

Regular Meeting of the Shelton Public Schools Board of Education
Monday, January 11, 2021
the Elementary Conference Room
7:30 PM Central

1. Call to order and roll call
2. New Board Member Oath Of Office
3. Sine Die
4. Election of officers/appointment of treasurer and board committee members
 - a. Election of the Board of Education President
 - b. Election of the Board of Education Vice President
 - c. Election of the Board of Education Secretary
 - d. Appointment of the Treasurer of the Board of Education
 - e. Appointment Board Committee Members
5. Routine matters
 - a. Review and approve minutes
 - b. Review and approve claims
6. Request to address the Board of Education
7. Reports
 - a. Financial Report
 - b. Board Report
 - c. Superintendent's Report
 - d. Principal's Report
8. New Business
9. Discussion and action to retain the following as the Official Designees of School District 10-0019 for 2021: 1) LEA representative for State and Federal Programs - Superintendent of School or designee, 2) Attorneys - KSB School Law 3) Newspaper -

Shelton Clipper, 4) Depository of District Funds - Cornerstone Bank of Shelton, 5)
Auditor of District Accounts - KSO CPAs of Kearney

10. Discussion and action to authorize Superintendent to engage with Carl Dietz and First National Capital Markets for financial assistance, support, and training
11. Review Policies 1001-1006
12. Consideration to approve the master contract agreement with the Shelton Education Association for the 2021-2022 school year.
13. Discussion to move graduation to May 9 at 3:00 p.m.
14. Old Business
15. Adjournment

POLICY 2017 Oath of Office

No board member is required to take an oath of office pursuant to Nebraska law. However, new board members may voluntarily take the following oath before entering into their official duties:

I,, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members may affirm the oath orally or in writing. Copies of written oaths will be retained as official records of the school district in the main administrative office and such other places as may be required by law. Board members who give the oath orally will be noted in the minutes.

Adopted on: 07/10/17
Revised on: _____
Reviewed on: _____

Regular Meeting of the Shelton Public Schools Board of Education
Monday, December 14, 2020
School Library
7:30 PM

President Muhlbach called the Regular Meeting of the Shelton Public Schools Board of Education to order at 7:30 PM on Monday, December 14, 2020 in School Library. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Joe Berglund: Present, Matt Gangwish: Present, Chris Lewis: Present, Russ Muhlbach: Present, Emmy Power: Present, Lisa Stewart: Present. Present: 6.

There was one visitor present. Administrators Gannon, Kenton and Meyer were present.

2. Routine matters

2.a. Review and approve minutes

Motion made by Russ Muhlbach seconded by Lisa Stewart to approve minutes for the November 16th regular board meeting. Vote: Passed

Joe Berglund: Yea, Matt Gangwish: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

2.b. Review and approve claims

Motion made by Chris Lewis seconded by Joe Berglund to approve claims 53782-53841 in the amount of \$225,593.46 plus regular payroll. Vote: Passed

Joe Berglund: Yea, Matt Gangwish: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

3. Request to address the Board of Education

There were no requests to address the board of education.

4. Reports

4.a. Financial Report

Dr. Gannon reported on the financial status of the district.

4.b. Board Report Joe reported that the Negotiations committee will be meeting later this week.

4.c. Superintendent's Report

Dr. Gannon reported that there is an update to the bid for the weight room heating and air conditioning, Covid numbers are looking good with no new cases and only a few kids in quarantine. The SPED proportionate share report has been filed with the NDE and a request for reimbursement of REAP funds has been submitted for the moneys spent on technology. Dr. Gannon is discussing the options for securing QCPUF funds for the roof resurfacing and HVAC systems.

4.d. Principal's Report

Mr. Kenton reported that enrollment is 272 students, professional development is going well and teachers are doing a great job to implement these items in the classroom, winter concert will take place this week, Junior High Sports are underway, High School sports are also underway, Speech has begun practices and a plasma cutter has been purchased for the shop with funds from a Perkins Grant. Mrs. Meyer reported that she has been working on math assessments.

5. New Business

5.a. School Finance Information and Planning

Dr. Gannon shared a presentation on School Finance and reviewed this year's audit as well as the previous year's audit. The Executive Board met with Carl Dietz who is a school finance expert and offers educational finance assistance. Dr. Gannon shared his findings on the financial position of the district.

5.b. Consider Moving Money from CDs into Savings

Motion made by Chris Lewis seconded by Emmy Power to move all the existing district CD's into savings accounts. Vote: Passed

Joe Berglund: Yea, Matt Gangwish: Yea, Chris Lewis: Yea, Russ Muhlback: Yea, Emmy Power: Yea, Lisa Stewart: Yea
Yea: 6, Nay: 0

6. Old Business

6.a. Walk through boys and girls varsity locker rooms

The board walked through all locker rooms as well as viewing the updated weight room equipment.

7. Adjournment

Motion made by Matt Gangwish seconded by Joe Berglund to adjourn at 9:14. Vote: Passed

Joe Berglund: Yea, Matt Gangwish: Yea, Chris Lewis: Yea, Russ Muhlback: Yea, Emmy Power: Yea, Lisa Stewart: Yea
Yea: 6, Nay: 0

Respectfully Submitted,
Chris Lewis, Secretary

Shelton Public Schools

Check Listing Report

Accounting Cycle: FY20-21; Begin Date: 01/01/2021; End Date: 01/31/2021; