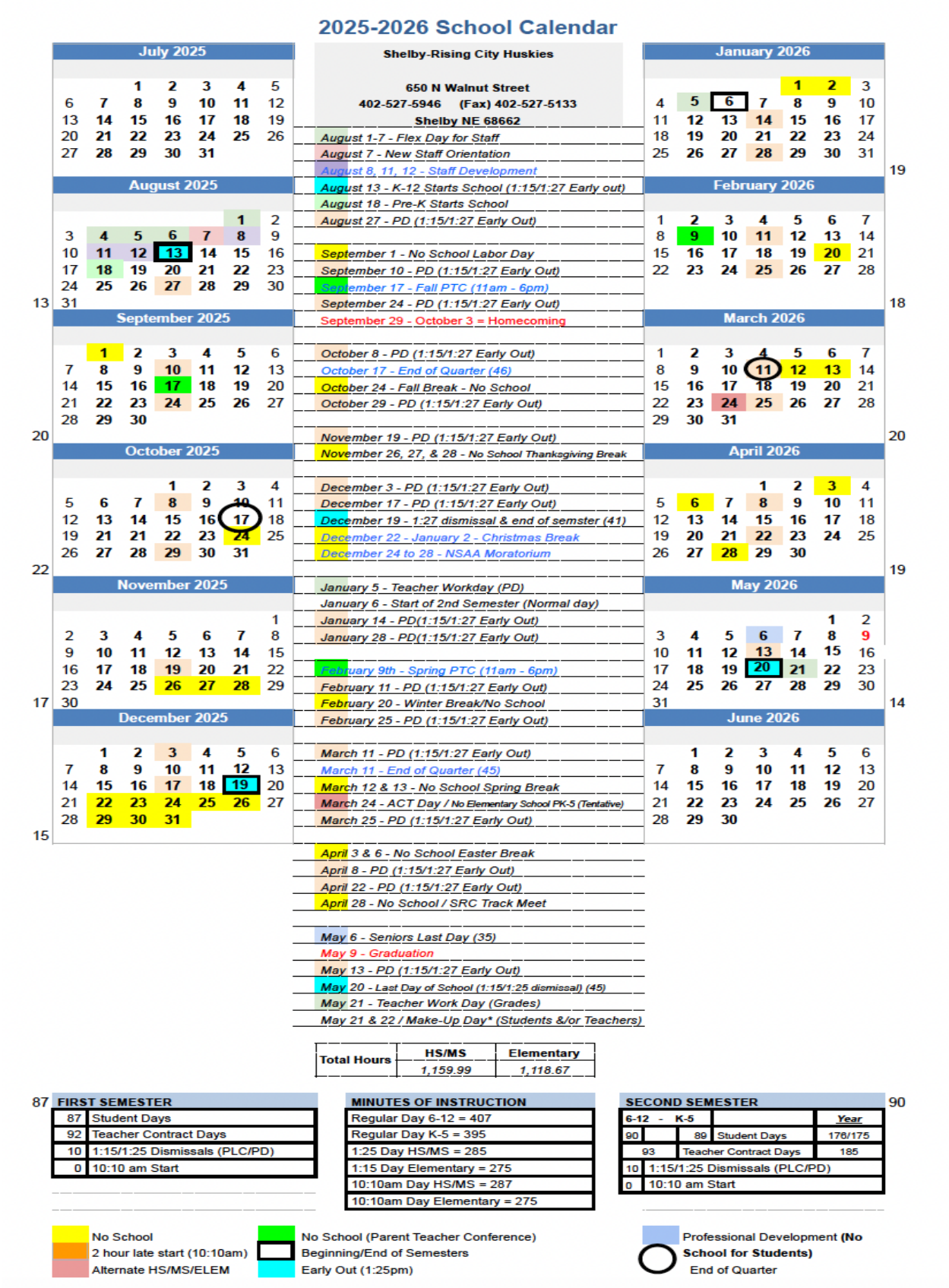
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Appendix M – Classified Staff Salary Schedule

- Offering of Single Health/Dental Insurance **(9 and 10 month)**
    - School is responsible for 50% for single insurance (if wanted by staff member)
- Saved Medical Days **(have to be full time)**
    - Currently get 9 PTO days and will receive an additional 5 PTO additional days added and that can roll over (can bank up to 30; anything beyond your first nine days must then be used for sick only)
        - **For new staff members (under a year or just hired, they will need to work/hired for 90 days for the five to be added to their account)**
- Holiday(s) Pay during the months of employment **(5 holidays)**
- Activity Bus Route = $16.75
- Bus Route Rate = $43.00 per route (total of $86)
- Special Education Routes = $15.50 hour
- Substitute Teacher
    - $155 for full day
    - $77.50 for ½ day
- Paraprofessional Pay
    -
- Summer Help Pay
    - $15.00
- Substitute for Library or Kitchen
    - $14.50
- Para Pay
    - Base Pay of $13.50
        - Was $9.50 (2021)
    - $1 incentive to get a sub license.
        - What this does is allow our paras to fill in while not having to switch out of pay increments because it balances itself out over time.
    - $1 for being GOLD Certified
    - $1 for ICU Director
    - $1 for those who have High Needs SPED
    - $1 Multiple Reading Groups

Appendix O –School Academic Calendar





Appendix P – Lunchroom Procedures

Please escort your students to the lunchroom and remind your students that others are still in class and they are to pass quietly to and from the lunchroom. Teacher aides may be used to assist teachers with lunchroom supervision.

General Guidelines For The Lunchroom:

1. **All students who eat lunch here at the school are to eat in the lunchroom. Those who bring 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.

2. Students are to leave the area where they were seated as they found it. Return trays and silverware to the proper area. Have students check the area where they were seated to ensure that it is clean for the next person. If someone spills, have them clean it up immediately!

3. Students are not to leave the gym/lunch room without permission.

4. Students should move quietly and quickly through the halls when returning from lunch.

5. Students should be supervised at all times anywhere about the building.

Teachers and Staff

Unless you are assigned lunch supervision, you are not required to stay on campus for your assigned lunch period. However, you must not leave early or return late.

It is strongly encouraged that if you stay on campus to eat that you do so in the lunch room or staff room. The goal is to eliminate food and drink from academic areas such as the classroom, library, or office.

Remember that every teacher is responsible for supervision. If you see something happen or about to happen, please take care of it. A lot of problems can be avoided if everyone works together.

Appendix Q – Use of Teacher Aides (Paraeducators)

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 of Education legalizing him or her to teach the grade or subjects to which he was 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 issued 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 students take place; (b) the assessment and diagnosis of the individual educational needs of the students; (c) the planning, selecting, organizing, prescribing and directing of the learning experiences of students; (d) the planning of teaching strategies and the selection of available materials and equipment to be used; and (e) the evaluation and reporting of student progress.

The legislature also gives direction regarding training and supervision of teacher aides.

Neb. Rev. Stat. Section 43-625. **STATE BOARD OF EDUCATION; REVIEW SPECIAL TRAINING AND EDUCATIONAL PROGRAMS; QUALIFIED TEACHER DEFINED**. The State Board of Education shall review special training and educational programs offered by or in conjunction with any public school District, combination of public school Districts, educational service unit, or combination of educational service units subject to the following:

1. The teacher or teachers in any such program shall be qualified;
2. Teacher aides, working with any such program, shall have such qualifications as the governing body of the school shall prescribe and shall participate in appropriate in-service activities, and
3. Each qualified teacher shall be responsible for the direct supervision of teacher aides, whose duties shall be limited to those prescribed in section 79-1233.

STATE BOARD OF EDUCATION POLICIES (Teacher Aide)

NDE Rule 51 gives specific regulations regarding the use of teacher aides in special education programs:

NDE Rule 51 on School age Special Education Programs (adapted pursuant to Sections 43-660 and 43-607.01)

003 Definition of Terms

003.26 A teacher aide shall mean an individual who serves under the supervision of a certificated staff member as an assistant in the educational process or residential care staff under the supervision of certificated staff as defined in 92 NAC 51-010.

005.05 Utilization of special education teacher aides in instructional settings shall include:

005.05A The development and maintenance by the District of written procedures regarding special education teacher aides that reflect their: job description, preservice and inservice training, supervision and evaluation.

005.05B A teacher aide shall not teach, as defined in Neb. Rev. Stat. 79-101.

Teacher Roles as Defined by the Nebraska State Department of Education
The teacher's primary role is one of managing the learning environment. Teaching, as defined by statute, includes these responsibilities:

-organizing and managing the classroom,
-assessing and diagnosing student needs,
-planning and directing learning experiences,
-planning teaching strategies and selecting teaching material, and
-evaluating and reporting student progress. (Neb. Rev. Stat. 79-101)

When the program includes the use of a teacher aide, the teacher has a number of additional roles to fulfill. The teacher plans for the teacher aide's duties, supervises the completion of tasks, and provides guidance and evaluation about the teacher aide's performance. The examples below indicate specific teacher responsibilities and roles involved in managing teacher aides.

Teacher Responsibilities in Managing Teacher Aides

-Set an example of professionalism in teacher responsibilities
-Establish the criteria for acceptable job performance
-Assure teacher aides are adequately trained for their duties
-Prepare the teacher aide for and assign instructional and non-instructional tasks and activities
-Communicate the needs of each student to the teacher aide
-Establish and communicate the para educator's role in classroom behavior management
-Assign non-instructional duties
-Provide consistent feedback to assist in refining skills
-Monitor the teacher aide's performance in carrying out instructional activities
-Assist in evaluating the teacher aides overall performance

Note: Adapted from Guide for Effective Utilization of Paraprofessionals in Special Education. (1983). Lincoln, NE: University of Nebraska-Lincoln.

Teacher Aide Roles as Defined by the Nebraska State Department of Education

Although Nebraska Statutes allow teacher aides to carry out only "non-teaching" 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 (Paraeducator)
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 paperwork.
5. Assist with supplementary work for advanced students.
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 students, 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 student behavior by corporal punishment or similar means.
6. Shall not be responsible for medical needs of children.

In keeping with guidelines and local philosophy the Shelby-Rising City Public Schools Board of Education had adopted this policy with regard to role and assignment of aides:

Teacher aides are employed at an hourly rate. Aides are under the immediate supervision of their respective teacher. The appropriate Principal is their administrative supervisor. Aides shall not be the primary catalyst in any subjective diagnostic or prescriptive activities involving student program planning or evaluation. The specific role played by aides is at administrative discretion. Roles may change from time to time and aides must be prepared to perform in a variety of settings.

It is the expectation of the Shelby-Rising City Public Schools Administration and Board of Education that teachers will utilize teacher aide time in such a manner that maximizes direct appropriate instructional time under the teacher’s supervision in tutoring as appropriate. Other modes of teacher aide’s time (clerical, custodial, and lunch) should be secondary to usage which involves direct student contact in a tutorial model.

Appendix R – Curriculum Selection Process

1. INSTRUCTIONAL MATERIALS SELECTION AND PROCEDURES FOR REVIEW

A. RESPONSIBILITY FOR SELECTION OF INSTRUCTIONAL MATERIALS:

1. The Schools Board of Education is legally responsible for all matters relating to the operation of schools.

2. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.

B. CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS:

It is the policy of the Board of Education to require that instructional materials selected for our schools be in accord with the following:

1. The basic factors which shall be considered in the selection of instructional materials (including printed and audio-visual materials), are as follows: factual accuracy, authoritativeness, balance, integrity, quality of presentation, imagination, vision, creativeness, and style.

2. Instructional materials shall be examined to select those in which the presentation and the subject matter are suitable for the grade and the interest level at which they are to be used.

3. Instructional materials shall be selected to provide for the interest and needs of the school community and the school program. Instructional materials shall be selected cooperatively by teachers and administrators, with administration having the final decision.

4. The selection process shall include the reading, examination, and checking of standard evaluation aids...i.e., standard catalogs 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 of Education 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 a 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 a 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 a form, the Superintendent shall distribute copies of the challenged materials, as available, to the Reconsideration Committee for their review.

8. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by a four-fifths vote of the Reconsideration Committee. Special meetings may be called by the Superintendent.

9. The Reconsideration Committee shall be made up of five members:
    a. Superintendent
    b. Principal
    c. Librarian
    d. The teacher using the challenged material

e. A second teacher selected by the appropriate building level Principal

The Superintendent shall serve as the chairperson of the committee.

10. The Reconsideration Committee member directly associated with the material being challenged may at his/her request be excused from serving on the committee. If such a 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 the 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 a request is made, the Superintendent shall place the item on the agenda of the next regularly scheduled meeting and shall review the written report of the Reconsideration Committee. The complainant shall also be permitted to address the Board of Education following the "Procedures for Addressing the Board of Education" as outlined in School Board Policies.

19. The Board of Education will give the matter due consideration and take appropriate action as deemed necessary.

20. Requests to reconsider materials which have previously been before the Reconsideration Committee must receive approval of a majority of the committee members before the materials will again be reconsidered.

