



Schuyler Community Schools
Board of Education Regular Meeting
Monday, August 11, 2014 6:30 PM
Schuyler Central High School Music Room
120 W. 20th St.
Schuyler, NE 68661-2400

Attendance Taken at 6:30 PM.

Brian Vavricek: Absent
Richard Brabec: Present
Eric Cerny: Present
Lumir Jedlicka: Present
Chuck Misek: Present
Virginia Semerad: Present

Present: 5, Absent: 1.

I. Call Meeting to Order

STRIVE • COMMIT • SUCCEED - District Mission Statement

Schuyler Community Schools in partnership with parents, students, and the community is committed to educate students to become skilled, knowledgeable and responsible citizens in a global society - District Vision Statement

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public. Notice of this meeting was also given in advance to all members of the Board of Education

All board members present except Vavricek. Others present were Dr. Hoelsing, Principals Pavlik, Vrba, Comley, Assistant Principal Burton, Curriculum Coordinator Gibbons, and Activities Administrator Egr.

I.A. Pledge of Allegiance

All present participated in the Pledge of Allegiance.

I.B. Declaration of Open Meeting

This meeting has been preceded by advance notice and is hereby declared to be in open session. A copy of the Open Meetings Act is posted in the hallway outside the Media Center.

President Jedlicka declared the meeting open to the public. The open meeting was posted in advance in three public places.

II. Approval of Consent Agenda

Discuss, Consider and Take Action on the consent agenda

Motion to approve the consent agenda Passed with a motion by Lumir Jedlicka and a second by Virginia Semerad.

Brian Vavricek: Absent, Richard Brabec: Yea, Eric Cerny: Yea, Lumir Jedlicka:

Yea, Chuck Misek: Yea, Virginia Semerad: Yea
Yea: 5, Nay: 0, Absent: 1

II.A. Agenda

II.B. Minutes

II.C. Acceptance of Claims

II.C.1. Bills of \$5,000 or more

II.D. Financial

II.E. Other Listed Reports

III. Public Forum - We ask that all presentation be limited in their length.

III.A. Recognition of visitors and guests

III.A.1. Board recognition of 2013-14 "A" Honor Roll Students

We will be honoring the following students tonight for their academic success during the previous, 2013-2014, school year. The following students received all "A's" for all four quarters last year.

Seniors 2014-15

Matthew Eller

Tonya Marxsen

Juniors 2014-15

Connor Flynn

Rebecca Folda

Preston Hall

Jacob Kasik

William Semerad

Christian Sobota

Sophomores 2014-15

Angela Medina

Sidney Svehla

Jessica Valora

Eleven underclassmen from 2013-2104 were honored at the board meeting for having all A's during all four terms. Those honored were: Matthew Eller, Tonya Marxsen, Connor Flynn, Rebecca Folda, Preston Hall, Jacob Kasik, William Semerad, Christain Sobota, Angela Medina, Sidney Svehla, and Jessica Valora.

III.B. Other topics (limited to 5 minutes - subject to guidelines of the Board Participation Policy)

III.C. Student Representative's Report

IV. Action Items

IV.A. Budget

IV.A.1. Discuss, consider, and take action to set the 2014-15 Preschool Tuition rates.

In the past, pre-school tuition was set at a sliding scale for students based on income level free and reduced qualification. The rates were set at:

Free Lunch Status: \$0.00

Reduced Lunch Status: \$10.00 per month

Regular Lunch Status: \$40.00 per month

Students in attendance were almost all at the free or reduced rate.

2014-15 Recommendation

Tuition for ALL students: \$100.00 per year.

Parents may pay the tuition of \$10.00 per month, \$25 per quarter, or \$100 per year or elect to participate in tuition credit program that provides them discounts for participation at school events. Attached is a draft of the proposed events parents could earn for their participation in their child/children's education.

Tuition rates for 13-14 were between \$0 and \$40 per month. This year the tuition rate is \$100 per year with the provision being made for parents to earn credit toward the tuition by participation in school educational events. Motion to set 2014-15 preschool tuition at \$100 per year. Passed with a motion by Virginia Semerad and a second by Richard Brabec.

Brian Vavricek: Absent, Richard Brabec: Yea, Eric Cerny: Yea, Lumir Jedlicka: Yea, Chuck Misek: Yea, Virginia Semerad: Yea
Yea: 5, Nay: 0, Absent: 1

IV.A.2. Discuss, consider, and take action to approve 2014-15 After-school Program Tuition Rates.

The after-school program is also grant supported. One of the requirements of the grant is that income not be an influencing factor in student attendance. NDE has allowed us to set a one-time tuition rate if the tuition charged would not affect free/reduced lunch status. We are recommending a similar tuition structure as the preschool program to encourage parent participation in their child/children's education.

2014-15 Tuition Rate: \$100 per year with the option of earning tuition credits for participation in their child/children's education.

This program is paid for by a grant. Parents may earn credit toward the tuition by participating in educational events at school. The question was raised about how parent participation and credit toward tuition would be tracked. Motion to set the 2014-15 after-school tuition rate at \$100 per year. Passed with a motion by Eric Cerny and a second by Virginia Semerad.

Brian Vavricek: Absent, Richard Brabec: Yea, Eric Cerny: Yea, Lumir Jedlicka: Yea, Chuck Misek: Yea, Virginia Semerad: Yea
Yea: 5, Nay: 0, Absent: 1

IV.B. Transportation

IV.B.1. Discuss, consider, and take action to approve administrative recommendation on the inter-school bus route.

Over the course of the past school year we have discussed the need to provide some transportation option to reduce traffic flow at the elementary building before and after school. The first option was to expand pickup and delivery routes on our property around the

elementary building. The second option was to offer an after-school program, and the third option was to provide transportation to allow more K-5th grade students to walk to the nearest school building or students with other siblings to be dropped off at other buildings and be picked up or delivered to the elementary building.

The county attorney has agreed to use grant money to support this program and we will write the remaining costs into our federal grant programs. Mr. Burton, elementary technology teacher, will drive the bus in the morning and evening. The tentative schedule is:

AM Route TH)		PM Route (M- PM Route (F)	
Leave SMS:	7:35	Leave SES:	3:35
PM	Leave SES:	1:35 PM	
Leave SCHS:	7:45	Arrive Preschool	3:45
PM	Arrive Preschool	1:45 PM	
Leave Preschool	7:55	Arrive SMS	3:55
PM	Arrive SMS	1:55 PM	
Arrive at SES:	8:05	Arrive SCHS	4:00
PM	Arrive SCHS	4:00 PM	

We will finalize this schedule once we determine the numbers of students riding the bus before and after school.

The intra-schools bus route has been proposed to address parking and transportation to and from SES and also safety concerns. This service will begin after Labor Day. This service is funded by a grant. Questions raised were: What will be done if there is too much or not enough interest? The Superintendent will report back to the school board in two weeks. Motion to approve bus transportation program as presented. Passed with a motion by Lumir Jedlicka and a second by Chuck Misek. Brian Vavricek: Absent, Richard Brabec: Nay, Eric Cerny: Yea, Lumir Jedlicka: Yea, Chuck Misek: Yea, Virginia Semerad: Yea
Yea: 4, Nay: 1, Absent: 1

IV.C. Policy

IV.C.1. Discuss, consider, and take action to approve 2014-15 classified and certificated staff handbooks

Attached are the 2014-15 certificated staff and support staff handbooks. Staff has been updated, and all information aligned with new policies and K-12 handbooks. See attached handbooks. Motion to approve 2-14-15 Certificated and Support Staff Handbooks as presented. Passed with a motion by Lumir Jedlicka and a second by Eric Cerny. Brian Vavricek: Absent, Richard Brabec: Yea, Eric Cerny: Yea, Lumir Jedlicka: Yea, Chuck Misek: Yea, Virginia Semerad: Yea
Yea: 5, Nay: 0, Absent: 1

IV.D. Public Relations

IV.D.1. Discuss, consider, and take action to approve the Wrestling Coop with Clarkson and Leigh Community Schools
For several years, Schuyler has participated in a coop in Wrestling with Clarkson and Leigh. The coop agreement needs renewed. For the two year renewal, the board has to make a motion and vote. Once approved by the board, I submit the coop form on the NSAA web site.

This contract is always a two-year agreement unless a school wants to drop out after one year. Co-op schools are responsible for transportation.

Motion to approve renewal of the two-year Wrestling Coop Agreement with Clarkson and Leigh. Passed with a motion by Chuck Misek and a second by Richard Brabec.

Brian Vavricek: Absent, Richard Brabec: Yea, Eric Cerny: Yea, Lumir Jedlicka: Yea, Chuck Misek: Yea, Virginia Semerad: Yea

Yea: 5, Nay: 0, Absent: 1

IV.E. Personnel

IV.E.1. Discuss, consider, and take action to approve staff resignations.

1. **Shalomi Meier:** Elementary Para-Educator

2. **Curt Splichal:** Alternative Education Para-Educator

3. **Tim Henry:** We hired him this spring as the special education teacher for the alternative and has resigned his position for personal reasons.

Motion to accept Shalomi Meier, Curt Spichal, and Tim Henry's resignation. Passed with a motion by Richard Brabec and a second by Virginia Semerad.

Brian Vavricek: Absent, Richard Brabec: Yea, Eric Cerny: Yea, Lumir Jedlicka: Yea, Chuck Misek: Yea, Virginia Semerad: Yea

Yea: 5, Nay: 0, Absent: 1

IV.E.2. Discuss, consider, and take action to approve new hire recommendations.

1. Robin Burton: Elementary technology and Rural School physical education teacher

2. Lynne Rambour: Alternative Education special education teacher.

3. Valerie Comley: High School administrative assistant/HS translator.

4. Audrie Gomez: Para-educator at SES

5. Margarita Avalos: Para-educator at SES

6. Carmen Chavez: Part time maintenance at preschool

7. Jodi Mittleider: Para-educator at SES

The following were hired for the 14-15 school year: Robin Burton: Elementary technology and Rural School physical education teacher; Lynne Rambour: Alternative Education special education teacher; Valerie Comley: High School administrative assistant/HS translator; Audrie Gomez: Para-educator at SES; Margarita Avalos: Para-educator at SES; Carmen Chavez: Part time maintenance at preschool and Jodi Mittleider: Para-educator at SES. Motion to approve administrative recommendation on new hires as presented Passed with a motion by Virginia Semerad and a second by Richard Brabec.

Brian Vavricek: Absent, Richard Brabec: Yea, Eric Cerny: Yea, Lumir Jedlicka: Yea, Chuck Misek: Yea, Virginia Semerad: Yea
Yea: 5, Nay: 0, Absent: 1

V. Discussion Items and Reports

V.A. Rural/Satellite Schools Report

V.B. Curriculum/Instruction/Assessment

Summer School Report – We have completed summer school.

Professional Development – We met with new teachers on Friday, August 8. They are off to a great start. Monday, Tuesday and Wednesday are teacher days with students starting on Thursday. Both Thursday and Friday are half days with students so we will be starting full days on Monday with students. I've attached the district-wide schedule. The building principals have added specific items for their buildings.

V.C. Activities Administrator Report

Time seems to clip away faster each year! Summer was busy at Schuyler Community Schools. FFA, Marching Band/Flags, Cheerleaders and Dance Team were very active this summer. The culture club had a blood drive and there were several coaches that offered free open gyms/field and position meetings. Camps were offered and well attended along with the weight sessions. Parents appreciate the work coaches/sponsors give to the students.

The calendar is updated and ready to go. With that being said, tomorrow there will be changes. That is just the way things go. I am able to see how many "hits" the calendar receives. In August 2014 (1st - 6th) there have been 25,327 hits. That was amazing to me! Our site is being seen and used. That is good!

On August 12th, we will be having our open house. Columbus Community Hospital will be here to discuss with parents how the drug testing program will be implemented. Mike Sloup will also be here to discuss with our staff the new legislative bill "Return to Learn".

New addition to our athletic pass system is the use of stickers. Staff and students have ID badges and we are going to use stickers on the ID badges

instead of a paper pass. Staff and students will only need to keep track of their ID badge instead of keeping track of an ID badge along with an athletic pass. We are also going to charge less for a student athletic pass. It is a combination pass. The student can pay \$5 if they only attend middle school events, \$10 if they only attend high school events and \$15 dollars if they attend both.

We had a student injured at the Colfax County Fair. The Colfax County Police department is investigating. The goal is that she will be home next week and starting school the week after.

V.D. Director of Facilities/Transportation Report

Building and Grounds and Transportation Report are on the Filemaker System. Dr. Hoelsing will provide updates at the meeting.

The portable classroom at the North Ward site should be moved by August 28. The Preschool update should be completed by Labor Day; an open house will be scheduled at a time to be announced. The transportation committee will meet on August 19 to discuss vehicle bids.

V.E. Schuyler Elementary School Report

Some highlights from the 2014 summer:

- **My partner, Billy C., got married in July to an incredibly special lady! It was an AWESOME celebration!(I witnessed it so it really did happen!) It truly was the summer of marriages! We had 5 teachers also that married their best friends!**
- **Our maintenance and cleaning crews have been busy all summer long trying to get our building and grounds ready for the 2014-2015 school year!! Our office ladies are trying to get all of the supplies tucked away and have been making last minute changes on our beginning of the year forms!**
- **There are so many exciting changes coming our way:**
- **Our After-School Program**
- **Our New Traffic Plan**
- **Our Inter-City Busing**
- **14 brand new teachers**
- **And last but not least “our kids”...boy, do we have kids!**
- **161 Kindergartners—9 sections**
- **139 first graders—8 sections**
- **118 second graders—6 sections**
- **133 third graders—7 sections**
- **144 fourth graders—7 sections**
- **124 fifth graders—6 sections**
- **For a grand total of 819 students!**

Respectfully submitted...Darli Jo Vrba

Enrollment in kindergarten for 14-15 is currently at 161 students with a total enrollment K-5 at 826 students.

V.F. Schuyler Middle School Report

Schuyler Middle School is enjoying the start of a year of continued positive growth and change. As a part of our School Improvement Grant, staff and administration will undergo training with both CTAC and Discovery

Education this week to lay the foundation for our work this year.

We are currently preparing to have approximately 365 students enter our doors this week to earn their education, and we hope to have as many as possible at our open house sessions on Tuesday.

Administration continues to study core courses and how continued growth at SES will impact SMS.

V.G. Schuyler Central High School Report

Schuyler Central High School
Report to the Board of Education
August 2014

Monsanto Grant-

I have been notified that our school was selected to receive \$25,000 grant for Increasing Inquiry Based Laboratory Opportunities for SCHS Science and Agricultural Science Students through America's Farmers Grow Rural Education Fund sponsored by Monsanto. I can review the grant application during the meeting.

Summer Professional Development –

Attended a Leadership Retreat sponsored by ESU 7 – Providing Feedback and Coaching for Teacher Growth on July 24th and 25th. Dave Gibbons, Darli Vrba, and Michelle Burton also attended this retreat.

Attended Administrator Days in Kearney July 30th – August 1st.

Current enrollment for the 14-15 school year is 462 students. A grant from Monsanto for \$25,000 was received to be used for query-based instruction.

V.H. Superintendent's Report

1. **2nd Semester Superintendent's Evaluation:** The board is required to conduct two evaluations in the superintendent's first year. I recommend having the board members complete the evaluation and submit them to Lumir prior to the next board meeting. Open meetings law requires that the superintendent's evaluation/contract must be presented in open session of the board meeting.

2. **Pre-Opening Workshops:** Attached are the pre-opening workshop times. The board of education is invited to attend the morning session on Wednesday when we recognize and award staff longevity. The board is hosting the luncheon at noon. Thanks to Rich and Cargill for getting the grill.

Evaluations for the Superintendent are due to the board president for the second August meeting. Cargill will provide lunch for the district staff in-service day on August 13.

V.I. Foundation Report

VI. Correspondence Items

VII. Budget Workshop Session

This will be the first of two budget workshops. We will review the proposed budget as recommended by the finance committee (Rich, Chuck, and Lumir). 2015 valuations will be certified by August 20th. We will not be able to

set the levy until this information is confirmed. I recommend a follow-up special meeting on Monday, August 26th to finalize our budget prior to advertising the budget hearing in September, pre-pay 2014-15 bills and/or make transfers based on our cash balances in the general fund.

Please check your calendar for your availability on September 25th.

VIII. Adjournment

Motion to adjourn at 8:51 PM. Passed with a motion by Eric Cerny and a second by Virginia Semerad.

Brian Vavricek: Absent, Richard Brabec: Yea, Eric Cerny: Yea, Lumir Jedlicka: Yea, Chuck Misek: Yea, Virginia Semerad: Yea
Yea: 5, Nay: 0, Absent: 1

Board of Education Regular Meeting
 August 11, 2014 6:30 PM
 Schuyler Central High School Media Center

I. Call Meeting to Order	Lumir
A. Pledge of Allegiance	Lumir
B. Declaration of Open Meeting	Lumir
II. Approval of Consent Agenda	
A. Agenda	
B. Minutes	
C. Acceptance of Claims	
1. Bills of \$5,000 or more	
D. Financial	
E. Other Listed Reports	
III. Public Forum - We ask that all presentation be limited in their length.	
A. Recognition of visitors and guests	Lumir
1. Board recognition of 2013-14 "A" Honor Roll Students	Greg Pavlik
B. Other topics (limited to 5 minutes - subject to guidelines of the Board Participation Policy)	
C. Student Representative's Report	Kellan Heavican
IV. Action Items	
A. Budget	
1. Discuss, consider, and take action to set the 2014-15 Preschool Tuition rates.	Dr. Hoelsing
2. Discuss, consider, and take action to approve 2014-15 After-school Program Tuition Rates.	Dr. Hoelsing
B. Transportation	
1. Discuss, consider, and take action to approve administrative recommendation on the inter-school bus route.	Dr. Hoelsing
C. Policy	
1. Discuss, consider, and take action to approve 2014-15 classified and certificated staff handbooks	Dr. Hoelsing
D. Public Relations	
1. Discuss, consider, and take action to approve the Wrestling Coop with Clarkson and Leigh Community Schools	Michelle Egr
E. Personnel	Dr. Hoelsing
1. Discuss, consider, and take action to approve staff resignations.	Dr. Hoelsing
2. Discuss, consider, and take action to approve new hire recommendations.	Dr. Hoelsing
V. Discussion Items and Reports	
A. Rural/Satellite Schools Report	Gerry
B. Curriculum/Instruction/Assessment	Dave
C. Activities Administrator Report	Michelle
1. Activities Office	Michelle Egr
D. Director of Facilities/Transportation Report	Ron
E. Schuyler Elementary School Report	Darli & Bill
F. Schuyler Middle School Report	Stephen & Gerry
G. Schuyler Central High School Report	Greg and Darin
H. Superintendent's Report	Dan

VI. Correspondence Items	
VII. Budget Workshop Session	Dr. Hoesing
VIII. Adjournment	

Board of Education Regular Meeting

July 14, 2014 6:30 PM

Schuyler Central High School Media Center

Attendance Taken at 6:30 PM:

Present Board Members:

Richard Brabec

Eric Cerny

Chuck Misek

Brian Vavricek

Absent Board Members:

Lumir Jedlicka

Virginia Semerad

I. Call Meeting to Order

Discussion:

Meeting called to order by Vice President Brabec. Members present were Brabec, Cerny, Vavricek, and Misek. Semerad and Jedlicka were absent. Also present was Superintendent Hoelsing.

I.A. Pledge of Allegiance

Discussion:

Those present participated in the Pledge of Allegiance.

I.B. Declaration of Open Meeting

Discussion:

Vice President Brabec stated that the meeting had been posted in public in advance according to the State Open Meeting Laws and also notification was given to board members in advance.

II. Approval of Consent Agenda

Motion Passed: Motion to approve the consent agenda passed with a motion by Chuck Misek and a second by Brian Vavricek.

Lumir Jedlicka	Absent
Richard Brabec	Yes
Eric Cerny	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

II.A. Agenda

II.B. Minutes

II.C. Acceptance of Claims

II.C.1. Bills of \$5,000 or more

II.D. Financial

II.E. Other Listed Reports

III. Public Forum - We ask that all presentation be limited in their length.

III.A. Recognition of visitors and guests

III.B. Other topics (limited to 5 minutes - subject to guidelines of the Board Participation Policy)

III.C. Student Representative's Report

IV. Action Items

IV.A. Budget

IV.A.1. Discuss, consider and take action to approve the contract with Pekny and Associates, CPA's, PC for the 2013-14 District Audit.

Discussion:

There will be a slight increase in the contract signed with Pekny & Associates due to the necessity of a single audit for all federal funds.

Motion Passed: Motion to approve the contract with Pekny and Associates to conduct the 2013-14 Audit Report passed with a motion by Eric Cerny and a second by Brian Vavricek.

Lumir Jedlicka	Absent
Richard Brabec	Yes
Eric Cerny	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

IV.B. Building and Grounds

IV.B.1. Discuss, consider, and take action to approve the sale of portable classroom buildings at the preschool site.

Discussion:

One proposal was received for the purchase of a modular classroom for the price of \$30,000. There are three available at that price. The buyer is responsible for transportation fees. The remaining classrooms will be advertised again midway through the 14-15 school year.

Motion Passed: Motion to approve the sale of portable classroom building(s) at the SCS Preschool site. passed with a motion by Chuck Misek and a second by Richard Brabec.

Lumir Jedlicka	Absent
Richard Brabec	Yes
Eric Cerny	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

IV.C. Policy

IV.C.1. Discuss, consider and take action to approve 2nd reading of new and updated policies for the 2014-15 school year.

Discussion:

Two minor modifications were made at this reading: 1. In order to comply with federal food regulations and 2. To update policy on electronic devices.

Motion Passed: Motion to approve 2nd Reading of the proposed 2014-15 Board Policies as presented. passed with a motion by Richard Brabec and a second by Chuck Misek.

Lumir Jedlicka	Absent
Richard Brabec	Yes
Eric Cerny	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

IV.D. Public Relations

IV.D.1. Discuss, consider and take action to approve 2014-15 membership with the Nebraska Rural Community Schools Association (NRCSA)

Discussion:

Dues for the 14-15 school year will be \$700.

Motion Passed: Motion to renew the annual board membership with the Nebraska Rural Schools Association for the 2014-15 school year. passed with a motion by Brian Vavricek and a second by Eric Cerny.

Lumir Jedlicka	Absent
Richard Brabec	Yes
Eric Cerny	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

V. Discussion Items and Reports

V.A. Curriculum/Instruction/Assessment

V.A.1. Curriculum Director Report

V.B. Superintendent's Report

Discussion:

Computer servers have been moved to SMS to facilitate a back-up in two locations adding to the security of data. Board committee meetings are scheduled for July 22 to discuss in-town bus transportation and the replacement of three vehicles. An Open House for SCS will be held on August 12.

VI. Correspondence Items

VII. Executive Session

VIII. Adjournment

Motion Passed: Motion to adjourn at 7:07 PM. passed with a motion by Chuck Misek and a second by Brian Vavricek.

Lumir Jedlicka	Absent
Richard Brabec	Yes
Eric Cerny	Yes
Chuck Misek	Yes
Virginia Semerad	Absent
Brian Vavricek	Yes

Board Secretary

SCHUYLER COMMUNITY SCHOOLS
MONTHLY DISBURSEMENT REPORT
For the month of August 2014

GENERAL FUND

Check #	Date	Vendor	Description	Amount
00032226	8/11/2014	Aegis Therapies	SPED services	230.51
00032227	8/11/2014	Agosta's Ceramics	relays	206.00
00032228	8/11/2014	AlphaCard	supplies	255.98
00032229	8/11/2014	Barone Security Systems	services	782.38
00032230	8/11/2014	BOMGAARS	supplies	152.67
00032231	8/11/2014	Brain Pop	subscription	2590.00
00032232	8/11/2014	Caseys General Stores, Inc	gas	458.67
00032233	8/11/2014	CCS Presentation Systems	epson projector	1201.74
00032234	8/11/2014	Cenex Fleetcard	gas	791.65
00032235	8/11/2014	CenturyLink	sms telephone	618.23
00032236	8/11/2014	Charleston Inc	supplies	157.05
00032237	8/11/2014	Central Nebraska Community Services, Inc	six pence	41452.40
00032238	8/11/2014	Columbus Telegram	subscription	284.86
00032239	8/11/2014	Community Internet Systems	interenet	209.85
00032240	8/11/2014	Cornhusker Public Power District	electricity	708.16
00032241	8/11/2014	Department Of Utilities	electricity/water/sewer	30076.57
00032242	8/11/2014	Didier Grocery	supplies/six pence 1415	179.43
00032243	8/11/2014	Drain Surgeon Inc	clean sewer at house	270.75
00032244	8/11/2014	Eagle Enterprises Inc	point to point service	575.00
00032245	8/11/2014	Eakes Office Products Center	copies	4830.95
00032246	8/11/2014	Echo Group Inc	breaker & panel computer room	271.67
00032247	8/11/2014	Epoxy Coating Specialists inc	flooring project	7647.20
00032248	8/11/2014	Educational Service Unit #7	plug	12001.40
00032249	8/11/2014	ESU Coordinating Council	SPED training	120.00
00032250	8/11/2014	Follett School Solutions, Inc	renewal maint on scanner	93.33
00032251	8/11/2014	FP Mailing Solutions	postage meter	126.00
00032252	8/11/2014	Fremont Sanitation	services	761.58
00032253	8/11/2014	Frontier	telephone	74.25
00032254	8/11/2014	Holiday Express	rooms at admin days	199.90
00032255	8/11/2014	Holiday Inn	rooms for Admin Days	1077.45
00032256	8/11/2014	J & B Auto Parts	supplies	29.17
00032257	8/11/2014	Jackson Services Inc	services	766.14
00032258	8/11/2014	John's Tire Sales & Services	tire repair	15.00
00032259	8/11/2014	Jostens, Inc	diploma	22.56
00032260	8/11/2014	Junior Library Guild	books	747.00
00032261	8/11/2014	Kelly Supply Company	sprinkler parts	269.43
00032262	8/11/2014	Mid-american Research Chemicals	gym floor	2912.55
00032263	8/11/2014	Marco	service agrmt	78.00
00032264	8/11/2014	Menards	rack	757.10
00032265	8/11/2014	Meyer Laboratory, Inc	supplies	9360.98
00032266	8/11/2014	Midwest Storage Company	storage unit	400.00
00032267	8/11/2014	NE Administration Education Professionals	Jakub dues	25.00
00032268	8/11/2014	Nebraska Council of School Administrators	google summit	6785.00
00032269	8/11/2014	Nebraska Link Holding LLC	internet	1326.95
00032270	8/11/2014	Nebraska Public Health Environmental Laborato	water samples	241.00
00032271	8/11/2014	Nebraska Rural Community Schools Association	dues	700.00
00032272	8/11/2014	Nebraska Safety Center	level II bus course	75.00
00032273	8/11/2014	North Bend Eagle	ads for modulars	8.47
00032274	8/11/2014	Northwest Evaluation Association	Webbased MAP for grades	25825.00
00032275	8/11/2014	Odyssey Ware	ACCESS SWITCH	1309.88
00032276	8/11/2014	One Source	july background checks	30.00
00032277	8/11/2014	Perry, Guthery, Hasse & Gessford, P.C., L.L.O	legal fees	140.00
00032278	8/11/2014	Prepared Response, Inc	50% total emergency response	9365.00
00032279	8/11/2014	Presto-X	services	200.00
00032280	8/11/2014	Qc Supply, Llc	supplies	568.07
00032281	8/11/2014	Reinecke Motor Co.	repairs	1352.38
00032282	8/11/2014	Scholastic Inc	read 180	7418.31
00032283	8/11/2014	Scholastic Inc	common core tech support	4025.00
00032284	8/11/2014	School Specialty, Inc	horseshoe mat - STC	166.39
00032285	8/11/2014	Schuyler Coop Association	gas and round up	726.97
00032286	8/11/2014	Schuyler Lumber Company, Inc.	supplies	2219.66

Check #	Date	Vendor	Description	Amount
00032287	8/11/2014	Schuyler Sun	subscription	26.95
00032288	8/11/2014	Seminole Retail Energy Services, LLC	natural gas	1869.44
00032289	8/11/2014	Shred Monster, Inc	shred sped papers	125.30
00032290	8/11/2014	Pencil LLC	annual membership	270.00
00032291	8/11/2014	Tumbleweed Press Inc	subscription	499.00
00032292	8/11/2014	Verizon Wireless	cell phones	483.50
00032293	8/11/2014	Virco	chairs & desks	3721.80
00032294	8/11/2014	VISA	supplies	89.24
00032295	8/11/2014	VISA	six pence mtg & supplies	251.86
00032296	8/11/2014	VISA	admin days & furniture	4609.35
00032297	8/11/2014	Visa	table top	3461.27
00032298	8/11/2014	VISA	national principal convention	498.08
00032299	8/11/2014	Visa	admin days	65.96
00032300	8/11/2014	WageWorks	fees	350.00
02014-36	8/8/2014	Cindy Beebe	keyboarding workshop	40.00
02014-37	8/8/2014	Becky Thumann	binders for curriculum	19.95
02014-38	8/8/2014	Mark Wemhoff	cdl bus permit	7.50
TOTAL GENERAL FUND				\$202,660.84

SPECIAL BUILDING FUND

00001071	8/11/2014	Arps Gravel & Concrete, Inc	concrete - prek	405.88
00001072	8/11/2014	BOMGAARS	supplies for Prek	39.85
00001073	8/11/2014	Electrical Engineering & Equipment Co	supplies	2120.71
00001074	8/11/2014	Epoxy Coating Specialists inc	epoxy floor at prek	2100.00
00001075	8/11/2014	Ewert's Drywall Inc	drywall at prek	35400.00
00001076	8/11/2014	Fremont Winnelson Co	prek supplies	3346.79
00001077	8/11/2014	Johnstone Supply	prek supplies	79.12
00001078	8/11/2014	Kohl Construction Inc	ses road	45430.91
00001079	8/11/2014	Menards	exhaust fans prek	1017.52
00001080	8/11/2014	Midwest Glass Service, Inc.	hardware for prek doors	1315.00
00001081	8/11/2014	NCS Equipment Inc	lift rental for prek	476.00
00001082	8/11/2014	Qc Supply, Llc	prek supplies	27.99
00001083	8/11/2014	Schuyler Lumber Company, Inc.	supplies	222.53
00001084	8/11/2014	Semerad Construction Inc	framing and windows prek	33378.00
00001085	8/11/2014	Sempek Paint & Repair	sand blast parking lines at se	<u>500.00</u>
TOTAL SPECIAL BUILDING FUND				\$125,860.30

STUDENT FEE FUND

00000264	8/11/2014	Mark R Oliva	student ipad repairs	\$1,433.58
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**SCHUYLER COMMUNITY SCHOOLS
MONTHLY DISBURSEMENT REPORT
For the month of August 2014**

GENERAL FUND

Check #	Date	Vendor	Description	Amount
00032268	8/11/2014	Nebraska Council of School Administrators	google summit	6,785.00
00032282	8/11/2014	Scholastic Inc	read 180	7,418.31
00032247	8/11/2014	Epoxy Coating Specialists inc	flooring project	7,647.20
00032265	8/11/2014	Meyer Laboratory, Inc	supplies	9,360.98
00032278	8/11/2014	Prepared Response, Inc	50% total emergency response	9,365.00
00032248	8/11/2014	Educational Service Unit #7	plug	12,001.40
00032274	8/11/2014	Northwest Evaluation Association	Webbased MAP for grades	25,825.00
00032241	8/11/2014	Department Of Utilities	electricity/water/sewer	30,076.57
00032237	8/11/2014	Central Nebraska Community Services, Inc	six pence	41,452.40
TOTAL GENERAL FUND				\$149,931.86

SPECIAL BUILDING FUND

00001084	8/11/2014	Semerad Construction Inc	framing and windows prek	33,378.00
00001075	8/11/2014	Ewert's Drywall Inc	drywall at prek	35,400.00
00001078	8/11/2014	Kohl Construction Inc	ses road	45,430.91
TOTAL SPECIAL BUILDING FUND				\$114,208.91

STUDENT FEE FUND

00000264	8/11/2014	Mark R Oliva	student ipad repairs	1,433.58
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Current Cash Balance Report

ALL Data

Date: 07/01/2014 thru 07/31/2014

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ACADEMIC					
1100 CONSORTIUM PAYROLL	232.84	0.00	0.00	0.00	232.84
1200 DISTANCE LEARNING	0.00	0.00	0.00	0.00	0.00
1500 ARC EQUIP SPEC.ED.	0.00	0.00	0.00	0.00	0.00
A ACADEMIC Totals:	232.84	0.00	0.00	0.00	232.84
B ATHLETIC					
2100 BASKETBALL B	240.90	0.00	0.00	0.00	240.90
2150 BASKETBALL G	90.25	0.00	0.00	0.00	90.25
2200 CROSS COUNTRY B & G	340.55	0.00	0.00	0.00	340.55
2250 CROSS COUNTRY	0.00	0.00	0.00	0.00	0.00
2300 FOOTBALL	2,235.05	0.00	0.00	0.00	2,235.05
2350 GOLF B	-1,006.20	0.00	0.00	0.00	-1,006.20
2375 GOLF G	110.50	0.00	0.00	0.00	110.50
2400 SOFTBALL	768.05	0.00	0.00	0.00	768.05
2450 SOCCER B	-2,163.19	0.00	0.00	0.00	-2,163.19
2500 SOCCER G	908.84	0.00	0.00	0.00	908.84
2600 TRACK	872.73	0.00	0.00	0.00	872.73
2650 TRACK G	0.00	0.00	0.00	0.00	0.00
2700 VOLLEYBALL	146.27	0.00	0.00	0.00	146.27
2750 WRESTLING	-3,609.25	0.00	0.00	0.00	-3,609.25
2755 WEIGHT ROOM EQUIPMENT	918.08	0.00	0.00	0.00	918.08
2800 SMS ATHLETICS	3,898.07	0.00	333.30	0.00	3,564.77
2850 LAUNDRY	0.00	0.00	0.00	0.00	0.00
2900 GENERAL	44,197.39	799.42	314.45	0.00	44,682.36
2950 MEDICAL	171.65	0.00	0.00	0.00	171.65
2970 BOOSTER CLUB DONATION	77.97	0.00	0.00	0.00	77.97
2975 AYSO DONATION	1.97	0.00	0.00	0.00	1.97
B ATHLETIC Totals:	48,199.63	799.42	647.75	0.00	48,351.30
C DISTRICT					
3100 ADULT EDUCATION	2,455.84	0.00	0.00	0.00	2,455.84
3200 GENERAL	709.83	49.63	22.00	0.00	737.46
3300 FINES	428.74	169.84	0.00	0.00	598.58
3400 HIGH SCHOOL--- BOOK FINES	3,809.75	0.00	0.00	0.00	3,809.75
C DISTRICT Totals:	7,404.16	219.47	22.00	0.00	7,601.63
D DEPARTMENTS					
4000 BAND	4,245.73	0.00	0.00	0.00	4,245.73
4025 Musical	5,902.96	0.00	0.00	0.00	5,902.96
4050 VOCAL	265.40	0.00	0.00	0.00	265.40
D DEPARTMENTS Totals:	10,414.09	0.00	0.00	0.00	10,414.09
E UNIFORMS & EQUIPMENT					
4500 BAND (UNIFORM DEP)	828.18	0.00	0.00	0.00	828.18
4550 CHEERLEADER UNIFORM	0.00	0.00	0.00	0.00	0.00
4600 DANCE TEAM UNIFORM	0.00	0.00	0.00	0.00	0.00
4650 FLAG CORPS	0.00	0.00	0.00	0.00	0.00
4700 INSTRUMENT RENTAL	0.00	0.00	0.00	0.00	0.00
4750 BAND PARENTS	0.00	0.00	0.00	0.00	0.00
4770 AMBASSADORS	1,864.30	0.00	0.00	0.00	1,864.30
E UNIFORMS & EQUIPMENT Totals:	2,692.48	0.00	0.00	0.00	2,692.48
F CLUBS ORGANIZATIONS					
5000 ART	1,339.48	0.00	0.00	0.00	1,339.48
5005 ATHS	573.39	0.00	0.00	0.00	573.39
5050 CHEERLEADERS	5,262.49	874.00	6,696.60	0.00	-560.11
5100 DRAMATICS, SPEECH	719.79	0.00	0.00	0.00	719.79

Current Cash Balance Report

ALL Data

Date: 07/01/2014 thru 07/31/2014

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
5105 One Act	1,620.35	0.00	0.00	0.00	1,620.35
5125 NEWSPAPER	-56.77	0.00	0.00	0.00	-56.77
5150 DANCE TEAM	2,988.65	258.80	1,382.05	0.00	1,865.40
5175 EMERGENCY RESPNSE TEAM	138.77	0.00	0.00	0.00	138.77
5200 FFA	8,842.71	1,304.00	2,217.48	30.00	7,959.23
5250 FCCLA	2,191.49	0.00	0.00	0.00	2,191.49
5300 CULTURAL UNITY	674.07	0.00	0.00	0.00	674.07
5350 NATIONAL HONOR SOCIETY	495.26	0.00	150.00	0.00	345.26
5400 S-CLUB	276.77	0.00	0.00	0.00	276.77
5450 SADD	0.00	0.00	0.00	0.00	0.00
5500 SCIENCE & mATH cLUB	4,689.69	0.00	0.00	0.00	4,689.69
5510 SCIENCE TRIP	31.26	0.00	0.00	0.00	31.26
5525 SCIENCE FAIR	410.80	0.00	0.00	0.00	410.80
5550 STUDENT COUNCIL	5,438.86	0.00	0.00	0.00	5,438.86
5575 504 R ACTIVITY FUND	356.28	0.00	0.00	0.00	356.28
5600 RICHLAND ACTIVITY FUND	2,603.43	0.00	0.00	0.00	2,603.43
5610 FISHER 24 ACTIVITY FUND	4,105.14	0.00	0.00	0.00	4,105.14
5620 SCHUYLER ELEMENTARY SCHOOL	322.74	0.00	0.00	0.00	322.74
5621 SES FELICIATIONS	251.73	0.00	0.00	0.00	251.73
5622 SES FIELD DAY	7,329.35	0.00	0.00	0.00	7,329.35
5623 SES Vocal Music Club	607.15	0.00	0.00	0.00	607.15
5624 SES LIBRARY	213.77	0.00	0.00	0.00	213.77
5625 SES FIRST GRADE	0.00	0.00	0.00	0.00	0.00
5626 SECOND GRADE	0.00	0.00	0.00	0.00	0.00
5627 THIRD GRADE	0.00	0.00	0.00	0.00	0.00
5628 FOURTH GRADE	0.00	0.00	0.00	0.00	0.00
5629 FIFTH GRADE	0.00	0.00	0.00	0.00	0.00
5649 ELECTRIC CAR	0.00	0.00	0.00	0.00	0.00
5650 BRAINSTORMING	31.88	0.00	0.00	0.00	31.88
5675 TEEN MOM'S	133.86	0.00	0.00	0.00	133.86
5700 A.S.K.	427.11	0.00	0.00	0.00	427.11
5725 STUDENT COUNCIL MAKE A WISH	1,244.11	0.00	0.00	0.00	1,244.11
5750 FELLOWSHIP CHRISTIANS FOR ATHLETICS	103.13	0.00	0.00	0.00	103.13
5775 INDUSTRIAL TECH ACCOUNT	69.95	0.00	0.00	0.00	69.95
5800 SHEEL CREEK WATER TESTING	0.00	0.00	0.00	0.00	0.00
5825 PRESCHOOL	0.00	0.00	0.00	0.00	0.00
5900 SMS GENERAL ACTIVITY	1,082.55	0.00	0.00	0.00	1,082.55
5901 SMS STUDENT COUNCIL	3,715.81	54.96	0.00	0.00	3,770.77
5902 SMS LIBRARY	2,585.92	0.00	584.45	0.00	2,001.47
5903 SMS RESOURCE ROOM	3,227.55	0.00	0.00	0.00	3,227.55
5904 SMS BAND CLUB	234.97	0.00	0.00	0.00	234.97
5905 SMS TEACHER POP 7702463	151.52	0.00	22.44	0.00	129.08
5906 SMS SADD	165.62	0.00	0.00	0.00	165.62
5907 SMS ENTREPRENEURSHIP	114.49	0.00	0.00	0.00	114.49
F CLUBS ORGANIZATIONS Totals:	64,715.12	2,491.76	11,053.02	30.00	56,183.86
G CONCESSION/VENDING					
6000 CONCESSION	3,237.60	0.00	0.00	0.00	3,237.60
6010 Imp. Fund-10%	5,844.56	0.00	0.00	0.00	5,844.56
6100 SCHS PEPSI 7701503	-1,187.14	0.00	3.24	0.00	-1,190.38
6200 STUDENT POP	5,423.07	0.00	150.00	0.00	5,273.07
6300 TEACHER POP	2,554.22	0.00	0.00	0.00	2,554.22
6400 S-CLUB JUICE	136.64	0.00	0.00	0.00	136.64
6500 MAINTENANCE	2,640.40	16.29	0.00	0.00	2,656.69

Current Cash Balance Report

ALL Data

Date: 07/01/2014 thru 07/31/2014

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
6600 MILK MACHINE - FCCLA	1,247.97	0.00	0.00	0.00	1,247.97
G CONCESSION/VENDING Totals:	19,897.32	16.29	153.24	0.00	19,760.37
H SALES					
5908 SMS Teammates	0.00	0.00	0.00	0.00	0.00
7000 HORTICULTURE	5,477.34	80.00	704.26	-30.00	4,823.08
7010 HOUSE CONSTRUCTION	2,593.18	0.00	0.00	0.00	2,593.18
7050 MANUFACTURING	0.00	0.00	0.00	0.00	0.00
7100 VIDEO FUND	0.00	0.00	0.00	0.00	0.00
7150 BBB CLUB ACCOUNT	1,738.00	0.00	23.44	0.00	1,714.56
7200 GBB CLUB ACCOUNT	696.96	0.00	26.25	0.00	670.71
7215 BOYS GOLF CLUB ACCT.	244.91	0.00	0.00	0.00	244.91
7225 GIRLS GOLF CLUB ACCOUNT	858.84	0.00	0.00	0.00	858.84
7250 WRESTLING CLUB ACCOUNT	2,918.84	320.00	697.75	0.00	2,541.09
7275 WRESTLING AIDS	239.05	0.00	0.00	0.00	239.05
7300 BSOC CLUB ACCOUNT	1,584.32	0.00	0.00	-872.25	712.07
7325 GSOC CLUB ACCOUNT	1,343.63	0.00	0.00	0.00	1,343.63
7350 G/B CROSS COUNTRY CLUB	1,174.13	0.00	0.00	0.00	1,174.13
7400 FOOTBALL CLUB ACCOUNT	3,148.41	1,195.00	148.95	0.00	4,194.46
7450 VOLLEYBALL CLUB ACCT.	2,359.65	442.00	330.00	0.00	2,471.65
7500 SB CLUB ACCOUNT	1,386.73	0.00	0.00	0.00	1,386.73
7550 STUDENT PURCHASES	177.78	0.00	0.00	0.00	177.78
7575 PROJECT S	0.00	0.00	0.00	0.00	0.00
7600 TR. CLUB ACCT	-622.65	0.00	0.00	872.25	249.60
7650 BAKESHOP	0.00	0.00	0.00	0.00	0.00
H SALES Totals:	25,319.12	2,037.00	1,930.65	-30.00	25,395.47
I CLASSES					
8000 CLASS OF 1998	0.00	0.00	0.00	0.00	0.00
8005 CLASS OF 1954	0.00	0.00	0.00	0.00	0.00
8050 CLASS OF 1999	0.00	0.00	0.00	0.00	0.00
8075 CLASS OF 2000	0.00	0.00	0.00	0.00	0.00
8100 CLASS OF 2000/01	0.00	0.00	0.00	0.00	0.00
8150 CLASS OF 2001/02	0.00	0.00	0.00	0.00	0.00
8200 CLASS OF 2003	0.00	0.00	0.00	0.00	0.00
8205 CLASS OF 2004	0.00	0.00	0.00	0.00	0.00
8210 Class of 2005	0.00	0.00	0.00	0.00	0.00
8215 CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
8220 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
8225 Class 2008	0.00	0.00	0.00	0.00	0.00
8230 CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
8235 CLASSES OF 2010	0.00	0.00	0.00	0.00	0.00
8240 CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
8245 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
8250 ALUMNI ACCOUNT	1,386.24	0.00	0.00	0.00	1,386.24
8255 CLASSES OF 2013	719.22	0.00	0.00	0.00	719.22
8260 CLASS 2014	382.63	0.00	0.00	0.00	382.63
8265 CLASS OF 2015	748.97	0.00	0.00	0.00	748.97
8270 CLASS OF 2016	2,573.87	0.00	0.00	0.00	2,573.87
8275 CLASS OF 2017	586.22	0.00	0.00	0.00	586.22
I CLASSES Totals:	6,397.15	0.00	0.00	0.00	6,397.15
J YEARBOOK					
8500 1998-99	0.00	0.00	0.00	0.00	0.00
8550 1999-00	0.00	0.00	0.00	0.00	0.00
8555 2000-2001	0.00	0.00	0.00	0.00	0.00

Current Cash Balance Report

ALL Data

Date: 07/01/2014 thru 07/31/2014

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
8560 YEARBOOK	3,901.57	0.00	0.00	0.00	3,901.57
8600 MISC. YEARBOOK	0.00	0.00	0.00	0.00	0.00
J YEARBOOK Totals:	3,901.57	0.00	0.00	0.00	3,901.57
K MISCELLANEOUS					
9000 STUDENT COUNCIL SCHOOL IMPROVMENT	1,304.25	0.00	0.00	0.00	1,304.25
9025 SAVE THE CHILDREN	300.00	0.00	0.00	0.00	300.00
9050 FELICITATIONS	296.07	0.00	0.00	0.00	296.07
9075 KEY DEPOSITS	200.00	0.00	0.00	0.00	200.00
9100 BLOOD MOBILE	212.95	0.00	0.00	0.00	212.95
9125 TMH	250.00	0.00	0.00	0.00	250.00
9150 PRINCIPAL	1,311.00	16.29	0.00	0.00	1,327.29
9175 Technology Fee	8,541.55	558.80	0.00	0.00	9,100.35
K MISCELLANEOUS Totals:	12,415.82	575.09	0.00	0.00	12,990.91
L SCHOLARSHIPS/MEMORIALS					
9200 TOUR	0.00	0.00	0.00	0.00	0.00
9500 JOHNSONS SILENT AUCTION	914.68	0.00	0.00	0.00	914.68
L SCHOLARSHIPS/MEMORIALS Totals:	914.68	0.00	0.00	0.00	914.68
Report Totals:	202,503.98	6,139.03	13,806.66	0.00	194,836.35

REVENUE REPORT	2011-12	%	2012-13	%	2013-14	%
September Total	\$2,972,868.38	18.07%	\$3,243,881.77	20.05%	\$3,265,998.95	18.78%
Local/County	\$2,365,384.97	26.82%	\$2,721,553.23	29.79%	\$2,722,697.71	27.36%
State	\$552,137.62	8.10%	\$486,165.87	8.37%	\$517,078.69	8.34%
Federal	\$54,732.30	6.97%	\$35,044.21	2.85%	\$26,108.00	2.12%
Other	\$613.49	1.98%	\$1,118.46	22.37%	\$114.55	2.29%
October Total	\$785,233.43	22.84%	\$800,294.79	25.00%	\$849,385.19	23.67%
Local/County	\$183,867.79	28.90%	\$269,910.85	32.75%	\$259,569.32	29.96%
State	\$561,687.62	16.34%	\$493,020.87	16.85%	\$523,529.69	16.79%
Federal	\$38,471.69	11.88%	\$35,048.93	5.70%	\$349.10	2.15%
Other	\$1,206.33	5.87%	\$2,314.14	68.65%	\$65,937.08	1321.03%
November Total	\$729,594.34	27.28%	\$681,651.52	29.21%	\$670,719.61	27.53%
Local/County	\$118,026.85	30.24%	\$95,304.63	33.79%	\$112,741.80	31.10%
State	\$552,137.62	24.44%	\$483,165.87	25.17%	\$515,078.69	25.09%
Federal	\$59,129.73	19.41%	\$97,466.14	13.62%	\$35,415.49	5.03%
Other	\$300.14	6.84%	\$5,714.88	182.95%	\$7,483.63	1470.71%
December Total	\$890,744.44	32.69%	\$862,123.68	34.54%	\$800,090.95	32.13%
Local/County	\$98,406.54	31.35%	\$272,803.54	36.78%	\$192,538.93	33.03%
State	\$646,837.62	33.93%	\$569,949.87	34.98%	\$607,161.69	34.89%
Federal	\$142,948.83	37.62%	\$3,417.77	13.90%	\$0.00	5.03%
Other	\$2,551.45	15.07%	\$15,952.50	502.00%	\$390.33	1478.51%
January total	\$1,468,935.43	41.62%	\$1,292,143.75	42.52%	\$2,125,248.63	44.35%
Local/County	\$773,645.01	40.12%	\$665,610.57	44.07%	\$1,194,008.87	45.03%
State	\$647,367.62	43.43%	\$572,198.87	44.83%	\$606,631.69	44.67%
Federal	\$47,377.37	43.66%	\$44,861.18	17.55%	\$324,573.84	31.44%
Other	\$545.43	16.83%	\$9,473.13	691.46%	\$34.23	1479.20%
February Total	\$1,156,853.11	48.65%	\$1,220,138.54	50.07%	\$1,148,504.60	50.96%
Local/County	\$283,067.17	43.33%	\$252,933.44	46.84%	\$247,669.25	47.52%
State	\$865,700.40	56.13%	\$845,016.92	59.37%	\$891,484.60	59.05%
Federal	\$7,882.60	44.67%	\$3,615.29	17.84%	\$8,725.67	32.15%
Other	\$202.94	17.48%	\$118,572.89	3062.92%	\$625.08	1491.70%
March total	\$1,089,119.94	55.27%	\$1,555,657.68	59.68%	\$1,088,408.12	57.22%
Local/County	\$419,165.91	48.08%	\$452,827.33	51.79%	\$322,560.66	50.76%
State	\$647,826.62	65.64%	\$575,647.87	69.28%	\$628,728.00	69.19%
Federal	\$22,003.40	47.47%	\$526,637.48	60.66%	\$136,430.87	43.25%
Other	\$124.01	17.88%	\$545.00	3073.82%	\$688.59	1505.47%
April Total	\$1,341,308.74	63.42%	\$1,171,427.67	66.92%	\$1,633,241.15	66.61%
Local/County	\$606,887.10	54.96%	\$549,372.21	57.81%	\$1,008,894.58	60.89%
State	\$650,143.62	75.18%	\$534,523.87	78.48%	\$608,417.69	79.01%
Federal	\$83,063.69	58.05%	\$87,131.59	67.75%	\$13,969.09	44.39%
Other	\$1,214.33	21.80%	\$400.00	3081.82%	\$1,959.79	1544.67%
May Total	\$3,658,422.12	85.66%	\$3,940,649.71	91.28%	\$3,932,891.88	89.23%
Local/County	\$3,014,145.73	89.13%	\$3,090,817.05	91.64%	\$3,268,977.47	93.74%
State	\$640,348.62	84.57%	\$723,278.87	90.93%	\$609,889.66	88.85%
Federal	\$71.13	58.06%	\$110,514.87	76.73%	\$48,453.34	48.33%
Other	\$3,856.64	34.24%	\$16,038.92	3402.60%	\$5,571.41	1656.09%
June Total	\$1,185,589.05	92.87%	\$1,127,680.84	98.25%	\$1,133,300.30	95.75%
Local/County	\$247,284.43	91.94%	\$490,950.58	97.02%	\$316,040.03	96.91%
State	\$658,335.57	94.23%	\$612,293.90	101.47%	\$666,530.56	99.60%
Federal	\$252,507.08	90.24%	\$23,735.41	78.66%	\$149,047.80	60.45%
Other	\$27,461.97	122.83%	\$700.95	3416.62%	\$1,681.91	1689.73%
July Total	\$253,253.81	94.40%	\$175,787.22	99.33%	\$211,749.74	96.97%
Local/County	\$133,184.89	93.45%	\$136,849.87	98.52%	\$77,114.79	97.69%
State	\$6,125.00	94.32%	\$0.00	101.47%	\$6,837.50	99.71%
Federal	\$68,890.73	99.01%	\$35,598.85	81.56%	\$127,411.04	70.82%
Other	\$45,053.19	268.16%	\$3,338.50	3483.39%	\$386.41	1697.46%
August Total	\$497,051.31	97.43%	\$587,272.25	102.96%	\$0.00	96.97%
Local/County	\$243,922.95	96.21%	\$310,399.36	101.92%		97.69%
State	\$0.00	94.32%	\$0.00	101.47%		99.71%
Federal	\$218,304.47	126.83%	\$229,726.99	100.24%		70.82%
Other	\$34,823.89	380.50%	\$47,145.90	4426.31%		1697.46%
Total Received	\$16,028,974.10	97.43%	\$16,658,709.42	102.96%	\$16,859,539.12	96.97%
Total Budgeted	\$16,452,447.00		\$16,179,118.00		\$17,386,713.00	
Local/County Budgeted	\$8,821,000.00		\$9,134,315.00		\$9,953,110.00	
State Budgeted	\$6,815,626.00		\$5,809,931.00		\$6,199,437.00	
Federal Budgeted	\$784,821.00		\$1,229,872.00		\$1,229,166.00	
Others Budgeted	\$31,000.00		\$5,000.00		\$5,000.00	
Over/Under	(423,472.90)	-2.57%	479,591.42	2.96%	(527,173.88)	-3.03%

EXPENDITURE REPORT	2011-12	%	2012-13	%	2013-14	%
September Total	\$1,759,164.66	10.43%	\$1,849,309.87	10.70%	\$1,617,997.97	9.11%
Payroll and Benefits	\$1,109,493.87	8.20%	\$1,227,892.31	8.69%	\$1,283,591.68	8.75%
Accounts Payable	\$649,670.79	19.49%	\$621,417.56	19.70%	\$334,406.29	10.83%
October Total	\$1,299,400.64	18.13%	\$1,333,822.76	18.41%	\$1,401,716.38	17.00%
Payroll and Benefits	\$1,091,566.40	16.26%	\$1,143,367.18	16.78%	\$1,181,349.20	16.79%
Accounts Payable	\$207,834.24	25.73%	\$190,455.58	25.73%	\$220,367.18	17.97%
November Total	\$1,384,552.47	26.34%	\$1,445,993.76	26.77%	\$1,536,909.02	25.65%
Payroll and Benefits	\$1,093,862.55	24.34%	\$1,150,477.61	24.91%	\$1,198,104.30	24.96%
Accounts Payable	\$290,689.92	34.45%	\$295,516.15	35.10%	\$338,804.72	28.95%
December Total	\$1,279,880.67	33.93%	\$1,357,283.75	34.62%	\$1,344,398.22	33.22%
Payroll and Benefits	\$1,098,299.05	32.46%	\$1,148,765.66	33.04%	\$1,185,882.01	33.04%
Accounts Payable	\$181,581.62	39.90%	\$208,518.09	41.71%	\$158,516.21	34.08%
January total	\$1,247,065.16	41.33%	\$1,264,922.47	41.94%	\$1,312,879.88	40.61%
Payroll and Benefits	\$1,079,676.90	40.44%	\$1,120,649.98	40.97%	\$1,177,040.50	41.05%
Accounts Payable	\$167,388.26	44.92%	\$144,272.49	46.28%	\$135,839.38	38.48%
February Total	\$1,295,196.27	49.00%	\$1,311,064.49	49.52%	\$1,403,873.80	48.51%
Payroll and Benefits	\$1,101,865.39	48.58%	\$1,137,572.54	49.02%	\$1,191,361.71	49.17%
Accounts Payable	\$193,330.88	50.72%	\$173,491.95	51.78%	\$212,512.09	45.37%
March total	\$1,268,120.61	56.52%	\$1,325,835.62	57.19%	\$1,349,916.60	56.11%
Payroll and Benefits	\$1,101,146.24	56.71%	\$1,153,519.72	57.18%	\$1,198,109.22	57.33%
Accounts Payable	\$166,974.37	55.73%	\$172,315.90	57.24%	\$151,807.38	50.29%
April Total	\$1,294,787.02	64.19%	\$1,280,538.15	64.60%	\$1,330,513.12	63.60%
Payroll and Benefits	\$1,106,418.33	64.89%	\$1,130,521.26	65.17%	\$1,181,684.00	65.38%
Accounts Payable	\$188,368.69	61.39%	\$150,016.89	62.00%	\$148,829.12	55.11%
May Total	\$1,321,231.78	72.03%	\$1,350,912.94	72.41%	\$1,454,410.75	71.79%
Payroll and Benefits	\$1,112,271.54	73.10%	\$1,159,091.91	73.37%	\$1,192,409.39	73.51%
Accounts Payable	\$208,960.24	67.66%	\$191,821.03	68.08%	\$262,001.36	63.60%
June Total	\$1,401,973.35	80.34%	\$1,500,316.16	81.09%	\$1,478,554.44	80.11%
Payroll and Benefits	\$1,081,601.05	81.09%	\$1,147,558.00	81.49%	\$1,188,929.32	81.61%
Accounts Payable	\$320,372.30	77.27%	\$352,758.16	79.26%	\$289,625.12	72.98%
July Total	\$1,288,886.37	87.98%	\$1,340,066.51	88.84%	\$1,318,578.29	87.53%
Payroll and Benefits	\$1,039,447.31	88.77%	\$1,119,731.82	89.41%	\$1,163,519.86	89.54%
Accounts Payable	\$249,439.06	84.75%	\$220,334.69	86.24%	\$155,058.43	78.00%
August Total	\$1,447,832.80	96.56%	\$1,326,233.19	96.51%	\$0.00	87.53%
Payroll and Benefits	\$1,082,327.56	96.77%	\$1,188,034.58	97.82%		89.54%
Accounts Payable	\$365,505.24	95.72%	\$138,198.61	90.62%		78.00%
Total Expended	\$16,288,091.80	96.56%	\$16,686,299.67	96.51%	\$15,549,748.47	87.53%
Total Budgeted	\$16,867,821.00		\$17,290,444.00		\$17,764,736.00	
Payroll and Benefits	\$13,535,040.00		\$14,135,441.00		\$14,677,899.00	
Accounts Payable	\$3,332,781.00		\$3,155,003.00		\$3,086,837.00	
Over/Under	(579,729.20)	3.44%	(604,144.33)	3.49%	(2,214,987.53)	12.47%

		Budgeted/Beginning	September	October	November	December	January	February	March	April	May	June	July	Year to Date	Balance	% Spent/Rec
01	General Fund															
	SPED Expenditures	1,729,389.00	116,667.96	142,679.28	151,706.31	147,301.66	146,374.14	147,110.83	152,304.02	151,331.20	150,292.36	142,008.17	149,709.85	1,597,485.78	131,903.22	92.37%
	Non-SPED Expenditures	16,035,347.00	1,501,394.02	1,259,037.10	1,385,202.71	1,197,096.56	1,166,305.74	1,256,762.97	1,197,612.88	1,179,181.92	1,348,199.43	1,336,546.27	1,168,868.44	13,996,407.74	2,038,939.26	87.28%
	Total Expenditures	17,764,736.00	1,618,061.98	1,401,716.38	1,536,909.02	1,344,398.22	1,312,679.88	1,403,873.80	1,349,916.60	1,330,513.12	1,454,410.75	1,478,554.44	1,318,578.29	15,549,812.48	2,214,923.52	87.53%
	Total Receipts	17,386,713.00	3,265,998.95	849,385.19	670,719.61	800,090.95	2,125,248.63	1,148,304.60	1,088,408.12	1,633,241.15	3,952,891.88	1,133,300.30	211,749.74	16,859,539.12	527,173.88	96.97%
	Monthly Inter-Fund Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
	Cash Balance	245,580.30	1,893,517.27	1,341,186.08	474,996.67	-69,310.60	743,058.15	487,688.95	226,180.47	528,908.50	3,007,389.63	2,662,135.49	1,555,306.94			
02	Depreciation Fund															
	Expenditures	1,344,945.00	728,822.01	0.00	1,447.00	13,675.00	14,166.00	0.00	0.00	0.00	0.00	0.00	21,146.04	779,256.05	565,688.95	57.94%
	Receipts	693.27	230.77	107.39	141.78	110.03	105.79	137.59	105.01	101.65	143.06	105.08	97.43	1,385.38	(692.31)	199.86%
	Loan to General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Outstanding		
	Loan Repayment from GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Cash Balance	1,344,251.73	615,660.49	615,767.88	614,462.66	600,897.69	596,837.48	596,975.07	587,080.08	587,181.73	587,334.79	587,429.87	566,381.26			
03	Employee Benefit															
	Expenditures	329,770.00	5,278.86	82,273.30	15,304.35	9,379.99	17,895.39	9,347.41	8,242.85	5,480.13	11,848.34	9,404.07	11,388.80	185,843.49	143,926.51	56.36%
	Receipts	209,344.91	28,390.81	8,392.48	8,405.76	8,392.48	8,392.68	8,400.65	8,362.68	8,362.34	8,370.72	8,362.34	8,362.68	112,195.62	97,149.29	53.59%
	Cash Balance	120,425.09	143,537.04	69,656.22	62,757.63	61,770.12	52,267.41	51,320.65	51,440.48	54,322.69	50,845.07	49,803.34	46,777.22			
04	QCPUF															
	Expenditures	1,225,009.00	0.00	119,210.00	0.00	119,710.00	0.00	0.00	0.00	0.00	0.00	119,210.00	0.00	358,130.00	866,879.00	29.23%
	Receipts	496,747.00	139,633.01	10,819.26	114,450.56	8,548.22	57,989.65	9,087.22	14,796.85	50,759.69	280,397.51	14,670.50	2,107.41	703,259.88	(206,512.88)	141.57%
	Cash Balance	986,989.99	1,126,623.00	1,018,232.26	1,132,682.82	1,021,521.04	1,079,510.69	1,088,597.91	1,103,394.76	1,154,154.45	1,434,551.96	1,330,012.46	1,332,119.87			
05	Activities															
	Expenditures	500,000.00	24,385.27	47,298.43	25,014.38	33,319.53	21,938.64	21,240.33	26,825.68	16,170.44	49,457.08	10,829.72	13,806.66	290,306.16	209,693.84	58.06%
	Receipts	324,156.65	42,028.99	57,616.39	26,174.35	37,087.69	20,644.67	22,388.30	18,835.03	34,838.05	41,325.32	8,310.45	6,139.03	315,408.27	8,748.38	97.30%
	Cash Balance	175,843.35	193,487.07	203,805.03	204,965.00	208,733.16	207,419.19	208,567.16	200,576.51	219,264.12	211,132.36	208,613.09	200,945.46			
06	School Lunch															
	Expenditures	1,026,831.00	76,175.24	85,855.61	102,724.57	83,723.61	67,498.50	89,322.96	83,113.76	91,399.82	90,893.45	50,362.47	34,051.12	855,321.11	171,529.89	83.30%
	Receipts	965,664.86	72,255.58	100,201.83	104,685.23	89,563.73	72,539.08	94,738.84	85,343.94	93,732.36	87,077.91	44,791.10	13,427.39	858,376.99	107,287.87	88.89%
	Cash Balance	61,166.14	57,266.48	71,612.70	73,573.36	79,413.48	84,454.06	89,889.94	91,920.12	94,252.66	90,437.12	84,865.75	64,242.02			
07	Bond															
	Expenditures	575,028.00	0.00	0.00	0.00	340,683.75	0.00	0.00	0.00	0.00	0.00	65,633.75	0.00	406,317.50	168,710.50	70.66%
	Receipts	499,920.00	132,290.19	131,294.08	9,334.79	8,617.31	57,868.62	21,067.22	15,014.42	50,829.13	156,067.74	27,522.73	3,970.42	613,876.65	(113,956.65)	122.79%
	Cash Balance	230,136.33	362,426.52	493,720.60	503,055.39	170,988.95	228,857.57	249,924.79	264,939.21	315,768.34	471,836.08	433,725.06	437,695.48			
08	Special Building															
	Expenditures	1,875,185.00	547.89	4.70	337.83	0.00	0.00	0.00	0.00	0.00	0.00	164,635.89	15,241.73	180,768.04	1,694,416.96	9.64%
	Receipts	191,059.00	111,916.86	8,976.21	3,285.38	4,328.66	28,219.72	4,480.79	6,551.74	19,776.81	65,815.81	118,975.41	1,126.29	373,433.68	(182,394.68)	195.47%
	Loan Balance to Gen. Fund	0.00	0.00	0.00	0.00	(700,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Outstanding		
	Loan Repayment from GF	0.00	0.00	0.00	0.00	700,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Cash Balance	1,580,343.88	1,691,712.85	1,700,684.36	1,703,631.91	1,707,960.57	1,736,180.29	1,740,661.08	1,747,212.82	1,766,989.63	1,833,805.44	1,787,144.96	1,773,029.52			
09	Student Fees															
	Expenditures	13,500.00	2,598.00	57.00	3,126.10	246.75	1,034.35	2,255.53	860.17	1,277.09	942.50	1,463.07	444.00	11,966.36	1,533.64	88.64%
	Receipts	11,500.00	2,187.50	3,010.05	771.00	1,726.39	1,282.00	795.00	514.00	1,977.85	1,867.50	0.00	0.00	14,131.29	(2,631.29)	122.88%
	Cash Balance	23,823.04	25,750.74	28,703.79	26,348.69	27,828.33	28,075.98	26,615.45	26,269.28	26,970.04	27,895.04	26,431.97	25,987.97			
	Cash Balance	4,768,579.85	6,109,981.46	5,543,368.92	4,796,474.13	3,809,802.74	4,746,660.82	4,530,241.00	4,299,013.73	4,747,812.16	7,714,217.49	7,170,161.99	6,002,485.74			

	Budgeted/Beginning	September	October	November	December	January	February	March	April	May	June	July	August	Year to Date	Balance	% Spent/Rec
01 General Fund																
SPED Expenditures	1,251,316.00	1,387,725.86	1,387,725.86	1,387,725.86	1,387,725.86	1,387,725.86	1,387,725.86	1,387,725.86	1,387,725.86	1,387,725.86	1,387,725.86	1,387,725.86	1,387,725.86	1,616,879.37	(365,563.37)	129.21%
Non-SPED Expenditures	16,039,128.00	1,710,884.01	1,195,096.90	1,307,267.90	1,218,557.89	1,126,196.61	1,172,338.63	1,187,109.76	1,141,812.29	1,212,187.08	1,361,590.30	1,201,340.65	1,235,328.28	15,069,410.30	969,717.70	93.95%
Total Expenditures	17,290,444.00	1,849,309.87	1,333,823.76	1,445,993.76	1,357,283.75	1,264,922.47	1,311,064.49	1,325,835.62	1,280,538.15	1,350,912.94	1,500,316.16	1,340,066.51	1,326,223.19	16,686,289.67	604,154.33	96.51%
Total Receipts	16,179,118.00	3,243,881.77	800,294.79	681,651.52	862,123.68	1,292,143.75	1,220,138.54	1,555,657.68	1,171,427.67	3,940,649.71	1,127,680.84	175,787.22	587,272.25	16,658,709.42	(479,591.42)	102.96%
Monthly Inter-Fund Loan	0.00	0.00	0.00	195,000.00	906,000.00	709,000.00	870,200.00	1,157,200.00	145,200.00	142,000.00	142,000.00	200.00	0.00	0.00		
Cash Balance	281,003.18	1,675,575.08	1,142,047.11	572,704.87	788,544.80	618,766.08	689,040.13	1,205,862.19	84,751.71	2,671,288.48	2,298,653.16	992,573.87	253,422.93			
02 Depreciation Fund																
Expenditures	1,185,838.00	4,022.50	0.00	0.00	0.00	854.19	0.00	0.00	0.00	0.00	5,225.75	11,542.50	8,572.00	30,216.94	1,155,641.06	2.55%
Receipts	105,000.00	550.19	1,557.72	1,579.91	456.26	283.54	111.27	527.24	264.86	489.96	222.87	260.91	310.79	3,791.52	101,208.48	3.61%
Loan to General Fund	0.00	0.00	0.00	(195,000.00)	(246,000.00)	0.00	(245,000.00)	0.00	(75,000.00)	(142,000.00)	0.00	0.00	(50,000.00)	Outstanding		
Loan Repayment from GF	0.00	0.00	0.00	0.00	195,000.00	0.00	245,800.00	0.00	245,000.00	75,200.00	0.00	141,800.00	50,200.00	0.00		
Cash Balance	1,370,877.15	1,367,404.84	1,367,560.56	1,172,718.47	1,122,174.73	1,121,604.08	1,122,515.35	1,123,042.59	1,293,307.45	1,226,997.41	1,221,994.53	1,352,512.94	1,344,451.73			
03 Employee Benefit																
Expenditures	425,828.00	11,076.15	12,173.10	14,984.99	9,769.93	12,299.29	131,173.28	11,385.35	12,017.65	13,948.29	6,819.04	11,531.99	6,339.78	253,518.84	172,309.16	59.54%
Receipts	226,091.00	30,286.15	10,287.49	10,308.96	10,287.49	10,287.66	10,300.59	10,287.66	10,287.35	10,300.48	10,287.35	10,287.66	9,883.95	143,092.79	82,998.21	63.29%
Cash Balance	230,851.14	250,061.14	248,175.53	243,499.50	244,017.06	242,005.43	121,132.74	120,035.05	118,304.75	114,656.94	118,125.25	116,880.92	120,425.09			
04 OCPUF																
Expenditures	1,500,709.00	491,652.10	53,321.00	63,224.40	19,033.26	760.17	1,428.80	0.00	38,470.00	0.00	139,904.00	74,090.00	0.00	881,883.73	618,825.27	58.76%
Receipts	700,748.50	100,236.85	8,086.87	121,262.81	11,405.72	31,950.20	9,286.85	21,213.19	26,220.01	267,190.23	22,927.40	5,122.85	13,831.57	638,734.55	62,013.95	91.15%
Cash Balance	1,210,710.42	819,295.17	774,061.04	832,099.45	824,471.91	855,661.94	863,519.99	884,733.18	872,483.19	1,139,673.42	1,022,696.82	953,729.67	967,561.24			
05 Activities																
Expenditures	500,000.00	47,432.21	34,263.14	32,115.23	42,175.59	29,880.39	23,242.97	32,040.80	35,763.83	26,456.83	25,398.77	13,007.13	18,018.48	359,795.37	140,204.63	71.96%
Receipts	346,440.25	41,233.39	41,089.21	36,545.94	22,614.05	28,897.39	42,989.02	32,474.56	18,626.31	42,937.17	9,189.46	12,143.23	20,166.46	348,906.19	(2,465.94)	100.71%
Cash Balance	195,271.33	189,072.51	195,898.58	200,329.29	180,767.75	179,784.75	199,530.80	199,964.56	182,827.04	199,307.38	183,098.07	182,234.17	184,382.15			
06 School Lunch																
Expenditures	1,005,000.00	82,891.38	70,417.34	96,917.49	76,164.27	54,465.54	82,334.84	65,078.17	60,652.65	104,156.73	28,493.20	27,933.69	24,022.57	773,527.87	231,472.13	76.97%
Receipts	978,670.00	62,348.78	85,117.09	94,265.18	78,899.64	74,078.65	83,075.68	72,929.08	76,778.53	90,909.37	39,802.62	10,040.60	25,282.27	793,527.49	185,142.51	81.08%
Cash Balance	41,469.89	20,927.29	35,627.04	32,974.73	35,710.10	55,323.21	56,064.05	63,914.96	80,040.84	66,793.48	78,102.90	60,209.81	61,469.51			
07 Bond																
Expenditures	7,065,920.00	60.52	36.92	0.00	302,414.58	0.00	82.00	0.00	25.03	0.00	65,683.75	0.00	0.00	368,302.80	6,697,617.20	5.21%
Receipts	450,578.50	135,098.27	16,895.25	6,282.68	12,087.81	25,180.32	15,590.51	21,533.58	26,921.57	148,352.16	26,240.62	11,097.46	13,760.29	459,040.52	(8,462.02)	101.88%
Cash Balance	138,818.88	273,856.63	290,714.96	296,997.64	6,670.87	31,851.19	47,359.70	68,893.28	95,789.82	244,141.98	204,698.85	215,796.31	229,556.60			
08 Special Building																
Expenditures	1,745,185.00	0.00	786.66	303.00	0.00	82.99	694.00	177.00	7.99	89.75	7.99	0.00	26.99	2,176.37	1,743,008.63	0.12%
Receipts	468,762.75	131,253.63	10,731.83	2,838.82	9,790.58	26,313.09	8,222.70	25,623.71	21,201.13	129,962.89	18,617.31	4,321.95	11,520.21	400,397.85	68,364.90	85.42%
Loan Balance to Gen. Fund	0.00	0.00	0.00	0.00	(660,000.00)	0.00	(725,000.00)	(912,000.00)	(975,000.00)	0.00	0.00	0.00	0.00	Outstanding		
Loan Repayment from GF	0.00	0.00	0.00	0.00	0.00	197,000.00	563,000.00	625,000.00	1,817,000.00	70,000.00	0.00	0.00	0.00	0.00		
Cash Balance	1,182,123.29	1,313,376.92	1,323,322.09	1,325,857.91	675,648.49	898,878.59	744,407.29	482,854.00	1,346,047.14	1,545,920.28	1,564,529.60	1,568,851.55	1,580,344.77			
09 Student Fees																
Expenditures	13,500.00	486.72	249.75	1,232.40	252.04	0.00	244.23	429.17	1,482.04	541.92	168.98	0.00	2,077.85	7,165.10	6,334.90	53.07%
Receipts	13,306.54	885.00	556.47	1,327.00	235.00	677.00	3,854.00	1,494.00	901.00	2,818.65	80.00	560.00	15,307.75	28,695.87	(15,389.33)	215.65%
Cash Balance	2,292.27	2,690.55	2,997.27	3,091.87	3,074.83	3,751.83	7,361.60	8,426.43	7,845.39	10,122.12	10,033.14	10,593.14	23,823.04			
Cash Balance																
Cash Balance	4,653,417.55	5,912,260.13	5,380,404.18	4,680,273.73	3,881,080.54	4,007,627.10	3,850,931.65	4,157,726.24	4,081,397.33	7,218,901.49	6,701,932.32	5,453,382.38	4,765,437.06			

SCHUYLER COMMUNITY SCHOOLS

Treasurer's Report

Fiscal Year 2014

GENERAL FUND	Jul-14	YTD 2013-14
Beginning Cash Balance	2,586,330.15	169,859.95
Receipts:		
Colfax county Local District Tax	62,729.50	8,715,771.56
Butler county Local District Tax	12,720.35	977,593.38
Tuition Received - Preschool		11,890.75
Interest	444.53	1,957.02
License Fees		4,215.00
Rent of Facility		3,490.00
Curriculum Receipts		2,901.25
Other Local Receipts		439.05
ESU Receipts	1,192.06	4,442.06
State Aid		5,150,786.92
Special Education		659,434.00
SPED Transportation		9,631.00
State Apportionment		225,974.93
Distant Ed Incentive		3,290.00
Six Pence		116,963.11
Other State Receipts	6,837.50	6,837.50
High Ability Learner		8,451.00
Title IA	70,952.00	358,872.00
Title II, Part A - Staff	2,951.00	40,335.00
Title IIA - ESU consortium	2,230.08	2,230.08
SPED IDEA Base	36,294.00	83,250.00
SPED Preschool		4,466.00
SPED IDEA, Part B Enroll		183,458.00
SPED Ed IDEA CEIS		742.00
Medicaid in the Public Schools - MIPS		12,415.83
NASB MEDICAID Reimbursements		60,078.27
Carl Perkins Fund	15.94	3,614.28
E-Rate Reimbursement		6,252.49
Title III Immigrant	1,876.00	65,091.00
EducationQuest Grant		0.00
Buffett Foundation	13,092.02	49,679.29
Insurance Adjustments	375.00	5,385.00
Sale of Property		0.00
Other Non Revenue	<u>11.41</u>	13,819.99
Transfers in		65,668.02
Total Receipts	211,721.39	16,859,425.78
Non-program Receipts		
Non-program Receipts		51.17
Lunch Fund Reimbursements	<u>17,216.31</u>	<u>233,918.91</u>
Subtotal	17,216.31	233,970.08
Transfers from CD		
Transfers IN/OUT Money Market Accounts	<u>1,125,000.00</u>	<u>15,171,900.00</u>
Total Receipts & Transfers	1,353,937.70	32,265,295.86
General Fund Cash	3,940,267.85	32,435,155.81
General Fund Disbursements	-1,318,578.29	-15,593,829.51
Transfers In/Out Money Market Accounts	-1,142,216.31	-15,361,853.05
Prior Period Adjustment (Voided Checks)		0.00
Total Disbursements	<u>-2,460,794.60</u>	<u>-30,955,682.56</u>
Ending Book Balance	<u>1,479,473.25</u>	<u>1,479,473.25</u>
INVESTMENT ACCOUNTS BALANCES:		
GENERAL FUND CD's (BALANCE CARRIED FC	<u>75,805.34</u>	<u>75,720.35</u>
CD Cashed out		0.00
Interest on CD	<u>28.35</u>	<u>113.34</u>
Total CD BALANCE	75,833.69	75,833.69
TOTAL GENERAL FUND CASH BALANCE	<u>1,555,306.94</u>	<u>1,555,306.94</u>

SPECIAL BUILDING FUND

Beginning Cash Balance	1,787,144.96	1,580,343.88
Colfax County Tax Collection	496.68	230,691.24
Butler County Tax Collection	208.11	25,305.96
School Project Support Donations	44.00	705.00
Interest	377.50	3,751.48
Non-revenue receipts		<u>0.00</u>
Total before non-program receipts	1,126.29	260,453.68
Non-program Receipts/transfers	<u>10,000.00</u>	<u>2,667,900.00</u>
Total Monthly Receipts	11,126.29	2,928,353.68
Cashed CD's		<u>0.00</u>
Total Building Fund Cash	1,798,271.25	4,508,697.56
Disbursements & Transfers:		
Bomgaars		-115.38
Charleston Inc	-156.22	-156.22
Columbus Carpets		-11683.75
Electrical Engineering	-5131.24	-5377.81
Fremont Winnelson co	-565.82	-565.82
Johnstone Supply	-23.14	-22134.67
JEO Consulting Group	-1969.00	-6000.00
J&B Auto Parts		-4.70
Menard's		-1047.40
Midwest Glass Service	-2555.00	-15805.00
NCS Equipment Inc	-476.00	-476.00
QC Supply	-5.96	-5.96
Schuyler Lumber	-169.35	-205.33
TCH Twin-City	-4190.00	-4190.00
Subtotal	(15,241.73)	(67,768.04)
Non-program Expenditures	(10,000.00)	(2,667,900.00)
Total Disbursements	<u>(25,241.73)</u>	<u>(2,735,668.04)</u>
Ending Balance	<u>1,773,029.52</u>	<u>1,773,029.52</u>
Total Special Building Fund	<u>1,773,029.52</u>	<u>1,773,029.52</u>

BOND FUND ACCOUNT

Beginning Balance Pinnacle Bank	433,725.06	230,136.33
New Bond K-3 2007 tax collections	3,933.43	494,354.49
Interest	36.99	312.16
audit correction		<u>119,210.00</u>
Total	437,695.48	613,876.65
Bond Payment		<u>-406,317.50</u>
Non-bond Receipts (-Expenditures)		<u>0.00</u>
Balance 2007 bonds	437,695.48	437,695.48
Beginning Balance - County Treasurer		
Old Bond - WW 1993 - Held by Colfax Co Treasurer		0.00
Transfers		<u>0.00</u>
Total Old Bond Balance	0.00	0.00
Beatrice Bank Holding funds		0.00
Total Bond Fund Balance	<u>437,695.48</u>	<u>437,695.48</u>

DEPRECIATION FUND SAVINGS

Beginning Balance Checking accounts	502,516.08	1,259,463.44
Receipts (transfers between accts)	240,000.00	240,094.83
Interest on Money Market Account	97.43	<u>1,165.25</u>
Total	742,613.51	1,500,723.52
Disbursements	-21,146.04	-779,256.05
Transfers	-240,000.00	-240,000.00
Ending Balance Cash account/Money Market Ac	<u>481,467.47</u>	<u>481,467.47</u>

DEPRECIATION FUND INVESTMENTS:

Beginning Balance (800011254, 800012522, 5831	84,913.79	84,788.29
CD's		41.39
Interest		84.11
Ending Balance Investments	84,913.79	84,913.79
Total Depreciation Funds	<u>566,381.26</u>	<u>566,381.26</u>

QUALIFIED CAPTIAL PURPOSE BONDS

Beginning balance	<u>1,330,012.46</u>	<u>986,989.99</u>
PINNACLE BANK (initial deposit+interest)		
Colfax County Tax Collections	1,291.32	429,459.02
Butler County Tax Collections	533.55	49,953.85
Interest & Transfers	282.54	2,593.25
US Treasury Receipts		221,253.76
Transfers		119,210.00
Payments/Transfer of interest		0.00
Disbursements	<u>0.00</u>	<u>-477,340.00</u>
Pinnacle Bank Account Balance	2,107.41	345,129.88
Fund Balance	<u>1,332,119.87</u>	<u>1,332,119.87</u>

EMPLOYEE BENEFITS FUND

Beginning Balance	36,606.51	107,257.89
Deposits	<u>8,362.68</u>	112,165.99
Total Revenue	44,969.19	219,423.88
Disbursements & Transfers:	<u>-11,388.80</u>	-185,843.49
Ending Balance	<u>33,580.39</u>	<u>33,580.39</u>
EMPLOYEE BENEFITS FUND INVESTMENTS:		
Beginning Balance (800010018; 55375)	13,196.83	13,167.20
SCS CD's		29.63
Ending Balance	13,196.83	13,196.83
Total Employee Benefits Funds Investments	<u>13,196.83</u>	<u>13,196.83</u>
Total Employee Benefits Funds	<u>46,777.22</u>	<u>46,777.22</u>

SCS STUDENT FEES

Beginning Balance	26,431.97	23,823.04
Receipts		14,131.29
Total	26,431.97	37,954.33
Disbursements	-444.00	-11,966.36
Ending Balance	<u>25,987.97</u>	<u>25,987.97</u>

SCS ACTIVITY FUND

Beginning Balance	208,613.09	175,843.35
Receipts	6,139.03	315,408.27
Total	214,752.12	491,251.62
Disbursements	-13,806.66	-290,306.16
Ending Balance	<u>200,945.46</u>	<u>200,945.46</u>

Lunch Fund

Beginning Balance Checking accounts	84,865.75	61,186.14
Meals	0.00	138,717.77
Interest	0.70	8.56
Federal Reimbursements	10,872.51	711,442.86
Misc	2,554.88	5,808.50
non-program receipts		<u>2,400.00</u>
Total Cash	98,293.84	919,563.83
Disbursements	-34,051.12	-808,808.55
Transfers		0.00
non-program expenses		-46,512.56
Total Expenditures	<u>-34,051.12</u>	<u>-855,321.11</u>
Total Lunch Funds	<u>64,242.72</u>	<u>64,242.72</u>

Submitted By:

Brian Vavricek, Treasurer

SCHUYLER COMMUNITY SCHOOLS

Revenue Summary Report

FY 2014

For the Month of July 2014

Account	BUDGET	Jul-14	2013-14	Percent Collected
	2013-14		YTD TOTALS	
Tax Collections	9,954,110.00	75,449.85	9,693,364.94	97.38%
Tuition Rec'd - Preschool	7,500.00		11,890.75	158.54%
Interest earned on Local Receipts	500.00	444.53	1,957.02	391.40%
CD Interest	1,500.00	28.35	113.34	7.56%
License Fee	3,500.00		4,215.00	120.43%
Rental of Equipment & Facilities	1,000.00		3,490.00	349.00%
Curriculum Receipts	2,000.00		2,901.25	145.06%
Other Local Receipts	2,000.00		439.05	21.95%
ESU Receipts	2,000.00	1,192.06	4,442.06	222.10%
State Aid	5,150,787.00		5,150,786.92	100.00%
Sp Ed Programs	675,000.00		659,434.00	97.69%
Sp Ed Transportation	6,150.00		9,631.00	156.60%
State Apportionment	211,000.00		225,974.93	107.10%
Other State/Distance Learning Education	1,000.00		-	0.00%
High Ability Learner	9,500.00		8,451.00	88.96%
Distict Ed Incentive	2,000.00		3,290.00	164.50%
Six Pence	132,655.00		116,963.11	88.17%
Other State	16,692.00	6,837.50	6,837.50	0.00%
Title IA	509,529.00	70,952.00	361,383.00	0.00%
Title IIA	32,463.00	2,951.00	37,824.00	116.51%
Title IIA, ESU7 Consortium	8,116.00	2,230.08	2,230.08	27.48%
IDEA, to age 5	92,576.00	36,294.00	83,250.00	0.00%
Sp Ed - Base	4,466.00		4,466.00	100.00%
Sp Ed-Part B Funds Enrollment	265,823.00		183,458.00	69.02%
Sp Ed - CEIS	55,991.00		742.00	1.33%
Medicaid In Public Schools	12,228.00		12,415.83	101.54%
NASB NEBMAC MEDICAID	75,000.00		60,078.27	80.10%
Carl Perkins	1,500.00	15.94	3,614.28	240.95%
E-Rate Reimbursement	20,000.00		6,252.49	31.26%
Title III	49,421.00	1,876.00	65,091.00	131.71%
Save the Children Buffett Foundation	80,706.00	13,092.02	49,679.29	61.56%
Education Quest	-		-	0.00%
Debt Services	-		-	0.00%
Insurance Adjustments	-	375.00	5,385.00	0.00%
Sale of Property	-		-	0.00%
Employee Benefits Holiday Reimb			65,668.02	0.00%
Student Fee Reimbursements			-	0.00%
Other Non Revenue Receipts		11.41	13,819.99	0.00%
Total Program Receipts	17,386,713.00	211,749.74	16,859,539.12	96.97%
Non Program Receipts				
Non Program Receipts	-		51.17	
Lunch Payroll or Reimbursement	-	17,216.31	233,918.91	
Total Receipts	17,386,713.00	228,966.05	17,093,509.20	98.31%
Total Budgeted Beginning Cash	2,326,310.00			
Total Resources Available	19,713,023.00			
Audit adjustments				
OTHER FUND RECEIPTS				
Depreciation Fund Receipts	-	97.43	1,385.58	
Employee Benefits Fund Receipts	212,979.00	8,362.68	112,195.62	52.68%
Qualified Capital Purpose Fund	750,917.00	2,107.41	703,259.88	93.65%
Activities Fund Receipts	324,589.00	6,139.03	315,408.27	97.17%
Lunch Fund Receipts	968,586.00	13,428.09	858,377.69	88.62%
Bond Fund	503,920.50	3,970.42	494,666.65	98.16%
Special Bldg Fund	302,559.25	1,126.29	546,353.68	180.58%
Cooperative Fund	150,000.00	-	-	0.00%
Student Fee Receipts	11,501.46	-	14,131.29	122.87%
TOTAL OTHER FUND RECEIPTS	3,225,052.21	35,231.35	3,045,778.66	
Beginning Balances	4,445,102.29			
TOTAL SCS FUND RECEIPTS	27,383,177.50	264,197.40	20,139,287.86	73.55%
Transfer				
General Fund	-	1,125,000.00	15,171,900.00	
Depreciation Fund		240,000.00	240,000.00	
Employee Benefits			-	
Qualified Capital Purpose Fund			-	
Activity Fund			-	
Lunch Fund			-	
Bond Fund			119,210.00	
Special Building Fund		10,000.00	2,269,000.00	
Student Fees Fund			113,000.00	
TOTAL TRANSFERS		1,375,000.00	17,913,110.00	
TOTAL SCS RECEIPTS WITH TRANSFERS		1,639,197.40	38,052,397.86	

SCHUYLER COMMUNITY SCHOOLS
EXPENDITURE SUMMARY
FISCAL YEAR 2014
July Expenditures

Account	2013-14	Jul-14	YTD	Percent
	Budget		2013-14	2013-14
Regular Instructional Programs	10,828,937.00	723,075.55	9,389,583.56	86.71%
Special Education Instructional Programs	1,320,024.00	96,755.35	1,232,913.78	93.40%
Support Services-Pupils	874,118.00	43,009.00	674,630.15	77.18%
Support Services-Staff	495,591.00	27,620.51	413,745.01	83.49%
General Administration	433,074.00	33,039.87	383,350.21	88.52%
Office Of The Principal	943,653.00	68,466.27	714,636.01	75.73%
Support Services-Business	95,000.00	3,415.79	79,778.77	83.98%
Vehicle Acquisition & Maintenance	35,000.00	2,483.47	187,119.20	534.63%
Support Services-Maintenance & Operation	1,530,054.00	120,546.44	1,240,173.35	81.05%
Support Services-Pupil Transportation	58,000.00	1,899.16	55,780.09	96.17%
Community Services	64,040.00	448.57	50,822.81	79.36%
State Categorical Programs	114,000.00	8,317.55	121,117.42	106.24%
Federal Programs	886,718.00	164,919.39	956,774.10	107.90%
Debt Service	-	8,983.82	8,983.82	
Summer School	26,527.00	15,597.55	20,340.19	76.68%
Transfers	60,000.00		20,000.00	33.33%
Total Program Expenditures	17,764,736.00	1,318,578.29	15,549,748.47	87.53%
Non Prog. Expenditures - Misc			134.38	
Non Prog. Expenditures - Lunch		17,216.31	233,899.71	
Total Expenditures	17,764,736.00	1,335,794.60	15,783,782.56	
Budgeted Cash Reserve	1,948,287.00			
Total Requirements	19,713,023.00	1,335,794.60	15,783,782.56	
OTHER FUND DISBURSEMENTS				
Depreciation Fund Disbursements	1,344,945.00	21,146.04	779,256.05	57.94%
Employee Benefits Fund Disbursements	329,770.00	11,388.80	120,175.47	36.44%
Qualified Capital Purpose Fund	1,225,009.00	-	238,920.00	19.50%
Activities Fund Disbursements	500,000.00	13,806.66	290,306.16	58.06%
Lunch Fund Disbursements	1,026,851.00	34,051.12	852,921.11	83.06%
Bond Fund	525,028.00	-	406,317.50	77.39%
Special Bldg Fund Disbursements	1,875,185.00	15,241.73	67,768.04	3.61%
Cooperative	150,000.00	-	-	0.00%
Student Fee Disbursements	13,500.00	444.00	11,966.36	88.64%
	6,990,288.00	96,078.35	2,767,630.69	39.59%
Other fund Cash Reserves	679,866.50			
TOTAL DISTRICT'S DISBURSEMENTS	27,383,177.50	1,431,872.95	18,551,413.25	
Transfer funds				
General Fund		1,125,000.00	15,171,900.00	
Depreciation Fund		240,000.00	240,000.00	
Employee Benefits			65,668.02	
Qualified Capital Purpose Fund			119,210.00	
Activity Fund			-	
Lunch Fund Transfers			2,400.00	
Bond Fund			-	
Special Building Fund		10,000.00	2,667,900.00	
Student Fees Fund		-	-	
Transfer funds		1,375,000.00	18,267,078.02	
TOTAL DISTRICT EXPENDITURES		2,806,872.95	36,818,491.27	

**SCHUYLER COMMUNITY SCHOOLS
LUNCH PROGRAM
BUDGET TO ACTUAL
FISCAL YEAR 2014**

	Budget 2013-14	July 2014	YTD Actual 2013-14	% of Budget
Receipts:				
Sale of Meals	210000.00		138717.77	66.06%
Summer Lunch meals	0.00		0.00	
Interest	200.00	0.70	8.56	4.28%
State Reimbursement	7500.00		5461.19	72.82%
Federal Reimbursement	664000.00	10872.51	705981.67	106.32%
Other Non-Revenue Income	10000.00	2554.88	5808.50	58.09%
Transfer	76886.00		0.00	0.00%
Non-program receipts	<u>0.00</u>			0.00%
Total Receipts	<u>968586.00</u>	<u>13428.09</u>	<u>855,977.69</u>	<u>88.37%</u>
Beginning Cash	58265.00			
Transfer between accts				
Total Receipts & Beg. Cash	<u><u>1026851.00</u></u>			
 Expenditures				
Regular Salaries	374851.00	19012.34	258196.82	68.88%
Subs	10000.00		4823.93	48.24%
Employee Benefits	150000.00	9796.47	111530.07	74.35%
Contracted Services	5000.00	1553.64	4466.02	89.32%
Gas & Van Service	3500.00	55.42	3207.30	91.64%
Food	450000.00	2273.59	434641.96	96.59%
Supplies & Materials	30000.00	302.84	32895.83	109.65%
Equipment	0.00		183.05	
Miscellaneous	3500.00	1056.82	2976.13	85.03%
Non-program Expenditures	<u>0.00</u>		<u>0.00</u>	0.00%
Total Expenditures	<u>1026851.00</u>	<u>34051.12</u>	<u>852,921.11</u>	<u>83.06%</u>
Necessary Cash Reserves	0.00			
TOTAL REQUIREMENTS	<u>1026851.00</u>			
Transfers back between accts				
Revenue over Expenses		(20,623.03)	3,056.58	

**SCHUYLER COMMUNITY
SCHOOLS
SUPPORT STAFF
HANDBOOK**

2014-2015



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Schuyler Community Schools Mission Statement

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SCHUYLER COMMUNITY SCHOOLS FACULTY 2014-2015

ADMINISTRATION

K-12

Last Name	First Name	Position	Total Years of Experience completed 2013-2014 school year	*Years of Experience Completed at SCS ending with 2013-2014 school year
Hoelsing	Daniel	Superintendent Pre-K – 12	34	1
Egr	Michelle	Activity Administrator PreK – 12	23	18
Gibbons	David	Curriculum Coordinator, School Improvement, Title Coordinator PK -12,	21	18

COORDINATORS PRE K – 12

Droge	Jeff	Technology Coordinator P-K-12	30	24
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ADMINISTRATION 9-12

Pavlik	Gregory	Principal 9-12	25	3
Kovar	Darin	Assistant Principal 9-12	16	2

ADMINISTRATION PRE K – 8

Comley	William	Principal K-5	14	6
Grammer	Stephen	Director of Grants, Assistant Athletic Director 6-8	25	6
Burton	Michelle	Principal 6-8		0
Reinsch	Gerald	Assistant Principal 6-8, Richland, 504R, Fishers, Music	19	2
Vrba	Darli	Principal K-5	27	27

CERTIFIED STAFF

Aldrich	Peg	3rd Grade	36	35
Allgood	Brenda	3rd Grade	21	12
Andel	Kristy	Kindergarten	9	9
Bathen	Lanette	Reading Coach	32	5
Beaumont	Lindsay	2nd Grade		0
Bebout	Heather	2nd Grade	10	6
Beebe	Cynthia	HS Business, 7th- 8th Grade Business	17	6
Beebe	Lyndon	Business	30	30
Beltrand	Amber	Modern Languages	7	5
Benck	Kristi	K-4th Grade	26	22
Benesch	Lori	Special Education	29	19

Birkel	Brianna	4th Grade	1	1
Black	Rebecca	2nd Grade	12	8
Block	Todd	6th Grade Science	10	10
Brabec	Jodi	1st Grade	18	18
Brady	Mark	7th Grade Social Studies	5	3
Breedlove	Mary	Family and Consumer Sciences	3	3
Brown	Rebecca	8th Grade Math	2	2
Burton	Robin	Key Boarding		1
Bywater	Christina	Vocal Music	20	8
Carter	Richard	Mathematics	24	7
Conrad	Jean	Reading 180	32	32
Cuda	Patricia	Kindergarten	20	13
DeBower	Caitlin	4th Grade	4	2
Didier	Adrienne	5th Grade	4	4
Domina	Jill	5th Grade	11	11
Duranski	Jeffrey	Social Studies/Technology Support Specialist	18	16
Eloge	Clarissa	ELL/Newcomer		0
Ferguson	Lindsay	Early Childhood Special Ed		0
Fett	Caitlin	Elementary Special Education		0
Freeman	Shari	Early Childhood Teacher	34	5
Fry	Michelle	K-1 Sped		0
Gahan	Eileen	4th Grade	22	1
Gansebom	Michaila	HS/SMS Instrumental		0
Gibbons	Doreen	RTI Coach	13	13
Glodowski	Melissa	Counselor	14	14
Gutierrez	Guillermo	SMS Industrial Technology	1	1
Hagewood	Linda	1st Grade	43	36
Hagewood, III	Thomas	Science	42	36
Hall	Shanda	Librarian/6th Grade Reading/Yearbook	17	17
Hall	Andrew	6th Grade Mathematics	24	22
Halvorsen	Patrick	Physical Education 6th-8th	12	8
Hamernik	Jennifer	4th-5th Grade/ Social Studies	27	24
Hayes	Brante	1st Grade		0
Healy	Karrie	Preschool, Head Teacher	19	12
Hellbusch	Elizabeth	Science		0
Hess	Channa	Physical Education		0
Hlavac	Jeremy	Physical Education	5	4
Hoelsing	Jill	English	33	1
Holub	Megan	3rd Grade	3	1
Hoppe	Sheila	Kindergarten	11	11
Hutton	Amanda	Spanish - SCHS	1	1

Jacobsen	Tessa	Vocal Music		0
James	Charles	Mathematics	2	2
James	Elizabeth	5th Grade	2	2
Johnson	Kay	6th Grade Social Studies	36	15
Johnson	Amy	Guidance Counselor	31	29
Jones	Meridith	Kindergarten		0
Kasik	James	Industrial Technology	25	25
Keairmes	Drey	Language/Arts		0
Klaassen	Sherri	Reading Coach K-5	19	19
Klein	Brenda	Special Education	33	20
Kment	Paula	Guidance Counselor	24	24
Kmiecik	Emily	Physical Education		0
Kneen	Nancy	Guidance Counselor	6	1
Knutson	Jon	Social Studies	34	24
Knutson	Pat	Special Education	25	24
Kobza	Kimberly	Reading 180/Math	29	26
Kort	Kelly	1st Grade	10	6
Kracl	Kari	3rd Grade	8	5
Kracl	Tracey	3rd Grade	29	29
Kracl	Janice	ELL	38	38
Kroupa	Molly	Physical Education		0
Krumel	Jo Lynne	7th & 8th Grade Reading	8	8
Kudera	Barbara	Family & Consumer Science	19	15
Lickei	Elizabeth	English	10	9
Malcolm	Andrew	Art	40	7
Mallory	Elizabeth	Special Education	30	9
Mally	Miranda	7th- 8th Science	3	1
Martin	Randy	Art	36	36
Marymee	Karen	1st Grade	31	6
McGowan	Barbara	2nd Grade	34	30
McKenney	Robbi	Business		0
Melick	Sheri	2nd Grade	28	21
Mendlik	Jill	4th Grade	21	21
Mertins	Eryn	5th Grade		0
Miller	Renee	Preschool	5	5
Moseman	Amanda	Kindergarten		0
Mueller	Corrine	6th - 8th Grade/ Social Studies	8	8
Neumann	Russell	Special Education	2	2
Nolan	Kasey	4th Grade	1	1
Novacek	Lauri	7th - 8th General Math	23	16
Oppliger	Michelle	7th - 8th Science	10	10
Paesl	Seth	Social Studies		0
Palu	Constance	Special Education		0

Parsons	Molly	Kindergarten	1	1
Peterson	Mandy	Library Media	8	8
Pishney	Emily	Kindergarten		0
Policky	William	7th - 8th American History	22	15
Pontow	Roxanne	7th - 8th Reading	23	14
Pracheil	Andra	4th Grade	4	4
Prescott	Dawn	7th - 8th Computer Literacy	19	14
Puntney	Jayme	Kindergarten	1	1
Rambour	Lynne	Special Education		0
Ramsey	Jennifer	English		0
Recinos	Evelyn	6th-8th Newcomers	6	14
Reeh	Trever	Mathematics		0
Reinert	Meghan	1 st Grade	8	8
Rodriguez	Ingrid	5th Grade		0
Saathoff	Barbara	Alternative Education	20	1
Sackett	Sarah	4th Grade	2	2
Sanchez	Brisa	ELL		0
Sayer	John	Science	20	15
Schaeffer	Gary	Mathematics	25	3
Scheffler	Jolene	1st Grade	17	7
Schlautman	Laurie	Librarian	24	22
Schueth	Deborah	Language Center ELL	11	9
Schultz	Dana	6th - 7th Language Arts	24	2
Sellentin	Rhonda	ELL	20	17
Severson	Jared	Business	3	4
Soren	Jill	Special Education		0
Steffensmeier	Sue	6th Grade	25	5
Stevenson	Denise	K-2nd Grade	18	18
Stutzman	Jennie	2nd -3rd Grade/K-8th PE	9	9
Sunneberg	Morgan	Kindergarten		0
Svehla	Kristine	2nd Grade	26	21
Sweeney	Lynn	Alternative Education	20	20
Taylor	Nicole	Vocal Music	7	6
Terrell	Lisa	3rd Grade	4	4
Thoms	Raenelle	1st Grade	14	14
Thumann	Aaron	Physical Education	2	2
Thumann	Rebecca	English	9	9
Turner	Matt	Social Studies	9	4
Vacha	Cynthia	K-1st Grades, Head Teacher	33	8
Van Der Linden	Danielle	5th Grade	1	1
Wachter	Cynthia	3rd-4th Grade, Head Teacher	29	19
Weihl	Kari	Special Education	2	2
Wemhoff	Angela	Language Arts	4	2

Wemhoff	Mark	Industrial Technology	13	3
Wheeldon	Thomas	Agriculture Education	33	33
Wickham	Sean	Social Studies	18	1
Wilcox	Nick	Science	3	3
Wood	Rachel	3rd Grade	4	4
Wortman	Belinda	Kindergarten	16	13
Yosten	Amanda	English	4	3
Zrust	Bonita	Business	20	20

SCHUYLER COMMUNITY SCHOOLS SUPPORT STAFF FOR 2014-2015

**Years of
Service
Completed at
SCS at the
end of the
2013-2014
School Year ***

Last Name	First Name		
COORDINATORS PRE K-12			
Acosta	Paola	Save the Children, Early Childhood	3
Andel	Jeff	Head of Food Service	8
Droge	Jeff	Computer Technology	24
Goos	R. Michael	Psychologist	8
Hartman	Marlene	Business Manager	13
Mundil	Ronnie	Director of Facilities	34
O-Malley	Amanda	Sixpence	1
SUPPORT STAFF			
Abraham	Elaine	Food Service	10
Acosta	Veronica	Para-Educator	3
Alarcon	Jasmin	Para-Education	4
Alarcon	Ariana	Administrative Assistant	6
Aldrich	Marvin	Maintenance/Custodial	28
Arciva	Paloma	Para-Education	1
Arps	Kady	Technology Support Specialist	4
Barr	Eugene	Maintenance/Custodial	2
Bender	LuAnn	Food Service	8
Bennett	Jenifer	Para-Educator	1
Berggren	Ashley	Para-Educator	1
Blum	Ranae	Food Service	2
Brabec	Renee	Transportation	7

Brandl	Diane	Para-Educator	33
Brandl	Emily	Para-Educator	1
Carcamo	Mabel	Maintenance/Custodial	5
Cech	Linda	Food Service	2
Cech	Denise	Para-Educator	4
Cerny	Julie	Administrative Assistant/ Head	13
Chromy	Charmyn	Para-Educator	8
Clayton	Robert	Maintenance/Custodial/Site Head SES	18
Cockson	Lois	Para-Educator	5
Comley	Valerie	Administrative Assistant	0
DeLeon	Ashley	Para-Educator	6
DeLeon	Amber	Para-Educator	9
DeLeon	Trina	Para-Educator	11
Didier	Mary	Nurse	21
Dimas	Alejandra	Administrative Assistant/ Head	15
Dirkscheider	Julie	Para-Educator	4
Dirkscheider	Paul	Electrial & Mechanical Tech/Soccer Coach	8
Doerneman	Sharon	Para-Educator	6
Drueppel	Vicki	Para-Educator	7
DuPlanti	Mary	Para-Educator	9
Eckstein	Mary	Para-Educator	17
Eller	Richard	Maintenance/ Custodial	9
Enriquez	Angelica	Maintenance/ Custodial	2
Friesz	Shelley	Administrative Assistant/ Foundation Secretary/ Food Service Coordinator	5
Gall	Jan	Para-Educator	3
Gonsior	Deborah	Para-Educator/Art club	11
Gonzalez	Gloria	Maintenance/ Custodial	16
Grevson	Tim	Maintenance/Custodial/Site Head SES	5
Grotelueschen	Tammy	Para-Educator	8
Guerrero	Daisy	Para-Educator	5
Harris	Lilas	Food Service/Custodian	6
Hartman	Deborah	Para-Educator	10
Hastings	Carol	Food Service	7
Jakub	Sally	Superintendent's Office Manager	14
Jedlicka	Marica	Maintenance/Custodial	7
Jenkins	Joy	Food Service/Head Cook	9
Koliha	Marvine	Para-Educator	4
Koliha	Leslie	Para-Educator	5
Kudera	Tamra	Para-Educator	1

Kuzel	Gladys	Para-Educator	15
Lopez	Marisela	Administrative Assistant	6
Mares	Paula	Para-Educator	12
Marino	Guadalupe	Afterschool Director	8
Marking	Cathie	Head Administrative Assistant	15
Martens	Louise	Food Service	8
Martinez	Dayana	Maintenance/Custodial	1
Mattfeld	Marilyn	Food Service/ Site Head	19
Mefford	Vicki	Food Service	8
Meister	Deborah	Para-Educator	23
Melendrez	Juan	Maintenance/Custodial	18
Mendoza	Ana	Para-Educator	3
Muehlich	John	Food Service Van Driver	5
Muehlich	Nellie	Food Service	8
Muhsman	Patricia	Food Service	2
Oehlich	Tori	Nurse	5
Orender	Darla	Para- Educator	8
Orozco	Danielle	Food Service	5
Pardo	Ana	Para-Educator	1
Pena	Lourdes	Newcomers	1
Perrin	Karen	Food Service	4
Perrin	Mindy	Administrative Assistant/ Food Service	6
Powell	Kimberly	Student Information Specialist	11
Ramirez	Jamie	Food Service/Custodian	11
Raya	Barbara	Administrative Assistant	4
Rea	Patricia	Sped Administrative Assistant	21
Reha	Carol	Nurse	6
Rinkol	Daniel	Technology Support Specialist	0
Rocha	Janelle	Para- Educator	12
Schwartz	Vicki	Para- Educator	11
Severson	Jared	Registrar	6
Shonka	Michelle	Para-Educator	8
Shonka	Coralie	Administrative Assistant	11
Sobota	Donna	Administrative Assistant	5
Sobota	Sherri	Food Service	8
Spale	Sherri	Para-Educator	5
Spale	Terry	Maintenance/Custodial	5
Stark	Barbara	Para-Educator	15
Vazquez	Neyra	Para-Educator	1
Venzor	Armando	Maintenance/Custodial	5
Volkmer	Kimberly	Para-Educator	2
Votava	Annette	Para- Educator	13

Wachal	Matthew	Maintenance/Custodial	1
Wilshusen	Tambri	Para- Educator	14

SCS PART-TIME STAFF

Lucar Videos	Channel 99
Houdek, Pam	Assistant Track coach
Bailey, John	Asst. Boys Soccer
Thielen, Jacqueline	Asst. Track and Field, Flags

DISTRICT 19-0123 BOARD OF EDUCATION

Lumir Jedlicka	President	2015
Rich Brabec	Vice-President	2015
Eric Cerny	Member	2017
Virginia Semerad	Secretary	2017
Chuck Misek	Member	2017
Brian Vavricek	Treasurer	2015

**ORGANIZATION SPONSORS
2014-2015**

Art Club	Deb Gonsior
Cheerleaders	Becky Thumann
One Act (Drama)	Jill Hoelsing
Asst One Act (Drama)	Liz Hellbush
Dance Team	Amanda Hutton
FCCLA	Mary Breedlove
FFA	Tom Wheeldon
Flags	Jacquie Theilen
Freshman Class	Charles James
Pep Band	Michaila Gansebom
Intramurals	Jean Conrad
Junior Class	John Sayer and Bonnie Zrust
Culture Club	Elizabeth Lickei
National Honor Society	Amanda Yosten
Musicals (even years)	Chrissi Bywater
Asst Musical (even years)	TBA
S-Club	TBA
Asst S-Club	Jan Kracl
Science and Math Club	John Sayer
Senior Class	Jeff Duranski and Robbi McKenney
Speech	Jennifer Ramsey
Sophomore Class	Amanda Hutton
Student Council	Cindy Beebe
Student Council (Middle School)	Angie Wemhoff
Vocal Music	Chrissi Bywater
Weight Lifting	Aaron Thumann
Asst Weight Lifting	Lyn Beebe and Nick Wilcox
Yearbook	Robbi McKenney

Coaching Staff 2014-2015

	HEAD COACH	ASSISTANT COACHES
<u>Fall Coaches</u>		
Cross Country	Rick Carter	Tom Wheeldon (MS) Mark Brady
Football	Aaron Thumann	Jeremy Hlavac, Nick Wilcox, Gary Schaeffer, Lyn Beebe (MS) Dana Schultz, Brante Hayes, Todd Block, Pat Halvorsen, Russell Neumann, Drey Keairnes
Girls Golf	Jeff Droge	
Softball	Clarissa Eloge	Emily Kmiecik
Volleyball	Sean Wickham	Kasey Nolan, Channa Hess (MS) Becky Brown, Miranda Mally, Molly Kroupa, Michelle Fry
<u>Winter Coaches</u>		
Boys Basketball	Matt Turner	Lyn Beebe, TBA (MS) Pat Halvorsen, Todd Block, Andy Hall, Brante Hayes
Girls Basketball	Gary Schaeffer	Mark Brady, Sean Wickham (MS) Becky Brown, Todd Block, Dana Schultz, Channa Hess
Wrestling	Jeremy Hlavac	Nick Wilcox, Drey Keairnes (MS) Mark Wemhoff, Russell Neumann, Guillermo Gutierrez Aerobics (MS) Tami Wilshusen
<u>Spring Coaches</u>		
Boys Soccer	Lyn Beebe	John Bailey, Trever Reeh
Boys Golf	Charles James	
Girls Soccer	Molly Kroupa	Paul Dirkschneider, Clarissa Eloge
Track and Field	Rick Carter	Mark Wemhoff, Jacquie Theilen, Pam Houdek, Dana Schultz (MS) Todd Block, Pat Halvorsen, Emily Kmiecik, Seth Paesl, TBA

STRIVE * COMMIT * SUCCEED

Schuyler Community Schools Mission Statement

SCHUYLER COMMUNITY SCHOOLS VISION STATEMENT:

Schuyler Community Schools, in partnership with parents, students and the community is committed to educate students to become skilled, knowledgeable and responsible citizens in a global society.