21. The "Citizen's Request for Reconsideration" form which follows is also approved as part of the total Board policy:

Additional Board Policy References:

0603.04 – Curriculum Evaluation
0603.01 – Curriculum Development
0603.02 – Curriculum Adoption 0604.01 – Basic Instructional Program
0604.04 – Multicultural Education
0604.09 – Teaching about Religion
0604.10 – Academic Freedom
0604.11 – Citizenship

New Curriculum and Textbooks follow this process the year before they are adopted:

1 – Submitted to the Curriculum Committee using the (a) Concept Request Form and (b) Concept Curriculum Map by December 1st.
2 – Curriculum Committee reviews requests in January and forwards approved submissions to Principals.
3 – Principals review and recommend to the Superintendent by the February school board meeting.
4 – February School Board Meeting the board reviews and approves those proposals that will be implemented the following academic year.
5 -- Cost of new materials is submitted to the Superintendent through the budget process.
6 -- Course is added to the registration handbook.

APPENDIX S – FITNESS CENTER GUIDELINES

Employees of the school district are permitted to use the fitness center with a free membership as part of employment. Your FOB will gain you access from the public entrance.

The fitness center is not to be used DURING CONTRACT TIME by District Employees.

The Fitness Center is located through the Activity Entrance on the west side of the Shelby-Rising City School building in Shelby. The facility includes free weight and several different pieces of cardio equipment. The facility will be open 24 hours a day, 7 days a week unless a notice is posted – students will have priority on equipment during school time, but the public is welcome to use the facility during the school day or during school activities. During the school day parking is available directly in front of the facility – those spots are not reserved during evening or weekend activities.

Guidelines

- Available to paid/registered members only, there are no daily or guest rates available.
- All users must have a signed waiver on file with the School District.
- No children under the age 14 are permitted. Ages 14 to 18 may use the facility with adult supervision, unless they graduated from High School.
- Proper athletic work out attire is required, including shirt, shoes, and athletic shorts or pants. Outside or street shoes are not permitted.
- No Food or Drink, except water bottles with lids.
- Weight bars, benches, dumb bells, weights or other equipment should be returned to its proper spot and picked up after use.
- Do not place weights, dumbbells, or bars on padded surfaces – including benches.
- After use, wipe equipment with the disinfectant wipes provided in the facility.
- Please follow the safe use posters and signs located in the facility.
- Personal training or contracted services may not be held in the Fitness Center by members or outside persons.

Notice

- Report observed damage or violations of rules to: Brittney Pflueger at 402-527-5946 x5015 or bpflueger@shelby.esu7.org
- Violation of Fitness Center rules will result in suspension or revocation of use privileges and forfeiture of remaining paid fees.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the ***Shelby-Rising City School District Staff Handbook*** which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and Board Policy (available on the school website). Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

_____ _____

Signature of Staff Member Date

This was sent digitally

SHELBY-RISING CITY -RISING CITY PUBLIC SCHOOL

COACHES AND SPONSORS HANDBOOK





2024-2025

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INTRODUCTION

This booklet is designed for coaches/sponsors to help define the role of athletics and co-curricular activities in the Shelby-Rising City Public Schools. This reference should assist individuals seeking information about the function and governance of co-curricular activities in the school district. Also, this booklet will serve as an additional source of information that coaches/sponsors can use to communicate the school's traditions and philosophies of co-curricular activities to parents and students of the Shelby-Rising City Public School.

This booklet is also designed to help coaches/sponsors now and in the future to understand the role of co-curricular activities play in fulfilling the mission statement of the school district.

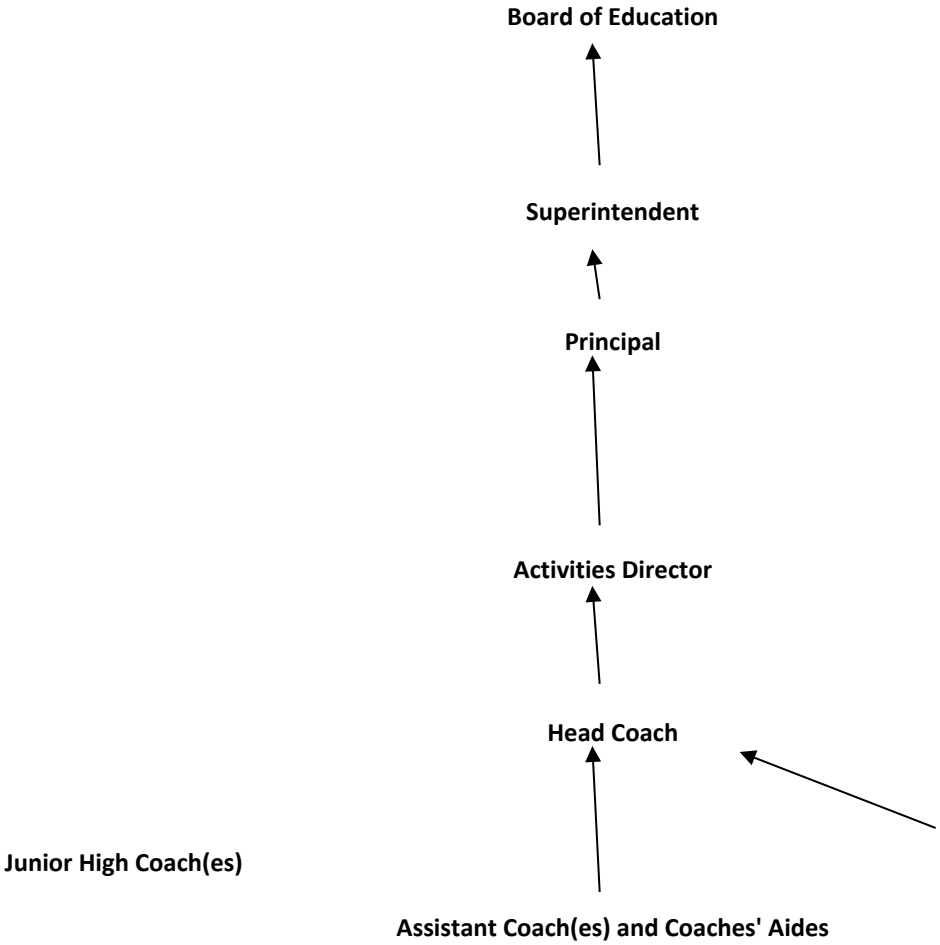
THE ACTIVITIES PHILOSOPHY

The activities curriculum of the Shelby-Rising City Public School will, at all times, fulfill the mission of the school district. The activities program is just one part of the total educational curriculum of the school system that is trying to fulfill the school's mission. With this in mind, the activities program should never attempt to place itself above the mission of the Shelby-Rising City Public School.

The philosophy of the activities program at Shelby-Rising City Public School is to compete hard, to do the best that can be done, and to never give up despite the outcome of the competition. Through their dedication this philosophy has been built by a long line of hard-working students and sponsors who have brought honor to our school and community. It has also been the philosophy of the Shelby-Rising City Public School Activities Program to maintain a high level of integrity, honesty, sportsmanship, and teamwork.

Within this philosophy, sponsors of activities will not cut a student from an activity but will let him or her aspire to the highest level of competition their ability can carry them. At the varsity level of competition, sponsors will compete with the individuals they feel can best handle the rigors and skills of that level of competition. At all other levels of competition, the emphasis will be placed on teaching the fundamentals of a particular skill while allowing all participants the chance to compete in INTERSCHOLASTIC events. The goal of this philosophy is to develop a program that is educational, consistent, and competitive year after year. **The goal of Shelby-Rising City is not only to develop our students in activities but to develop each individual into becoming a better overall person.**

CHAIN OF COMMAND



Refer to the Activity Handbook for the Conflict Resolution Process

HEAD COACHES

MAJOR DUTIES OF THE POSITION

The major responsibilities of head coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be assigned by the Activities Director.

1. PROGRAM RESPONSIBILITIES:

a. Has full responsibility for the over-all supervision of his/her program, including freshman, sophomore, junior varsity, and junior high teams.

b. Is in charge of assigning the duties of assistant coaches and coaches' aides working in his/her sport.

c. Is responsible for keeping practice periods for his/her sport within the confines of the time specified by the athletic director; and is to keep the director informed of practice schedules during any holiday period.

d. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.

e. Reports regularly while his/her sport is in season to the athletic director with regard to the developments in his/her program.

f. Is directly responsible for a complete season end inventory of the equipment used for his/her sport.

g. Meets with the activities director midseason and at the end of his/her season to discuss season celebrations and making recommendations for improvements in his/her program.

h. Is responsible for keeping records as requested by the athletic director.

i. Is responsible for drafting and submitting a proposed budget for his/her sport.

j. Has the primary responsibility for building good sportsmanship and developing good public relations in the school and community.

k. The coach is the stabilizing influence in an emotionally charged situation and should act accordingly, so as not to incite unruly crowd conduct.

2. PERSONNEL RESPONSIBILITIES:

a. Is responsible for assuring that relevant coaches know and abide by the rules in the NEBRASKA STATE ACTIVITIES ASSOCIATION HANDBOOK.

b. Is responsible for seeing that each boy or girl wishing to participate in his/her particular sport has turned in a completed physical exam subsequent to the first practice of the current school year. Is also responsible for making sure each participant has turned in an NSAA consent form before the first competition of that activity.

c. Is responsible for the general health and welfare of students in his/her sport, and gives appropriate attention to athletes who are injured or ill or otherwise incapacitated.

d. Is responsible for the actions and conduct of his/her team whenever they are under his/her jurisdiction.

e. Is responsible for seeing that the members of his team are dressed appropriately for trips.

f. Is responsible for clearing with the Activities Director, the departure time for trips that involve loss of school time.

g. Is responsible for seeing that all participants have transportation home when returning from road trips.

h. Makes recommendations for letter awards, and is responsible for clarification of the award policy to athletes.

i. Shall take appropriate action to see that his/her play and practice areas, weight room, shower and locker rooms are clean and safe for student participation.

j. Is responsible for explaining all district policies, including the Student Activity Handbook, to all members on the team.

k. Is responsible for seeing that the building is secure, (lights out, doors closed and locked, equipment put away) before leaving following games and/or practices.

l. **Attend and participate in the booster club steak fry & activity banquet as appropriate.**

m. Be sure that all athletes and student managers are properly supervised at all times. (The field or court, weight room, training room, and locker or dressing areas.)

n. Attend the N.S.A.A. rules meeting for his/her sport.

o. The coach(es) assigned to the weight room on extra duty contracts is responsible for the summer weight program. **All other coaches will help with the weight room duties during the summer.**

p. The head coach will have **ALL** injury waiver forms available whether at home or away so that any necessary medical attention can be gained with minimal delay.

q. Shall demonstrate knowledge of current risk management practices. Including conveying to his/her athletes all relevant techniques/practices, which commonly are known to prevent catastrophic injury.

r. The head coach must take the recommendation of the athletic trainer when participation in games or practices must be limited due to illness or injury.

ASSISTANT COACH
(JUNIOR VARSITY, SOPHOMORE, FRESHMAN, AND JUNIOR HIGH)

1. Support the head coach in conducting the athletic program of that particular sport, and the total athletic program.

2. Be loyal to the head coach and to the team. The assistant coach may have to give up some of his/her own thoughts regarding team strategy, to fit into the overall program being developed by the head coach. If you have a complaint with the head coach, air it privately with the head coach.

3. Conduct daily practice sessions, incorporating those techniques and drills as directed by the head coach.

4. Develop with the head coach season, weekly, and daily practice schedules.

5. **Attend all coaches' meetings when called by the head coach or Athletic Director.**

6. **Be in attendance at all games and practices. Any exceptions must be approved by the Athletic Director.**

7. Assume any duties assigned by the head coach pertaining to that particular sport. This would include, but not be limited to:
(a) conducting portions of practice
(b) handling equipment
(c) determining eligibility
(d) working with student managers

(e) scouting
(f) statistics
(g) other assigned duties.

8. In the absence of the head coach, an assistant coach, APPOINTED by the head coach, will assume the duties of the head coach.

9. Assistant coaches, and junior high coaches shall attend the booster club steak fry & the activity banquet.

10. Assist head coach in making a systematic issuance of school equipment.

11. Assist in the return and inventory of school equipment.

12. Assume supervisory control over athletes and team assigned to him/her and to assume supervisory control over all athletes in the program when such control is needed.

VOLUNTEER COACHES

A volunteer coach is a person who is not part of the certificated staff. This person is essentially hired as an assistant coach.

1. Carry out specific directions issued by the head coach. Do not initiate or change any instruction given by the head coach.

2. Help with the starting, conducting, and completing of the practice as defined and directed by the head coach.

3. Attend all practice sessions as directed by the head coach.

4. Attend all meetings as directed by the head coach and athletic director.

5. Attend all games and scrimmages as directed by the head coach.

6. Be loyal to and supportive of all coaches in the athletic program.

64. Volunteer coaches shall attend the booster club steak fry and the activity banquet.

65. All volunteers must be approved by the activities director. All volunteers may be subjected to background checks.

66. All volunteer coaches must complete the necessary NSAA coaching training videos. This would include the NSAA coaches meeting of the activity, and the three NFHS videos (cardiac arrest, concussion, and heat stroke).

AREAS OF SUPERVISION

From a safety and legal standpoint, participants involved in an athletic program must be under constant and direct supervision.

1. LOCKER AREAS: It is the responsibility of every coach to directly supervise, or to set up a system of direct supervision for all squad members when the locker room is in use. Property destruction, property abuse, stealing, and rowdyism shall not be tolerated. The coach is responsible until the last athlete is out of the locker room. The coach is also responsible to see that items are picked up off the floor, the doors and windows are closed and locked, and the lights are turned off, both at home and away.

2. GYMNASIUM, FIELDS, WEIGHT ROOM, AND TRACK: Athletes must be supervised during all phases of every practice session. It is the responsibility of the head coach to either be present, or to make sure that an assistant coach is present at all times. All athletes should be made aware of this, and the rules of conduct should be made clear. No participant will practice using school facilities unless directly supervised by a sponsor competent in the activity being supervised, or as per board policy.

3. EQUIPMENT STORAGE AREAS: Should never be left open. When open, the areas should be under the direct supervision of a coach.

4. KEYS: Keys should never be given to students. Be prepared, so you do not have to give keys to students.

5. BUS: The head coach is responsible for the safe and proper behavior of his or her squad on all bus trips. No rowdyism or horseplay of any type should be tolerated. All papers, cans, and other trash should be picked up before leaving the bus after a trip.

6. MUSIC: It is the responsibility of the head coach to make sure that all music that is played (whether it is in the gym, locker room, weight room, or outside on the track) is appropriate with ABSOLUTELY no vulgar language. All coaches/sponsors need to sign off on what is being played at ALL times.

PROCEDURES FOR CONDUCTING THE INTERSCHOLASTIC ATHLETIC PROGRAM

1. ADMINISTRATIVE SUPPORT: The Superintendent, Principal, and Athletic Director, will support you in your coaching position. Our positions are supervisory; we are also in a position to have to make judgments concerning you and your program. This means that while we support you, we may expect you to make some changes or may suggest some changes. Although we cannot protect you from people who disagree with you, we can tell you that if you give us positive things to work with we can help you in those situations.

2. ANNUAL REPORT: At the end of each season every coach will submit an annual report, on a form provided by the activities director. The report shall include the following information:

a. Letter winners, participants, managers, statisticians, and video operators
b. Season record--games won and lost with scores
c. Team and/or individual statistics and records
d. Awards--All-Star selections, etc.
e. Inventory--list all items and tell the relative condition of each, list what is lost/stolen and paid for.
f. Budget request
g. General comments on the season and the outlook for next year
h. Recommendations for improvement of the program.

This report should be complete and thorough. It is to be turned in to the Activities Director as soon after the completion of the season as possible. This report can be obtained for the Activities Director.

3. ATHLETE CLINICS: An athlete's participation in an out-of-season clinic is voluntary, and at his/her own expense. The school cannot provide financial support.

4. ATHLETIC DEPARTMENT PURCHASING POLICY: Any purchase to be paid for by the Athletic Department funds must be approved by the Activities Director and Superintendent. The Activities Director will contact the suppliers to make the purchase. The suppliers will send a bill, with appropriate description, to the Activities Director and the appropriate payment and recording shall be completed. The Superintendent and Activities Director will be in charge of the athletic budget.

- If a check is required for any reason, please be respectful and put a request in for any payment 48 hours in advance if possible.

Any part of a player's uniform will be ordered through the Activities Director. Any extra warm ups, etc. that would like to be ordered need to have the money (including shipping/handling and tax) for the items will be collected from the players and turned into the Activities Director before any items are ordered.

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.

5. AWARDS:

1. Awards shall be kept within reasonable bounds.

2. For each activity season sponsored by NSAA in which a student participates, he/she may accept a symbolic or merchandise award, which does not have a full retail value in excess of $30.00

3. Awards to individuals for activity participation in the form of cash, merchandise certificates, or any negotiable instrument are not allowed.

6. BAND TRIP POLICY (300.24)

Every third year, the Shelby-Rising City Public School High School Band may take a "band trip" with administrative approval. The criteria for said trip is as follows:

67. Administrative approval for the trip must be received by the Band Director October 1 of the year of the trip.

68. The band director must provide the Activities director with all available relevant facts and proposed itinerary prior to December 1 of the preceding calendar year.

69. The trip will occur every 2 years from the above date, if administratively approved.

70. Any canceled or postponed Band Trip shall only be rescheduled for the following year. The Band Trip will not be more often than every 2 years unless a trip has been rescheduled. Funds that have been raised for a canceled or postponed band trip shall be held in a Band Trip account which will be part of the School's Activity Fund. Money in this account will be used for future band trips and will be distributed from this account in a manner deemed appropriated by the Principal.

71. The trip, or preparations for the trip, will not involve any school days or require any student absences from regular classes.

72. The destination of any band trip shall not exceed a 700-mile radius from Shelby-Rising City.

73. All band trips must be oriented toward a specific participatory activity for the band. Other activities are to be incidental and secondary to the participatory music activity.

74. Criteria for individual student participation in the band trip will be completion of a full year of band during the school year immediately preceding the year of the trip and current participation in the band program if the student has been enrolled in Shelby-Rising City Public Schools. Participation for transfer students will be based on their transcript. The Secondary Principal will make the final determination in determining prior years membership in the band program.

75. No tax dollars will be used to fund the trip. A yearly fundraiser under the supervision of the band director shall provide funds. The fundraiser may involve students during non-school time.

76. Funds raised shall be administered/held/and dispensed from the Activity Fund by the School Bookkeeper with the regular checks and balances in place.

77. Shelby-Rising City Public Schools will have complete control of all phases of the band trip, including the planning, organizing, administering, and providing sponsors. In addition, Shelby-Rising City Public Schools will be responsible for the soliciting, receipting, handling and dispensing of any fundraised for the purpose of financing the band trip.

78. The band director will help the Principal and Bookkeeper in the soliciting, handing, receipting and dispensing of the band trip funds.

79. There shall not be a band trip in any year when “adequate and necessary” funds are unavailable through a combination of the designated fundraiser and through students’ personal funds.

80. There shall be no band trip in any designated year when student participation is insufficient to provide a sound, which is a reasonable facsimile of that of a full ensemble. The Band Director, with input from the Activities Director, shall make the final determinations as to the completeness of the ensemble; it’s ability to effectively play the necessary music, and the advisability of the trip.

7. BUDGET PROCEDURES: Head coaches should make recommendations to the Activities Director as to supplies or equipment that is needed throughout the season. Major budget items (helmets, uniforms etc.) request sheets are included in the year-end report, which is handed out upon the completion of each season. Claims for expense payments are made through the office.

8. CHURCH NIGHT: Wednesday night is reserved for the churches. There will be no regular season athletic events scheduled on Wednesday night without administrative approval. (Exception - those that might be scheduled by the N.S.A.A.)

9. CLAIMS FOR EXPENSES: Claims for expense payments are made through the office.

10. COACHING CLINICS: A coach/activity sponsor will be permitted to attend clinics or workshops within reason. A coach/activity sponsor will be reimbursed up to $90.00 to attend clinics or workshops in the sport/activity they coach/sponsor. If a coach/sponsor coaches more than one sport, he/she will be allowed to attend a clinic in each sport that he/she coaches (i.e. a coach that coaches football and track could attend a football clinic and a track clinic.) This covers only clinic registration fees. It does not cover meals, membership in a coaching organization, or magazines. When at all possible, school transportation should be used for attendance clinics and workshops.

- Head Coaches will receive 2 days of professional leave for attending the state tournaments (if not participating in). Coaches are responsible for their entry fee.
- Assistant Coaches will receive 1 day of professional leave for attending the state tournament. Coaches are responsible for their entry fee.

11. COACHES MEETINGS: General activities meeting shall be called by the activities director at the start of the school year. All coaches are expected to be in attendance at this meeting. Special coaches meetings may be called at the discretion of the Activities Director. Head coaches in each sport shall set up regular meetings with their respective coaching staffs throughout their season. These meetings shall include junior high coaches.

12. CONTESTS DURING THE SCHOOL DAY: When athletes are to be absent from school to participate in an athletic event, the coach should see that the rest of the faculty is informed as to who will be absent and when. This will allow the rest of the faculty time to plan their classes with these absences in mind. This must be done one week in advance, in writing.

13. DAMAGED OR BROKEN SCHOOL PROPERTY/FACILITIES: The coach shall report any broken, damaged, or lost property to the Activities Director. All coaches should assist in the pick up and general appearance of his or her area. Any problems with the facility should be directed to the Principal's office through a REQUEST FOR CUSTODIAL ACTION form.

14. DOCTOR'S RELEASE: If a participant suffers an injury or illness that requires a doctor's attention, he/she must have a written release from the doctor in order to resume practice/play. If a participant is injured, he/she will be expected to attend all practices, games, meets, contests, or other events even though he/she cannot participate unless excused by the sponsor. If a participant has been seen by a doctor, the doctor's recommendation will be followed over the athletic trainer's recommendation.

15. DRESS: Coaches shall be appropriately dressed for all games and practices. Coaches are to see that their team members are appropriately dressed before, during, and after each contest. All participants will wear the clothing and equipment required by the sponsor.

16. ELIGIBILITY-LOCAL POLICY-GRADES 7-12: Eligibility requirements will be determined by local eligibility policy on a weekly basis. A student may become ineligible by having failing grade(s) in two or more classes.

Mathematical averages will be computed anew with the onset of each new semester. Allowances may be made for students who are experiencing medical problems.

Refer to the student activity handbook to view our eligibility policy.

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

17. EMERGENCIES: In the event of an emergency:

a. What To Do In Case Of An Emergency: 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. Coaches/Sponsors shall document, in writing, student injuries (see part f of this section).

b. Substitution For Parent: Each year parents are 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 recorded on the student's demographic tab in PowerSchool.

c. 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.

d. Dismissal For Illness Or Injury: No ill or injured student should be sent home unaccompanied without parent's 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.

e. Emergency Waiver: The head coach will have ALL emergency waiver forms available whether at a home or away game so that any necessary medical attention can be gained with minimal delay.

f. Student Accident Report Form: The head coach will fill out a student accident report form in the following situations. The injury will result in prolonged absence from practice or school. The injury is of a profound nature (i.e. head injury, knee injury). The injury results in the contacting of parents, contacting of a doctor, or calling of an ambulance. This process can be completed with the help of the athletic trainer or EMT.

18. EQUIPMENT DISTRIBUTION AND RETURN: The coach is responsible for handing out and collecting all equipment. The head coach is to number and/or identify all school equipment before it is handed out to students. Keep a record of all equipment that is issued to an athlete. **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.** If the athlete does not turn in the equipment, and does not pay the bill for the equipment, turn in his/her name to the activities director, along with a list of items that need to be returned. Coaches should communicate with the parent, if necessary. Head coaches are responsible for collecting lost/stolen equipment.

19. EVALUATION: The Activities Director will provide a least one written evaluation of each head coach during the sport (including Junior High). This will be a combination of formal and informal assessment of what occurs. Each head coach will evaluate his/her assistants and report to the Activities Director. Junior High Coaches should work in conjunction with High School coaches for optimal growth and development of the programs.

20. FORMS NECESSARY FOR ATHLETIC PARTICIPATION: All of the forms listed below must be completed in full and on file with the Activities Director before a student may practice or participate in any athletic activity.

a. Physical Form
b. Student Participation Form
c. Parent's or Guardian's Consent Form
d. Insurance Verification/Wavier Form
e. Emergency Wavier Form
f. Team Rules and Regulations (turn in at the coach request)

FUNDRAISING FOR ACTIVITIES PROGRAMS: All programs are allowed to fundraise. Each program is permitted 1 fundraising event per semester. Fundraising needs to be approved by

the Activities Director before it can take place. Only one program can do a fundraising event at a time during an activities event. (sports included?)

21. GAME DAY PREPARATIONS: Each coach is expected to assist in the preparation of the facility for a contest.

22. GUIDELINES FOR HIRING COACHES: The following guidelines will be used when hiring athletic coaches to coach grades 9-12. It should be noted that every attempt will be made to hire the specified number of coaches if they are available. (Track will have four coaches: it will be determined by the activities director if there will be one head coach overall or a boys and a girls head coach). Hiring of coaches will go through the Activities Director with recommendations given by Head coaches.

23. HANDBOOKS: Activity sponsors may have handbooks for their area of responsibility. The Sponsor's handbook will be subject to the overall policies in this handbook, the Student Handbook, and School Board Policy. The Sponsor's Handbook must be approved by the Activities Director before it is given to the students. The Sponsor's Handbook will be distributed to the students at the beginning of an activity season. All other reasonable rules and/or regulations adopted by the sponsor and approved by the Activity Director shall be followed provided that participants shall be notified of such rules and/or regulations by written handouts or posting on bulletin boards prior to the beginning of the season.

24. HIRING OFFICIALS: The hiring of officials is the sole responsibility of the Activities Director. The Activities Director will seek input from the head coach about officials he/she would like to hire for games. The Activities Director will try to hire these officials if available. If the officials named by the head coach are not available, others will be hired by the Activities Director.

25. HOSTING NSAA, CONFERENCE, AND/OR OTHER REVENUE-PRODUCING EVENTS: All coaches are expected to help whenever possible, as the entire athletic department benefits. The head coach will work with the Activities Director to organize and run the event.

26. INCLEMENT WEATHER: 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.

27. INSURANCE: The Board of Education may make available an accident insurance policy for each student. The insurance program to be offered at the beginning of each year, will cover any accidents a student may incur going and coming from school, within the school

building or grounds, and attending any school sponsored activities. The cost of the insurance premium will be paid by the parents. In addition, the Nebraska Schools Activity Association provides catastrophic insurance for all athletes in grades 9-12. The school may purchase additional catastrophic insurance for all students enrolled, as it is available from the N.S.A.A.