Chain of Command:

Channels of communication and authority have been established to assist the school system –**Board Policy 102.02.**

**CLASSIFIED/SUPPORT STAFF EMPLOYMENT INFORMATION
UPDATE 7/14**

The following information is provided for Schuyler Community Schools, District 19-0123 classified/support staff personnel.

FISCAL YEAR

The fiscal year begins September 1 and continues through August 31. The benefit year begins August 1st and continues through July 31st.

ELIGIBILITY FOR BENEFITS/PROBATION PERIOD

In order to be eligible for benefits, an employee must work a minimum of 20 hours per week for nine months of the year. No benefits will be received until a 30 calendar day probationary period has passed. Benefits will be retroactive to the beginning of employment.

Employees who work 15 or more hours per week are required to pay into retirement.

COMPENSATION

The pay rate will be established by the Board of Education. Monthly payments are made on or before the 20th of each month. New pay rates begin with the first payment following the start of the fiscal year (September). Payroll periods begin with the first workday of the month and end with the last workday of the month. Pay for the work period is made on the 20th following the previous month's last workday. **The September payroll will reflect days worked in August. The check will be small for staff that did not work all possible August days.** For non-twelve month employees, check with the business manager for the twelve month payment option.

OVERTIME PAY

Overtime pay must be approved by your immediate supervisor (food service by the head of food service; custodian by director of facilities; Para educators by supervising teacher/Para educator coordinator; administrative assistants by administrator). Before working the overtime hours the immediate supervisor must get approval from the Superintendent or his/her designee. All hours over 40 hours/week are considered overtime, and will be paid at a rate of 1.5 of the hourly rate.

According to an IRS audit, Schuyler Community Schools cannot and will not offer "comp time".

TIME CLOCK

All hourly employees must login to a designated computer to record their starting and ending times. Each support staff member will automatically have 30 minutes deducted a day for lunch. The Business Manager or his/her designee must approve any variation from this practice.

PERSONAL TIME OFF (PTO)

12-Month employees shall receive 12 days of PTO (11 month shall receive 11 days; 10 month – 10 days; 9 month – 9 days) PTO days include personal illness, immediate family illness, bereavement and personal leave.

The immediate family is defined as a wife or husband, (step) son or (step) daughter, father or mother of the wife and husband, sister or brother, grandchild, grandmother or grandfather. Personal leave is defined as taking a day(s) off work to be used at the

discretion of the individual employee.

An employee who is temporarily disabled from a medical standpoint by reason of pregnancy, childbirth, or post-natal care shall qualify for PTO.

PTO shall accumulate at a rate of 1 day per month of employment.

When requesting PTO days, except for illness and emergencies, give your immediate supervisor one (1) week of lead-time.

Unused PTO shall accumulate up to 50 days of sick or bereavement leave. The administration reserves the right to require a certificate from a medical doctor when a person is using accumulated sick days. An employee is not permitted to go into a negative balance on PTO. Once a zero PTO balance results and the support staff member is not using accumulated sick/bereavement leave or the Emergency Medical Leave Bank, a support staff member will not be paid by the district. Workers Comprehensive Insurance would not be affected however.

Unearned PTO days will be granted up to the maximum number of days an employee would have earned (12 month employees – 12 days; 11 month – 11 days; 10 month – 10 days; 9 month employees – 9 days). If an employee does not work the number of months contracted, unearned PTO days that have been used will be deducted from their final paycheck.

If a support staff member has used all of his/her PTO days, any leave day(s) requested must be accompanied by a written reason for the requested leave – exception sick days.

PTO is paid at an individual employee's current rate of pay. PTO does not include overtime pay. PTO has no affect on Holiday, Vacation, or Weather Related leave.

At the beginning of the school year, the superintendent's office shall notify each employee concerning his/her accumulated sick/bereavement days.

If PTO is removed from the certified staff master contract, it will also be removed from the support staff benefits.

PTO days will be reduced in one-half hour increments.

EMERGENCY MEDICAL LEAVE BANK

Classified/support staff may participate in an emergency medical leave bank. The EMLB (Emergency Medical Leave Bank) has been established to protect staff participants from financial loss due to extended absence from contracted duties. This plan is patterned after the certificated staff's plan with certain modifications (see EMERGENCY MEDICAL LEAVE BANK attachment).

VACATION LEAVE (12-MONTH EMPLOYEES)

Each employee shall receive 12 days of paid vacation per contract year, earned at a rate of one day per month. Any variance to this must receive approval by the Superintendent. The calculation period for first year employee shall begin on their first day of employment and run until July 31st. The calculation period for continuous employees shall be the benefit year (August 1st – July 31st). Unused days accumulate to a total of 17 days (current year 12 plus carry over 5). A full-time 12-month employee who has worked for 10 years or more shall receive 18 days of paid vacation leave with a maximum of 23 days. A person who has worked at SCS for 20 years or more shall accumulate vacation leave at a rate of 23 days per year with a maximum of 28 days. Upon termination or retirement from SCS, any unused vacation days will be prorated.

VACATION LEAVE (NON 12-MONTH EMPLOYEES)

Each employee shall receive 1 day of paid vacation for each month worked during the contract year. The calculation period for a first year employee shall begin on their first day of employment and run until the end of their scheduled contract period. The calculation period for first year employee shall begin on their first day of employment and run until July 31st. Non 12-month unused days accumulate to a total of the number of days equal to the number of months that they are to work plus 5 carry over days. (i.e. 9-month employee could have 14 vacation days, 9 + 5 = 14 – 10 month 10 + 5 = 15 - 11 month 11 + 5 = 16) Upon termination or retirement from SCS, any unused vacation days will be prorated.

HOLIDAY LEAVE

The following are considered paid holidays for all **12 month employees**: Labor Day, Thanksgiving, Christmas, New Year's Day, Memorial Day, and Independence Day.

The following are considered paid holidays for all full time, **non 12-month employees**: Labor Day, Thanksgiving, Christmas, and New Year's Day. Employees working full-time through the summer will be paid for summer holidays (Memorial Day, Independence Day).

PERSONAL TIME OFF DAYS PAID BUT NOT EARNED

The district reserves the right to recoup dollars owed the district for excessive PTO days paid but not earned and any other fees/bills owed the district.

WEATHER RELATED LEAVE

All classified/support staff that work a minimum of 5 hours per day will be paid at their normal hourly rate for weather related school closings. They will be compensated for school closings that would equal 2 days of their normal workday (for example a person who works an 8 hour day would receive 16 hours of maximum compensation; a person who works 5 hours would receive 10 hours of maximum compensation). Those employees who are required to come to work on the weather day(s) will be given PTO weather days equal to the amount of hours they worked. Support staff member should only come to work on weather days if their immediate supervisor requests it and have received approval by the superintendent. Employees shall not be paid weather hours if the hours are made-up at a later date.

NOTIFICATION OF BAD WEATHER:

The Superintendent may close public schools in case of severe weather. The Superintendent's staff will notify local news media when inclement weather warrants such action. For closings and late starts, these stations will generally be notified by 6:30 a.m. KFAB and Channel 10 will be contacted as early as possible. Wait for this information to be presented by the media sources. Administrators need to make a number of phone calls, so please do not tie up their lines by calling to see if school will be in session. Parents are urged to use their own judgment whether it is safe for their children to go to school. Parents who do send students are welcome to have them call home once safely at school. The school will attempt to contact rural parents early in the day if parental verification of an absence has not occurred. On such days, the Superintendent will contact the following media sources, to which students and parents should listen:

KTTT 1510 am Columbus	KLIR 101.1 fm Columbus	KJSK 900 am Columbus
KFAB 1110 am Omaha	KKOT 93.5 fm Columbus	KZ 100 FM Columbus
KOLN Channel 10 Lincoln	KHUB 1340 am Fremont	Radio Lobo 97.7
WJAG 78 Norfolk	KEXL 106.7 Norfolk	KETV Channel 7
KLKN TV Channel 8	Channel 99	

Campus Messenger:

Schuyler Community Schools will be using Campus Messenger, powered by ShoutPoint, to deliver several notifications by phone and/or email to parents/guardians and staff regarding different matters depending on your students grade level and also district wide. The ShoutPoint message system will allow information to be sent concerning attendance, student behavior, school reminders of events, report cards, meetings, conferences, emergency notices, school closings and late starts via email or telephone depending upon the parent/guardian and/or staff preference.

HEALTH INSURANCE

Twelve (12) month eight (8) hours custodial, the school nurse, and school lunch office coordinator shall have full family - or the EHA program best suited for the employee's family situation - health insurance provided. The superintendent's office manager, superintendent's administrative assistant, technology support assistant, principal's office administrative assistants, and thirty (30) hour per week food service personnel shall be eligible for single health insurance. The district will pay half the premium for single insurance for many support staff members. Also health insurance for singles and families are available at the employee's expense. Specific guidelines are available by asking the business manager.

403b option:

Staff members have the option of a payroll deduction to contribute money in a 403b account. 403b accounts are not matched by SCS.

OTHER BENEFITS

The Board of Education representing the district will pay the premium for group life insurance and income protection plans for each employee that works thirty (30) hours per week or more. The term life insurance policy will be \$25,000 per staff member. Membership will have the option of paying for an additional \$15,000 of extra coverage. Support staff member also receive income protection through a long-term disability (LTD) insurance policy held by the school district.

PROBATIONARY PERIOD

All new employees will serve a 60-day probationary period prior to becoming eligible for long-term disability, life insurance, and emergency medical leave bank.

RESIGNATION/TERMINATION

The employee shall give the District 2 week’s notification prior to the resignation. The district shall give 2 weeks notification prior to termination.

SUPPORT STAFF EMPLOYMENT

COMPENSATION 8/8/01 (modified 8/02, 8/03, 8/05, 8/06, 8/07, 8/08, 8/11, 8/12. 6/13, 7/14)

The Schuyler Community Schools District 19-0123 Board of Education has developed a compensation and benefit plan for the support staff. The compensation plan establishes a starting pay level for the various support staff job classifications. The classifications and compensation ranges are as follows:

EMPLOYMENT CLASSIFICATION

STARTING BASE WAGES – 2014-2015

Office Personnel

Superintendent’s Office Manager	\$11.00
Superintendent’s Office Admin Asst	\$10.00
Principal’s Office Manager	\$11.00
Principal’s Administrative Assistant	\$10.00

Maintenance

Full time Custodian	\$11.00
Part time Custodian	\$9.00
Part time summer help 19 years and older	\$8.00
Part time summer help 18 years and younger	\$7.50

Nurse

..... \$14.00
 Substitute nurses will be paid the daily rate of pay paid to a substitute teacher.
 This amount will remain constant regardless the number of consecutive days worked by the substitute nurse.

Food Service

Food Service full time	\$9.00
Food Service part time ... (less than 30 hours).....	\$8.50
Food Service Supervision	\$9.50
NSA Certified food service one-time increase	\$0.25

Para Educators

Para Educators full time base	\$8.50
New Comers Para Educator...(base pay).....	\$9.50
If bilingual add	\$ 0.50
Registrar	\$9.50
Credit Recovery Para	\$9.50

Additions to Full Time Para Educator’s Base Pay

Bilingual Para Educator	\$ 0.50
NCLB increases:	
State approved certification	\$ 0.75
Assessment must be completed within 6 months of employment	
OR 48 hours of college credit or an associate’s degree	\$ 1.25
OR Bachelor’s Degree	\$ 2.50
OR Preschool Certificate	\$.50

Note: A Para Educator can only be paid at one of the above levels. For example – a Para who initially qualifies for State approved certification (75 cents) and then receives an associate degree (\$1.25) will receive raises of 75 cents plus 50 cents for a total of \$1.25.

Bilingual translating/interpreting beyond the school day hours ... \$ 1.25

Administrator approval required

Special Needs incentive addition to base pay \$ 2.50
during student required hours- Administrator approval required – must be so noted on time clock

Other pay categories

Substitute Para Educator salary \$ 8.75
Substitute Food Service salary \$ 8.75
Bilingual Interpreter for Parent/Teacher Conferences \$ 9.00

Bilingual translating/interpreting beyond the school day hours will receive one dollar and 25 cents (\$1.25) per hour more than their current hourly wage.

LONGEVITY PAY

Starting school year 2006-07 - \$.10 per hour will be paid for each year of continuous experience in the district. Starting pay rate for previously employed staff members may be adjusted for interrupted service at a rate no greater than \$.10 per hour per year of previous service.

YEARLY SALARY INCREASE

The Board will attempt to base compensation for support staff on the current year % (percent) of increase paid to the certified staff. This includes increases in hourly rate, retirement, social security, longevity, and any other monetary compensation that is included in their package. The 4% - percent of increase for 20014-2015 will be approximately 55 cent increase for each hourly employee. The board/superintendent reserves the right to deviate from this statement.

District Recognition and Awards:

A written recommendation for recognition shall be forwarded to the Board of Education by any person and the Board, by a majority vote, may authorize the expenditure of District funds for items of recognition including plaques, certificates of achievement, or items of value to elected or appointed officials, employees or volunteers of the District. The value of this item shall not exceed:

Paid at the beginning of the school year when starting your

6th year after completing 5 years at SCS	\$30
11th year after completing 10 years at SCS	\$45
16th year after completing 15 years at SCS	\$55
21st year after completing 20 years at SCS	\$65
26th year after completing 25 years at SCS	\$75
31st year after completing 30 years at SCS	\$85
36th year after completing 35 years at SCS	\$95
41st year after completing 30 years at SCS	\$105

Awards presented to retiring school board members shall be limited to \$50.00

STAFF APPEARANCE CODE:

The staff is expected to dress in a way that is appropriate for a school setting when on duty. No code can be written that will address all of the styles, trends and designs in clothing, jewelry and tattoos. School administration – more specifically the building principal(s) – reserves the right to make decisions about the appropriateness of staff appearance. Examples of inappropriate appearance would include:

- Clothing that shows an inappropriate amount of bare skin (midriff, legs, cleavage) and underarm and chest hair.
- Body piercing in any location other than the ears.
- Visible tattoos.
- Visible undergarments. Anything that is not appropriate for students is not appropriate for faculty.

Jeans and sweats are not considered appropriate dress unless an educator is involved with projects/activities in physical education, agriculture education, industrial technology classes, etc. Jeans may also be worn for special days and events. Special days and events are designated by the building principal.

Coaches wishing to wear jeans and sweats should be given ample time to change prior to leaving for events.

District wide pre-service and in-service days are duty days. Appropriate appearance is expected (refer to above discussion) unless otherwise announced. Staff appearance at building level pre-service and in-service events is left to the discretion of the building principal(s).

If a staff member's appearance fails to meet the district code - as determined by the building principal(s) - the staff member will be asked to change clothing, permanently adjust clothing, remove piercings, or cover tattoos.

It is extremely difficult to create a list of clothing that is considered "not appropriate" for staff to wear while on school duty. Thus the following list of inappropriate clothing is intended to give staff members a baseline standard for dress.

- Jeans, bib overalls
- Sweat suits, exercise pants, spandex
- Shorts
- Spaghetti straps
- Tops that reveal the midriff and inappropriate cleavage
- Halter tops, muscle shirts,
- Dresses, skirts that are more than 4 inches above the knee
- Pants that bag too low around the waist
- Beach type flip flops, slippers
- Clothing that is overly faded, tearing, ragged and fraying
- Hats inside the building

RECEIPTS/PURCHASE ORDERS AND ACTIVITY ACCOUNTS

RECEIPTS:

Prior to bringing any monies to the superintendent's office for deposit, the money must be counted and the amount summarized in writing. For activity fund receipts, a form is available in the superintendent, business manager or the principal's office in each of the buildings. The completed form should accompany all deposits. At this time, the rural attendance center principal, business manager at Schuyler Central High School, and the high school office manager is in charge of activity fund receipts. The business manager is in charge of general fund receipts.

PURCHASES:

An electronic purchase order form is available on line for all staff members. You are strongly encouraged to use this method for purchases. General guidelines include:

- 1. Use an email template that will be sent to you from the building administrative assistant or the superintendent's office manager.**
- 2. Fill out the online P.O.**
- 3. Forward the online P.O. to the building principal**
- 4. The building principal will code and initial the online P.O.**
- 5. The building principal will forward the P.O. to either the business manager or office manager.**
- 6. The superintendent will approve the purchase by his/her signature.**
- 7. The business manager or office manager will place the order.**

Note: The following exceptions exist to above "purchase" procedures:

- The curriculum coordinator will take the place of the building principal on all purchases involving textbooks and other such curriculum related purchases.
- The curriculum coordinator will take the place of the building principal on the approval of all staff development activities.
- The technology coordinator will take the place of the building principal on all purchases involving computer hardware.

If the traditional paper purchase order method is necessary, please follow the following procedures.

1. Purchase orders will be available in the Superintendent, Assistant Superintendent, Principal, and Activities Administrator's office.

2. All purchases must have “initial” approval by the immediate supervisor (generally the principal, activity administrator, or on occasion the superintendent).
3. After the “initial” approval, all purchase orders must receive a final signature from the superintendent.
4. All purchase orders will receive a number from the Superintendent’s office manager, the Principal, or the Activities Administrator.
5. All phone and fax orders should be placed by the business manager or the office manager.

Local (in town) purchases may use the paper voucher. (However, the use of an electronic purchase order is recommended for all purchases.) a voucher must be completed and signed by the purchaser. This form must then be signed and coded by the administrator that authorized the purchase before being turned in to the superintendent’s office for payment. Please note that the voucher method does not change the approval process. All purchases must receive initial approval before any purchase can be made.

All Athletic and some Activity Accounts (including Athletic Club accounts) must have initial approval by the activity administrator or assistant activities director (grades 6-8) or SES principals (grade pk-5) or rural school principal (all rural schools). The superintendent will make final approval. All other activity accounts must have approval by the superintendent only.

Please be sure to provide some type of written documentation detailing the purchase. (Invoice, charge slip, copy of registration, etc.)

General fund vouchers/purchase orders are paid monthly at the regular board meeting. Activity fund vouchers/purchase orders are paid on Fridays. Please do all you can to get activity vouchers/purchase orders in the week before payment is due. Vouchers/purchase orders should be turned in to the Principal, Activity Administrator , Assistant Activity Administrator or Superintendent by the last Wednesday of the month in order to get payment at the next monthly board meeting.

Materials Ordered “On Approval”: Any materials ordered on-approval should be ordered on the school purchase order form in the same manner as a regular purchase. Please do not order materials by using company order blanks. Materials that have been ordered on approval and which must be returned to the company, must have an “approval for return” from the company, and must be insured by the school.

Meal Reimbursement Guidelines

According to IRS guidelines, a public school district is not to pay for meals while a staff member is attending a workshop, convention, seminar, workday special meeting, workday study session, etc. An exception to this is if the meal is considered part of the stated activity (refer to list in the previous line) and is included in the registration fee. Another exception is if the meal is considered a working lunch and is part of the written agenda. A form in the appendix is included and must be filled out if reimbursement is expected.

Persons not following this procedure should be prepared to be reprimanded by their immediate supervisor, /or superintendent. Students shall at no time be given authority to charge to any school account. Sponsors must sign all charge slips.

FMLA

The Federal Law called the Family Medical Leave Act. (FMLA) requires staff members to give 30 days’ notice for planned medical absences. The 30-day period is waived in the case of an emergency medical leave. A copy of FMLA is available to staff member upon their request.

NOTIFICATON OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to

amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue,
S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION: The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION: The district's policy is for education records to be kept confidential except as permitted by the FERPA law and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION: The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that

the District not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

NOTICE CONCERNING STAFF QUALIFICATIONS: The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, the District will give parents/guardians the following information about their child’s classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child’s school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your 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 Act.

FEDERAL PROGRAMS: Designation of Coordinators - Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

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

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973: The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child’s identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child’s

- dentification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

JOB DESCRIPTION

New Staff members are required to sign and return to the superintendent's office a job description sign-off sheet. A copy of the job will be made available to the new employee near the first day of employment

Jury Duty: Staff members will be paid in full for time spent on jury duty. Jury duty does not count against PTO days. Money received for expenses (driving, meals, lodging, etc.) should be kept by the juror. We do ask that pay received for performing this duty be given to the district to off-set some of cost incurred by the district.

Copyright Laws: Copyright laws of the Federal and State Government will be followed at Schuyler Community Schools.

Telephone Availability: Telephones availability is dependent on the building you are in. The FAX machines are generally located in the Principal's office, Assistant Superintendent's office and Superintendent's Office. . A point of emphasis is the use of mobile telephones. 9-12 students will be allowed to use mobile phones before school, after school lunch time and during class time as approved by the instructor. We ask the 9-12 staff to voluntarily use their mobile phones during the times described for students. Prek-8 staff is asked to use their mobile phones at appropriate times only.

MILITARY RECRUITERS

The No Child Left Behind Act of 2001 requires Schuyler Community Schools to provide military recruiters and institutions of higher education access to secondary school student's names, addresses, and telephone listings. Parents and secondary students have the right to request that Schuyler Community Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Schuyler Community Schools will comply with any such request.

LUNCH AND BREAKFAST PROGRAM

All students and staff members must have an account balance receipted before lunch is served. **No staff member shall charge meals.** Lunch prices for staff will be \$3.45. Breakfast prices for staff will be \$2.35. Al la Carte items will also be available.

STUDENT PRIVACY PROTECTION POLICY:

It is the policy of Schuyler Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be

accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law

and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5001

TRANSPORTATION

Schuyler Community Schools (SCS) pays mileage to parent to transport students (kindergarten through 8th grade only) to and from school. This activity falls under the guidelines set by the Nebraska Department of Education.

- Schuyler Community Schools are not required and will not provide transportation/mileage payment to parents for regular education students’ grades 9-12.
- Schuyler Community Schools are not required and will not provide transportation/mileage payment to parents for preschool students.
- Schuyler Community Schools are not required and will not provide transportation/mileage payment to parents for regular education students grades k-8 that live 4 miles or closer to the nearest school regardless of what school the student may attend. For example: A student who lives exactly 4 miles (or closer) from Schuyler Middle School , but attends school at 4R which is 10 miles away from their home will not be paid mileage.
- Schuyler Community Schools will pay mileage to parents of regular education students – grades k-8 – that live more than 4 miles from the nearest k-8 school. In this instance, Schuyler Community Schools will pay mileage to the nearest k-8 school regardless of what k-8 school the student attends

There are exceptions to these policies and procedures that involve students who have been identified as special education students or students who are option “in” students who qualifies for free lunch. An option “in” student is one who attends one of Schuyler Community Schools attendance centers but lives in another school district. (This does not include transfer students - a student who is attending a k-8 school that would not be considered their home attendance center, but who lives in the Schuyler School District.)

Parents are paid mileage based on formulas created by state law. These formulas are based on somewhat complex variables that may influence the amount paid to parents.

Please contact the Superintendent’s office – 402-352-3527 - if you have questions.

All of our activity transportation is going to be the responsibility of Schuyler Community Schools. **Ronnie Mundil and Renee Brabec** are in charge of Schuyler Community Schools transportation. The Activities Administrator is their immediate supervisor.

- **No one is to leave the building w/ a school vehicle w/out permission from the building principal.**
 - **No travel is to be scheduled during NeSA testing days.**
 - **Numerous positions have been asked or have voluntarily been using their personal vehicles for in town travel. This is much appreciated. Others should understand that they will be asked to do the same.**
 - **A travel log is located in each school vehicle. The driver is expected to complete this form.**
 - **All staff members who submit mileage claims are required to submit such claims the last work day of the month or forfeit ones right to be reimbursed.**
-
- All Schuyler Community Schools vehicles - buses, vans, cars and pick-ups are the responsibility of the district.
 - Planning and communication are crucial. There will be a request form that is available that must be filled out before an order can be processed. Transportation requests should be completed and submitted to the Activities office at least one week in advance of the activity.
 - All drivers are the responsibility of Schuyler Community Schools. All back ground checks, licensure, training, drug testing, physicals, etc. will be the responsibility of Schuyler Community Schools.
 - Bus drivers are to be paid at a rate of \$1250hour– Van drivers are paid at a rate of \$11.25/hour. This includes – pre-inspection, drive time, down time, and post-inspection.
 - All staff members that are required to drive their personal vehicles to and from the rural/satellite schools will be paid at the NDE special education mileage rate. This would include traveling to provide services to the rural/satellite schools for music, special education, administration, etc. Reimbursement for transportation forms must be submitted to the activity director by the last day of each month.
 - Drivers involved in activity routes to pick-up Junior High students in the rural schools for practice and games shall be paid \$14..75/ trip. **The district will not provide transportation after practices or games.** Reimbursement for transportation forms must be submitted to the activity director by the last day of each month.
 - Drivers using personal cars for school business will receive the NDE rate for mileage. Mileage will be paid only if approved in advance and if appropriate school vehicles are not available. Transportation arrangements are to be made with the principal’s office. The superintendent or his/her designee must approve any deviation from this procedure.
 - School organizations that use the bus for unassigned, non-education field trips, summer camps, etc. will submit their request to the Activities office. However, all expenses incurred, will be the responsibility of organization.

FIELD TRIPS: All students must have a signed and approved emergency medical leave form on file with the school nurse. Teachers are to have a copy of the emergency leave form for each student prior to taking field trips. Copies may be obtained from the school nurse. The nurse should have 24-hour notice of the students to be leaving to assemble the forms needed. For field trips out of town, all students complete a form signed by parents and in teacher possession prior to leaving on the field trip. There is board policy regarding out of state and out of country trips. Please refer to board policy if planning an out of state or country trip. Activity participants travel to and from out of town events as a unit. Exceptions to this rule will be made rarely and must be approved in writing and verbally by parents to a school official. A student will only be permitted to travel apart from the team or organization when that student’s parent/guardian specifies all alternate travel arrangements (time, vehicle, driver, etc. info) to the satisfaction of the coach or sponsor.

Procedures for Field Trips

- PK-8 Each grade level may have one field trip within a 75-mile radius. This radius includes Omaha, Lincoln, Norfolk and Wayne. All other field trips must occur in the Schuyler district.
- 9-12 Field trips are limited by discipline. Each discipline is allowed one field trip within a 75-mile radius. This radius includes Omaha, Lincoln and Norfolk and Wayne. All other field trips must occur in the Schuyler district.
- 7-12 Field trips taken by clubs need to be directly related to the club and must be educational to the club. All clubs are limited to one field trip within a 75-mile radius. This radius includes Omaha, Lincoln and Norfolk and Wayne. All other field trips must occur in the Schuyler district. School organizations that use a bus/van for unassigned, non-education field trips, summer camps, etc. will submit their request to the Activities office. If the club would choose to take a field trip that is above their allotted one outside of the Schuyler district or be a field trip not directly related to their club, the club will incur all expenses. This

includes driver wage, gasoline and a fee per mile.

Specific Procedures Unique to Curriculum and Organization Areas

- Every travel must have written permission. Curriculum travel forms are to be approved by the building Principal. Activity travel forms are to be approved by the Activity Administrator.
- FFA is allowed one field trip per term at district expense (FFA State Conventions will be considered a field trip). All other FFA field trips must be at FFA expense i.e. driver, fuel
- In this instance, field trips are considered out of town travel
- Travel within the school district is limited by the building principal
- FFA National Convention is **not** considered a field trip
- Agriculture will be handled like all other curriculum areas when it comes to field trips - refer to certified staff handbook
- Field trips need to be requested one month in advance
- Field trips are considered such regardless of the time of day - i.e. during, before or after school.
- College/Post high school visits sponsored by SCS are not considered field trips. However, these trips must be limited and approved by the building principal

Passes

Employee Pass Policy

All certified employees of Schuyler Community Schools are required to earn a Faculty Pass. A Faculty Pass will give an employee free entrance into all **regular season** athletic events at Schuyler Community Schools and many athletic events at other schools unless it is a NSAA District/State competition and/or tournaments

To earn a Faculty Pass, an employee must work three events. All certified staff members are required to work three events. The Activities Administrator will assign the events. An employee may earn a Faculty Pass for their spouse by working four more events beyond the original three or a Faculty Pass may be purchased for a reduced rate of \$40.00

Current Schuyler Community Schools Board Members and their spouse will receive a free Faculty Pass. Bus drivers receive a free Faculty Pass and may purchase a Faculty Pass for their spouse (\$40.00) or work three events. Schuyler Community Schools Board Members and staff may only be issued one free pass. Multiple positions does not create multiple passes.

Employees that coach an activity that require gate workers, line judges, clock, book etc, may count that activity as one of their events to work.

All employees are responsible to arrange for their own substitute. The substitute will not be paid if the activity is to meet the certified staff member's four activity requirement.

Support staff may sign up for three activities to earn a free pass. The support staff sign up will take place after the certified staff sign up is complete.

Non-Employee Pass Policy

K-12	\$15.00	All Season Pass
Adults includes college students	\$50.00	All Season Pass
Senior Citizen 62 and up	\$30.00	All Season Pass

Small Vehicle Permits: Staff members who regularly (daily) drive cars or vans for curriculum or student transportation purposes are to possess a “small vehicle permit”. Staff members who fall into this category should make arrangements with the superintendent’s office to begin the process of attaining a “small vehicle permit”.

BOARD POLICY STUDENT FEES AND FINES

A copy of the Board Student Fees policy is available upon request.

**NONDISCRIMINATION PUBLIC NOTIFICATION REQUIREMENT
(TITLE IX, TITLE VI, SECTION 504, MULTICULTURAL, ETC.)
POLICY**

The Schuyler Community Schools district number 19-0123 does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Name: Dr. Daniel Hoelsing
Title: Superintendent
Address: 401 Adam Street
Schuyler Central High School
Schuyler, NE 68661

Phone #: 402-352-3527

For question regarding compliance, contact:
Nontraditional/Equity Programs Specialist, Career and Technical Education,
Nebraska Department of Education,
P.O. Box 94987, Lincoln,
NE 68509-4987,
Phone # 402-471-4823,
FAX 402-471-4565,
email -rhastg@nde.state.ne.us

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APPENDIX FORMS

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Guidelines for Employee Use of Social Networking - 45

Professional Boundaries between Employees and Students – 47

Acknowledgement and Receipt - 49

DRUG FREE WORKPLACE ADMINISTRATIVE REGULATIONS

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the district's policy of absolutely prohibiting conduct as set forth in this policy, and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226.34 C.F.R., part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the administrator at the time this policy is distributed to the employee. If no question is directed by an employee to the administrator, it shall be the position of Schuyler Community Schools to presume that the employee has understood and will abide by this policy.
4. While due consideration will be given to the unique fact of any case of violation of this policy, it shall be the first goal of Schuyler Community Schools to assist its employees in enrolling in and successfully completing any appropriate drug abuse program sponsored by an approved private or governmental institution in the event.
5. However nothing in this policy shall be construed to prevent Schuyler Community Schools from taking appropriate disciplinary action against any employee who violates this policy, including, but not limited to, subjecting such employee to an oral reprimand, a written reprimand, suspension with pay, suspension without pay, termination, cancellation or non renewal of employment, referral to appropriate authorities for criminal prosecution, mandatory enrollment, in in-patient care or otherwise as a term and condition to any continuing employment by the District, or mandatory enrollment in any training programs that are or may be provided by the district or others relating to any of the activities prohibited by this policy.
6. Disciplinary action sought to be imposed by the administrator or his or her designee shall be carried out in accordance with the established policies of Schuyler Community Schools. However, nothing in this policy shall be constructed to vest any right in any employee beyond that required by law and manner in which each case shall be handled shall be in the sole discretion of the administrator or his designee subject to the administrator's approval, provided only that such action shall be carried out within the bounds of applicable of law.
7. Conviction of an employee of Schuyler Community Schools of any criminal statute relating to unlawful use, possession, manufacture, distribution, or sale of any controlled substance or alcohol, whether at the workplace or elsewhere, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the administrator or other official of Schuyler Community Schools, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of Schuyler Community Schools or any other applicable body of law. As used herein "applicable body of law" shall mean but not be limited to, state and federal statutes, state and federal regulation, any applicable law.
8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, Schuyler Community Schools, by and through its administrator, may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution.