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

a. Athletics Lettering

1. For lettering criteria, refer to the Student Activity Handbook

b. Fine Arts Lettering

1. For lettering criteria, refer to the Student Activity Handbook

c. Other Awards

1. For criteria on conference championships teams, district championship teams, all-conference selections, winning a state event, three-sport athletes, and designated athlete awards, refer the Student Activity Handbook

29. LOYALTY: Support your fellow coaches. If you question something they are doing, ask them about it in private. The success of the total program comes from everyone working together.

30. NEGLIGENCE AND LIABILITIES: All coaches should know the legal aspects involved with negligence and liability. The general rule is to always act in a prudent and reasonable manner. Make sure that the athletes are always supervised. Be sure that the athletes are made aware of any dangers or dangerous phases of a particular sport. Use up to date coaching and training methods and techniques. Keep records of all meetings and practices. Read the attached recommendations for decreasing liability. (See Risk Management for Supervisors)

31. NSAA RULES MEETINGS: The NSAA requires that every head coach attend and register at a rules meeting prior to the start of each session. It is recommended that assistant coaches, coaches' aides, and junior high coaches attend these meetings as well.

32. PARTICIPATING IN TWO SIMULTANEOUS EVENTS: If a participant is scheduled to perform in two school 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.

33. POSTPONEMENTS OR CANCELLATIONS: The changing of schedules and the postponing or canceling of events is the responsibility of the Activities Director, in cooperation with the Superintendent and Principal. In rescheduling an event, the coaches will be consulted, and their opinions or desires will be considered.

34. PRACTICE TIME: The Activities Director, along with the head coaches, will arrange the time and place for practice sessions. It is important that each coach begin and end his/her practice on time. No practice will exceed 2.5 hours in length. 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 without a legitimate reason.

35. PROGRAM INFORMATION: Coaches are to have program information in to the Activities Director two weeks prior to the first contest. Program information should be kept current throughout the season.

36. SCHEDULING OF GAMES: Athletic events are scheduled by the Conference, the State, and the Activities Director. A coach may express a desire as to whom he or she would like to play and when, but no coach has the authority to schedule any game, scrimmage, tournament, etc. without the authorization of the Activities Director.

37. SCHOOL ATTENDANCE BY ACTIVITY PARTICIPANTS: 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.

38. SCOUTING: When a coach is required to use his own car, mileage will be paid at an annually determined rate.

39. SENIOR NIGHT: The night of the last regular season home game, the seniors of each fall and winter sport will be honored along with their parents. An appropriate flower will be awarded to each seniors' parents along with the announcing of their names. This will be done at an appropriate time before the start of the game as determined by the Activities Director.

40. STUDENT AND GROUP FEES: The Shelby-Rising City School District will pay for the following with approval of the Principal and/or Activities Director:

a. All group entry fees for approved activities occurring during the time school is in session.

b. All awards given to students, including:

(1) letters, pins, stars, shields, and certificates
(2) all-conference patches for athletics
(3) championship patches if earned during athletic competition at the conference or district or state.
(4) academic recognition given for: the science fair, awards night, honor society and the honor assembly at the end of the school year.
c. Read-a-thon prizes
d. Meals and lodging of activity participants and coaches/sponsors at the state level. The rate of compensation shall be $45 per day or $15 per meal necessary. The activities director, after conferring with the Superintendent, will decide the number meals required and if lodging is needed.
e. Meals and lodging of fine arts participants and sponsors if the participation is at the state level. The rate of compensation shall be $45 per day or $15 per meal necessary. The activities director, after conferring with the Superintendent, will decide the number meals required and if lodging is needed.
f. All-State auditions for vocal and instrumental music.
g. A total of two auditions for College Honor Bands or Honor Choirs.
h. First Team Athletic and Fine Arts, All-State Members' pictures to be placed in a designated area in school.
i. Admission fees for cheerleaders, pep band members and other students when their attendance is required at an activity.

41. SUMMER CAMPS/CLINICS: Summer clinics may be held with administrative approval. Check with the Activities Director as to the specific guidelines for running a clinic. The dates for the clinic must be approved by the Activities Director. Summer camps/clinics are not school sponsored activities. Shelby-Rising City -Rising City Public School Claims no dominion over activities related to the planning, execution, and/or results of any summer camp/clinic. When taking part in summer camp(s)/clinic(s) the responsibility and liability rest solely with the adult or student participants as individuals.

42. SUMMER WEIGHT PROGRAM: A summer weight program may be run for all athletes who wish to participate. The program and schedule must be approved by the Activities Director.

43. SUNDAY PRACTICE: No practice will be scheduled on Sunday unless a contest is scheduled on the following Monday or prior approval is given by the administration.

44. SUSPENSION, EXPULSION, EXCLUSION: 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 an 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 and Tuesday.

45. TRAINING COURSES: All coaches and volunteers are required to annually complete the NFHS concussion training course, the NFHS every three years. A certificate indicating completion of the course will be required to be submitted to the activities director annually.

46. Drug Free School and Community Policy (700.02)

It shall be the policy of Shelby-Rising City School District No. 72-0032 to provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district.

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

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

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

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

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.

4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

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

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

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

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

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

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

OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR

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

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

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

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

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

47. TRANSPORTATION: Each coach will be given a copy of the bus schedule and the departure times for his or her activity by the Activities Director.

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, to the activity. He/She will return to Shelby-Rising City Public School on the same transportation unless the following procedure is followed:

1. 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.** (In other words, the catastrophic injury insurance policy carried by the school will no longer be in effect.)
2. When permission is granted to a student by the parents for their child to ride with another parent (Parent is defined as anyone who is guardian over a school-aged child or a parent over the age of 21), the following procedure will be used:

a. The parents of the child riding with another parent must also contact the sponsor one day in advance of the activity. This contact should be in person. Tell the sponsor that permission is granted and that this has been approved by the party their student will be with. This should also be indicated on a written consent.
b. The parent who takes the responsibility of taking another child from school activity is also to contact the sponsor one day in advance of the activity either in person or by telephone. The student will still need to be signed out in writing.
c. 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.
d. 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.
e. When Shelby-Rising City Public School is involved in an activity, the sponsor is generally busy directing the activity. The parent 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.
f. 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.
g. Consent forms are available in the office and may be picked up by the student to take home and have completed by the parent.

If a coach knows that a student will be riding to an activity on school transportation and the student is late in arriving for the departure of that transportation the coach or his designee will call and inform the parent/guardian that he/she is not with the group.

When arriving home from an activity trip the head coach or his designee will stay at school until all students have left the school grounds.

48. UNIFORM USE: Shelby-Rising City -Rising City Public School uniforms will only be worn by Shelby-Rising City Public School sponsored teams. Non-school sponsored teams must furnish their own uniforms. The only way a non-school sponsored team may use school uniforms is: 1) allow all Shelby-Rising City students that are eligible to participate, be on the team, 2) pay rent for the uniforms to be used (the rent will be determined by the Superintendent with input from the Activities Director), 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.

49. VACATION PRACTICE: Any practices to be held when school is not in session must be cleared by the Activities Director. When it is necessary to have practice over a vacation the head coach will notify all participants in advance.

The following participation guidelines will be used for all high school athletic activities.

SHELBY-RISING CITY -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. 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~~ participant starts the season with a clean slate of zero points. The point values assigned to different actions are then added as necessary.

When a student in high school accumulates a total of four (4) points, he/she will be required to sit out the next contest he/she will normally participate in. Every multiple of four points (4, 8, 12) will require missed contest. A participant accumulating **more than** twelve (12) points will be dismissed from the activity, having no chance to letter or earn any post-season honors such as all-district or all-state.

When a student in Jr. High accumulates a total of six (6) points, he/she will be required to sit out the next contest he/she will normally participate in. Every multiple of six points (6, 12) will require a missed contest. A participant accumulating **more than** twelve (12) points will be dismissed from the team.

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

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

Infractions out of Students Control: If a situation has occurred where it is out of the control of the participant, the activities director and the administration team will determine if the participant is in violation of the control of conduct.

a. Missing a game due to being ineligible is considered an excused absence, since you are already being punished by the school, and no points will be added for the miss. You will still accumulate the necessary points for being on the eligibility list. If you are ineligible, you are still expected to attend all practices or games that are outside school hours or points can be assessed.

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

c. High school participants missing a game to due to accumulating four(4), eight(8), or twelve(12) points is considered an excused absence and no points will be added for the miss.

d. Jr. High participants missing a game to due to accumulating six(6) or twelve(12) points is considered an excused absence and no points will be added for the miss.

1. Participants are still expected to attend games are unable to participate in because of the school eligibility policy or this code of conduct if the participant is not missing any of the school day.

2. Participants are still expected to practice if are unable to participate games because of the code of conduct.

RISK MANAGEMENT

I. PURPOSE AND RATIONALE

This document is intended to be a guidebook for all personnel having supervisory responsibilities in high to moderate risk situations. The document can be extended to include everything from elementary playground supervision to coaching of football.

Every year the number of tort claims for negligence increases from coast to coast. Such damage claims can fall upon staff members, administrators, and Boards of Education individually or collectively. These situations can never be eliminated, but can be dealt with in many supervisory situations if information is available such as that contained herein. Small communities suffer less from the plague of negligence suits, but the possibility always exists that there will be an exceptional situation.

Leaving aside the concern over negligence, the concern over safety remains. Using the handbook will hopefully help a supervisor be more able to protect the safety of his/her students in any setting. This, in the end, must be the main thrust of the document.

II. LEGAL DEFINITIONS OF LIABILITY

An employer is liable for negligent acts committed by employees while acting within the scope of their employment. The school district is not the only potential defendant. Coaches, physical education instructors, teachers, and principals can also be sued and held personally liable for injuries occurring in sports-related activities.

There are four elements that an injured student must prove in order to prevail on a negligence claim. Those four elements are: 1) duty, 2) breach of duty, 3) causation, and 4) damages. Where an act is one that a reasonable man would recognize as involving a risk of harm to another, the risk is unreasonable and the act is negligent if the risk is of such magnitude as to outweigh what the law regards as the utility of the act or of the particular manner in which it is done. **Negligence is failing to anticipate and eliminate unreasonable risks of injuries to others when a reasonably prudent person would have anticipated and eliminated those risks.**

1. DUTY - **A school district and its employees are under a duty to exercise reasonable care to protect students from reasonably foreseeable risks of injury.** More specifically, the duty owed an athlete takes the form of giving adequate instruction in the activity, supplying proper equipment, making a reasonable selection or matching of participants, providing nonnegligent supervision of the particular contest, and taking proper post-injury procedures to protect against aggravation of the injury.

2. BREACH OF DUTY (NEGLIGENCE) - There are risks of injury in any athletic events. Negligence is not a failure to eliminate all risks of injury but the failure to eliminate unreasonable risks of injury.

3. CAUSATION - If the teacher uses common sense, the accident would most likely not happen. The reason it happens is because of what the instructor does, or, alternatively, what the instructor fails to do - warning the students, and providing them with safety tips.

4. DAMAGES - As a result of the injury, the student suffers actual damage. The dollar amount of those damages are recoverable from the district.

Adolescent high school students are not adults and should not be expected to exhibit that degree of discretion, judgment, and concern for the safety of themselves and others that we associate with full maturity. Recognizing that a principle task of supervisors is to anticipate and curb rash student behavior, our courts have often held that a failure to prevent injuries caused by the intentional or reckless conduct of the victim or a fellow student may constitute negligence.

As part of its more basic duty to protect its students from unreasonable risks of injury, a district has a duty to provide adequate supervision and proper instruction to students involved in athletic activities.

A teacher has a duty to conduct classes so as not to expose students to an unreasonable risk of injury. Certain classes, such as science, physical education and vocational training, involve dangerous activities, and due care must be exercised in instructing, preparing, and supervising students in these activities so as to minimize the risk of injury.

When an activity is potentially dangerous, a student should not be required to attempt such activity without first receiving proper instruction and preparation, including an explanation of the basic rules and procedures, suggestions for proper performance, and identification of risks. Considerations in determining whether instructions are proper and sufficient include the difficulty and inherent dangerousness of the activity and the age and experience of the students.

Coaches -**especially coaches in contact sports**- should carefully review their instructional techniques in order to ensure that those techniques are sufficient to minimize the types of serious injuries that can occur in their respective sports. That requires keeping abreast of current instructional and conditioning techniques as well as current developments in sports safety.

The principal should also be involved, if for no other reason than because a principal who fails to supervise his athletic personnel may expose himself to personal liability. The principal has a duty to exercise reasonable care in supervising the development, planning, and

administration of the physical education curriculum within the school; in supervising and evaluating the work of teachers within the school; and in maintaining conditions conducive to the safety and welfare of students during the school day. Failure to reasonably administer the curriculum and supervise the teaching of an instructor creates the opportunity for accidents to occur. Although a principal need not attend every practice, he cannot afford to sit back and assume that his athletic department is functioning properly and taking the steps necessary to minimize the risk of serious injury to students participating in interscholastic sports.

A school district's legal obligations include more than a duty to provide adequate supervision and instruction. A school district also has an affirmative duty, where students are engaging in school activities, whether they are extracurricular, or formally authorized as part of the school program, to furnish equipment to prevent serious injuries.

Coaches should think twice before conducting any practice sessions in which the students participate without protective gear.