9. The administrator or a designee may require the employee to provide the administrator or a designee written documentation satisfactory to the administrator or a designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the administrator or a designee may require an employee to participate in after care in the same manner and under the same terms as may be required by the administrator or a designee. The administrator or a designee may require on-going reporting of such participation as a term and condition of continuing employment by such employee at the District.

10. It shall be the policy of Schuyler Community Schools to require an employee who has been legally charged or convicted of a violation of any statute as herein above referred to in this policy to report such charge or conviction to the administrator. Such reporting shall be taking into account in considering the severity of the discipline, if any, to be carried out against such employee. Such reporting shall be a factor to be taken into account by the administrator in making a determination as to whether the employee shall be favorably considered for participation in a drug abuse program or alternate program as set forth in the immediately preceding paragraph as a concurrent requirement to some disciplinary action or as an alternative to disciplinary action. Any employee having concerns about an admission here under constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self- incrimination.

SCHUYLER COMMUNITY SCHOOLS

This document will updated according to recently adopted board policy

INTERNET SAFETY: Network, E-Mail, Internet and Other Computer Use

Rules:

- (a) General Rules:
- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
 - (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
 - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
 - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary

ction or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas for the summer without written notification to their respective Local Area Network Manager (LAN MAN).

(c) **Etiquette and Rules for Use of Computers and the Network:** All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be private property of others.

(vi) Do not place unlawful information on any network system.

(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(ix) Other rules may be established by the network administrators or teachers from time to time.

(d) **Penalties for Violation of Rules:** All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees. **Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Schuyler Community Schools and/or ESU 7 board policy, and including applicable law enforcement agencies when necessary.**

(e) **Student and Parent Agreements:** Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(f) Risks of MySpace, Face book and other Social Networking:
MySpace, Face book, and other social networking sites are blocked and not allowed on the Schuyler Community School's network. The purpose of this message is to give our students information about the risks of using MySpace, Facebook, Xanga, and similar social networking sites at home.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

What you say now on MySpace may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

MySpace has published a Guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using MySpace and the Internet in general:

- Don't forget that your profile and MySpace forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, MySpace will delete your profile.

(g) Technology Protection Measure: Schuyler Community Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Schuyler Community Schools.

(i) The technology protection measure that blocks and/or filters Internet access may be disabled by the technology coordinator or his/her appointed designee for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Schuyler Community Schools

(ii) The technology coordinator or designee may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

(h) Policy Challenge Procedure: An individual who has been granted access to the Internet by Schuyler Community Schools and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

(i) Internet site review requests should be directed to the Schuyler Community Schools Technology Committee in writing for consideration.

(ii) The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.

(iii) Schuyler Community School's technology committee will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Schuyler Community Schools any challenges to the severity of the applied discipline.

(iv) Challenges to the application or enforcement of Schuyler Community School's Internet Safety Policy that cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Schuyler Community Schools established grievance policies or at the Schuyler Community Schools administrator and/or board level for challenges presented in writing.

Schuyler Community Schools Laptop/Computer/iPad Policy for Teachers/Support Staff

Faculty laptops provided by Schuyler Community Schools enable teachers in the district the ability to access school-related materials as needed at any place or time.

The following regulations apply to all Schuyler Community Schools employees receiving a laptop or teacher computer:

- 1) I understand that the Laptop/Computer/iPad assigned to me is to be utilized to support all school-related activities. The laptop must accompany me (the assigned teacher or staff member) to school every day that school is in session. The laptop can leave school with me but must return the following school day.
- 2) I understand that I am responsible for the safety and security of the assigned Laptop/Computer/iPad at all times. I accept the responsibility if I leave the assigned laptop in a car in which theft or damage from temperature extremes could occur.
- 3) I understand that my assigned Laptop/Computer/iPad is the property of Schuyler Community Schools and will be managed by Schuyler Community Schools' Tech Support personnel. My Laptop/Computer/iPad is labeled with a property identification tag that will not be removed for any reason. I understand that if I change the user login password I will notify the Technology Department immediately of the new password. I will NOT remove or alter any user account.
- 4) I understand that my assigned Laptop/Computer/iPad has a predetermined list of software installed on its hard drive. No addition or deletion of ANY software or hardware is allowed on this laptop by ANYONE except Tech Support personnel with the exception of automatic updates. I understand that my assigned Laptop/Computer/iPad will need periodic upgrades and/or repairs that will be performed by Tech Support personnel. I will not allow my laptop to be used by an unknown or unauthorized person. I understand that all contents of my assigned Laptop/Computer/iPad may be accessed at any time as deemed necessary by Tech Support personnel or the SCS Administration.
- 5) I am permitted to use this laptop on a wireless network outside of Schuyler Community Schools as long as it does not require me to install any additional firewall software or change any of my Schuyler Community Schools' network configurations.
- 6) If software/hardware problems arise, the Laptop/Computer/iPad may need to be restored to its original settings. I understand that all work files may be lost during the restore process. Therefore, I will maintain backups of all files to an external device such as a USB drive, CD, or server file. All files housed on my assigned Laptop/Computer/iPad and on the school server are the property of Schuyler Community Schools and may be accessed by Tech Support personnel or SCS Administration at any time.
- 7) I understand that I may be responsible for any costs that can be attributed to negligence, intentional misuse, or the loss of the Laptop/Computer/iPad and/or all peripheral items.
- 8) I have also read and agreed to the Schuyler Community Schools' Acceptable Use Policy. I understand that I am responsible for following the Schuyler Community Schools' Acceptable Use Policy at all times while using this Laptop/Computer/iPad as well as any other computer in the district.
- 9) I understand that upon my resignation from the district, my assigned Laptop/Computer/iPad will be returned to SCS Tech Support personnel in working order, and all files will be removed prior to reassignment in the district.
- 10) Any questions, concerns or interpretations of this policy not covered in this statement will be resolved at the discretion of Schuyler Community Schools' Administration and Tech Support.

PAYROLL DEDUCTION AUTHORIZATION

I will authorize Schuyler Community Schools to deduct from my last pay check the amount that is due for items purchased from the school, i.e. lunches, books, etc.

I also agree to reimburse the school for any leave time that has been paid to me but had not been earned at the time of my leaving the district. This shall be based on the current Employee Leave Policies.

I understand that I am responsible for returning all school property, or I will be charged for these items, i.e. keys, cell phone, laptop computer, etc.

I will reimburse the District for any damaged school property, up to the cost of having it repaired or replaced.

I authorize that the deductions will incur on my last paycheck. If there are insufficient funds, to the extent allowed by law, to cover the reimbursement, I will pay the balance in full before my last day of work.

Signature

Print Name

Dated

SCS Emergency-Medical Leave Bank Request Form

(Classified Staff)

This application is to be submitted to the superintendent with ten days of the staff member's return to work after the relevant absence. All applications must be submitted by the last day of the benefit year.

Name: _____

Dates of absence: _____

Numbers of days requested from the bank: _____

Reason for absence:

**Physician statement verifying reasons must be attached for any days requested for medical purposes.

Signature _____

Date submitted _____

Superintendent's signature _____

SCS EMERGENCY- MEDICAL BANK DONATION FORM

Classified Staff Emergency Medical Bank Donation Form

Name: _____

Date: _____

Days given to the Emergency Medical Bank: _____

Superintendent's Signature:

Classified Staff Member's Signature:

IMPORTANT INFORMATION REGARDING YOUR COMPENSATION ELECTION

We offer all full-time support staff beginning their second year, or first year if enrolled in health benefits, the choice of receiving their compensation either:

- Over the term of the school year from September to May; or
- Distributing your school year compensation equally over 12 months.

We will continue to offer this election option in the future, however, it is important for you to make this written election to receive compensation over a 12-month period. Please note that once you sign the election, it will remain in effect until such time that you elect otherwise (but cannot be changed during the school year in which this election is initially made). This new election requirement arises as a result of a recent change in section 409A of the Internal Revenue Code.

All Support Staff personnel are required to complete the following form.

12-MONTH COMPENSATION ELECTION FORM

I, _____
(Print name on line above)

Employee Election

I **agree** to my salary being paid equally over 12-month period, in lieu of payment received over the school year payroll of 10 months. I understand this election will remain in effect until the end of the current school year.

I **do not** want my compensation distributed over 12-months.

Signature as it appears on payroll records

Dated

- New Application (Complete all sections except Section C. Complete Section H, if applicable.)
 Change (Complete all sections except Section B. Complete Section H, if applicable.)

Please print in black ink. If you need more space you can use a separate sheet of paper. Please include your name and social security number.

Section A. APPLICANT INFORMATION

Social Security Number	Name (Last)	(First)	(M.I.)	Date of Birth (Mo./Day/Year)	<input type="checkbox"/> M <input type="checkbox"/> F
Address (Street, P.O. Box)	(City)	(State)	(Zip+4 Code)	(County)	Telephone Number ()
School District Name	Group Number	Job Title	Date employed w/Group	No. of hours worked per week	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced
Are you, your spouse or your dependent(s) current or former Blue Cross and Blue Shield insureds or applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give name(s) & ID number(s).			Is spouse terminating other Blue Cross and Blue Shield coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give reason and effective date:		

Section B. HEALTH AND DENTAL ELECTION(S) FOR NEWLY ELIGIBLE EMPLOYEES

<input type="checkbox"/> HEALTH	<input type="checkbox"/> DENTAL
<input type="checkbox"/> One Person <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Employee/Children <input type="checkbox"/> Family	<input type="checkbox"/> Standard PPO Option <input type="checkbox"/> \$1500 Deductible Option (if available for your School District) <input type="checkbox"/> HSA-eligible High Deductible Plan Option (if available for your School District)
<input type="checkbox"/> One Person <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Employee/Children <input type="checkbox"/> Family	

Section C. HEALTH AND DENTAL CHANGE ELECTION(S) FOR CURRENT MEMBERS (Complete Section D also to add Dependents)

Change to One Person Health Change to One Person Dental
 Change to Employee/Spouse Health Change to Employee/Spouse Dental
 Change to Employee/Children Health Change to Employee/Children Dental
 Change to Family Health Change to Family Dental

Change Reason: () Divorce () Spouse Deceased () Marriage () Other Date: _____

Add Dependent(s): Date Dependent(s) joined your household: _____

Other Health/Dental Changes: _____

Section D. PERSONAL DATA

List below spouse and other dependent(s) to be covered including eligible children under age 26.
LIST IN ORDER OF AGE - OLDEST FIRST.

Full Name (Last, First, M.I.)	Social Security Number	Date of Birth (Mo., Day, Year)	Sex M F	Relation to Employee

Name (Last)	(First)	(M.I.)	Social Security Number
-------------	---------	--------	------------------------

Section E. PRIOR INSURANCE INFORMATION

Are YOU or DEPENDENT terminating (or losing) other health coverage?
 If YES, the following information will help you avoid delays in claim payments:
 PLEASE NOTE: There is a 12-month waiting period for pre-existing conditions decreased by previous creditable coverage.

1) List all the plans that insured you and your dependent(s) within the last 24 months:

Insurance Company	Policy Holder Name and Social Security Number	Relationship to Employee	DOB (MM/DD/YY)	Policy Number	Effective Date	Termination Date

2) Attach the "CERTIFICATE OF CREDITABLE COVERAGE" from the previous insurer.
 If you haven't received this form, contact the insurance company and ask for one.

3) Give us the name(s) and telephone number(s) of the prior employer(s) who provided health coverage:

Name: _____ Telephone Number: _____

Name: _____ Telephone Number: _____

4) Give us the reason for loss of other health coverage:

I quit my job Death, divorce, or legal separation I/we voluntarily chose to drop other insurance

Spouse quit his/her job I/we have reached the end of COBRA coverage Other: _____

Section F. CURRENT INSURANCE INFORMATION - Complete this section if you are keeping other insurance in addition to this Plan.

Insurance Company	Insured's Name	Names of Covered Persons	Effective Date	Address and Telephone of Insurance Company

MEDICARE SECONDARY PAYOR INFORMATION

Are you, your spouse, or dependent(s) enrolled in Medicare? Yes No If the answer is "yes," please fill in requested information below:

If Medicare: Name of Beneficiary _____

Medicare HIC #: _____

Part A effective date: _____

Part B effective date: _____

Reason for entitlement (check all applicable boxes): Age Disability End stage renal disease

Section G.

I represent that my answers and statements in this enrollment form are true and complete to the best of my knowledge and belief. I understand that any misrepresentation in this enrollment form may cause the coverage to be void. I further understand that Blue Cross and Blue Shield of Nebraska reserves the right to accept or decline this enrollment form and that no right whatever is created by it. I authorize Blue Cross and Blue Shield of Nebraska to obtain and/or release medical information to the extent necessary for processing claims. I authorize my employer to deduct from my earnings any required premiums.

WAITING PERIOD FOR PRE-EXISTING CONDITIONS NOTICE

This Plan imposes a waiting period for pre-existing conditions. This means that if you have a medical condition before coming to our plan, you might have to wait a certain period of time before the plan will provide coverage for that condition. This exclusion applies only to conditions for which medical advice, diagnosis, care or treatment was recommended or received within a six-month period. Generally, this six-month period ends the day before your coverage becomes effective. However, if you were in an eligibility waiting period for coverage, the six-month waiting period ends on the day before the waiting period begins. The pre-existing condition exclusion does not apply to pregnancy nor to covered persons under 19.

Name (Last)	(First)	(M.I.)	Social Security Number
-------------	---------	--------	------------------------

Section G. (continued)

This exclusion may last up to 12 months (18 months if you are a late enrollee) from your first day of coverage, or, if you were in a waiting period, from the first day of your waiting period. However, you can reduce the length of this exclusion period by the number of days of your prior "creditable coverage." Most prior health coverage is creditable coverage and can be used to reduce the pre-existing condition exclusion if you have not experienced a break in coverage of at least 63 days. To reduce the 12-month (or 18-month) exclusion period by your creditable coverage, you should give us a copy of any certificates of creditable coverage you have. If you do not have a certificate, but you do have prior health coverage, we will help you obtain one from your prior plan or issuer. There are also other ways that you can show you have creditable coverage. Please contact us if you need help demonstrating creditable coverage.

All questions about the waiting period for pre-existing conditions and creditable coverage should be directed to our Member Services Department at (402) 390-1820 or toll-free 1-800-642-8980.

SPECIAL ENROLLMENT NOTICE

If you decline enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your or your dependents other coverage). However, you must request enrollment within 31 days after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

In addition, if you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 31 days after the marriage, birth, adoption or placement for adoption.

If you are declining coverage for yourself or your dependents because of coverage under Medicaid or a State Child Health Insurance Program (SCHIP), you may be able to enroll yourself or your dependents in this plan if that coverage terminates due to a loss of eligibility. You must request enrollment in the plan no later than 60 days after the termination of coverage.

Additionally, if you decline coverage and you or your dependents become eligible for premium assistance for this group health plan under Medicaid or SCHIP, you or your dependents may be able to enroll in the plan at that time. You must request enrollment no later than 60 days after the date you are determined to be eligible for the premium assistance.

To request special enrollment or obtain more information contact our Member Services Department at (402) 390-1820 or toll-free 1-800-642-8980.

Signature of Applicant: _____ Date: _____

Section H. DECLINATION OF COVERAGE. Complete only if you elect not to participate in the group insurance offered.

Social Security Number _____ Name _____

School District Name _____ Group Number _____

The group health/dental program has been offered to me and after seriously considering its benefits, I have decided:

- not to enroll myself in the health/dental plan.
- not to enroll myself and my dependents in the health/dental plan.
- not to enroll my dependents in the health/dental plan.

Coverage in the health/dental plan is declined because:

- I am enrolled and/or My dependents are enrolled, under my spouse's health coverage.
- My spouse is employed by (name of firm) _____
- I am enrolled and/or My dependents are enrolled, under a COBRA continuation or state continuation coverage.
- I have and/or My dependents have, individual coverage through Medicare Medicaid SCHIP another insurance company
- Other reason(s) _____

If you decline health/dental enrollment for yourself and your dependents, a request for enrollment at a later date may not be allowed, or may be subject to late enrollment restrictions (if requested other than during a special enrollment period). See "Notice" above.

Signature of Applicant: _____ Date: _____

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner on school grounds or at school activities;
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner on school grounds or at school activities;
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;

- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business); or
- Exchanging personal gifts (beyond the customary student teacher gifts).

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

This policy shall be included in future employee, student and volunteer handbooks.

EMPLOYEE USE OF SOCIAL NETWORKS

The Superintendent and Administrative Team will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - A. Teachers may not list current students as “friends” on networking sites.
 - B. All e-contacts with students should be through the district’s computer and telephone system, except emergency situations.
 - C. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the principal.
 - D. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
 - E. Inappropriate contact via e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

All online communication by District employees during the school day, using District resources, or on behalf of the District is subject to District policies. Employees shall maintain a standard of professional responsibility and conduct, realizing their online actions at work and at home represent the District.

The network systems administrator may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

GUIDELINES FOR EMPLOYEE USE OF SOCIAL NETWORKS

1. Know and follow District policies and regulations relating to online communications.
2. District employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Remember that what you publish will be public for a long time—protect your privacy.
3. Anonymity or false screen names should only be used in personal, non-work related online communications. Identify yourself, and when relevant, your District, when you discuss professional matters. Write in the first person. You must make it clear that you are speaking for yourself and not on behalf of the District.
4. If you publish content to a website and it has something to do with work you do or subjects associated with your District, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent my District's positions, policies or practices."
5. Respect copyright, fair use and financial disclosure laws. When you do use material from others, where possible link back to the source.
6. Never provide confidential or other proprietary information about your District, your students, or your co-workers. Ask permission prior to publishing or reporting on conversations that are meant to be, or might be assumed to be, private or internal to the District and your work.
7. Be particularly aware of student privacy laws including FERPA.
8. Don't cite or reference fellow staff members, administrators, parents, volunteers, suppliers, or others associated with the District without their approval.
9. Always maintain professional standards. Absolutely never use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory—such as politics and religion.
10. Find out who else is blogging or publishing on the topic, and cite them.
11. Be aware of your professional responsibilities with online social networks. When you identify yourself as an educator, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.
12. Don't pick fights, be the first to correct your own mistakes, and don't alter previous posts without indicating that you have done so.
13. Be thoughtful about everything published online. If you are angry or frustrated, it is best to avoid using online communications.
14. Be very judicious in disclosing any personal details, as they will be available online for a long time.
15. Try to add value. Provide worthwhile information and perspective. The District is best represented by its people and what you publish will reflect on your District and your community.
16. Maintaining the trust of others with whom you communicate is critical. If you have a vested interest in something you are discussing, be the first to point it out. Nothing gains you more notice in the online social media environment than honesty—or dishonesty.
17. Blogs, wikis, virtual worlds, social networks, or other tools hosted outside of the District's protected Intranet environment should not be used for internal communications among fellow employees. It is fine for fellow employees to disagree, but don't use your external blog or other online social media to air your differences in an inappropriate manner.
18. When speaking about other districts or teachers at other districts, be careful about identifying them if the remark may be interpreted as being critical of them. You must make sure that what you say is factual and that it does not disparage others.
19. Avoid arguments. Don't try to settle scores or goad others into inflammatory debates.

20. There are always consequences to what you publish. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, and it is related to your work or the District, feel free to discuss it with your administrator. Ultimately, however, you have sole responsibility for what you post to your blog or publish in any form of online social media.

Personnel - All Employees

Professional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to communicate with students in an inappropriate, immoral or unethical manner or otherwise to communicate in a manner which is contrary to District policies or expectations. To avoid such impermissible communications, employees are encouraged to follow the following guidelines:
 - Do not discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity.
 - Electronic communications with students should be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in inappropriate relationships through social-networking friendships with a student on MySpace, Facebook, or other social networking site. To avoid such impermissible communications, employees are encouraged to follow the following guidelines:
 - Do not "friend" a student on a social networking site.
 - If an employee chooses to not follow the foregoing guideline, the employee's social networking should not include any material that may diminish the employee's duty to serve as a good role model for students, include any communication on a social networking site that is inconsistent with other provisions of this policy, or to otherwise include any communication on a social networking site that is contrary to District policies or expectations.

Material that employees post on social networks that is available to the public or those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating.
- Making any sexual advance - verbal, written, or physical - towards a student or responding to any sexual advance by a student.

- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy.
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student to the point where the student is uncomfortable.
- Allowing a student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving or acceptance of gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Adopted: June 8, 2009

Revised: January 11, 2010

ACKNOWLEDGEMENT AND RECEIPT

The undersigned, herewith acknowledge that I have access to the following policies of the Schuyler Community Schools

1. Drug Free Workplace policy
2. Internet Safety Policy
3. Laptop Computer Use Policy
4. Payroll Deduction Authorization Policy
5. Staff Conduct w/Students Policy
6. Employee Use of Social Network Policy
7. Guidelines for Employee Use of Social Networking Policy
8. Professional Boundaries Between Employees and Students Policy
9. Job description (for first year employees only) Your Principal should give this to you.
10. **I know that a copy of the above mentioned policies, Support Staff Handbook, Board Policy are found on the Schuyler Community Schools website – schuylercommunityschools.org.**

I have read the policies and understand them, and by affixing my signature here to in the presence of a witness indicate that I agree to be bound by the terms and conditions of the said policy and recognize it as a material term of my employment with Schuyler Community Schools. The signature of the undersigned acknowledges the permission of the undersigned to place a copy of the Acknowledgement and Receipt in the personnel file of the undersigned

Dated this ____ day of _____, 20____

Employee print your name

Employee sign your name

Witness

Employee

Witness



**SCHUYLER
COMMUNITY
SCHOOLS**

**CERTIFIED STAFF
HANDBOOK**

2014-2015

STRIVE • COMMIT • SUCCEED

**Schuyler Community Schools
Mission Statement**

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SCHUYLER COMMUNITY SCHOOLS FACULTY 2014-2015

ADMINISTRATION

K-12

Last Name	First Name	Position	Total Years of Experience completed 2013-2014 school year	*Years of Experience Completed at SCS ending with 2013-2014 school year
Hoelsing	Daniel	Superintendent Pre-K – 12	34	1
Egr	Michelle	Activity Administrator PreK – 12	23	18
Gibbons	David	Curriculum Coordinator, School Improvement, Title Coordinator PK -12,	21	18

COORDINATORS PRE K – 12

Droge	Jeff	Technology Coordinator P-K-12	30	24
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ADMINISTRATION 9-12

Pavlik	Gregory	Principal 9-12	25	3
Kovar	Darin	Assistant Principal 9-12	16	2

ADMINISTRATION PRE K – 8

Comley	William	Principal K-5	14	6
Grammer	Stephen	Director of Grants, Assistant Athletic Director 6-8	25	6
Burton	Michelle	Principal 6-8		0
Reinsch	Gerald	Assistant Principal 6-8, Richland, 504R, Fishers, Music	19	2
Vrba	Darli	Principal K-5	27	27

CERTIFIED STAFF

Aldrich	Peg	3rd Grade	36	35
Allgood	Brenda	3rd Grade	21	12
Andel	Kristy	Kindergarten	9	9
Bathen	Lanette	Reading Coach	32	5
Beaumont	Lindsay	2nd Grade		0
Bebout	Heather	2nd Grade	10	6
Beebe	Cynthia	HS Business, 7th- 8th Grade Business	17	6
Beebe	Lyndon	Business	30	30
Beltrand	Amber	Modern Languages	7	5

Benck	Kristi	K-4th Grade	26	22
Benesch	Lori	Special Education	29	19
Birkel	Brianna	4th Grade	1	1
Black	Rebecca	2nd Grade	12	8
Block	Todd	6th Grade Science	10	10
Brabec	Jodi	1st Grade	18	18
Brady	Mark	7th Grade Social Studies	5	3
Breedlove	Mary	Family and Consumer Sciences	3	3
Brown	Rebecca	8th Grade Math	2	2
Burton	Robin	Key Boarding		1
Bywater	Christina	Vocal Music	20	8
Carter	Richard	Mathematics	24	7
Conrad	Jean	Reading 180	32	32
Cuda	Patricia	Kindergarten	20	13
DeBower	Caitlin	4th Grade	4	2
Didier	Adrienne	5th Grade	4	4
Domina	Jill	5th Grade	11	11
Duranski	Jeffrey	Social Studies/Technology Support Specialist	18	16
Eloge	Clarissa	ELL/Newcomer		0
Ferguson	Lindsay	Early Childhood Special Ed		0
Fett	Caitlin	Elementary Special Education		0
Freeman	Shari	Early Childhood Teacher	34	5
Fry	Michelle	K-1 Sped		0
Gahan	Eileen	4th Grade	22	1
Gansebom	Michaila	HS/SMS Instrumental		0
Gibbons	Doreen	RTI Coach	13	13
Glodowski	Melissa	Counselor	14	14
Gutierrez	Guillermo	SMS Industrial Technology	1	1
Hagewood	Linda	1st Grade	43	36
Hagewood, III	Thomas	Science	42	36
Hall	Shanda	Librarian/6th Grade Reading/Yearbook	17	17
Hall	Andrew	6th Grade Mathematics	24	22
Halvorsen	Patrick	Physical Education 6th-8th	12	8
Hamernik	Jennifer	4th-5th Grade/ Social Studies	27	24
Hayes	Brante	1st Grade		0
Healy	Karrie	Preschool, Head Teacher	19	12
Hellbusch	Elizabeth	Science		0
Hess	Channa	Physical Education		0
Hlavac	Jeremy	Physical Education	5	4

Hoelsing	Jill	English	33	1
Holub	Megan	3rd Grade	3	1
Hoppe	Sheila	Kindergarten	11	11
Hutton	Amanda	Spanish - SCHS	1	1
Jacobsen	Tessa	Vocal Music		0
James	Charles	Mathematics	2	2
James	Elizabeth	5th Grade	2	2
Johnson	Kay	6th Grade Social Studies	36	15
Johnson	Amy	Guidance Counselor	31	29
Jones	Meridith	Kindergarten		0
Kasik	James	Industrial Technology	25	25
Keairmes	Drey	Language/Arts		0
Klaassen	Sherri	Reading Coach K-5	19	19
Klein	Brenda	Special Education	33	20
Kment	Paula	Guidance Counselor	24	24
Kmiecik	Emily	Physical Education		0
Kneen	Nancy	Guidance Counselor	6	1
Knutson	Jon	Social Studies	34	24
Knutson	Pat	Special Education	25	24
Kobza	Kimberly	Reading 180/Math	29	26
Kort	Kelly	1st Grade	10	6
Kracl	Kari	3rd Grade	8	5
Kracl	Tracey	3rd Grade	29	29
Kracl	Janice	ELL	38	38
Kroupa	Molly	Physical Education		0
Krumel	Jo Lynne	7th & 8th Grade Reading	8	8
Kudera	Barbara	Family & Consumer Science	19	15
Lickei	Elizabeth	English	10	9
Malcolm	Andrew	Art	40	7
Mallory	Elizabeth	Special Education	30	9
Mally	Miranda	7th- 8th Science	3	1
Martin	Randy	Art	36	36
Marymee	Karen	1st Grade	31	6
McGowan	Barbara	2nd Grade	34	30
McKenney	Robbi	Business		0
Melick	Sheri	2nd Grade	28	21
Mendlik	Jill	4th Grade	21	21
Mertins	Eryn	5th Grade		0
Miller	Renee	Preschool	5	5
Moseman	Amanda	Kindergarten		0
Mueller	Corrine	6th - 8th Grade/ Social Studies	8	8

Neumann	Russell	Special Education	2	2
Nolan	Kasey	4th Grade	1	1
Novacek	Lauri	7th - 8th General Math	23	16
Oppliger	Michelle	7th - 8th Science	10	10
Paesl	Seth	Social Studies		0
Palu	Constance	Special Education		0
Parsons	Molly	Kindergarten	1	1
Peterson	Mandy	Library Media	8	8
Pishney	Emily	Kindergarten		0
Policky	William	7th - 8th American History	22	15
Pontow	Roxanne	7th - 8th Reading	23	14
Pracheil	Andra	4th Grade	4	4
Prescott	Dawn	7th - 8th Computer Literacy	19	14
Puntney	Jayne	Kindergarten	1	1
Rambour	Lynne	Special Education		0
Ramsey	Jennifer	English		0
Recinos	Evelyn	6th-8th Newcomers	6	14
Reeh	Trever	Mathematics		0
Reinert	Meghan	1 st Grade	8	8
Rodriguez	Ingrid	5th Grade		0
Saathoff	Barbara	Alternative Education	20	1
Sackett	Sarah	4th Grade	2	2
Sanchez	Brisa	ELL		0
Sayer	John	Science	20	15
Schaeffer	Gary	Mathematics	25	3
Scheffler	Jolene	1st Grade	17	7
Schlautman	Laurie	Librarian	24	22
Schueth	Deborah	Language Center ELL	11	9
Schultz	Dana	6th - 7th Language Arts	24	2
Sellentini	Rhonda	ELL	20	17
Severson	Jared	Business	3	4
Soren	Jill	Special Education		0
Steffensmeier	Sue	6th Grade	25	5
Stevenson	Denise	K-2nd Grade	18	18
Stutzman	Jennie	2nd -3rd Grade/K-8th PE	9	9
Sunneberg	Morgan	Kindergarten		0
Svehla	Kristine	2nd Grade	26	21
Sweeney	Lynn	Alternative Education	20	20
Taylor	Nicole	Vocal Music	7	6
Terrell	Lisa	3rd Grade	4	4
Thoms	Raenelle	1st Grade	14	14

Thumann	Aaron	Physical Education	2	2
Thumann	Rebecca	English	9	9
Turner	Matt	Social Studies	9	4
Vacha	Cynthia	K-1st Grades, Head Teacher	33	8
Van Der Linden	Danielle	5th Grade	1	1
Wachter	Cynthia	3rd-4th Grade, Head Teacher	29	19
Weihl	Kari	Special Education	2	2
Wemhoff	Angela	Language Arts	4	2
Wemhoff	Mark	Industrial Technology	13	3
Wheeldon	Thomas	Agriculture Education	33	33
Wickham	Sean	Social Studies	18	1
Wilcox	Nick	Science	3	3
Wood	Rachel	3rd Grade	4	4
Wortman	Belinda	Kindergarten	16	13
Yosten	Amanda	English	4	3
Zrust	Bonita	Business	20	20

SCHUYLER COMMUNITY SCHOOLS SUPPORT STAFF FOR 2014-2015

Last Name	First Name		Years of Service Completed at SCS at the end of the 2013-2014 School Year *
COORDINATORS PRE K-12			
Acosta	Paola	Save the Children, Early Childhood	3
Andel	Jeff	Head of Food Service	8
Droge	Jeff	Computer Technology	24
Goos	R. Michael	Psychologist	8
Hartman	Marlene	Business Manager	13
Mundil	Ronnie	Director of Facilities	34
O-Malley	Amanda	Sixpence	1
SUPPORT STAFF			
Abraham	Elaine	Food Service	10
Acosta	Veronica	Para-Educator	3
Alarcon	Jasmin	Para-Education	4

Alarcon	Ariana	Administrative Assistant	6
Aldrich	Marvin	Maintenance/Custodial	28
Arciva	Paloma	Para-Education	1
Arps	Kady	Technology Support Specialist	4
Barr	Eugene	Maintenance/Custodial	2
Bender	LuAnn	Food Service	8
Bennett	Jenifer	Para-Educator	1
Berggren	Ashley	Para-Educator	1
Blum	Ranae	Food Service	2
Brabec	Renee	Transportation	7
Brandl	Diane	Para-Educator	33
Brandl	Emily	Para-Educator	1
Carcamo	Mabel	Maintenance/Custodial	5
Cech	Linda	Food Service	2
Cech	Denise	Para-Educator	4
Cerny	Julie	Administrative Assistant/ Head	13
Chromy	Charmyn	Para-Educator	8
Clayton	Robert	Maintenance/Custodial/Site Head SES	18
Cockson	Lois	Para-Educator	5
Comley	Valerie	Administrative Assistant	0
DeLeon	Ashley	Para-Educator	6
DeLeon	Amber	Para-Educator	9
DeLeon	Trina	Para-Educator	11
Didier	Mary	Nurse	21
Dimas	Alejandra	Administrative Assistant/ Head	15
Dirkscheider	Julie	Para-Educator	4
Dirkscheider	Paul	Electrial & Mechanical Tech/Soccer Coach	8
Doerneman	Sharon	Para-Educator	6
Drueppel	Vicki	Para-Educator	7
DuPlanti	Mary	Para-Educator	9
Eckstein	Mary	Para-Educator	17
Eller	Richard	Maintenance/ Custodial	9
Enriquez	Angelica	Maintenance/ Custodial	2
Friesz	Shelley	Administrative Assistant/ Foundation Secretary/ Food Service Coordinator	5
Gall	Jan	Para-Educator	3
Gonsior	Deborah	Para-Educator/Art club	11
Gonzalez	Gloria	Maintenance/ Custodial	16

Grevson	Tim	Maintenance/Custodial/Site Head SES	5
Grotelueschen	Tammy	Para-Educator	8
Guerrero	Daisy	Para-Educator	5
Harris	Lilas	Food Service/Custodian	6
Hartman	Deborah	Para-Educator	10
Hastings	Carol	Food Service	7
Jakub	Sally	Superintendent's Office Manager	14
Jedlicka	Marica	Maintenance/Custodial	7
Jenkins	Joy	Food Service/Head Cook	9
Koliha	Marvine	Para-Educator	4
Koliha	Leslie	Para-Educator	5
Kudera	Tamra	Para-Educator	1
Kuzel	Gladys	Para-Educator	15
Lopez	Marisela	Administrative Assistant	6
Mares	Paula	Para-Educator	12
Marino	Guadalupe	Afterschool Director	8
Marking	Cathie	Head Administrative Assistant	15
Martens	Louise	Food Service	8
Martinez	Dayana	Maintenance/Custodial	1
Mattfeld	Marilyn	Food Service/ Site Head	19
Mefford	Vicki	Food Service	8
Meister	Deborah	Para-Educator	23
Melendrez	Juan	Maintenance/Custodial	18
Mendoza	Ana	Para-Educator	3
Muehlich	John	Food Service Van Driver	5
Muehlich	Nellie	Food Service	8
Muhsman	Patricia	Food Service	2
Oehlich	Tori	Nurse	5
Orender	Darla	Para- Educator	8
Orozco	Danielle	Food Service	5
Pardo	Ana	Para-Educator	1
Pena	Lourdes	Newcomers	1
Perrin	Karen	Food Service	4
Perrin	Mindy	Administrative Assistant/ Food Service	6
Powell	Kimberly	Student Information Specialist	11
Ramirez	Jamie	Food Service/Custodian	11
Raya	Barbara	Administrative Assistant	4
Rea	Patricia	Sped Administrative Assistant	21
Reha	Carol	Nurse	6
Rinkol	Daniel	Technology Support Specialist	0

Rocha	Janelle	Para- Educator	12
Schwartzner	Vicki	Para- Educator	11
Severson	Jared	Registrar	6
Shonka	Michelle	Para-Educator	8
Shonka	Coralie	Administrative Assistant	11
Sobota	Donna	Administrative Assistant	5
Sobota	Sherri	Food Service	8
Spale	Sherri	Para-Eduactor	5
Spale	Terry	Maintenance/Custodial	5
Stark	Barbara	Para-Educator	15
Vazquez	Neyra	Para-Educator	1
Venzor	Armando	Maintenance/Custodial	5
Volkmer	Kimberly	Para-Educator	2
Votava	Annette	Para- Educator	13
Wachal	Matthew	Maintenance/Custodial	1
Wilshusen	Tambri	Para- Educator	14

SCS PART-TIME STAFF

Lucar Videos	Channel 99
Houdek, Pam	Assistant Track coach
Bailey, John	Asst. Boys Soccer
Thielen, Jacqueline	Asst. Track and Field, Flags

DISTRICT 19-0123 BOARD OF EDUCATION

Lumir Jedlicka	President	2015
Rich Brabec	Vice-President	2015
Eric Cerny	Member	2017
Virginia Semerad	Secretary	2017
Chuck Misek	Member	2017
Brian Vavricek	Treasurer	2015

**ORGANIZATION SPONSORS
2014-2015**

Art Club	Deb Gonsior
Cheerleaders	Becky Thumann
One Act (Drama)	Jill Hoelsing
Asst One Act (Drama)	Liz Hellbush
Dance Team	Amanda Hutton
FCCLA	Mary Breedlove
FFA	Tom Wheeldon
Flags	Jacquie Theilen
Freshman Class	Charles James
Pep Band	Michaila Gansebom
Intramurals	Jean Conrad
Junior Class	John Sayer and Bonnie Zrust
Culture Club	Elizabeth Lickei
National Honor Society	Amanda Yosten
Musicals (even years)	Chrissi Bywater
Asst Musical (even years)	TBA
S-Club	TBA
Asst S-Club	Jan Kracl
Science and Math Club	John Sayer
Senior Class	Jeff Duranski and Robbi McKenney
Speech	Jennifer Ramsey
Sophomore Class	Amanda Hutton
Student Council	Cindy Beebe
Student Council (Middle School)	Angie Wemhoff
Vocal Music	Chrissi Bywater
Weight Lifting	Aaron Thumann
Asst Weight Lifting	Lyn Beebe and Nick Wilcox
Yearbook	Robbi McKenney

Coaching Staff 2014-2015

	HEAD COACH	ASSISTANT COACHES
<u>Fall Coaches</u>		
Cross Country	Rick Carter	Tom Wheeldon (MS) Mark Brady
Football	Aaron Thumann	Jeremy Hlavac, Nick Wilcox, Gary Schaeffer, Lyn Beebe (MS) Dana Schultz, Brante Hayes, Todd Block, Pat Halvorsen, Russell Neumann, Drey Keairnes
Girls Golf	Jeff Droge	
Softball	Clarissa Eloge	Emily Kmiecik
Volleyball	Sean Wickham	Kasey Nolan, Channa Hess (MS) Becky Brown, Miranda Mally, Molly Kroupa, Michelle Fry
<u>Winter Coaches</u>		
Boys Basketball	Matt Turner	Lyn Beebe, TBA (MS) Pat Halvorsen, Todd Block, Andy Hall, Brante Hayes
Girls Basketball	Gary Schaeffer	Mark Brady, Sean Wickham (MS) Becky Brown, Todd Block, Dana Schultz, Channa Hess
Wrestling	Jeremy Hlavac	Nick Wilcox, Drey Keairnes (MS) Mark Wemhoff, Russell Neumann, Guillermo Gutterez Aerobics (MS) Tami Wilshusen
<u>Spring Coaches</u>		
Boys Soccer	Lyn Beebe	John Bailey, Trever Reeh
Boys Golf	Charles James	
Girls Soccer	Molly Kroupa	Paul Dirkschneider, Clarissa Eloge
Track and Field	Rick Carter	Mark Wemhoff, Jacquie Theilen, Pam Houdek, Dana Schultz (MS) Todd Block, Pat Halvorsen, Emily Kmiecik, Seth Paesl, TBA

STRIVE * COMMIT * SUCCEED

SCHUYLER COMMUNITY SCHOOLS VISION STATEMENT:

Schuyler Community Schools, in partnership with parents, students and the community is committed to educate students to become skilled, knowledgeable and responsible citizens in a global society.