Failing to furnish proper equipment to athletes engaged in interscholastic sports is fairly obvious source of potential liability. A less obvious, but very real, source of potential liability is failing to provide proper equipment to students in gym classes.

Before allowing students to participate in a team practice, in an intramural league, or in gym class activities, a careful determination should be made of the kinds of injuries that students might occur and whether there is any protective equipment available on the market that would minimize the risk of those injuries occurring. If there is any such equipment available, the students should be provided with that equipment or not allowed to participate, irrespective of what other schools may do or what amateur athletic associations may require.

Carefully research the types of equipment available and evaluate any comparative safety flaws before purchasing and providing equipment to your students. Equipment should be regularly inspected and any pieces of equipment that are not in proper working order should be immediately replaced. Furthermore, care must be taken to ensure that the equipment fits properly and that the students are instructed both on how to use the equipment and how to detect defects in the equipment.

In addition to its other duties, a school board has a duty to maintain its facilities in a reasonably safe condition. In other words, a district owes a duty to referees, officials, spectators, and students to maintain its premises in a reasonably safe condition. It is therefore extremely important for a district to inspect its facilities on a regular basis and effect prompt repairs whenever necessary. The term "facilities" mean more than just the school's physical plant. A school district's duty of reasonable care includes protecting against unreasonable risk of injury from dangerous or hazardous objects in school building and on the grounds.

It is extremely important for physical education instructors to evaluate their course plans carefully in order to ensure that students are taught the fundamentals before they are allowed to participate in an activity. Coaches should therefore keep abreast of what other coaches are doing, the order in which they introduce activities, the method of instruction they use, and the types of safety precautions they take. Whatever else may be true in the shadowy world of negligence, if the coach is not taking the kinds of precautions that other coaches are taking and if the injury would not have occurred had he taken those precautions, the coach will most likely be found negligent.

Negligence is a function of a number of factors, including the foreseeability of the risks, the seriousness of the injuries that might result, and the ease or difficulty of eliminating that risk. Ignoring a foreseeable risk of serious injury when that risk can be easily eliminated is negligence - irrespective of what most people generally do. Just because everyone else may be jumping off a cliff does not make it reasonable to jump with them. Common sense rather than custom should prevail.

Providing safety instructions to the class once may not be sufficient, if for no other reason than because a student may be absent that day. What holds true for physical education classes, however, generally holds true for interscholastic sports. At a minimum, that requires properly instructing the students in how to play the game, properly instructing them in how to protect themselves from serious injuries, and taking the steps necessary to ensure that the students are in proper physical condition.

The coach's function is to minimize the possibility that the body contacts might result in something more than slight injury. The extensive calisthenics, running and other forms of muscular exercise intended to place the players in sound physical condition so that they can withstand the shocks, blows and other rough treatment with which they would meet in actual play. Each player must be taught how to handle himself while in play so that a blow would fall upon his protective equipment and not directly upon his body. Every player must be instructed in the manner of running while carrying the ball, tackling an opposing player, and handling himself properly when about to be tackled.

Some injuries will inevitably occur in sports-related activities. As long as the district and its employees acted reasonably under the circumstances - providing, for example, adequate supervision and training, proper equipment, and reasonably safe premises - there will be no liability. The district may nevertheless be liable if the district fails to provide the injured athlete with prompt medical treatment. The coach will be deemed negligent only if a reasonable layman under the same circumstances would have concluded that the student's condition was sufficiently serious to warrant prompt medical attention. When something is seriously wrong, the time has come to seek medical treatment. The law does not expect coaches to be fully trained physicians but it does expect them to exercise common sense. The duty to obtain prompt medical care when reasonably necessary under the circumstances does not exhaust the duties owed injured athletes. There is also a duty to exercise reasonable care for injured athletes until medical help arrives. The duty to exercise

reasonable care extends to all injuries, not simply to those that potentially may lead to death or paralysis. It is extremely important that such personnel are well aware of the types of injuries that may occur in their respective sports and how to respond to those injuries. That requires, among other things, investing the time and effort necessary to keep their knowledge up-to-date. It is not enough to rely on what may have been learned years ago.

It would not be surprising if a court someday found a school district negligent in failing to ensure that a doctor, qualified trainer, or paramedic is present at events, such as football games, that involve a substantial risk of serious injury.

The exact contours of the duty to exercise reasonable care in selecting participants are unclear. The only safe generalization that can be made is that playing an injured player constitutes a breach of that duty. All that can be said is that coaches and physical education instructors must use their common sense and avoid obvious physical mismatches whenever reasonably possible, especially in contact sports where size differentials may significantly increase the risk of injury to a player.

To fill the teams, 22 boys must be selected from those desiring to play. Such selection must be made in a manner permitting the smaller boys to compete with safety and some degree of success, and yet without denying to the larger boys an opportunity to participate. If the classification is made too narrow and rigid, particularly in the smaller schools, a sufficient number of players will not be available to make up the teams. The evidence shows that the selection of players for free play games according to grades is a convenient and practical method of segregation.

In short, coaches and physical education teachers must use their common sense in selecting participants, taking into account the nature of the activity and the extent to which physical disparities may significantly increase the risk of injuries. A gym instructor who allows a class of tenth graders to divide themselves up for touch football but who also keeps an eye out for any blatantly obvious physical mismatches is using common sense. A coach who allows a novice wrestler, that is, one who has no experience or instruction, to wrestle free style with a veteran on the first day of practice is not using his common sense.

School districts may also face potential exposure for injuries occurring off campus. For example, a district may be liable for injuries sustained by students while traveling to school sponsored athletic events. A district may also be liable for injuries occurring at initiation ceremonies or other events held by Lettermen's Clubs and other school-sponsored student organizations. When a school recognizes a student organization, that recognition carries with it the duty to supervise that organization's activities.

In short, sponsoring a student organization carries with it the duty to supervise that organization's activities, irrespective of whether those activities occur on or off campus.

By now, it should be fairly clear that there is no all-encompassing definition of negligence that coaches, physical education instructors, and principals can mechanically apply to determine whether they are acting negligently. Most of the cases that were discussed in this paper were chosen, not because they are necessarily landmark decisions, but because they hopefully provide some sense of what the law expects. Developing that sense is far more important than developing a checklist of do's and don'ts. What constitutes negligence varies with the circumstances and no two cases are exactly alike.

It should also be fairly clear that coaches, physical education instructors, and principals cannot afford to operate in isolation. Safety requires a team effort. Furthermore, keeping up with what other coaches are doing is something whose importance cannot be overstated. In so many of the cases discussed in this paper, the plaintiffs relied heavily on expert testimony from other coaches to establish negligence on the part of the coach at issue. If other coaches are taking certain safety precautions, the inference is that a reasonably prudent coach would have taken those precautions as well. Attending seminars, workshops, clinics, and the like is therefore an indescribably component of minimizing the risk of liability.

Continually re-evaluating instructional techniques and safety procedures is also something whose importance cannot be overstated. At the risk of being repetitious, there is no substitute for routinely sitting down and carefully evaluating what kind of injuries might occur, why they might occur, whether they can be prevented, and, if so, how.

Although the risk of suit - and the corresponding risk of liability – are ever present in high school athletics, the same is true of almost everything. We all run those same risks every time we drive a car. Just as there is no need for people to stop driving cars, there is no need for high schools to eliminate interscholastic sports or to drop physical education from their curricula. There is a need, however, for everyone - drivers and high school personnel alike - to use their common sense, and in many ways, that is all the law expects.

III. PRECAUTIONS
POSSIBLE SUPERVISOR - STEPS IN LIMITING NEGLIGENCE AND LIABILITY

1. All staff read and perceive the legal components of negligence.

2. Take such "reasonable precautions" as warranted on playground, lab, P.E., shop, and sports, etc.

3. All staff adhere to the "reasonable person standard," as defined previously.

4. Explain all rules and procedures of your task to all your participants and <u>document</u> having done so.

5. Offer suggestions for proper performance of task to all participants and document having done so.

6. Identify potential catastrophic injuries to all participants and their parents in athletics, document having done so. Hold a meeting prior to opening of practice for students and parents.

7. The Principals and Athletic Directors must keep overall supervision of classes and sports that involve risk.

8. All equipment must have the highest standard of fit, quality, and safety features.

9. Coaches and sponsors must inspect equipment and make recommendations as needed to the athletic director or principal.

10. Coaches must keep up with current research and practice in equipment usage and development.

11. The athletic director, coaches and sponsors are responsible for the maintenance and/or inspection of all hazardous conditions that exist in buildings and grounds in the area of their usage and reporting to the Superintendent if they cannot be readily remedied.

12. Supervisors must:
a. help students master fundamentals before full participation
b. instruct on how to participate
c. instruct on how to protect oneself
d. facilitate proper conditioning before participation
e. be aware of current practice in all of the above

13. Sponsors must perceive "foreseeable risk," as previously defined.

14. Special instruction in safe running, tackling, and protective positions must be taught to all football participants.

15. Medical treatment must be:
a. prompt
b. appropriate--until medical care arrives

16. Coaches must be extremely cautious in playing injured players.

17. Coaches should avoid physical mismatches in contact sports or conditioning activities.

18. Sponsors are responsible for students in route to, at, and on the way home from events.

19. School recognition of an organization or organizational activity implies legal responsibility for supervision.

20. Insure proper conditioning in:
a. strength
b. flexibility
c. endurance
d. coordination
e. agility--prior to full participation

21. Maintain adequate personal liability insurance through NCA, NSEA, etc.

22. Keep files on daily practice schedules, injury reports and cautioning of player about the possibility of injury.

23. Require injury reports to be maintained and evaluated.

24. Inspect all permission forms for proper signatures and content. (Students with health conditions must be identified.)

25. Be in close proximate distance and within eyesight to any students under your supervision.

26. Track participants should be instructed in safety procedures involving activities such as pole vault, discus, shot put, street running, and coaches should document having done so.

27. Weight activities must be closely supervised, and instruction given in safe and unsafe practice.

28. All faculty should take steps to complete first aid and C.P.R. training. This is especially true of coaches (When available).

29. Coaches should keep an updated list and complete inventory of first aid and equipment maintenance supplies available at the practice site

IV. SAFETY GUIDELINES - STUDENTS

1. BASKETBALL

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and/or practices identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper technique, safety

procedures, and well fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach.

Guidelines are as follows:

a. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.

b. Advise the coach if you are ill or have any prolonged symptoms of illness.

c. Advise the coach if you have been injured.

d. Engage in warm-up activities prior to strenuous participation.

e. Be alert for any physical hazards in the locker room or in or around the participation area. Advise the coach of any hazard.

f. Recognize the possible danger from such actions as: "undercutting" a player, hanging on the basket, throwing a "wild" pass.

2. FOOTBALL

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and/or practices identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper technique, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach.

Guidelines are as follows:

a. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.

b. Advise the coach if you are ill or have any prolonged symptoms of illness.

c. Advise the coach if you have been injured.

d. Engage in warm-up activities prior to strenuous participation.

e. Be alert for any physical hazards in the locker room or in or around the participation area. Advise the coach of any hazard.

TACKLING, BLOCKING, AND RUNNING THE BALL

Tackling and blocking techniques are basically the same. Contact is to be made above the belt, but not initially with the helmet. The player should always be in a position of balance, knees bent, back straight, body slightly bent forward, HEAD UP, AND THE TARGET AREA AS NEAR TO THE BODY AS POSSIBLE WITH THE MAIN CONTACT BEING MADE WITH THE SHOULDER. When properly blocking or tackling an opponent, contact with your helmet will naturally result. Therefore technique is most important in order to prevent or reduce the likelihood of injury.

Blocking and tackling by not keeping the helmet as close to the body as possible may result in a shoulder injury and a separation or a pinched nerve in the neck area. Injuries as a result of improper techniques can range from minor to disabling or even death. Improper body alignment can put the spinal column in a vulnerable position for injury. The development of strength in the neck muscles through isometric-type exercises will enable the participant to hold his/her head up even after getting tired during a workout or contest.

BASIC HITTING (CONTACT) POSITION AND FUNDAMENTAL TECHNIQUE

Strained muscle injuries can range from ankle injuries to serious knee injuries requiring surgery. The rules have made blocking below the waist (outside a two-yard by four-yard area next to the football) illegal.

Cleats are restricted to no more than one-half inch to further help prevent knee injuries. A runner with the ball, however, may be tackled around the legs.

In tackling, the rules prohibit initial contact with the helmet or grabbing the face mask on the edge of the helmet. Initial helmet contact may result in a bruise; dislocation; broken bone; head injury; or internal injury such as kidneys, spleen, bladder, etc. Grabbing the face mask or helmet edge may result in a neck injury which could result in injuries ranging from a muscle strain to a dislocation, nerve injury, or spinal column damage which could cause paralysis or death.

EQUIPMENT

An athlete is required to wear all issued equipment. If equipment is damaged or does not fit correctly, the athlete must inform his coach immediately before use.
Shoulder pads, helmets, hip pads, and pants (including thigh pads and knee pads) must have proper fitting and use.

A shoulder pad, which is too small, will leave the shoulder point vulnerable to bruises or separations. A shoulder pad that is too tight in the neck area may result in a possible pinched nerve. A shoulder pad which is too larger will leave the neck area poorly protected and will slide on the shoulders making them vulnerable to bruises or separations. Helmets must fit snugly at the contact points: front, back, and top of head. The helmet must be safety "NOCSAE" branded, the chin straps must be fastened, the cheek pads must be of the proper thickness. A fit which is too loose could result in headaches; a concussion, a face injury such as a broken nose or cheekbone, or a blow to the back of the neck, causing a neck injury, possibly quite serious such as paralysis or even death.

FOOTBALL SAFETY GUIDELINES-COACHES

1. CONDITIONING: Daily practice sessions should include activities designed to improve every athlete's flexibility, strength, and endurance. Emphasis must be applied to flexibility and strengthening of the neck. Stretching activities should precede all practices for joint flexibility and muscular elasticity. The coach should provide a continuing and progressive training program to advance the athlete's tolerance to fatigue; he should be aware of increased chances for injury as players compete beyond their fatigue level. Players should be attuned to the idea that conditioning is a continuous process, not simply an in-season activity.

It is recommended that coaches develop a Pre-season conditioning program for their athletes.

2. GENERAL HEALTH: In the interest of maintaining the players health and well-being, the following recommendations are provided:

a. A coach should present a philosophy to include a balanced diet and training program.
b. Water must be available and water breaks provided for all practices and games.
c. Ice or some form of cold compress should be available during practice and competition for injuries such as sprains or strains.
d. All players should be informed to report injuries and illness to the coach.

3. SAFETY PRECAUTIONS: In order to encourage maximum participation with a minimum amount of risk, the following safety recommendations are provided:

a. No player should be allowed to participate in any drills (including non-contact drills) without proper equipment.
b. The coach should teach blocking and tackling (both offensive and defensive contact) skills and techniques systematically, by progression, **cautioning players regarding possible hazards inherent in each position and document having done so**.
(1) provide an appropriate variety of drills and situations for each skill and technique.
(2) provide periodic review.
(3) correct improper techniques.

(4) the following specific areas should be covered:
(a) keeping the head up, eyes open.
(b) keeping the neck bowed.
(c) not using the head as the initial point of contact.

c. **Before the first day of contact, instruction should include thorough coverage of illegal and potentially dangerous situations. Indicate reasons why such situations are dangerous. Provide periodic review.**

d. Protective equipment must be worn by all players in all contact practice sessions and must be kept in good repair.

e. Avoid contact between players of extreme weight, strength or ability differences.

f. Coaches must see that practice fields are free of obstructions and potential hazards. Coaches are to report potentially hazardous situations to an administrator as soon as possible.

g. No player should be allowed to participate in contact drills until the coach feels the player can protect himself and is adequately conditioned.

h. Players should not be permitted to wear shower caps or other items underneath the helmet that cause heat retention. No kerchief, scarf or any other such item, which would affect the fit of the helmet or would be left protruding from the helmet, should be permitted.

i. Coaches make the initial assessment concerning an injury on the field. Whenever there is a possibility of serious injury, emergency services should be called to make the decision as to treatment and/or transportation.

j. Coaches should be aware of weather conditions that may affect the ability of players to practice. Hot, humid weather conditions may cause heat exhaustion or heat stroke. Coaches must be aware of these conditions and take proper precautions.

1. This includes the NSAA protocols when it comes to heat, illness, and concussions.

k. **SPEARING**: The former definition of spearing applied only if contact was initiated on a player who was down, held so he was going down, held so forward progress was stopped, or a player obviously out of the play. However, the prohibition against using the helmet to punish should apply to all players in all situations. The runner is now also obligated not to spear. If a runner intentionally uses the helmet to punish, he will also be guilty of spearing. Spearing is a very dangerous technique that serves no purpose in the game and is only done to abuse an opponent. If the helmet is intentionally driven into an opponent in a deliberate attempt to inflict punishment, it is spearing. Coaches must not teach this illegal tactic. A spear is not accidental contact; it is intentional contact not resembling a legal block, tackle, or an effort by the ball carrier to continue forward progress.

3. TRACK

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and/or practices identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper technique, safety

procedures, and well fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach.

Guidelines are as follows:

a. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.

b. Advise the coach if you are ill or have any prolonged symptoms of illness.

c. Advise the coach if you have been injured.

d. Engage in warm-up activities prior to strenuous participation.

e. Be alert for any physical hazards in the locker room or in or around the participation area. Advise the coach of any hazard.

f. Recognize the possible dangers from such actions as throwing the shot and discus, hurdling, high jumping etc.

4. VOLLEYBALL

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and/or practices identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper technique, safety procedures, and well fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach.

Guidelines are as follows:

a. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.

b. Advise the coach if you are ill or have any prolonged symptoms of illness.

c. Advise the coach if you have been injured.

d. Engage in warm-up activities prior to strenuous participation.

e. Be alert for any physical hazards in the locker room or in or around the participation area. Advise the coach of any hazard.

f. Recognize the possible danger(s) associated with the playing of volleyball.

5. DANCE AND CHEER

This school strives to protect each student from possible injury while engaging in school activities. The guidelines and/or practices identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper technique, safety procedures, and well fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach.

By joining the Dance/Cheer team, student/athletes will need to abide by the following rules:
a. Follow the rules and guidelines of the Student/Activity Handbook
b. Respect teachers and coaches
c. Follow the eligibility policy of the Student/Activity Handbook
d. Attend all scheduled practices, performances, and events. Excused and unexcused absences are determined in the Student/Activity Handbook
e. All unexcused absences will follow the guidelines of the Code of Conduct.
f. The student/athlete is responsible for purchasing all clothing and equipment that is recommended by the sponsor/Activities Director/or administration.

NO PYRAMIDS OR STUNTS WILL BE CONDUCTED BY SHELBY-RISING CITY HIGH SCHOOL CHEERLEADERS.

Guidelines are as follow:

a. Make certain that you wear all equipment that is issued by the sponsor. Advise the coach of any poorly-fitted or defective equipment.

b. Advise the sponsor if you are ill or have any prolonged symptoms of illness.

c. Advise the sponsor if you have been injured.

d. Engage in warm-up activities prior to strenuous participation.

e. Be alert for any physical hazards in the locker room or in or around the participation area. Advise the sponsor of any hazard.

f. Lead cheers at the appropriate time so you will be aware of ball and players' positioning to prevent possible injury.

By joining the Dance/Cheer team, student/athletes will need to abide by the following expectations:

a. Attend athletic events (home football, volleyball, basketball, wrestling, conference events, districts events, and state events).
b. Attend all practices
c. Perform at pep rallies
d. Work fundraising activities
e. Work winter elementary dance/cheer camp

Dance Try Out Requirements (if tryouts are necessary)

A. **Dance Requirements**
1. Jumps
2. Turns
3. Small group performance
4. Large group performance

B. **Tryout Day**

1. We recommend that you come to tryouts like you are going to perform. Makeup is nice, but not required and not too much. Hair needs to be out of your face. Clothing needs to be school appropriate. Do not wear revealing clothing.

2. You will be judged according to the following:
   - General Appearance (Poise, smile, hair out of face)
   - Communication Skills (confidence, enthusiasm, etc)
   - Technique (expression, sharp motions, correct motions)

3. You will be judged by three people who have experience in performing. This is to assure the fairest treatment to all trying out. An administrator will be present to oversee all judging practices. These are **CLOSED** tryouts. **NO OUTSIDE AUDIENCE IS PERMITTED!**

VERIFICATION OF COACH'S REVIEW OF COACHES HANDBOOK

This is to certify that I have received, read and understand the Shelby-Rising City High School Coaches Handbook. The Handbook includes the policies, rules, and regulations of the Shelby-Rising City -Rising City School Athletic Program.

_____ _____

Coach's signature Date

COACH'S SIGN-OFF SHEET

I, _____ have or will instruct the participants of my activity in all the fundamental aspects of my activity to make them competent participants. This includes safety instruction prior to initiating any activity that could cause possible harm to any of the participants. I will document, file, and retain data on the times and dates when my assistant coaches or I gave such instruction. Said data will be retained by me for 3 years from the date of instruction.

_____ _____

Coach's signature Date

DR. BRIAN L. MAHER, COMMISSIONER
TEL 402.471.2295
FAX 402.471.0117
P.O. Box 94987
Lincoln, NE 68509-4987
education.ne.gov

June 9, 2025

Administrator
Shelby-Rising City Public Schools
PO Box 218
Shelby, NE 68662

RE: 2025/2026 Accreditation

Dear Administrator,

On June 6, 2025, the State Board of Education voted to grant accreditation to Shelby-Rising City Public Schools for the period July 1, 2025, through June 30, 2026. This action is based upon records indicating that Shelby-Rising City Public Schools operated in compliance with Title 92, *Nebraska Administrative Code*, Chapter 10 (Rule 10), *Regulations and Procedures for the Accreditation of Schools*. This action confers upon your school system the legal right to fulfill provisions of the compulsory education law.

We have appreciated the cooperation you have extended to us during the past year in the continued efforts to provide a quality education to Nebraska students.

Sincerely,

Decua Jean-Baptiste Ed. D.
Director of Accreditation
Office of Accreditation, Certification, & Approval
Nebraska Department of Education

NSAA ABOVE & BEYOND



THIS WEEK'S NSAA ABOVE AND BEYOND AWARD WINNER IS:

SUSAN DOEHLING

SHELBY-RISING CITY

NOMINATED BY: TUCKER TEJKL

TEAM FITZ GRAPHICS

OUR MISSION.

We understand the work behind each practice, game, and potential championship. Our mission is to make it easy for athletic directors and coaches to recognize and honor the results of that work through vivid and impactful graphics. That's what gets us excited to come to work everyday.



OUR TEAM.

As a team, we pride ourselves on our process, attention to detail, and ability to exceed expectation. We believe in hard work, innovative design, and creative problem solving. Each one of us grew up with parents, siblings, teammates, coaches, and rivals that challenged and prepared us to put our all into something. We take pride in our work because we believe it means something.

Design. Build. Ship.
SIMPLE.

CONTACT

Call, email, or fill out a form on our site.
Let's get started!

DESIGN

You provide your logo, colors, and input.
We show you a creative design solution.

APPROVAL

You say "go" and we start production.
Let the anticipation begin!

DELIVERY

We ship to you. All our products are designed to be easily installed by maintenance staff.

PROJECT PROOF

Slide-In Record Board

CONTACT

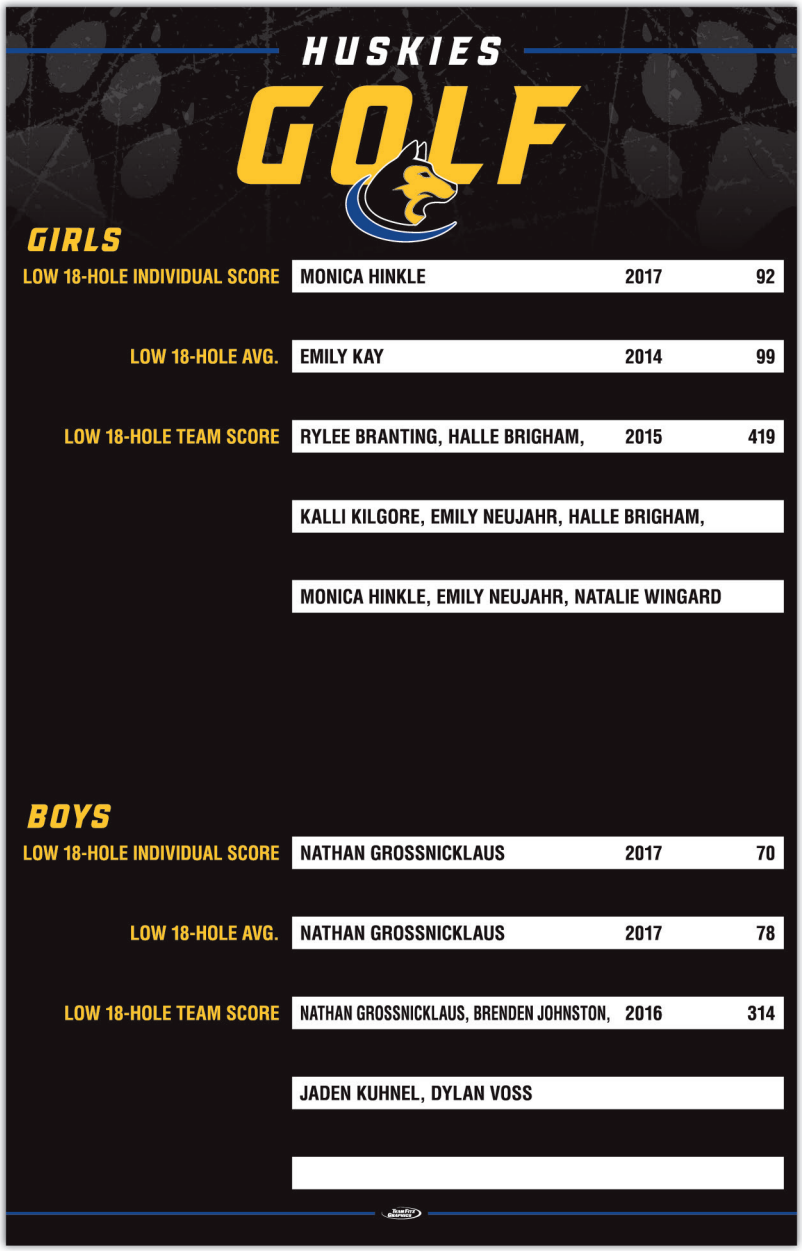
Shelby-Rising City Public
High School
Brittney Pflueger

SIZE(S)

2.5' x 4'

COLOR(S)

- Athletic Gold PMS 123 C
- Royal Blue PMS 286 C
- Black
- White





Optional Die-Cut Element

BUDGET APPROVAL REQUIRED AFTER FOUR PROOFS

PROOF	DATE
1.	06/26/25
2.	07/10/25
3.	07/14/25
4.	