ORGANIZATION

Chain of Command:

Channels of communication and authority have been established to assist the school system –**Board Policy 102.02.**

Board of Education:

The Board of Education is the legal body vested with the final authority in all school matters as delegated by the Nebraska State Legislature. The Board of Education has established a set of policies and has provided authority in the office of the superintendent to carry out these policies and to manage the school system.

The Superintendent:

The superintendent is the official spokesman for the Board of Education and in turn represents the teachers to the Board. It is necessary that all matters concerning school business from school personnel be routed through the superintendent's office. If at any time, any teacher believes that s/he is not being fairly represented, grievance procedures are found in the negotiated agreement.

The Principals:

The building principal is the teacher's immediate supervisor and is responsible to the superintendent for all educational functions within the school. The principal welcomes your ideas and suggestions. The staff shall seek approval for instructional/budget requests, activities, projects, and dates with the principal/AA.

9-12 Assistant Principal

The assistant building principal is the teacher's immediate supervisor for responsibilities designated by the building principal and in the absence of the principal.

6-8 Assistant Principal/Assistant Activities Administrator/Substitute Teacher Coordinator/Preschool Principal:

The assistant building principal is the teacher's immediate supervisor for responsibilities designated by the building principal and in the absence of the principal.

S/He coordinates the 6-8 Activities. This person is responsible to the Activities Administrator with emphasis placed on communication with the building principal(s).

S/He coordinates the hiring of substitute teachers and the substitute teacher electronic requests and acceptance of requests software.

Activities Administrators:

The AA is responsible for the coordination of co-curricular activities. S/He will approve activity budget requests, athletic scheduling, and will be the districts designated representative at co-curricular activities. Other responsibilities will be designated by the principal/superintendent.

PK-12 Curriculum, Assessment and School Improvement Administrator:

This person coordinates the curriculum, assessment and school improvement activities of the district.

Prek-12 Coordinators:

These positions – Technology Coordinator, Business Managers, Director of Facilities, and Food Service – have been created to coordinate efforts in the areas of technology, finance, facilities, and food service. When the staff has issues related to these positions, the coordinator should be the person that is contacted.

Head Teachers:

These people take on the responsibilities of the day to day operations of a school in the absence of a building principal. They are located in the Richland, Fisher's 24 and 4R schools.

Faculty:

Faculty members are responsible for providing instruction and sponsorship supervision directly for students. Faculty members are the direct link between home and school. Each student you educate becomes a public communicator for our school. The faculty is to establish effective working relationships with students, parents, other faculty members, support staff, and administrators.

Support Staff:

District employees including bus drivers, food service, custodians, school nurse, Para-educators, and administrative assistants have been employed to assist in student education. The support staffs - as well as all employees of the district - are hired to benefit student learning.

We are as good as our people!

PERSONNEL PRACTICES

District Recognition and Awards:

A written recommendation for recognition shall be forwarded to the Board of Education by any person and the Board, by a majority vote, may authorize the expenditure of District funds for items of recognition including plaques, certificates of achievement, or items of value to elected or appointed officials, employees or volunteers of the District. The value of this item shall not exceed: Paid at the beginning school when starting your

6th year after completing 5 years at SCS	\$30
11th year after completing 10 years at SCS	\$45
16th year after completing 15 years at SCS	\$55
21st year after completing 20 years at SCS	\$65
26th year after completing 25 years at SCS	\$75
31st year after completing 30 years at SCS	\$85
36th year after completing 35 years at SCS	\$95
41st year after completing 30 years at SCS	\$105

Awards presented to retiring school board members shall be limited to \$50.00

The monthly paycheck:

Your paycheck will be available on or before the 20th of each month. We encourage you to have direct deposit. The central office business manager will make notification regarding retirement, withholding, social security, and benefits.

403b option:

Staff members have the option of a payroll deduction to place money in a 403b account.

Teaching certificates and official college transcripts:

Your teaching certificate must be registered with the superintendent prior to receiving pay. A copy of a teacher's teaching certificate must be on file in the District 19-0123, Schuyler Community Schools, and central office.

Official college transcripts must be on file in the central office for accreditation purposes and for movement on the salary schedule.

Accidental injury and worker's compensation:

A school time insurance program including an accidental injury policy is available. All staff is covered by worker's compensation insurance. Report any school-connected injury to the building nurse (If the building nurse is unavailable or you work in a rural school, contact the central office immediately). Ask the central office business manager for additional information. When returning from a medical leave of absent resulting from an accident or long-term illness, a release to return to work note from the doctor is required.

Leaving the building:

All personnel are requested to sign out from the principal’s office when leaving the school during school hours for any purpose. The public expects educators to be working with students and planning during the school day. Please keep time away from students and the building to a minimum when not on school business.

Work Day:

Staff will work 8 hours/day – this includes a 30 minute duty free lunch.

Maintenance Staff: Make every effort to cooperate with the custodians. Requests of the maintenance staff regarding classrooms, activity areas, or playing fields, should be directed to the superintendent, building level principals and/or the Director of Facilities. It is not possible for custodians to meet all requests at the same time. Provide accurate, timely reports and requests to maintenance staff so they may complete their assigned responsibilities. Please leave rooms in an orderly fashion each evening with shades lowered, windows closed and locked, paper and litter removed from the floor, desks cleared of paper, student’s desks properly arranged, and lights turned off. Help keep the building clean. Report in writing, any broken furniture or equipment needing repair. These reports should be given to the central office or to the director of facilities.

Alcohol/Drug, No Tobacco Use Resolution:

A No Tobacco Use resolution has been approved by the Board of Education, which prohibits tobacco use in the Schuyler Community School buildings. There are no authorized tobacco use areas for staff. All staff members are to sign appropriate documentation.

(Appendix)

STAFF APPEARANCE CODE:

The staff is expected to dress in a way that is appropriate for a school setting when on duty. No code can be written that will address all of the styles, trends and designs in clothing, jewelry and tattoos. School administration – more specifically the building principal(s) – reserves the right to make decisions about the appropriateness of staff appearance. Examples of inappropriate appearance would include:

- Clothing that shows an inappropriate amount of bare skin (midriff, legs, cleavage) and underarm and chest hair.
- Body piercing in any location other than the ears.
- Visible tattoos.
- Visible undergarments. Anything that is not appropriate for students is not appropriate for faculty.

Jeans and sweats are not considered appropriate dress unless an educator is involved with projects/activities in physical education, agriculture education, industrial technology classes, etc. Jeans may also be worn for special days and events. Special days and events are designated by the building principal.

Coaches wishing to wear jeans and sweats should be given ample time to change prior to leaving for events.

District wide pre-service and in-service days are duty days. Appropriate appearance is expected (refer to above discussion) unless otherwise announced. Staff appearance at building level pre-service and in-service events is left to the discretion of the building principal(s).

If a staff member’s appearance fails to meet the district code - as determined by the building principal(s) - the staff member will be asked to change clothing, permanently adjust clothing, remove piercings, or cover tattoos.

It is extremely difficult to create a list of clothing that is considered “not appropriate” for staff to wear while on school duty. Thus the following list of inappropriate clothing is intended to give staff members a baseline standard for dress.

- Jeans, bib overalls

- Sweat suits, exercise pants, spandex
- Shorts
- Spaghetti straps
- Tops that reveal the midriff and inappropriate cleavage
- Halter tops, muscle shirts,
- Dresses, skirts that are more than 4 inches above the knee
- Pants that bag too low around the waist
- Beach type flip flops, slippers
- Clothing that is overly faded, tearing, ragged and fraying
- Hats inside the building

Food for thought:

Building principals and staff should discuss and research student and staff uniforms. You may want to consider having a “uniform day or week” on a trial basis.

Staff/Faculty Work Room:

Use this room to assist in preparing for your classes. Please keep the room clean and orderly. Students are not permitted in the workroom.

RECEIPTS/PURCHASE ORDERS AND ACTIVITY ACCOUNTS

RECEIPTS:

Prior to bringing any monies to the superintendent’s office for deposit, the money must be counted and the amount summarized in writing. For activity fund receipts, a form is available in the superintendent, business manager’s office or the principal’s office in each of the buildings. The completed form should accompany all deposits. At this time, the rural schools principal, business manager at central office located at Schuyler Central High School, and the central office also located at Schuyler Central High School office manager are in charge of activity fund receipts. The business manager is in charge of general fund receipts.

PURCHASES:

An electronic purchase order is available on line for all staff members. We encourage you to use the electronic PO at all times. General guidelines include:

1. Use an email template that will be sent to you from the building administrative assistant or the superintendent’s office manager.
2. Fill out the online P.O.
3. Forward the online P.O. to the building principal
4. The building principal will code and initial the online P.O.
5. The building principal will forward the P.O. to either the business manager or office manager.
6. The superintendent will sign the P.O.
7. The business manager or office manager will place the order.

Note: The following exceptions exist to above “purchase” procedures:

- The curriculum coordinator will take the place of the building principal on all purchases involving textbooks and other such curriculum related purchases.
- The curriculum coordinator will take the place of the building principal on the approval of all staff development activities.
- The technology coordinator will take the place of the building principal on all purchases involving computer hardware.

If the traditional paper purchase order method is used, please follow the following procedures.

All purchases must have “initial” approval by the immediate supervisor (generally the principal, activity administrator, or on occasion the superintendent). Purchase orders will be available in the Superintendent, Principal, and Activities Administrator’s office. After the “initial” approval, all purchase orders must receive a final signature from the

superintendent. All purchase orders will receive a number from the Superintendent's office manager, the Principal, or the Activities Administrator. All phone and fax orders should be placed by the business manager or the office manager.

Local (in town) purchases may use the voucher. (However, the use of an electronic purchase order is recommended for all purchases.) In place of the purchase order, a voucher must be completed and signed by the purchaser. This form must then be signed and coded by the administrator that authorized the purchase before being turned in to the superintendent's office for payment. Please note that the voucher method does not change the approval process. All purchases must receive initial approval before any purchase can be made.

All Athletic and some Activity Accounts (including Athletic Club accounts) must have initial approval by the activity administrator or assistant activities administrator (grades 6-8) or elementary principal. The superintendent will make final approval. All other activity accounts must have approval by the superintendent.

Please be sure to provide some type of written documentation detailing the purchase. (Invoice, charge slip, copy of registration, etc.)

General fund vouchers/purchase orders are paid monthly at the regular board meeting. Activity fund vouchers/purchase orders are paid on Fridays. Please do all you can to get activity vouchers/purchase orders in the week before payment is due. Vouchers/purchase orders should be turned in to the Principal, A.A., Superintendent by the last Wednesday of the month in order to get payment at the next monthly board meeting.

Materials Ordered "On Approval": Any materials ordered on-approval should be ordered on the school purchase order form in the same manner as a regular purchase. Please do not order materials by using company order blanks. Materials that have been ordered on approval and which must be returned to the company, must have an "approval for return" from the company, and must be insured by the school.

Students shall at no time be given authority to charge to any school account. Sponsors must sign all charge slips.

Meal Reimbursement Guidelines

According to IRS guidelines, a public school district is not to pay for meals while a staff member is attending a workshop, convention, seminar, workday special meeting, workday study session, etc. An exception to this is if the meal is considered part of the stated activity (refer to list in the previous line) and is included in the registration fee. Another exception is if the meal is considered a working lunch and is part of the written agenda. A form in the appendix is included and must be filled out if reimbursement is expected.

Persons not following the above procedures should be prepared to be reprimanded by their immediate supervisor and/or superintendent.

TEACHER SUPERVISION OF STUDENTS

Teacher Responsibility:

Every teacher has authority over every student in the school. No student is the sole responsibility of any one teacher at any time. We are all responsible in any student-teacher situation. Good school discipline exists due to the cooperative efforts of the entire faculty. Uniformity in discipline is essential. Assisting and supervising students should be the first priority of all staff members. Classroom teachers are responsible for the meaningful learning, which students are provided and maintain supervision of students assigned to them. Supervision during school activities is the responsibility of all teachers present. If pupil misbehavior is detected during convocation or any function, it is expected that you correct the situation immediately. Hallway supervision is the responsibility of all teachers.

Classroom Maintenance: Teachers are responsible for the condition of tables, chairs, walls, and floors throughout the building. If food/drink items are not handled properly, please clean-up the mess this may cause. Specifically do not allow students to sit on the top of tables or desks.

STUDENT MEETINGS AND SPONSORSHIPS

No official business shall be transacted by any student group organization without the presence of the sponsor of that organization. Sponsors shall be appointed by the administration. Students shall at no time be involved in a school activity in any school building without a sponsor being present. The sponsor must remain present until all supervised students have cleared the building. We ask that sponsors make sure that students under their supervision get started home safely after they have returned to the school after events out of town. For students who are not old enough to drive, this generally means that they should be leaving with a responsible adult – preferably their parent(s). The sponsor must see that all lights are off and all doors and windows are properly locked. This means that student managers cannot be delegated the responsibility of closing the school after practice. Under no conditions shall teachers' keys be given to students. Coaches or a delegated assistant coach must turn off lights and lock doors after the last student has left. More specific procedures are found in the coach's manual. These guidelines will be reviewed by the AA.

MISCELLANEOUS

You and your principals will resolve the majority of rules and regulations affecting students. Listed below are general items that will apply for all.

Acceptable Use Procedures for Computer Work Stations and Laptops: Staff members are required to sign-off on the sign-off form which is found in the "Appendix".

Classroom:

Be in your classroom when students are present. Do not leave classes or groups unattended. If it is necessary to be away from your classroom, be sure that arrangements are made with the principal or a staff member for someone to take your place. During class or supervision assignments, you should be in the area assigned. It is not appropriate for staff members to be in the teacher's work area when they are scheduled to be with students. Do not put yourself in a position of liability by leaving your students unsupervised.

Copy Machine for Personal Use:

Staff members are expected to pay for copies made for personal use and outside organizations. Per copy cost is \$.10 per page for photocopies, \$.10 per page for the risograph and \$.10 per page for the fax machine.

Copyright Laws:

Copyright laws of the Federal and State Government will be followed at Schuyler Community Schools.

Faculty and Staff Parking:

Designated areas for staff parking are available. The procedures for staff parking will be designed and implemented by the building principal.

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district

decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer .

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is;

Family Policy Compliance Office
U.S. Department of Education 400 Maryland
Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION: The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION: The district's policy is for education records to be kept confidential except as permitted by the FERPA law and the district do not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assists with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION:

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students’ names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

NOTICE CONCERNING STAFF QUALIFICATIONS: The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, the District will give parents/guardians the following information about their child’s classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child’s school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your 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 Act.

FEDERAL PROGRAMS: Designation of Coordinators - Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

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

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973: The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to

- those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
 7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
 8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
 9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
 10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
 11. File a local grievance.

FMLA:

The Federal Law called the Family Medical Leave Act., (FMLA) requires staff members to give 30 days' notice for planned medical absences. The 30-day period is waived in the case of an emergency medical leave. A copy of FMLA is available to staff member upon their request.

Grading system:

These procedures will be described by the building principals.

Guidance Services:

Permanent records are available for all students. The development of individual student inventories is of value only when used. The Leadership Teams request that each teacher review the assessment results of each individual student that they have enrolled in their classes.

Job Description:

New staff members are required to sign and return to the superintendent's office a handbook/job description sign-off sheet. A copy of the job description is found in this handbook.

Jury Duty:

Staff members will be paid in full for time spent on jury duty. Jury duty does not count against PTO days. Money received for expenses (driving, meals, lodging, etc.) should be kept by the juror. We do ask that pay received for performing this duty be given to the district to off-set some of cost incurred by the district.

Laminator for Personal Use:

Staff members are expected to pay for copies made for personal use and for outside organizations. Laminating requests are to be made to the Principal's Office staff. The cost is \$.25 per 1 foot of lamination. This is the minimum fee. The Principal shall determine if a request is too excessive to be completed by the school.

Lesson Plans:

Lesson plans are expected to be complete with objectives and means to assess and meet those objectives. Lesson plans should identify district curriculum objectives, state standards and assessments. Lesson plans should show evidence of planning and should be completed for value to a substitute. Lesson plans are expected to be readily available upon request. Be aware of school activities in making weekly plans. Building principals will establish specific lesson plan procedures.

Library and Media Resources:

The library has accumulated a variety of audio-visual equipment. Use audio-visual material to correlate with class learning opportunities. Students remember better when provided material that appeals to a variety of senses and learning styles. Consult the library for materials for you and your students. Our media specialists are prepared to collaborate with you to incorporate literacy standards into your lessons, provide help and advice in ordering media, as well as in the operation of equipment. To maintain this equipment, please report any malfunction immediately to the library media specialist so it can be repaired.

Internet, Interlibrary loan, NebraskAccess, and SIRS (high school) database capabilities are expanded resources, which are accessible in the media center, or anywhere you have access to the Internet. SCS provides the capability to search their media catalogs online from anywhere – home, other buildings, etc. The schools also have an online subscription which can be accessed from school or home. Seek ways to use these resources through your instruction. Numerous electronic research sources are furnished by ESU #7. Media from ESU #7 should be ordered well in advance of the date to be shown. If more than one teacher can use the media while they are here, do so. However, media should be used as learning devices, not as time fillers. The following suggestions are made for media:

- A. **Preview:** Previews should be made after school or early morning prior to showing to students if you are not familiar with the item.
- B. **Class Discussion:** The preview should be conveyed to the class in discussion of comparisons and relationships of what the pupils are studying or have experienced.
- C. **Showing Media:** The media specialist will post a form for you to reserve media equipment, showing the time and date of use.

Note: Be sure media is returned on time. Return address forms should be attached. When finished, PLEASE paste the return address form on the outside of the package before placing it in the “Outgoing Mail”. These materials can be left in the principal’s or superintendent’s office. Write the postage amount required for the return of the material on the address label.

The Schuyler Public Library has extended invitations to all teachers to visit the Schuyler Public Library to become familiar with the resources available. The Schuyler Public Library is willing to obtain additional information through interlibrary loan. You are encouraged to inform the Schuyler Public Library personnel when you have research projects. Research materials may be placed on reserve to be accessed by all students.

Military Recruit:

The No Child Left Behind Act of 2001 requires Schuyler Community Schools to provide military recruiters and institutions of higher education access to secondary school student’s names, addresses, and telephone listings. Parents and secondary students have the right to request that Schuyler Community Schools not provide this information - the student’s name, address, and telephone listing to military recruiters or institutions of higher education, without their prior written parental consent. Schuyler Community Schools will comply with any such request.

MULTICULTURAL POLICY:

The philosophy of the District’s multicultural education program is that students will have improved ability to function as productive members of society when provided with (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Negotiated Agreement: A copy of the current negotiated agreement is available **On line.**

STUDENT PRIVACY PROTECTION POLICY: It is the policy of Schuyler Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District’s policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent’s request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent’s child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the

Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5001

School Calendar:

Do not schedule anything on this calendar without prior clearance from the principal. Limit scheduling to school activities only. Seek approval of events and dates before plans are developed.

Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, Schuyler Community Schools will give parents the following information about their child’s classroom teachers:

- (1) Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teachers is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about the graduate certification or degrees held by the teacher and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to the Principal, of your child’s school building or to the Superintendent of SCHS. The information will be provided to you in a timely manner. Finally Schuyler Community Schools will give timely notice to you if your child has been assigned, or had been taught for four or more consecutive weeks by a teacher who does not meet the requirement of the Act.

NOTIFICATION OF BAD WEATHER:

The Superintendent may close public schools in case of severe weather. The Superintendent’s staff will notify local news media when inclement weather warrants such action. For closings and late starts, these stations will generally be notified by 6:30 a.m. KFAB and Channel 10 will be contacted as early as possible. Wait for this information to be presented by the media sources. Administrators need to make a number of phone calls, so please do not tie up their lines by calling to see if school will be in session. Parents are urged to use their own judgment whether it is safe for their children to go to school. Parents who do send students are welcome to have them call home once safely at school. The school will attempt to contact rural parents early in the day if parental verification of an absence has not occurred. On such days, the Superintendent will contact the following media sources, to which students and parents should listen:

KTTT 1510 am Columbus	KLIR 101.1 fm Columbus	KJSK 900 am Columbus
KFAB 1110 am Omaha	KKOT 93.5 fm Columbus	KZ 100 FM Columbus
KOLN Channel 10 Lincoln	KHUB 1340 am Fremont	Radio Lobo 97.7
WJAG 78 Norfolk	KEXL 106.7 Norfolk	KETV Channel 7
KLKN TV Channel 8	Channel 99	

Campus Messenger:

Schuyler Community Schools will be using Campus Messenger, powered by ShoutPoint, to deliver several notifications by phone and/or email to parents/guardians and staff regarding different matters depending on your student’s grade level and also district wide. The ShoutPoint message system will allow information to be sent concerning attendance, student behavior, school reminders of events, report cards, meetings, conferences, emergency notices, school closings and late starts via email or telephone depending upon the parent/guardian and/or staff preference.

Substitute Teacher:

Substitute teachers will be paid **\$125.00** per day. Substitute teachers will be paid **\$130.00** per day after five (5) consecutive days of teaching (for the same teacher) retroactive to the first day and at **\$150.00** for days following five days of consecutive substituting for the same certificated teacher. A substitute teacher is expected to be in attendance during the entire school day – 8 hours. Substitutes will be paid according to the following scale.

- 361 to 480 minutes worked – Paid for a full day
- 241 to 360 minutes worked – Paid .75 of a full day
- 121 to 240 minutes worked – Paid .50 of a full day
- 120 minutes and below worked – Paid .25 of a full day

The amount of time worked is left to the discretion of the building principal.

Certified staff will be paid according to the negotiated agreement.

Substitute Requests:

All prearranged substitute requests must be taken prior to the last 5 days of school. Exceptions will be at the discretion of the superintendent.

The system of hiring substitute teachers is electronic. Training will be made available for teachers and substitute teachers. Any questions should be directed to the substitute teacher coordinator/assistant middle school principal.

Telephone Availability:

Telephone availability is dependent on the building you are in. The FAX machines are generally located in the Principal's office and Superintendent's Office. A point of emphasis is the use of mobile telephones. 9-12 students will be allowed to use mobile phones before school, after school, lunch time. Students are allowed to use mobile telephones during class time (teacher discretion) or passing time. We ask the 9-12 staff to voluntarily use their mobile phones during the times described for students. Prek-8 staff is asked to use their mobile phones at appropriate times only.

Trips Off Campus:

No student will be allowed to leave the building without approval from the principal's office. Do not ask students to run errands, get supplies, etc., that involve leaving the building. It should be possible to complete errands outside of school time.

Beverage Contract Clarification:

A 10 year beverage contract has been signed with Pepsi.

LUNCH AND BREAKFAST PROGRAM

All students and staff members must have an account balance receipted before lunch is served. Money will be receipted at the High School from 7:45 A.M. until the start of Block 1 and after Block 1. **No staff member shall charge meals.** Lunch prices for staff will be \$3.45 Breakfast prices for staff will be \$2.35 Al la Carte items will also be available.

FUND RAISING

Activity sponsors conducting fundraising, student purchases of clothing or uniforms, and/or trips must approve the planned activity with the principal and activities administrator before the plan is implemented. One fundraising effort can be scheduled for an organization. Additional fundraisers must be community service in nature.

TRANSPORTATION

Schuyler Community Schools (SCS) pays mileage to parents to transport students (kindergarten through 8th grade only) to and from school. This activity falls under the guidelines set by the Nebraska Department of Education.

- Schuyler Community Schools are not required and will not provide transportation/mileage payment to parents for regular education students grades 9-12.
- Schuyler Community Schools are not required and will not provide transportation/mileage payment to parents for preschool students.
- Schuyler Community Schools are not required and will not provide transportation/mileage payment to parents for regular education students grades k-8 that live 4 miles or closer to the nearest school regardless of what school the student may attend. For example: A student who lives exactly 4 miles (or closer) from Schuyler Middle School but attends school at Fishers 24 which is 10 miles away from their home will not be paid mileage.
- Schuyler Community Schools will pay mileage to parents of regular education students – grades k-8 – that live more than 4 miles from the nearest k-8 school. In this instance, Schuyler Community Schools will pay mileage to the nearest k-8 school regardless of what k-8 school the student attends

There are exceptions to these policies and procedures that involve students who have been identified as special education students or students who are option "in" students who qualify for free lunch. An option "in" student is one who attends one of Schuyler Community Schools attendance centers but lives in another school district. (This does not include transfer students - a student who is attending a k-8 school that would not be considered their home attendance center, but who lives in the Schuyler School District.)

Parents are paid mileage based on formulas created by state law. These formulas are based on somewhat complex variables that may influence the amount paid to parents.

Please contact the Superintendent's office – 402-352-3527 - if you have questions.

All of our activity transportation is going to be the responsibility of Schuyler Community Schools. **Ronnie Mundil and Renee Brabec** are in charge of Schuyler Community Schools transportation. The Activities Administrator is their immediate supervisor.

- **No one is to leave the building w/ a school vehicle w/out permission from the building principal.**
- **No travel is to be scheduled during NeSA testing days.**
- **Numerous positions have been asked or have voluntarily been using their personal vehicles for in town travel. This is much appreciated. Others should understand they are asked to do the same.**

- **A travel log is located in each school vehicle. The driver is expected to complete this form. All staff members who submit mileage claims are required to submit such claims the last work day of the month or forfeit ones right to be reimbursed.** All Schuyler Community Schools vehicles - buses, vans, cars and pick-ups are the responsibility of the district. Planning and communication are crucial. There will be a request form that is available that must be filled out before an order can be processed. Transportation requests should be completed and submitted to the Activities office at least one week in advance of the activity.
- All drivers are the responsibility of Schuyler Community Schools. All back ground checks, licensure, training, drug testing, physicals, etc. will be the responsibility of Schuyler Community Schools.
- Bus drivers are to be paid at a rate of **\$12. 50/hour** – Van drivers are paid at a rate of **\$11. 25/hour**. This includes – pre-inspection, drive time, down time, and post-inspection.
- All staff members that are required to drive their personal vehicles to the rural/satellite schools will be paid at the NDE special education mileage rate. This would include traveling to provide services to the rural/satellite schools for music, special education, administration, etc.
- Drivers involved in activity routes to pick-up Junior High students in the rural schools for practice and games shall be paid **\$14. 75/ trip**. **The district will not provide transportation after practices or games.** Reimbursement for transportation forms must be submitted to the activity directors by the last day of each the month.
- Drivers using personal cars for school business will receive the NDE rate for mileage. Mileage will be paid only if approved in advance and if appropriate school vehicles are not available. Transportation arrangements are to be made with the principal's office. The superintendent or his/her designee must approve any deviation from this procedure.
- School organizations that use the bus for unassigned, non-education field trips, summer camps, etc. will submit their request to the Activities office. However, all expenses incurred, will be the responsibility of organization.

FIELD TRIPS:

All students must have a signed and approved emergency medical leave form on file with the school nurse. Teachers are to have a copy of the emergency leave form for each student prior to taking field trips. Copies may be obtained from the school nurse. The nurse should have 24-hour notice of the students to be leaving to assemble the forms needed. For field trips out of town, all students complete a form signed by parents and in teacher possession prior to leaving on the field trip. There is board policy regarding out of state and out of country trips. Please refer to board policy if planning an out of state or country trip. Activity participants travel to and from out of town events as a unit. Exceptions to this rule will be made rarely and must be approved in writing and verbally by parents to a school official. A student will only be permitted to travel apart from the team or organization when that student's parent/guardian specifies all alternate travel arrangements (time, vehicle, driver, etc. info) to the satisfaction of the coach or sponsor.

Procedures for Field Trips

PK-8

Each grade level may have one field trip within a 75-mile radius. This radius includes Omaha, Lincoln, Norfolk and Wayne. All other field trips must occur in the Schuyler district.

9-12

Field trips are limited by discipline. Each discipline is allowed one field trip within a 75-mile radius. This radius includes Omaha, Lincoln and Norfolk and Wayne. All other field trips must occur in the Schuyler district.

7-12

Field trips taken by clubs, need to be directly related to the club and must be educational to the club. All clubs are limited to one field trip within a 75-mile radius. This radius includes Omaha, Lincoln and Norfolk and Wayne. All other field trips must occur in the Schuyler district. School organizations that use a bus/van for unassigned, non-education field trips, summer camps, etc. will submit their request to the Activities office. If the club would choose to take a field trip that is above their allotted one outside of the Schuyler district or be a field trip not directly related to their club, the club will incur all expenses. This includes driver wage, gasoline and a fee per mile.

Specific Procedures Unique to Curriculum and Organization Areas

- **Every travel must have written permission. Curriculum travel forms are to be approved by the building Principal. Activity travel forms are to be approved by the Activity Administrator.**
- **FFA is allowed one field trip per term at district expense (FFA State Conventions will be considered a field trip). All other FFA field trips must be at FFA expense i.e. driver, fuel**
- **In this instance, field trips are considered out of town travel**
- **Travel within the school district is limited by the building principal**
- **FFA National Convention is not considered a field trip**
- **Agriculture will be handled like all other curriculum areas when it comes to field trips - refer to certified staff handbook**
- **Field trips need to be requested one month in advance**
- **Field trips are considered such regardless of the time of day - i.e. during, before or after school.**
- **College/Post high school visits sponsored by SCS are not considered field trips. However, these trips must be limited and approved by the building principal**

BOARD POLICY STUDENT FEES AND FINES

(This policy supersedes all District policies, procedures, and regulations adopted prior to July 2003, including any provisions of the school district's Activity Manual and Student Handbooks. Where any conflict exists between this policy and any other district policy or regulation, the provisions of this policy shall apply.)

The Board of Education of Schuyler Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act as amended by the 2003 Legislature.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the

District. Accordingly, the District shall seek and accept voluntary contributions of funds, and the provision of materials and equipment by parents and other patrons in order to continue to provide a high quality education to its students.

(1) Authorized fees/requirements. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy provides general guidelines subject to further interpretation or guidance by other Board Policies and Administrative Regulations, which may be adopted from time to time. This Policy includes an Appendix I, which provides further specific details regarding student fees and materials required by students for the 2010-11 school year. Parents, guardians, and students are encouraged to contact the Superintendent, Principals, or their teachers or activity coaches and sponsors, as applicable, for further specifics.

The Public Elementary and Secondary Student Fee Authorization Act expressly authorizes school districts to require and collect fees or other funds from or on behalf of students or require students to provide materials, specialized equipment or attire in the following categories

1. Participation in extra-curricular activities.
2. Admission and transportation fees for spectators at extracurricular activities.
3. Post-secondary education costs.
4. Transportation to and from school under certain conditions.
5. Copies of records and files.
6. Reimbursement for lost or damaged property.
7. Summer school and night school.
8. Before and after school programs and pre-Kindergarten programs.
9. Parking fees.
10. Breakfast and lunch programs in accordance with the federal requirements.
11. Any other fee authorized by law.

It is the intent of the Board of Education that no fees shall be charged to students, nor shall materials be required from students, for their participation in any school district sponsored course or activity, whether curricular or extracurricular, except as expressly permitted within this Policy and Appendix I. Nothing in this Policy shall prevent the school district and its various organizations and groups from accepting donations or from engaging in fund-raising activities that are conducted in accordance with District policies and regulations.

(2) Guidelines for non-specialized attire required for courses and activities.

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as guidelines established for the school buildings or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which they participate where the required attire is specified in writing by the Superintendent or his/her designee. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate eye protective devices (safety glasses) for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten material, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid material, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. The Superintendent is directed to ensure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct that students use the devices as required, and students have the responsibility to use the devices as instructed.

(3) Provisions for personal/consumable items, course materials, and related provisions.

(a) Extracurricular Activities. Students are required to provide personal or consumable items for participation in extracurricular activities and may be required to provide certain specialized materials and equipment. Such requirements are specifically described in Appendix I. Waivers for low-income students may be provided for the provisions of certain materials and equipment in accordance with the waiver section of this Policy (Section 12).