PROOF	DATE
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6.	
7.	
8.	

ADDITIONAL REVISED PROOFS REQUIRE A PURCHASE ORDER OR CREDIT CARD ON FILE.

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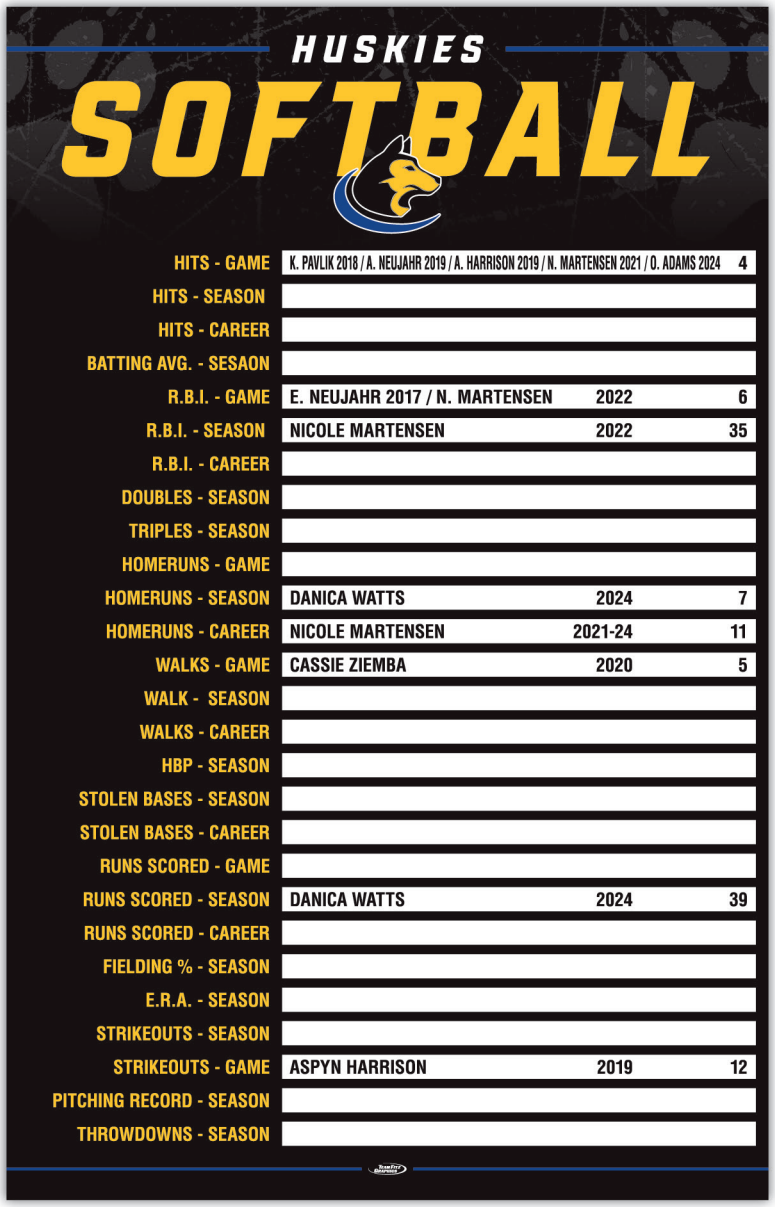
Shelby-Rising City Public
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Brittney Pflueger

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CONTACT

Shelby-Rising City
Public High School
Brittney Pflueger

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PROJECT PROOF

Slide-In Record Board

CONTACT

Shelby-Rising City Public
High School
Brittney Pflueger

SIZE(S)

4' x 4'

COLOR(S)

- Athletic Gold PMS 123 C
- Royal Blue PMS 286 C
- Black
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Optional Die-Cut Element

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Shelby-Rising City Public
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Brittney Pflueger

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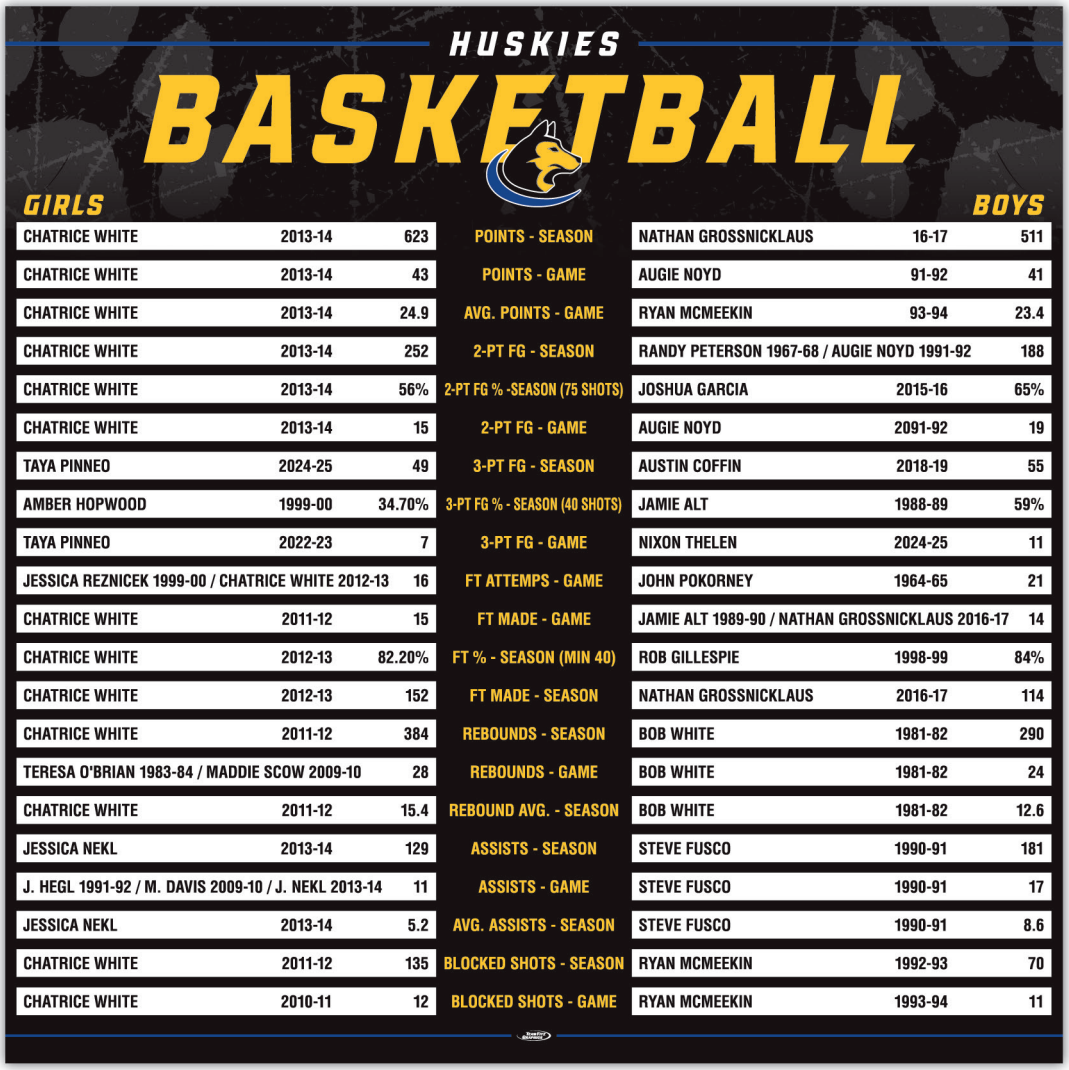
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Brittney Pflueger

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GIRLS				BOYS		
CHATRICE WHITE	2013-14	623	POINTS - SEASON	NATHAN GROSSNICKLAUS	16-17	511
CHATRICE WHITE	2013-14	43	POINTS - GAME	AUGIE NOYD	91-92	41
CHATRICE WHITE	2013-14	24.9	AVG. POINTS - GAME	RYAN MCMEEKIN	93-94	23.4
CHATRICE WHITE	2013-14	252	2-PT FG - SEASON	RANDY PETERSON 1967-68 / AUGIE NOYD 1991-92		188
CHATRICE WHITE	2013-14	56%	2-PT FG % -SEASON (75 SHOTS)	JOSHUA GARCIA	2015-16	65%
CHATRICE WHITE	2013-14	15	2-PT FG - GAME	AUGIE NOYD	2091-92	19
TAYA PINNEO	2024-25	49	3-PT FG - SEASON	AUSTIN COFFIN	2018-19	55
AMBER HOPWOOD	1999-00	34.70%	3-PT FG % - SEASON (40 SHOTS)	JAMIE ALT	1988-89	59%
TAYA PINNEO	2022-23	7	3-PT FG - GAME	NIXON THELEN	2024-25	11
JESSICA REZNICEK 1999-00 / CHATRICE WHITE 2012-13		16	FT ATTEMPS - GAME	JOHN POKORNEY	1964-65	21
CHATRICE WHITE	2011-12	15	FT MADE - GAME	JAMIE ALT 1989-90 / NATHAN GROSSNICKLAUS 2016-17		14
CHATRICE WHITE	2012-13	82.20%	FT % - SEASON (MIN 40)	ROB GILLESPIE	1998-99	84%
CHATRICE WHITE	2012-13	152	FT MADE - SEASON	NATHAN GROSSNICKLAUS	2016-17	114
CHATRICE WHITE	2011-12	384	REBOUNDS - SEASON	BOB WHITE	1981-82	290
TERESA O'BRIAN 1983-84 / MADDIE SCOW 2009-10		28	REBOUNDS - GAME	BOB WHITE	1981-82	24
CHATRICE WHITE	2011-12	15.4	REBOUND AVG. - SEASON	BOB WHITE	1981-82	12.6
JESSICA NEKL	2013-14	129	ASSISTS - SEASON	STEVE FUSCO	1990-91	181
J. HEGL 1991-92 / M. DAVIS 2009-10 / J. NEKL 2013-14		11	ASSISTS - GAME	STEVE FUSCO	1990-91	17
JESSICA NEKL	2013-14	5.2	AVG. ASSISTS - SEASON	STEVE FUSCO	1990-91	8.6
CHATRICE WHITE	2011-12	135	BLOCKED SHOTS - SEASON	RYAN MCMEEKIN	1992-93	70
CHATRICE WHITE	2010-11	12	BLOCKED SHOTS - GAME	RYAN MCMEEKIN	1993-94	11



Optional Die-Cut Element

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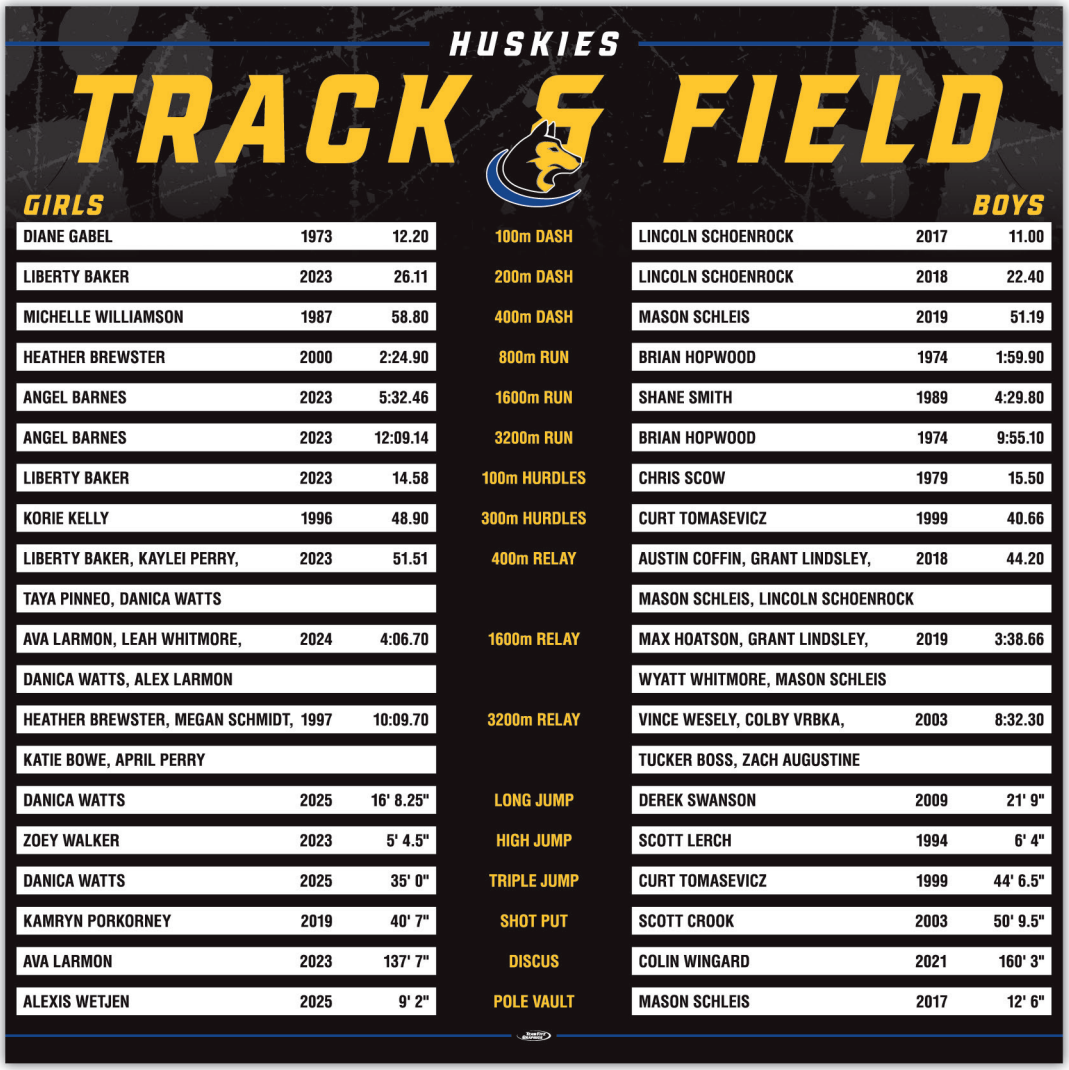
Shelby-Rising City Public
High School
Brittney Pflueger

SIZE(S)

4' x 4'

COLOR(S)

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GIRLS				BOYS		
DIANE GABEL	1973	12.20	100m DASH	LINCOLN SCHOENROCK	2017	11.00
LIBERTY BAKER	2023	26.11	200m DASH	LINCOLN SCHOENROCK	2018	22.40
MICHELLE WILLIAMSON	1987	58.80	400m DASH	MASON SCHLEIS	2019	51.19
HEATHER BREWSTER	2000	2:24.90	800m RUN	BRIAN HOPWOOD	1974	1:59.90
ANGEL BARNES	2023	5:32.46	1600m RUN	SHANE SMITH	1989	4:29.80
ANGEL BARNES	2023	12:09.14	3200m RUN	BRIAN HOPWOOD	1974	9:55.10
LIBERTY BAKER	2023	14.58	100m HURDLES	CHRIS SCOW	1979	15.50
KORIE KELLY	1996	48.90	300m HURDLES	CURT TOMASEVICZ	1999	40.66
LIBERTY BAKER, KAYLEI PERRY,	2023	51.51	400m RELAY	AUSTIN COFFIN, GRANT LINDSLEY,	2018	44.20
TAYA PINNEO, DANICA WATTS				MASON SCHLEIS, LINCOLN SCHOENROCK		
AVA LARMON, LEAH WHITMORE,	2024	4:06.70	1600m RELAY	MAX HOATSON, GRANT LINDSLEY,	2019	3:38.66
DANICA WATTS, ALEX LARMON				WYATT WHITMORE, MASON SCHLEIS		
HEATHER BREWSTER, MEGAN SCHMIDT,	1997	10:09.70	3200m RELAY	VINCE WESELY, COLBY VRBKA,	2003	8:32.30
KATIE BOWE, APRIL PERRY				TUCKER BOSS, ZACH AUGUSTINE		
DANICA WATTS	2025	16' 8.25"	LONG JUMP	DEREK SWANSON	2009	21' 9"
ZOEY WALKER	2023	5' 4.5"	HIGH JUMP	SCOTT LERCH	1994	6' 4"
DANICA WATTS	2025	35' 0"	TRIPLE JUMP	CURT TOMASEVICZ	1999	44' 6.5"
KAMRYN PORKORNEY	2019	40' 7"	SHOT PUT	SCOTT CROOK	2003	50' 9.5"
AVA LARMON	2023	137' 7"	DISCUS	COLIN WINGARD	2021	160' 3"
ALEXIS WETJEN	2025	9' 2"	POLE VAULT	MASON SCHLEIS	2017	12' 6"

Optional Die-Cut Element

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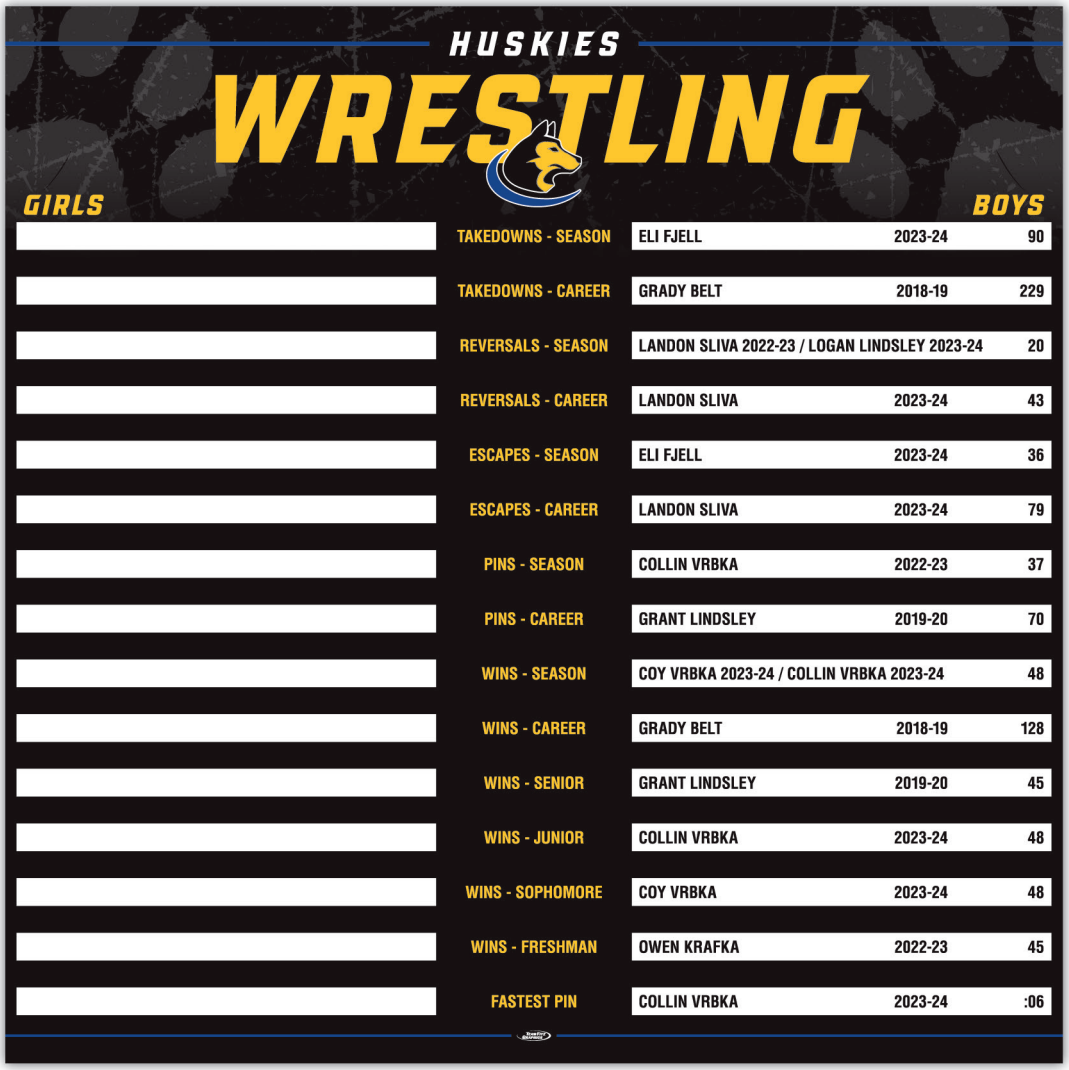
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PROJECT DETAILS & PRICING

11320 Mosteller Road, Cincinnati, OH 45241 // (855) 356-8550 // info@teamfitzgraphics.com

BILLING ADDRESS (please adjust as needed)	SHIPPING ADDRESS (please adjust as needed)	QUOTE INFORMATION
Shelby-Rising City Public High School PO BOX 218 SHELBY NE 68662-0218	Shelby-Rising City Public High School Brittney Pflueger bpflueger@shelby.esu7.org	Quote Number: 00083669 Created Date: 06.27.2025 19:18 Quote Expiration: 60 Days

QUOTE DESCRIPTION

4x4 Boards

B&G Wrestling
B&G Basketball
B&G Track
8 Men Football
11 Men Football

2.5x4 Boards

Volleyball
B&G Golf
Softball

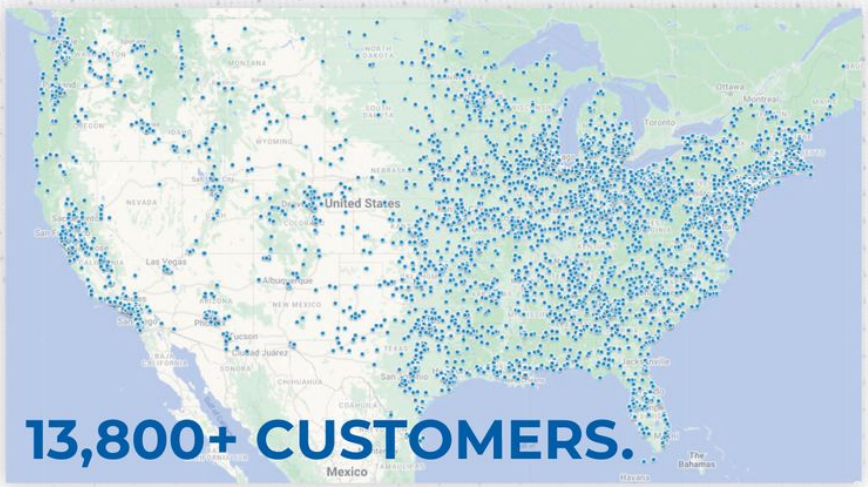
	PRODUCT NAME	SIZE	QTY	PRICE	SUBTOTAL
	Slide-In Record Board	4' x 4'	5	$1,100.00	$5,500.00

	Slide-In Record Board	2.5' x 4'	3	$845.00	$2,535.00
	Discount	n/a	8	-$75.00	$600.00
	Shipping - LTL Freight Heavy	n/a	1	$575.00	$575.00
POPULAR PROJECT UPGRADES / ADD-ONS					
☑	Aluminum Hardware Upgrade	Set of 4	8	$25.00	$200.00
☑	Optional Upgrade Die-Cut Lettering/Logo		8	$225.00	$1,800.00
				TOTAL	**$10,010.00**

Sales tax is not included and may be added at time of order if applicable

33,500+ PROJECTS

IN 50 STATES & BEYOND.



13,800+ CUSTOMERS.

16+ YEARS OF SERVICE.

At Team Fitz, we are dedicated to establishing long-term relationships rather than chasing quick sales. By backing up high-quality products with superior customer service, we earn the trust necessary to develop long-lasting partnerships. Whether establishing a new look, maintaining a brand, or servicing existing product, we help customers honor their hard-working athletes—and make sure they look great while doing it!

CUSTOMER REFERENCES.

"Working with Team Fitz Graphics, has been a complete pleasure from beginning to end. Cooperation, timely, professional correspondence and quality product design has been our experience while replacing our gym banners, record boards and even an event parking sign to upgrade our curb appeal."

Donna Brickley
Director of Athletics, Notre Dame Academy

"Of all the vendors I use, Team Fitz Graphics has the best customer service and it's not even close. They are speedy, thorough, and very detail oriented. We have four of their products displayed in our football facility. Each was fully customizable and made to our specifications—from the background to the movable components. High quality products that are durable and look great. I would recommend this company without hesitation."

Joe Forchtner
Head Football Coach, New Mexico Military Institute

"Got all the record boards and put them up today...so easy! We are getting a lot of compliments on the boards. Glad we put them where we did...high traffic. Thanks again for all your hard work getting the records up and looking nice. They're really awesome and I couldn't be happier with my going with Team Fitz."

Brad Fentress
Athletic Director, South Dearborn High School

SLIDE-IN RECORD BOARDS

Our Slide-In Record Board is our most popular and best-selling record board. Not only do they look great, display your program's tradition, and honor past athletes, they're easy to update! The records simply slide in and out for replacement.

Each athletic record board is custom designed by our graphic design staff to proudly recognize your athletes' accomplishments, school colors and logo. These easy-change record boards are constructed with top-quality materials and will keep track of your school records for many years to come.

KEY FEATURES

- Easy change slide-in record strips
- Vibrantly printed graphics
- Protective anti-glare laminate with UV blocker
- Sturdy acrylic and PVC construction
- Mounting hardware included
- Recommended for indoor use only

For additional information and to see our most recent designs, please visit:
www.teamfitzgraphics.com

EASY TO UPDATE!

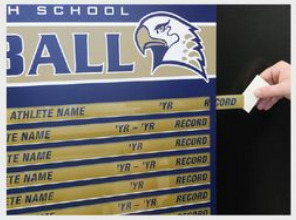
We strive to make this as easy as possible for you. Simply call or e-mail your Team Fitz representative and let them know what records have been broken and we will send updates out to you right away.



STEP 1:
Insert a folded sticky note, glue side out, into the record slot on the edge of the board.



STEP 2:
Press the face of the board to adhere the sticky note to the record strip.



STEP 3:
Pull the old record out and replace with the newly provided record strip.