(b) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. In general, this means that the District shall have the responsibility to furnish personal or consumable items for participation in the courses of study provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, assignment notebooks, basic clothing, and notebooks. In addition, equipment or supplies of a specialized nature for certain courses will be made available to students by the District. If circumstances warrant, the Superintendent or his/her designee may require refundable damage or loss deposits required for usage of highly expensive District property.

Students are encouraged, but not required to provide their own personal and consumable supplies, materials, and equipment. This allows the student to have exclusive access to such supplies, materials, and equipment for their own use after school hours and during study periods. Accordingly, lists of recommended class supplies, which can be voluntarily provided by students, would be published annually in the -Student/Parent Handbook, and/or supplements to those Handbooks or other notices. The lists may include refundable damage or loss deposits required for usage of certain District property. Found in the Appendix.

(c) Course Project Materials. The District will furnish the supplies and materials necessary for course projects, such as projects in art or industrial technology classes, but upon completion, the project shall become the property of the District if it has more than minimal value. With the approval of the Superintendent or his/her designee, students may be allowed to keep projects that are specifically designated as having only minimal value. Students are permitted to and may be encouraged to supply materials for course projects and, in such cases; these course projects may be kept by the student upon completion. Generally, standard project materials will be made available by the District. If the student wishes to keep the project upon completion, he/she shall reimburse the District for the reasonable value of the standard materials. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project. Students shall not be academically penalized for using standard District materials and grading criteria for course projects shall be designed so that the highest possible grade is achievable using standard district materials.

(d) Music Course Equipment. Students may be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver provision (Section 12). The District is not required to provide for the use of a particular type of musical instrument for any student.

(e) Graduation Ceremony. Participation in the graduation ceremony and in the class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost (if any are required) of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Graduation Assessment may be assessed to those seniors who wish to participate in graduation activities.

(f) Field Trips. The school district shall bear the cost of field trips that are part of the curriculum. These costs shall include registrations, transportation, and related costs. On school day curricular field trips, the District will provide students the opportunity to have a school-prepared lunch through the school lunch program at the usual costs and with the usual provisions for those qualified for free/reduced lunches. The District will accept contributions from parents or other patrons in order to help fund field trips that are curriculum-related.

Students may be held responsible for the costs of field trips that are exclusively part of an extracurricular activity. Extracurricular field trips are those in which participation by the student is voluntary, the field trip is not part of the curriculum or an extension of the curriculum, and the field trip occurs outside of regular school hours and/or does not count toward school attendance. A waiver for low-income students for extracurricular field trip fees shall be available in accordance with the wavier section of this Policy (Section 11). Students may be required to bring their own food or money to purchase food on trips for extracurricular activities. The cost of food is not subject to a low-income waiver.

(g) School Stores and Purchases. The Superintendent may authorize the creation of one or more school stores operated by the school Administration or school clubs and organizations to stock minor personal/consumable items for voluntary purchase as a convenience to students. Such stores need not have a permanent physical presence and may consist of providing order forms for students to voluntarily purchase items from the school or other vendors. Students may not be required to purchase items from school stores or from any staff member. Students may be charged for the purchase of items such as yearbooks, class rings, spirit clothing, and similar items, but all such purchases shall be voluntary. Students are responsible for the cost of food, beverages, and personal or consumable items which they purchase from the District or at school, whether from a School Store, a vending machine, concession stand, booster club or parent group sale, a book order club, or the like.

(h) Lost/Damaged Materials. While the District will provide students with the use of facilities, equipment, materials and supplies, including books and personal/consumable school supplies, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value, which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

(i) Fines and Penalties. The Superintendent or his/her designee may assess fines for the late return of materials, such as library books, or for violations of rules and regulations developed for the safe and efficient operation of the schools. No fines shall be levied without the express approval of the Superintendent or his/her designee. Students who fail to pay overdue student fees, fines, or penalties may be subject to administrative penalties including being withheld from participation in school activities. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay fees, fines, or penalties.

(j) Voluntary Class Assessments. Each of the four secondary classes may assess its members for memorials and similar minor class activities. The payment of such an assessment shall be strictly voluntary.

(4) Guidelines for extracurricular activities: equipment or attire.

The term "Extracurricular Activities" means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. Exceptions to this general statement are provided in Appendix I of this Policy. The District is not required to provide for the use of any particular type of equipment or attire. Required equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with required T-shirts, jackets or similar attire for teams or organization members, may be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant. The District will provide safety mouthpieces for athletes participating in high school football.

Students have the responsibility to furnish personal or consumable equipment or attire, including all non-specialized equipment or attire, such as athletic undergarments or non-specialized athletic shoes, for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire. A waiver of this requirement is available to low income students (Section 12 of this policy).

(5) Guidelines for extracurricular activities: fees for participation.

Except as otherwise provided in Appendix I of this Policy, the District does not charge direct activity participation fees. Admission fees may be charged for extracurricular activities and events and extracurricular clubs and organizations may charge membership dues as specified in Appendix I.

(a) Admission Fees. Unless otherwise specified in Appendix I of this Policy, admission fees for students to SCS sponsored activities shall be charged. Admission fees to activities hosted by SCS on behalf of other sponsoring organizations, such as the Central Conference or Nebraska School Activities Association, shall be determined by the sponsoring organization. Admission fees to events that are designated as fund-raising activities for extracurricular clubs and organizations

Students in Grades 9-12 may voluntarily purchase an Activity Pass, which provides admission to home games/matches directly sponsored by the District for a flat fee. Appendix I of this Policy shall specify the types of admission fees covered by the Activity Card and outline such exceptions as may be necessary to accommodate the District's hosting of Conference and Nebraska Schools Activity Association (NSAA) events, and games which are hosted as club/organization fund-raising activities.

The waiver procedure outlined in Section 12 of this Policy does not apply to admission fees.

(b) Club/Organization Dues. Extracurricular clubs and organization may, with permission of the Superintendent or his/her designee, charge membership dues. The maximum allowable dues amount for each club/organization is listed in Appendix I of this policy. The waiver procedure outlined in Section 12 applies to club dues.

(c) Fund-Raising Activities. Students who wish to participate in an extracurricular activity that is wholly or partially financed by organizational fund-raising may be required to take part in the organization's fund-raising activities a condition of participation in the extracurricular activity.

(d) Voluntary Team/Club/Organization Activities. From time to time, members of extracurricular teams, clubs, and organizations may choose to participate in voluntary social activities for members, which are above and beyond the mission of the extracurricular activity. These social activities may include annual picnics, movies, pizza parties, and similar activities. Participation in such activities is voluntary and no member of a team, club or organization may be penalized for not participating. The cost of participating in voluntary social activities is the responsibility of the student and is not subject to the low-income waiver provision.

(e) Voluntary Purchases. Participants on teams and in clubs and organizations may have the opportunity to purchase optional t-shirts, sweatshirts, jackets, and similar items through team, club or organization accounts. On some teams, players voluntarily purchase flowers for one Parents Night per season. Such purchases are completely voluntary, no team, club, or organization member may be required to make such purchases, and all costs are the responsibility of the student and are not subject to the low-income waiver provision.

(f) Summer Activities. Members of teams, clubs, and organizations may have the opportunity to participate in summer camps, individual clinics, summer trips, and similar activities. These activities are not sponsored by the District and participation is voluntary. Even though the district does not sponsor summer activities it reserves the right to provide vehicles for the transporting of participants. Sponsors and coaches will be reminded that participation is voluntary. The cost of participating in summer activities is the responsibility of the student and is not subject to the low-income waiver provision.

(6) Postsecondary education costs.

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary education institution. For a course in which students receive high school credit and for which they may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(7) Transportation costs.

Students are responsible for any fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.

(8) Copies of student files or records.

The Superintendent or his/her designee may establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. Such fees shall not exceed ten cents per copied page. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. Any fee schedule so established shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(9) Participation in before-and-after-school or Pre-Kindergarten services.

Students are responsible for any fees established for participation in before-and-after-school services offered by the District, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school.

Students are responsible for fees required for participation in summer school or night school. **Drivers education class is contracted to a private company.** Students are also responsible for paying for correspondence courses, which are voluntarily taken.

(11) Student meals.

Students shall be responsible for the cost of items, which they purchase from the District's lunch programs except to the extent that such students are eligible for free/reduced lunch through the United States Department of Agriculture's child nutrition programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students may be required to bring their own food or money to purchase food on trips for extracurricular activities. On school day curricular field trips, the District will provide students the opportunity to have a school-prepared lunch through the school lunch program at the usual costs and with the usual provisions for those qualified for free/reduced lunches. Students are responsible for the cost of other food and beverages, which they purchase from the District or at school, whether from a School Store, a vending machine, concession stand, or similar outlet.

(12) Waiver procedures.

It shall be the policy of the Board of Education to provide fee waivers upon proper application in accordance with the Public Elementary and Secondary Student Fee Authorization Act as amended. Students whose family's income qualifies for free or reduced-price lunches under the United States Department of Agriculture child nutrition programs will, upon proper application and documentation of qualification, be provided with a waiver or fees or provision of the necessary materials or equipment without charge for:

- A. Participation in extracurricular activities.
- B. Specialized equipment and attire required for participation in extracurricular activities
- C. The use of a musical instrument in optional music courses that are not extracurricular activities, and
- D. Any other required materials or fees required for participation in miscellaneous events and activities for which a waiver may be legally required.

Participation in the free or reduced-price lunch program is not required for purposes of this section. Students or their parents must request and have received approval for a fee waiver prior to participating in or attending the activity, and prior to the purchase of any materials, equipment, or attire for which a waiver is sought.

The Superintendent or his/her designee shall devise such application forms as are necessary to implement this section.

(13) Distribution of this Policy.

The Superintendent or his/her designee shall publish the District's student fee policy and the accompanying Appendix I in Student/Parent Handbooks or in an equivalent document such as an addendum or supplement to the Handbooks. Student Handbook or the equivalent document shall be provided to every student of the District or to every household in which at least one student resides at no cost.

(14) Student Fee Fund.

The Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not supported by tax revenue into which all money collected from students and subject to the Student Fee Fund requirements of state law shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school and night school activities.

BOARD POLICY STUDENT FEES – APPENDIX I

The following list details the fees charged of students, and the kinds of supplies and materials students are expected to provide for participation in various programs and activities.

Students who wish to have a particular fee(s) waived must submit a fee waiver application and sharing of information release form to the office of the Superintendent of Schools.

The school district will publish through its student handbooks or addendums a listing of fees, personal and consumable supplies that students must provide for his/her use.

ACTIVITY	MAXIMUM DOLLAR AMOUNT OF FEE
Lunch (K-5)	\$2.35
Lunch (6-8)	\$3.45
Lunch (9-12)	\$3.55
Reduced Lunch	\$.40
Breakfast	\$1.60 (k-12);
Reduced Breakfast	\$.30
Student Activity Pass	\$15.00 (\$5 SMS, \$10 SCHS, \$15 Combination)
Season Pass	\$20.00 each season
Junior High Admission	\$3.00
Varsity Sports Admission	\$5.00
Selected Tournaments	\$6.00 and up
NSAA Activities	Up to \$10.00
Non Varsity Sport Admission	\$3.00
School Dances	To be announced
Band Uniform Cleaning	\$20.00
Choir Robe Cleaning	\$20.00
Junior-Senior Prom	\$15.00
9th Grade Class Dues	\$1.00
10th Grade Class Dues	\$10.00
11th Grade Class Dues	\$35.00
Art Club	none
Cheerleaders	\$1,000 student must purchase Uniforms and shoes <u>(50% is to be paid Prior to ordering)</u>
Cultural Diversity Club	\$ 5.00
Dramatics	none
Dance Team	Student must purchase Uniform and shoes
FCCLA Dues	\$15.00
Shirt	\$25.00
FFA Dues	\$14.00

State Convention	\$20.00
National Convention	\$150.00
T-shirt	\$8.00
Jacket	\$50.00
Flags	none
Instrumental Music: A waiver of the requirement to provide a musical instrument is available to those students who qualify as low income under Section 12 of this policy. Such musical instruments will remain the property of the school district. Nothing in this policy shall be construed as requiring the district to provide any student with any specific type of musical instrument. In addition to the instrument, personal/consumable items to be provided by the student include: Drum sticks, lyres, flip folders, reeds, valve oil, slide grease, reed guards, cleaning swabs, mouth piece brushes, pad savers, ligatures, and a “gig bag”. Waivers are not granted for items in this category. Students must provide marching band shoes – subject to waiver.	
Mock Trial	none
National Honor Society	none
Musicals	none
S Club	\$8.00
SADD	none
Science/Math Club	\$2.00- Trip Expense
Speech	none
Student Council	\$5.00 (t-shirt); one half Registration fee for Conferences
Swing Choir	none
Vocal Music/Instrumental Music	Music Trip
Boys and Girls Basketball	Student must provide Shoes, undergarments
Boys and Girls Cross Country	Student must provide Shoes, undergarments
Football	Student must purchase Shoes, undergarments, And mouth guard (\$2.00)
Boys and Girls Golf	Student must provide Shoes, undergarments And clubs
Softball	Student must provide Shoes, undergarments, And glove
Boys and Girls Soccer	Student must provide Shoes, undergarments, Shin guards, and socks
Boys and Girls Track	Student must provide Shoes, undergarments
Volleyball	Student must provide Shoes, undergarments
Wrestling	Student must provide Shoes, undergarments
Art Class	none
Business Classes	none
Dual Credit Classes (High School and Post High School credit received): College credit tuition, ACT preparation classes, and ACT testing are paid directly by the student.	
Family and Consumer Science Classes	\$65.00
This is an approximate amount that will be shared throughout the FCS classes.	
*Students may select projects for FCS that cost more than the fee listed, but if they choose those projects they will be responsible for the additional costs.	
Industrial Technology Classes	Actual cost per Project
(All students shall provide long trousers or jeans, and closed toe shoes.)	

Horticulture	\$10.00
Welding/Mechanics	\$ 7.00
Small Engines	\$50.00
Construction Class	\$60.00
Field Trip (Husker Harvest Days)	\$ 2.00

Field Trips: On School day curricular field trips, the District will provide students the opportunity to have a school-prepared lunch through the school lunch program at the usual costs and with the usual provisions for those qualified for free/reduced lunches. Students are responsible for the cost of other food and beverages.

Physical Education: All students shall provide a t-shirt, tennis shoes, sports socks, gym shorts, and undergarments.

Reimbursement for lost or damaged property Actual new replacement cost

Library Fines Set by the Media Specialist

Graduation Cap and Gown (included in 12th grade dues)

Food/Beverages: Students are responsible for the cost of food, beverages, and personal or consumable items which they purchase from the District or at school, whether from a School Store, a vending machine, concession stand, booster club or parent group sale, a book order club, or the like.

Miscellaneous: Students may be charged for the purchase of items such as yearbooks, class rings, spirit clothing, and similar items, but all such purchases shall be voluntary.

Copies of student files: There is no charge for students the year of their graduation (for example the graduates of **2015** will not be charged for copying high school files during the **2014-2015** school year – through August 31st of **2015**) All other copied files will be charge 10 cents per sheet.

Participation in summer school and night school: Schuyler Community Schools reserves the right to charge for such voluntary activities. **Student’s who register for credit recovery classes may be charged up to \$100/class. \$100 will be refunded upon return of class materials..**

Voluntary Class Assessment: Each class may assess its members an amount not to exceed \$5.00 annually for memorials and similar minor class activities. The payment of such an assessment shall be strictly voluntary.

Summer Activities: Members of teams, clubs, and organizations may have the opportunity to participate in summer camps, individual clinics, summer trips, and similar activities. These activities are not sponsored by the District, and participation is voluntary. The cost of participating in summer activities is the responsibility of the student and is not subject to the low-income waiver provision.

Elementary/Junior High Summer School or Night School: Students may be responsible for fees required for participation in summer school or night school. Following is a schedule of suggested fees for participation:

- Summer School Junior High \$60.00 per subject Elementary – no charge
- Night School Junior High \$50.00 per subject

Voluntary Purchases: Participants on teams and in clubs and organizations may have the opportunity to purchase optional t-shirts, sweatshirts, jackets, and similar items through team, club or organization accounts. Such purchases are completely voluntary, no team, club, or organization member may be required to make such purchases, and all costs are the responsibility of the student and are not subject to the low-income waiver provision.

Independent Course offerings because of an expulsion: The student may enroll in an administratively approved correspondence course(s). All work completed for the correspondence course(s) shall occur away from the SCS campuses. Credit will be awarded and the student or parent/guardian shall be reimbursed the cost (tuition only – no books or postage will be reimbursed) of the course(s) upon official evidence that the student has successfully completed the correspondence course(s).

N. Other Items:

Charges for school memory books, school pictures, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, damage to school property and other school rules, regulations and policies developed for the safe and efficient operation of the school are not student fees.

Approved: 9/15/03 **Schuyler Community Schools**
Schuyler, Nebraska

Students Fees Appendix II

PERSONAL OR CONSUMABLE ITEM REGULATIONS

Teachers may not require students to supply various personal or consumable items for use in courses. However they may state that students are requested but not required to bring the following items for use in school. The school must supply any items required for coursework but not brought by the students.

The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

Students in grades prek through eighth will furnish items listed on the Suggested Class Supply List. A copy of the s class supply list may be obtained in the **Schuyler Middle School, Schuyler Elementary School, Richland, Fisher's 24 and 4R.**

The following list provides an example (and is not all inclusive) of the type of consumable items that teachers will require,

- | | |
|--------------------------|---------------------|
| Pencils | Erasers |
| Colored Pencils | Scissors |
| Pens | Elmer's Glue (pk-5) |
| Paper/Tablets/Notebooks | White Out (4-8) |
| Graph Paper (3-8) | Highlighters (4-8) |
| Compass (4-8) | Protractor (4-8) |
| Activity Calendars (4-8) | Calculator (4-8) |
| Organizers (7-8) | Planners (3-8) |
| Crayons (pk-5) | Markers (4-8) |
| Tissues | |

The district will require students to provide such personal and consumable items for extracurricular activities as follows: (this is not an all inclusive list).

Blank audio or videotapes, Make-up kits for drama, Protective mouthpiece for sports.

Student Fees Appendix III

COURSE PROJECT PURCHASE FORM

Amendments to the Public Elementary and Secondary Student Fee Authorization Act prohibit the district from requiring students to furnish materials for standard course projects. In general, all course projects will remain the property of the district. However, it is the district's policy to allow students to purchase their projects provided they have agreed to such a purchase prior to beginning work on the project.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED PRIOR TO BEGINNING THE PROJECT TO ALLOW PURCHASE BY THE STUDENT.

PLEASE PRINT

To Be Completed By The Instructor:

Course _____ Expected Completion Date: _____

Project: _____

Estimated Cost: _____ Instructor's Signature: _____

I _____ will purchase this project and/or all project materials following the project's expected completion date.

Student's Signature: _____

I will permit my student to purchase this project and/or all project materials following the project's expected completion date.

Parent/Guardian's Signature: _____

Student Fees Appendix IV

REGULATIONS FOR PROVIDING REQUIRED SPECIALIZED EQUIPMENT OR ATTIRE IN EXTRACURRICULAR ACTIVITIES

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

<u>Activity</u>	<u>Description</u>
Cheerleading	Cheerleading uniform
Dance Team	Performance uniform
Golf	Golf clubs, bag, tees, balls
Track	Track shoes
Football	Football shoes
Basketball	Basketball shoes
Soccer	Soccer shoes
Softball	Softball shoes, glove
Wrestling	Wrestling shoes
Volleyball	Volleyball shoes
Cross Country	Cross County shoes

Elementary Students shall be required to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

- a. Appropriate shoes are required for physical education classes in grades kindergarten through eighth.
- b. A change of clothes which includes a pair of shorts is required in physical education classes for students in grades seventh and eighth.

The District will provide or make available to students safety equipment that is required to participate in class. Such as:

- a. Appropriate industrial-quality eye protective devices for courses of instruction in Vocational, technical, industrial arts and art;
- b. Latex and/or other consumable gloves for vocational and Science courses.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire:

Elementary students shall follow these guidelines:

The participating student will provide equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, choir outfits, along with T-shirts for teams, band members.

The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student.

Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as specialized padding for football and/or any other specialized equipment used, will be provided by the student participant.

Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant.

* Football mouth guard - District will provide only one.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

ANNUAL CERTIFICATION

Schuyler Community Schools Board of Education will hold an annual public hearing at a meeting of the Board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the Board at an open public meeting in compliance with the public meeting laws.

Legal References: Neb. Constitution, Article VII, Section 1; Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act); Sec. 79-241, 605, 611 (transportation); Sec. 79-2,104 (student files or records); Sec. 79-715 (eye-protective devices); Sec. 79-737 (damages to property); Sec. 79-1104 (before/after-school and pre-Kindergarten services); Sec. 79-1106-1108.03 (accelerated or differentiated curriculum program)

(TITLE NONDISCRIMINATION PUBLIC NOTIFICATION REQUIREMENT IX, TITLE VI, SECTION 504, MULTICULTURAL, ETC.) POLICY

The Schuyler Community Schools district number 19-0123 does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Name: Dr. Daniel Hoelsing Title: Superintendent
Address: 401 Adam Street
Schuyler Community Schools
Schuyler, NE 68661
Phone : 402-352-3527

For question regarding compliance, contact:
Nontraditional/Equity Programs Specialist, Career and Technical Education,
Nebraska Department of Education,
P.O. Box 94987, Lincoln,
NE 68509-4987,
Phone: 402-471-4823,
FAX 402-471-4565,
Email -rhastg@nde.state.ne.us

Passes

Employee Pass Policy

All certified employees of Schuyler Community Schools are required to earn a Faculty Pass. A Faculty Pass will give an employee free entrance into all **regular season** athletic events at Schuyler Community Schools and many athletic events at other schools unless it is a NSAA District/State competition and/or tournaments

To earn a Faculty Pass, an employee must work three events. All certified staff members are required to work three events. The Activities Administrator will assign the events. An employee may earn a Faculty Pass for their spouse by working four more events beyond the original three or a Faculty Pass may be purchased for a reduced rate of \$40.00

Current Schuyler Community Schools Board Members and their spouse will receive a free Faculty Pass. Bus drivers receive a free Faculty Pass and may purchase a Faculty Pass for their spouse (\$40.00) or work three events. Schuyler Community Schools Board Members and staff may only be issued one free pass. Multiple positions does not create multiple passes.

Employees that coach an activity that require gate workers, line judges, clock, book etc, may count that activity as one of their events to work.

All employees are responsible to arrange for their own substitute. The substitute will not be paid if the activity is to meet the certified staff member's four activity requirement.

Support staff may sign up for three activities to earn a free pass. The support staff sign up will take place after the certified staff sign up is complete.

Non-Employee Pass Policy

K-12	\$15.00	All Season Pass
Adults includes college students	\$50.00	All Season Pass
Senior Citizen 62 and up	\$30.00	All Season Pass

PROFESSIONAL GROWTH

All certificated staff members are encouraged to grow professionally by attending graduate school, workshops, educational meetings, and serving on District committees. While each administrator and teacher is expected to contribute professional time and talent to the School District, there are assignments or tasks that exceed normal professional and contractual expectations. In these cases, it is appropriate to award Professional Growth Points.

Every six years, each certificated employee must complete 90 professional growth points in order to maintain employment. According to Nebraska School Law 79-830, a permanent (tenured) certificated employee shall give evidence of professional growth every six years. Six semester hours of college credit shall be accepted as evidence of professional growth or in the alternative, such other activities as are approved by the school board. Failure of a certificated employee to show evidence of sufficient professional growth at the end of his/her six year cycle would be in violation of District policy and also of the above mentioned Nebraska School Law, and could be grounds for termination under the heading "just cause."

The following are basic guidelines that will apply when determining if a specific activity warrants assignment of Professional Growth Points.

Guidelines

- Each certificated employee must earn 90 points every six years.
- The year of September 1-August 31 will be used in calculation of each six-year cycle. Any professional growth points earned beyond the 90 points within the six-year cycle may not be transferred to future six year cycles.
- Nebraska statute specifies that six semester hours of college credit earned within a six-year cycle shall constitute completion of the professional growth requirement. Therefore, any activity, local or university class for which college graduate credit or undergraduate credit from an accredited institution is assigned, will qualify for professional growth points. A copy of a transcript or grade sheet must be in the staff member's personnel file in the Superintendent's Office.
- The Principal/Superintendent will request documentation to verify the completion of activities. Verification by the staff member's Principal may be provided in lieu of other documentation.
- Professional growth activities generally do not include regular faculty activities such as faculty meetings, parent/teacher conferences, supervising various activities, etc.
- For any questions regarding a college course or activity which may qualify for salary advancement, please consult with the Superintendent.
- Chairperson(s) of District recognized committees will report Professional Growth Points to the Superintendent a minimum of one time each school year. Committee members will not submit an individual request for Professional Growth Points for committee work.
- A Professional Growth Report will reflect all activities and Professional Growth Points earned regardless of whether or not the minimal requirement of points has been met within the six-year period. The certificated staff member may surpass the maximum amount of points allowable per category, but these surplus points will not count in the 90-point accumulation.
- Each September, the certificated staff member will receive a computer printout indicating progress to date. In case of error, the Superintendent should be contacted immediately.
- Upon completion of the growth cycle, a copy of the Professional Growth activities and points earned by the staff member will be placed in his/her Professional Growth File.

*Activity(ies) related to an extra duty assignment(s) do not qualify for professional growth points.*The building level principal and superintendent must sign-off on individual professional growth tally sheet every year.

PROFESSIONAL GROWTH ACTIVITIES/OPPORTUNITIES

(To satisfy Professional Growth requirements)

ACTIVITY

- Category 1 **College Course/Graduate Level & Undergraduate Level: 1 Credit Hour = 15 points**
A copy of the grade slip or transcript is required.
- Category 2 **Auditing a College Course: 1 Credit Hour = 10 Points (A maximum of 30 points allowed per cycle)**
A copy of an audit slip, grade slip, transcript, certificate, or letter from the instructor is required.
- Category 3 **Workshop/In-Service: Outside Contract Time 1 Hour = 1 Point (A maximum of 30 points allowed per cycle)**
Activities sponsored and/or required by the district do not need verification.
- Category 4 **Workshop/In-Service: During Contract Time 1 Hour = 1 Point (A maximum of 15 points allowed per cycle)**
Verification for all committee members is submitted by the committee chairperson at least once a year.
- Category 5 **Curriculum Work: 1 Hour = 1 Point (A maximum of 45 points per cycle)**
Verification for all committee members is submitted by the committee chairperson at least once a year.
- Category 6 **Approved Local School Committees: 1 Hour = 1 Point (A maximum of 45 points allowed per cycle. A minimum of 2 points will be allowed per committee member per year.)**
Committee chairperson will record and report number of points to the Superintendent.
- Category 7 **Approved State Committees: 1 Hour = 1 Point (A maximum of 30 points allowed per cycle.)**
Copy of program, agenda, letter of participation or other materials of verification from committee chairperson and/or administrator.
- Category 8 **Approved National Committees: 1 Hour = 1 Point (A maximum of 30 points allowed per cycle)**
Copy of program, agenda, letter of participation or other materials of verification from committee chairperson and/or administrator.
- Category 9 **Professional Publications: (A maximum of 25 points allowed Per cycle)**
A copy of the article will verify the activity. The Superintendent will award points on an individual basis.
- Category 10 **Student Teacher Supervision: 15 Points for One Semester of Supervision (A maximum of 30 points per cycle)**
- Category 11 **Presenter at Local/State/Regional/National Convention: 1 Hour = 5 Points (A maximum of 30 points allowed per cycle)**
A copy of program or verification from convention sponsor.
- Category 12 **Attendance at State/National Conventions or Clinics: 1 Hour = 1 Point (A maximum of 20 points allowed per cycle)**
A copy of the program for verification is required

- Category 13 **Local/State/National Officer in Professional Organizations: 1 Hour = 1 Point (A maximum of 20 points allowed per cycle)**
Verification from organization of position is required.
- Category 14 **School Visitation-Approved by Building Principal: 1 Hour = 1 Point (A maximum of 10 points per cycle)**
- Category 15 Grant writing in which the district receives approval: 1 point for each \$1,000 of value received (A maximum of 15 points allowed per cycle)**
- Category 16 **Other Approved Activities: . (A maximum of 30 points allowed per cycle)**
An explanation of how the activity will benefit classroom duties and instruction is required.

**SCHUYLER COMMUNITY SCHOOLS - PROFESSIONAL GROWTH – TALLY SHEET
(REFER TO APPENDIX)**

REDUCTION IN FORCE POLICY

Reduction in Force Policy - Reductions in certified staff which may be required due to decreasing enrollments, changes in financial support, changing programs or other factors will be accomplished when possible through the normal methods of attrition of staff.

In the event that it becomes apparent that the necessary staff reductions may not be accomplished through the normal attrition, the superintendent will recommend to the Board of Education the names of those individuals to be terminated under the reduction in force provisions of the continuing contract law. Dates of notification shall correspond with those of the continuing contract law.

The process of selecting personnel for termination will involve considerations of the following (not listed in order of importance) 1. seniority 2. performance evaluations 3. contribution to the activity program 4. program to be offered 5. areas of certification and qualifications that may be required to maintain accreditation 6. special qualifications that may require specific training and/or experience 7. state and federal regulations which may mandate certain employment practices.

In the absence of the above considerations, length of uninterrupted service shall be the sole determining factor and part-time employees shall have the lowest priority for retention.

No tenured teacher will be RIF'd while there is a probationary teacher being retained that the tenured teacher is qualified by certification and endorsement to replace.

Those employees who have been terminated through a reduction in force shall be considered as "released with honor" and shall upon request be provided a letter to that effect and shall be offered reemployment with the district for a period of two years following the date of termination when vacancies occur for which they are qualified by certification and endorsement.

At reemployment the employee shall resume the position on the salary schedule or range that is indicated by his/her experience and training, except that the length of time represented by the break in service shall not be included as service with the district.

Teachers terminated for reasons of staff reduction shall be given priority for substitute teaching opportunities in fields or areas where they are qualified by certification and endorsement.

Certified staff members who are notified that they may be considered for termination shall be given an opportunity for a hearing with the Board of Education prior to the time that final action is taken.

All certified teaching staff will be evaluated according to the state approved and the Schuyler Community Schools Board approved appraisal system.

A copy of the evaluation instrument to be used will accompany the RIF policy.

Procedures and Regulations Subject to Change

The information contained in the handbook is current and in effect at the time of printing. The procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted.

If there is conflict between the student handbook and board policy, board policy will take precedence.

APPENDIX FORMS

Teacher Job Description – page - 47

Professional Growth – Tally Sheet - page 48

Curriculum Development- page -54

Application for Salary Advancement page - 55

Local IIA Reimbursement Form – page 56

Drug Free Workplace Policy – page 57

Internet Safety Policy – page 59

Laptop/Computer/ iPad Use Policy – page 63

Payroll Deduction Authorization – page 64

Brue Cross/ Blue Shield of Nebraska Form –65

Working Lunch - 68

Staff Conduct w/ students – 69

Employee Use of Social Network - 71

Guidelines for Employee Use of Social Networking - 72

Professional Boundaries Between Employees and Students – 74

Acknowledgement and Receipt -76

Schuyler Community Schools Teacher Job Description

Title: Teacher
Qualifications: As set by the Nebraska Department of Education
Reports To: Principal

Job Goal: To lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

A. Teacher's implementation of Essential Elements of Instructional Theory Into Practice:

- Selects instructional objectives at the correct level of difficulty
- Teaches to the selected objectives
- Monitors learning and adjusts instruction
- Uses (without abuse) the principals of learning
 - Motivation
 - Retention
 - Transfer

B. Teacher's implementation of SCS Professional Practice Standards:

- Demonstrating knowledge of rate + degree of learning
- Demonstrating knowledge of content and pedagogy
- Demonstrating knowledge of students
- Selecting appropriate instructional goals
- Demonstrating knowledge of resources
- Designing coherent instruction
- Assessing student learning
- Creating an environment of respect and rapport
- Establishing a culture for learning
- Managing classroom procedures
- Managing student behavior
- Organizing physical space
- Communicating clearly and accurately
- Using questioning and discussion techniques
- Engaging students in learning
- Providing feedback to students
- Demonstrating flexibility and responsiveness
- Reflecting on teaching
- Maintaining accurate records
- Communication with families
- Contributing to the school and district
- Growing and developing professionally
- Showing professionalism
- Utilizing technology

C. Teacher's implementation of SCS Performance Responsibilities:

- Arrives to class on time
- Arrives and leaves work at times established
- Prepares and carries out lesson plans
- Insures the safety of all students
- Properly cares for equipment, materials and facilities
- Upholds and enforces rules, regulations and board policy
- Spends time before and after school to work with students and/or parents
- Assists in the diagnosis of student disabilities
- Accepts responsibility for activities as assigned
- Attends and participates in assigned meetings
- Supervises hallways and other activities as assigned

D. Teacher's implementation of other district expectations:

- The teacher implemented his/her self-directed job target

Terms of Employment: Salary and work year to be according to the master contract/negotiated agreement

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

SCHUYLER COMMUNITY SCHOOLS - PROFESSIONAL GROWTH
SCHUYLER CENTRAL HIGH SCHOOL - PROFESSIONAL GROWTH
 (To be filled out by Certified Staff Member at the beginning of each school year.)

Name of Teacher _____ Date of Beginning Professional Growth Period _____

Date of Ending Professional Growth Period _____

Category 1 College Course/Graduate Level & Undergraduate Level: 1 Credit Hour = 15 points *A copy of the grade slip or transcript is required.*

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 2 Auditing a College Course: 1 Credit Hour = 10 Points (A maximum of 30 points allowed per cycle)

A copy of an audit slip, grade slip, transcript, certificate, or letter from the instructor is required.

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 3 Workshop/In-Service: Outside Contract Time 1 Hour = 1 Point (A maximum of 30 points allowed per cycle)

Activities sponsored and/or required by the district do not need verification.

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 4

Workshop/In-Service: During Contract Time 1 Hour = 1 Point (A maximum of 15 points allowed per cycle)

Verification for all committee members is submitted by the committee chairperson at least once a year.

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 5

Curriculum Work: 1 Hour = 1 Point (A maximum of 45 points per cycle)

Verification for all committee members is submitted by the committee chairperson at least once a year.

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 6 Approved Local School Committees: 1 Hour = 1 Point (A maximum of 45 points allowed per cycle. A minimum of 2 points will be allowed per committee member per year.) Committee chairperson will record and report number of points to the Superintendent.

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 7 Approved State Committees: 1 Hour = 1 Point (A maximum of 30 points allowed per cycle.)

Copy of program, agenda, letter of participation or other materials of verification from committee chairperson and/or administrator.

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 8 Approved National Committees: 1 Hour = 1 Point (A maximum of 30 points allowed per cycle)

Copy of program, agenda, letter of participation or other materials of verification from committee chairperson and/or administrator.

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 9 Professional Publications: (A maximum of 25 points allowed Per cycle) A copy of the article will verify the activity. The Superintendent will award points on an individual basis.

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 10 Student Teacher Supervision: 15 Points for One Semester of Supervision (A maximum of 30 points per cycle)

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 11 Presenter at Local/State/Regional/National Convention: 1 Hour = 5 Points (A maximum of 30 points allowed per cycle)
A copy of program or verification from convention sponsor.

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 12 Attendance at State/National Conventions or Clinics: 1 Hour = 1 Point (A maximum of 20 points allowed per cycle)
A copy of the program for verification is required

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

Category 13 Local/State/National Officer in Professional Organizations: 1 Hour = 1 Point (A maximum of 20 points allowed per cycle)
Verification from organization of position is required.

DATE	PROFESSIONAL GROWTH ACTIVITY	COLLEGE CREDIT	CLOCK HOURS	POINTS REQUESTED	POINT'S APPROVED	RUNNING TOTAL

EMPLOYEE SIGNATURE _____ **DATE** _____ (YEAR 1)

EMPLOYEE SIGNATURE _____ **DATE** _____ (YEAR 2)

EMPLOYEE SIGNATURE _____ **DATE** _____ (YEAR 3)

EMPLOYEE SIGNATURE _____ **DATE** _____ (YEAR 4)

EMPLOYEE SIGNATURE _____ **DATE** _____ (YEAR 5)

EMPLOYEE SIGNATURE _____ **DATE** _____ (YEAR 6)

ADMINISTRATORS SIGNATURE _____ APPROVED _____ DISAPPROVED _____

COMMENTS _____

CURRICULUM DEVELOPMENT AND PROGRAM IMPROVEMENT REQUEST PLEASE TYPE

APPLICATION INFORMATION

PROJECT TITLE: _____

The Project: What is the Project

Description of the Project: Rational

Project Objectives:

Project Budget:

Project Completion Timeline

PROJECT SUBMITTED BY. _____

DATE SUBMITTED: _____

The project must be completed by August 1. Staff member payment will occur upon project completion. Proposals will be submitted to the Schuyler Community Schools board.

Adopted 10/01/97

**SCHUYLER COMMUNITY SCHOOLS
IN-HOUSE GRANT REIMBURSEMENT EXPENSE FORM**

Please complete the following form and submit for approval prior to activity – at least a 60 day approval, when applicable, is requested. After attending activity submit all documents for reimbursement of expenses to the administrator’s office.

ACTIVITY DATE(S): _____

ATTENDEE(S): _____

Activity: _____

Location: _____

Check One:

_____	Title IIA	_____	Title IID
_____	Title IV	_____	SPED/FLEX
_____	Perkins	_____	Other: _____

Describe how activity objectives align to our School District’s improvement goal or an individual job target and attach a complete workshop agenda:

Expenses:	ESTIMATED EXPENSES	ACTUAL EXPENSES *
Lodging	_____	_____
Registration	_____	_____
Transportation	_____	_____
Consultant	_____	_____
Substitute(s)	_____	_____
Reimbursable time	_____	_____
Other	_____	_____

***ALL RECEIPTS, REGISTRATION FORMS, AND/OR OTHER FORMS OF VERIFICATION OF ALL EXPENSES MUST BE ATTACHED TO THIS DOCUMENT UPON REMITTANCE BEFORE PAYMENT WILL BE MADE**

Attendee’s Signature: _____ Dated _____

Administrator’s Signature _____ Dated _____

DRUG FREE WORKPLACE ADMINISTRATIVE REGULATIONS

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the district's policy of absolutely prohibiting conduct as set forth in this policy, and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that such compliance is mandatory , and further acknowledging that this policy is adopted pursuant to P.L. 101-226.34 C.F.R., part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the administrator at the time this policy is distributed to the employee. If no question is directed by an employee to the administrator, it shall be the position of Schuyler Community Schools to presume that the employee has understood and will abide by this policy.
4. While due consideration will be given to the unique fact of any case of violation of this policy, it shall be the first goal of Schuyler Community Schools to assist its employees in enrolling in and successfully completing any appropriate drug abuse program sponsored by an approved private or governmental institution in the event.
5. However nothing in this policy shall be construed to prevent Schuyler Community Schools from taking appropriate disciplinary action against any employee who violates this policy, including, but not limited to, subjecting such employee to an oral reprimand, a written reprimand, suspension with pay, suspension without pay, termination, cancellation or non renewal of employment, referral to appropriate authorities for criminal prosecution, mandatory enrollment, in in-patient care or otherwise as a term and condition to any continuing employment by the District, or mandatory enrollment in any training programs that are or may be provided by the district or others relating to any of the activities prohibited by this policy.
6. Disciplinary action sought to be imposed by the administrator or his or her designee shall be carried out in accordance with the established policies of Schuyler Community Schools. However, nothing in this policy shall be constructed to vest any right in any employee beyond that required by law and manner in which each case shall be handled shall be in the sole discretion of the administrator or his designee subject to the administrator's approval, provided only that such action shall be carried out within the bounds of applicable of law.
7. Conviction of an employee of Schuyler Community Schools of any criminal statute relating to unlawful use, possession, manufacture, distribution, or sale of any controlled substance or alcohol, whether at the workplace or elsewhere, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the administrator or other official of Schuyler Community Schools, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of Schuyler Community Schools or any other applicable body of law. As used herein "applicable body of law" shall mean but not be limited to, state and federal statutes, state and federal regulation, any applicable law.

8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, Schuyler Community Schools, by and through its administrator, may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution.

The administrator or a designee may require the employee to provide the administrator or a designee written documentation satisfactory to the administrator or a designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the administrator or a designee may require an employee to participate in after care in the same manner and under the same terms as may be required by the administrator or a designee. The administrator or a designee may require on-going reporting of such participation as a term and condition of continuing employment by such employee at the District.

9. It shall be the policy of Schuyler Community Schools to require an employee who has been legally charged or convicted of a violation of any statute as herein above referred to in this policy to report such charge or conviction to the administrator. Such reporting shall be taking into account in considering the severity of the discipline, if any, to be carried out against such employee. Such reporting shall be a factor to be taken into account by the administrator in making a determination as to whether the employee shall be favorably considered for participation in a drug abuse program or alternate program as set forth in the immediately preceding paragraph as a concurrent requirement to some disciplinary action or as an alternative to disciplinary action. Any employee having concerns about an admission here under constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self- incrimination.

SCHUYLER COMMUNITY SCHOOLS

INTERNET SAFETY: Network, E-Mail, Internet and Other Computer Use

Rules:

(a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (iii) Users shall not use or try to discover another user's account or password.
- (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce

- any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) **Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas for the summer without written notification to their respective Local Area Network Manager (LAN MAN).**
- (c) **Etiquette and Rules for Use of Computers and the Network:** All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
 - (v) All communications and information accessible via the network should be assumed to be private property of others.
 - (vi) Do not place unlawful information on any network system.
 - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
 - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) **Penalties for Violation of Rules:** All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees. **Additional disciplinary action may be determined in accordance with**

existing procedures and practices, both administrative and as stipulated in Schuyler Community Schools and/or ESU 7 board policy, and including applicable law enforcement agencies when necessary.

- (e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(f) *Risks of MySpace, Facebook and other Social Networking: MySpace, Facebook, and other social networking sites are blocked and not allowed on the Schuyler Community School's network. The purpose of this message is to give our students information about the risks of using MySpace, Facebook, Xanga, and similar social networking sites at home.*

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

What you say now on MySpace may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

MySpace has published a Guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using MySpace and the Internet in general:

- Don't forget that your profile and MySpace forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, MySpace will delete your profile.

(g) Technology Protection Measure: Schuyler Community Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to

Internet sites that are not in accordance with the policies of Schuyler Community Schools.

(i) The technology protection measure that blocks and/or filters Internet access may be disabled by the technology coordinator or his/her appointed designee for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Schuyler Community Schools

(ii) The technology coordinator or designee may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

(h) Policy Challenge Procedure: An individual who has been granted access to the Internet by Schuyler Community Schools and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

(i) Internet site review requests should be directed to the Schuyler Community Schools Technology Committee in writing for consideration.

(ii) The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.

(iii) Schuyler Community School's technology committee will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Schuyler Community Schools any challenges to the severity of the applied discipline.

(iv) Challenges to the application or enforcement of Schuyler Community School's Internet Safety Policy that cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Schuyler Community Schools established grievance policies or at the Schuyler Community Schools administrator and/or board level for challenges presented in writing.

Schuyler Community Schools Laptop/Computer/iPad Policy for Teachers

Faculty laptops provided by Schuyler Community Schools enable teachers in the district the ability to access school-related materials as needed at any place or time.

The following regulations apply to all Schuyler Community Schools employees receiving a laptop or teacher computer:

- 1) I understand that the Laptop/Computer/iPad assigned to me is to be utilized to support all school-related activities. The laptop must accompany me (the assigned teacher or staff member) to school every day that school is in session. The laptop can leave school with me but must return the following school day.
- 2) I understand that I am responsible for the safety and security of the assigned Laptop/Computer/iPad at all times. I accept the responsibility if I leave the assigned laptop in a car in which theft or damage from temperature extremes could occur.
- 3) I understand that my assigned Laptop/Computer/iPad is the property of Schuyler Community Schools and will be managed by Schuyler Community Schools' Tech Support personnel. My Laptop/Computer/iPad is labeled with a property identification tag that will not be removed for any reason. I understand that if I change the user login password I will notify the Technology Department immediately of the new password. I will NOT remove or alter any user account.
- 4) I understand that my assigned Laptop/Computer/iPad has a predetermined list of software installed on its hard drive. No addition or deletion of ANY software or hardware is allowed on this laptop by ANYONE except Tech Support personnel with the exception of automatic updates. I understand that my assigned Laptop/Computer/iPad will need periodic upgrades and/or repairs that will be performed by Tech Support personnel. I will not allow my laptop to be used by an unknown or unauthorized person. I understand that all contents of my assigned Laptop/Computer/iPad may be accessed at any time as deemed necessary by Tech Support personnel or the SCS Administration.
- 5) I am permitted to use this laptop on a wireless network outside of Schuyler Community Schools as long as it does not require me to install any additional firewall software or change any of my Schuyler Community Schools' network configurations.
- 6) If software/hardware problems arise, the Laptop/Computer/iPad may need to be restored to its original settings. I understand that all work files may be lost during the restore process. Therefore, I will maintain backups of all files to an external device such as a USB drive, CD, or server file. All files housed on my assigned Laptop/Computer/iPad and on the school server are the property of Schuyler Community Schools and may be accessed by Tech Support personnel or SCS Administration at any time.
- 7) I understand that I may be responsible for any costs that can be attributed to negligence, intentional misuse, or the loss of the Laptop/Computer/iPad and/or all peripheral items.
- 8) I have also read and agreed to the Schuyler Community Schools' Acceptable Use Policy. I understand that I am responsible for following the Schuyler Community Schools' Acceptable Use Policy at all times while using this Laptop/Computer/iPad as well as any other computer in the district.
- 9) I understand that upon my resignation from the district, my assigned Laptop/Computer/iPad will be returned to SCS Tech Support personnel in working order, and all files will be removed prior to reassignment in the district.
- 10) Any questions, concerns or interpretations of this policy not covered in this statement will be resolved at the discretion of Schuyler Community Schools' Administration and Tech Support.

PAYROLL DEDUCTION AUTHORIZATION

I will authorize Schuyler Community Schools to deduct from my last pay check the amount that is due for items purchased from the school, i.e. lunches, books, etc.

I also agree to reimburse the school for any leave time that has been paid to me but had not been earned at the time of my leaving the district. This shall be based on the current Employee Leave Policies.

I understand that I am responsible for returning all school property, or I will be charged for these items, i.e. keys, cell phone, laptop computer, etc.

I will reimburse the District for any damaged school property, up to the cost of having it repaired or replaced.

I authorize that the deductions will incur on my last paycheck. If there are insufficient funds, to the extent allowed by law, to cover the reimbursement, I will pay the balance in full before my last day of work.



An Independent Licensee of the Blue Cross and Blue Shield Association.

EHA Health and Dental Enrollment Form

- New Application (Complete all sections except Section C. Complete Section H, if applicable.)
 Change (Complete all sections except Section B. Complete Section H, if applicable.)

Please print in black ink. If you need more space you can use a separate sheet of paper. Please include your name and social security number.

Section A. APPLICANT INFORMATION

Social Security Number	Name (Last) (First) (M.I.)	Date of Birth (Mo./Day/Year)	<input type="checkbox"/> M <input type="checkbox"/> F
Address (Street, P.O. Box)	(City) (State) (Zip+4 Code) (County)	Telephone Number ()	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced
School District Name	Group Number	Job Title	Date employed w/Group
		No. of hours worked per week	
Are you, your spouse or your dependent(s) current or former Blue Cross and Blue Shield insureds or applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give name(s) & ID number(s).		Is spouse terminating other Blue Cross and Blue Shield coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give reason and effective date:	

Section B. HEALTH AND DENTAL ELECTION(S) FOR NEWLY ELIGIBLE EMPLOYEES

<input type="checkbox"/> HEALTH <input type="checkbox"/> One Person <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Employee/Children <input type="checkbox"/> Family <input type="checkbox"/> Standard PPO Option <input type="checkbox"/> \$1500 Deductible Option (if available for your School District) <input type="checkbox"/> HSA-eligible High Deductible Plan Option (if available for your School District)	<input type="checkbox"/> DENTAL <input type="checkbox"/> One Person <input type="checkbox"/> Employee/Spouse <input type="checkbox"/> Employee/Children <input type="checkbox"/> Family
---	---

Section C. HEALTH AND DENTAL CHANGE ELECTION(S) FOR CURRENT MEMBERS (Complete Section D also to add Dependents)

Change to One Person Health Change to One Person Dental
 Change to Employee/Spouse Health Change to Employee/Spouse Dental
 Change to Employee/Children Health Change to Employee/Children Dental
 Change to Family Health Change to Family Dental

Change Reason: () Divorce () Spouse Deceased () Marriage () Other Date: _____

Add Dependent(s): Date Dependent(s) joined your household: _____

Other Health/Dental Changes: _____

Section D. PERSONAL DATA

List below spouse and other dependent(s) to be covered including eligible children under age 26.
 LIST IN ORDER OF AGE - OLDEST FIRST.

Full Name (Last, First, M.I.)	Social Security Number	Date of Birth (Mo., Day, Year)	Sex M F	Relation to Employee

Name (Last)	(First)	(M.I.)	Social Security Number
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Section E. PRIOR INSURANCE INFORMATION

Are YOU or DEPENDENT terminating (or losing) other health coverage?
 If YES, the following information will help you avoid delays in claim payments:
PLEASE NOTE: There is a 12-month waiting period for pre-existing conditions decreased by previous creditable coverage.

1) List all the plans that insured you and your dependent(s) within the last 24 months:

Insurance Company	Policy Holder Name and Social Security Number	Relationship to Employee	DOB (MM/DD/YY)	Policy Number	Effective Date	Termination Date

2) Attach the "CERTIFICATE OF CREDITABLE COVERAGE" from the previous insurer. If you haven't received this form, contact the insurance company and ask for one.

3) Give us the name(s) and telephone number(s) of the prior employer(s) who provided health coverage:

Name: _____ Telephone Number: _____

Name: _____ Telephone Number: _____

4) Give us the reason for loss of other health coverage:

I quit my job Death, divorce, or legal separation I/we voluntarily chose to drop other insurance

Spouse quit his/her job I/we have reached the end of COBRA coverage Other: _____

Section F. CURRENT INSURANCE INFORMATION - Complete this section if you are keeping other insurance in addition to this Plan.

Insurance Company	Insured's Name	Names of Covered Persons	Effective Date	Address and Telephone of Insurance Company

MEDICARE SECONDARY PAYOR INFORMATION

Are you, your spouse, or dependent(s) enrolled in Medicare? Yes No If the answer is "yes," please fill in requested information below:

If Medicare: Name of Beneficiary _____

Medicare HIC #: _____

Part A effective date: _____

Part B effective date: _____

Reason for entitlement (check all applicable boxes): Age Disability End stage renal disease

Section G.

I represent that my answers and statements in this enrollment form are true and complete to the best of my knowledge and belief. I understand that any misrepresentation in this enrollment form may cause the coverage to be void. I further understand that Blue Cross and Blue Shield of Nebraska reserves the right to accept or decline this enrollment form and that no right whatever is created by it. I authorize Blue Cross and Blue Shield of Nebraska to obtain and/or release medical information to the extent necessary for processing claims. I authorize my employer to deduct from my earnings any required premiums.

WAITING PERIOD FOR PRE-EXISTING CONDITIONS NOTICE

This Plan imposes a waiting period for pre-existing conditions. This means that if you have a medical condition before coming to our plan, you might have to wait a certain period of time before the plan will provide coverage for that condition. This exclusion applies only to conditions for which medical advice, diagnosis, care or treatment was recommended or received within a six-month period. Generally, this six-month period ends the day before your coverage becomes effective. However, if you were in an eligibility waiting period for coverage, the six-month waiting period ends on the day before the waiting period begins. The pre-existing condition exclusion does not apply to pregnancy nor to covered persons under 19.

Name (Last)	(First)	(M.I.)	Social Security Number
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Section G. (continued)

This exclusion may last up to 12 months (18 months if you are a late enrollee) from your first day of coverage, or, if you were in a waiting period, from the first day of your waiting period. However, you can reduce the length of this exclusion period by the number of days of your prior "creditable coverage." Most prior health coverage is creditable coverage and can be used to reduce the pre-existing condition exclusion if you have not experienced a break in coverage of at least 63 days. To reduce the 12-month (or 18-month) exclusion period by your creditable coverage, you should give us a copy of any certificates of creditable coverage you have. If you do not have a certificate, but you do have prior health coverage, we will help you obtain one from your prior plan or issuer. There are also other ways that you can show you have creditable coverage. Please contact us if you need help demonstrating creditable coverage.

All questions about the waiting period for pre-existing conditions and creditable coverage should be directed to our Member Services Department at (402) 390-1820 or toll-free 1-800-642-8980.

SPECIAL ENROLLMENT NOTICE

If you decline enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your or your dependents other coverage). However, you must request enrollment within 31 days after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

In addition, if you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 31 days after the marriage, birth, adoption or placement for adoption.

If you are declining coverage for yourself or your dependents because of coverage under Medicaid or a State Child Health Insurance Program (SCHIP), you may be able to enroll yourself or your dependents in this plan if that coverage terminates due to a loss of eligibility. You must request enrollment in the plan no later than 60 days after the termination of coverage.

Additionally, if you decline coverage and you or your dependents become eligible for premium assistance for this group health plan under Medicaid or SCHIP, you or your dependents may be able to enroll in the plan at that time. You must request enrollment no later than 60 days after the date you are determined to be eligible for the premium assistance.

To request special enrollment or obtain more information contact our Member Services Department at (402) 390-1820 or toll-free 1-800-642-8980.

Signature of Applicant: _____ Date: _____

Section H. DECLINATION OF COVERAGE. Complete only if you elect not to participate in the group insurance offered.

Social Security Number _____ Name _____

School District Name _____ Group Number _____

The group health/dental program has been offered to me and after seriously considering its benefits, I have decided:

- not to enroll myself in the health/dental plan.
- not to enroll myself and my dependents in the health/dental plan.
- not to enroll my dependents in the health/dental plan.

Coverage in the health/dental plan is declined because:

- I am enrolled and/or My dependents are enrolled, under my spouse's health coverage.
- My spouse is employed by (name of firm) _____
- I am enrolled and/or My dependents are enrolled, under a COBRA continuation or state continuation coverage.
- I have and/or My dependents have, individual coverage through Medicare Medicaid SCHIP another insurance company
- Other reason(s) _____

If you decline health/dental enrollment for yourself and your dependents, a request for enrollment at a later date may not be allowed, or may be subject to late enrollment restrictions (if requested other than during a special enrollment period). See "Notice" above.

Signature of Applicant: _____ Date: _____

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner on school grounds or at school activities;

- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner on school grounds or at school activities;
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business); or
- Exchanging personal gifts (beyond the customary student teacher gifts).

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

This policy shall be included in future employee, student and volunteer handbooks.

EMPLOYEE USE OF SOCIAL NETWORKS

The Superintendent and Administrative Team will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - A. Teachers may not list current students as “friends” on networking sites.
 - B. All e-contacts with students should be through the district’s computer and telephone system, except emergency situations.
 - C. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the principal.
 - D. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
 - E. Inappropriate contact via e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

All online communication by District employees during the school day, using District resources, or on behalf of the District is subject to District policies. Employees shall maintain a standard of professional responsibility and conduct, realizing their online actions at work and at home represent the District.

The network systems administrator may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

GUIDELINES FOR EMPLOYEE USE OF SOCIAL NETWORKS

1. Know and follow District policies and regulations relating to online communications.
2. District employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Remember that what you publish will be public for a long time—protect your privacy.
3. Anonymity or false screen names should only be used in personal, non-work related online communications. Identify yourself, and when relevant, your District, when you discuss professional matters. Write in the first person. You must make it clear that you are speaking for yourself and not on behalf of the District.
4. If you publish content to a website and it has something to do with work you do or subjects associated with your District, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent my District's positions, policies or practices."
5. Respect copyright, fair use and financial disclosure laws. When you do use material from others, where possible link back to the source.
6. Never provide confidential or other proprietary information about your District, your students, or your co-workers. Ask permission prior to publishing or reporting on conversations that are meant to be, or might be assumed to be, private or internal to the District and your work.
7. Be particularly aware of student privacy laws including FERPA.
8. Don't cite or reference fellow staff members, administrators, parents, volunteers, suppliers, or others associated with the District without their approval.
9. Always maintain professional standards. Absolutely never use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory—such as politics and religion.
10. Find out who else is blogging or publishing on the topic, and cite them.
11. Be aware of your professional responsibilities with online social networks. When you identify yourself as an educator, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.
12. Don't pick fights, be the first to correct your own mistakes, and don't alter previous posts without indicating that you have done so.
13. Be thoughtful about everything published online. If you are angry or frustrated, it is best to avoid using online communications.
14. Be very judicious in disclosing any personal details, as they will be available online for a long time.
15. Try to add value. Provide worthwhile information and perspective. The District is best represented by its people and what you publish will reflect on your District and your community.
16. Maintaining the trust of others with whom you communicate is critical. If you have a vested interest in something you are discussing, be the first to point it out. Nothing gains you more notice in the online social media environment than honesty—or dishonesty.

17. Blogs, wikis, virtual worlds, social networks, or other tools hosted outside of the District's protected Intranet environment should not be used for internal communications among fellow employees. It is fine for fellow employees to disagree, but don't use your external blog or other online social media to air your differences in an inappropriate manner.
18. When speaking about other districts or teachers at other districts, be careful about identifying them if the remark may be interpreted as being critical of them. You must make sure that what you say is factual and that it does not disparage others.
19. Avoid arguments. Don't try to settle scores or goad others into inflammatory debates.
20. There are always consequences to what you publish. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, and it is related to your work or the District, feel free to discuss it with your administrator. Ultimately, however, you have sole responsibility for what you post to your blog or publish in any form of online social media.

Personnel - All Employees

Professional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to communicate with students in an inappropriate, immoral or unethical manner or otherwise to communicate in a manner which is contrary to District policies or expectations. To avoid such impermissible communications, employees are encouraged to follow the following guidelines:
 - Do not discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity.
 - Electronic communications with students should be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

 - Engaging in inappropriate relationships through social-networking friendships with a student on MySpace, Facebook, or other social networking site. To avoid such impermissible communications, employees are encouraged to follow the following guidelines:
 - Do not "friend" a student on a social networking site.
 - If an employee chooses to not follow the foregoing guideline, the employee's social networking should not include any material that may diminish the employee's duty to serve as a good role model for students, include any communication on a social networking site that is inconsistent with other provisions of this policy, or to otherwise include any communication on a social networking site that is contrary to District policies or expectations.
- Material that employees post on social networks that is available to the public or those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating.

 - Making any sexual advance - verbal, written, or physical - towards a student or responding to any sexual advance by a student.

- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy.
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student to the point where the student is uncomfortable.
- Allowing a student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving or acceptance of gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Adopted: June 8, 2009 Revised:
January 11, 2010

ACKNOWLEDGEMENT AND RECEIPT

The undersigned, herewith acknowledge that I have access to the following policies of the Schuyler Community Schools

1. Drug Free Workplace policy
2. Internet Safety Policy
3. Laptop Computer Use Policy
4. Payroll Deduction Authorization Policy
5. Teacher Job Description.
6. Staff Conduct w/ Students Policy
7. Employee Use of Social Network Policy
8. Guidelines for Employee Use of Social Networking Policy
9. Professional Boundaries Between Employees and Students Policy
10. **I know that a copy of the above mentioned policies, Certified Handbook, Support Staff Handbook, Master Contract and Board Policy are found on the Schuyler Community Schools website – schuylercommunityschools.org.**

I have read the policies and understand them, and by affixing my signature here to in the presence of a witness indicate that I agree to be bound by the terms and conditions of the said policy and recognize it as a material term of my employment with Schuyler Community Schools. The signature of the undersigned acknowledges the permission of the undersigned to place a copy of the Acknowledgement and Receipt in the personnel file of the undersigned

Dated this ____ day of _____, 20____

Employee print your name

Employee sign your name

Witness

Shalomi Meier
1380 3rd St.
Rogers, Ne. 68659
(402) 890-3385
DaMeierSrungirlrun@gmail.com

Bill Comly and Darli Verba
Co-Principals
Schuyler Elementary School
2402 Denver St.
Schuyler, Ne. 68661

July 25, 2014

Dear Mr. Comly and Mrs. Verba,

I am writing to inform you that I will not be returning to Schuyler Elementary School for the 2014/2015 school year. Unfortunately, family circumstances at the time require my full attention, and I have important issues to take care of, which leaves me with inadequate time to devote to the children, so the best thing is to step down and give them the advantage of someone who will be wholly there for them, instead of distracted and divided.

I am very sorry to have caused any inconvenience this close to the start of the school year. Thank you so much for your understanding. I have truly enjoyed my experience at SES and I hope my leaving will not in any way affect any future working relationships.

Thank you for the opportunities you have given me. I have become a better person from my time at SES. Please keep me in mind for any future substitute needs.

Shalomi Meier



July, 29, 2014

To whom it may concern,

I would like to start by saying I have thoroughly enjoyed my time working for the Schuyler Community Schools. Everyone from the administration to the teachers, support staff, and custodial crew have been exceptionally professional.

I have been thinking about a change in direction for my life. So it is with sadness that I am tending my resignation. And yet I look forward to the future with excitement. My wife and I have started a catering business, and as some of you know, many days for the last two summers we could be found at several locations with our New York City style hot dog cart. Quite a refreshing change from Alternative Education.

My seven plus years with the Schuyler Community Schools have been deeply rewarding. I look forward to continuing a positive relationship with the staff and the school system as a whole.

Sincerely,

Curtis E. Splichal

vmware Zimbra | Dan Hoelsing | Help | Log Out

Mail | Address Book | Calendar | Tasks | Briefcase | Preferences | Social | Smartsh

Folders

- Inbox
- Archived
- Deferred
- Sent
- Drafts
- Junk
- Trash
- Deleted Messages
- Junk (ESU 7)
- Notes
- Schuyler 2012-13 (434)
- Schuyler 2013-14 (148)
- Sent Messages
- Find Shares...

Searches

Tags

Zimlets

New | Get Mail | Delete | Reply | Reply to All | Forward

Delete | Delegate | Respond | Defer 1 Hour | Create Task

Fwd: Special Education Position

From: Greg Pavlik

To: Dan Hoelsing | Dan Hoelsing

From: "Tim Henry" <teachmentorcoach@aol.com>
To: gpavlik@esu7.org
Sent: Wednesday, July 16, 2014 11:30:39 PM
Subject: Special Education Position

Dear Mr. Pavlik,

I tried reaching you at the school today to speak with you over the phone. But it is family concerns. I truly looked forward to joining the Schuyler community but again the recent health scare, I was ready to move to Nebraska. If the board needs a d and I apologize that I cannot fulfill my original plans.

Respectfully Yours,

Tim Henry

August 2014

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Schuyler Community Schools
2014 - 2015 Beginning of the Year In-Service

Strive • Commit • Succeed

Schuyler Community Schools, in partnership with parents, students and the community is committed to educating students to become skilled, knowledgeable and responsible citizens in a global society.

Friday, August 8th – New Teachers only – Meet in the Library Media Center Annex at Schuyler Central High School

8:00am – 8:15am –	Introductions; Quick look at curriculum documents – Dave Gibbons
8:15am – 8:45am -	SmartFindExpress – Subfinder system
8:45am – 10:15am –	First look at Infinite Campus and email – Jeff Droge
10:30am – 12:00pm –	Financial Information with Business Manager Marlene Hartman. Please bring along two pieces of identification such as your driver’s license and social security card. Also bring your teaching certificate and beneficiary information such as names, address and social security numbers.
12:00pm – 1:00pm -	Lunch provided by the SEA
1:00pm – 4:00pm -	Building level meetings/responsibilities

Monday, August 11th – AFLAC Representative Dawn Sherlock will be here on Monday. She will be in the buildings at the following times...

- Schuyler Central High School from 8am to 10am
- Schuyler Middle School from 10:10am to Noon
- Schuyler Elementary School from 1:00 to 4pm

Jared Faltys of 403b Consultants will also be here on Monday.

- Schuyler Central High School 8am to 9:15am
- Schuyler Middle School 9:30am to 10:30am
- Schuyler Elementary School 10:45am to noon.

Tuesday, August 12th –

**Wednesday, August 13th – All Certified Staff Meeting in the Schuyler Central High School
East Gym**

7:45am – 8:45am – Breakfast and Longevity Awards

8:00am – 8:05am – Tyler Christensen -

9:00am – 9:15am - Ann Giebler – Legal Shield

9:15am – 9:45am – Welcome by Dr. Dan Hoelsing

9:45am – 10:00am – Transportation/Activity Schedule/Passes – Michelle Egr

10:00am – 10:15am – Curriculum/Instruction/Assessment – Dave Gibbons

10:15am – 10:30am Blue Cross/Blue Shield

10:45am – 4:00pm – Tech workshops

Vendors – Golden Living Center – Sharon Stoltenberg

Cobblestone Inn – JoLynne Ratzlaff

Ann Giebler – Legal Shield

Marlene Cordon – East Central District Health Department

Ellie – First Nebraska Credit Union

SEA

Don Mroczek – Platinum Services



*The Schuyler Elementary School's August Board Report:
What in the world? Is it really time for
the 2014-2015 school year to start??*

Some highlights from the 2014 summer:

- *My partner, Billy C., got married in July to an incredibly special lady! It was an AWESOME celebration! (I witnessed it so it really did happen!) It truly was the summer of marriages! We had 5 teachers also that married their best friends!*
- *Our maintenance and cleaning crews have been busy all summer long trying to get our building and grounds ready for the 2014-2015 school year!! Our office ladies are trying to get all of the supplies tucked away and have been making last minute changes on our beginning of the year forms!*
- *There are so many exciting changes coming our way:*

- *Our After-School Program*

- *Our New Traffic Plan*

- *Our Inter-City Busing*

- *14 brand new teachers*

- *And last but not least "our kids"...boy, do we have kids!*



- ✚ *161 Kindergartners—9 sections*

- ✚ *139 first graders—8 sections*

- ✚ *118 second graders—6 sections*

- ✚ *133 third graders—7 sections*

- ✚ *144 fourth graders—7 sections*

- ✚ *124 fifth graders—6 sections*

- ✚ *For a grand total of 819 students!*



Respectfully submitted...Darli Jo Vrba

8/11/2014

TRANSFERS WITHIN THE DISTRICT

Last Name	First Name	Transferring School Year	Date Transfer Requested	Grade Entering	SCS Resident School Building	SCS Transferring to Building

Last Name	First Name	Option School Year	Date Transfer Requested	Grade Entering	Resident District	Option district
Hruska	Bekka M	2015/2016	7/30/2014	K	SES	Lakeview
Hruska	Brennan B	2014/2015	7/30/2014	5	SES	Lakeview
Hruska	Alena R	2014/2015	7/18/2014	2	SES	Lakeview
Wilson	Haille	2014/2015	8/6/2014	4	SCS/Richland	Columbus Public
Wilson	Hannah M	2014/2015	8/6/2014	3	SCS/Richland	Columbus Public
Nichols	Braiden M	2014/2015	7/23/2014	1	SES/Linwood	North Bend Central

CANCELED OPTIONS:

Hake	Wyatt	2014/2015	8/11/2014	11	SCS	Howells Public
Wyatt is canceling his option and will return to SCS						

**Schuyler Community Schools
2014 - 2015 Beginning of the Year In-Service**

Strive • Commit • Succeed

Schuyler Community Schools, in partnership with parents, students and the community is committed to educating students to become skilled, knowledgeable and responsible citizens in a global society.

I hope that you have had a fun and relaxing summer! I truly don't know where the time goes and why it seems move at a quicker pace with each passing year!

I am trying my best to keep the meetings to a minimum and time in your rooms at a maximum.

Please review the schedule for the start of the 2014-2015 school year! I am anxious to see you all again and hear about your summer adventures!

Please welcome the new staff members to SCHS!

We welcome the following new staff members: Ms. Clarissa Eloge, ESL; Ms. Michaila Ganseboom, Instrumental Music; Mrs. Elizabeth Hellbusch, Science; Mrs. Jill Hoelsing, Language Arts; Mrs. Robbi McKenney, Business; Mr. Seth Paesl, Social Studies; Mrs. Mandy Petersen, Librarian; Ms. Jennifer Ramsey, Language Arts; Mr. Trever Reeh, Mathematics; Mrs. Jill Sorson, Special Education; Ms. Connie Palu, Special Education; Mrs. Lynne Rambour Special Education; and Mrs. Valerie Comley, Administrative Assistant – Attendance.

We will see those new to the district on Friday and all others on Monday!!!

-Greg

Friday, August 8th – New Teachers only – Meet in the Library Media Center Annex at Schuyler Central High School

- | | |
|---------------------|--|
| 8:00am – 8:15am – | Introductions; Quick look at curriculum documents – Dave Gibbons |
| 8:15am – 8:45am - | SmartFindExpress – Subfinder system |
| 8:45am – 10:15am – | First look at Infinite Campus and email – Jeff Droge |
| 10:30am – 12:00pm – | Financial Information with Business Manager Marlene Hartman.
Please bring along two pieces of identification such as your driver's license and social security card. Also bring your teaching certificate and beneficiary information such as names, address and social security numbers. |
| 12:00pm – 1:00pm - | Lunch provided by the SEA |
| 1:00pm – 4:00pm - | Building level meetings/responsibilities |
- 1:00pm – Teachers new to SCHS will meet with Mrs. Kracl for a brief meeting in Room 27.

2:00pm - Teachers new to SCHS will meet with Mr. Pavlik in the Library Annex.

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- Schuyler Middle School 9:30am to 10:30am
- Schuyler Elementary School 10:45am to noon.

7:45am – 12:00pm – Welcome Back!! - Work time in classrooms.

AFLAC and Jared Faltys of 403b Consultants – All employees need to sign off with both of these representatives, even if you are not participating in their programs!

11:00am – 11:45am – Mentor Teachers will meet with Mr. Pavlik (Annex)

12:00pm – 1:00pm – Lunch on your own.

1:00pm – 3:00pm – SCHS faculty meeting in the East Gym.

3:00pm – 3:45pm – Work time in classrooms.

4:00pm – Mr. Pavlik to meet with Student Council Leadership

Tuesday, August 12th –

7:45am – Teachers report

8:00am – 9:00am – eBackpack Training (Site TBA)

9:00am – 9:30am – Mentor Teachers will meet with Mr. Pavlik (Annex)

11:30am – 12:30pm – Lunch on your own.

12:30pm-1:30pm – 6-12 staff – Speaker - Heather Duhachek – SCHS East Gym

1:30pm – 2:15pm – 6-12 staff – Speaker – *Return to Learn* – Policy # 508.15 / LB 923

3:00pm Mentors / Mentee meetings

2:15pm – 5:00pm – Work time in classrooms.

Open House Begins @ 5:00 p.m.

- 5pm – 6 pm – Meal served in the East Gym
- 6 pm – 9th grade and New Student Orientation. These students and parents/guardians will be leaving the East Gym – Site TBA
- 6 pm – Students in grades 10-12 and their parent / guardians will remain in the East Gym - Presentation by Ms. Johnson & Ms. Kneen.
- 6:30pm – 7:30pm - Presentation by Columbus Community Hospital – New Random Drug Testing Policy.
- 7:30pm – 8:00pm – Presentation by Colfax County Attorney's office. Services available and attendance laws.

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9:00am – 9:15am - Ann Giebler – Legal Shield

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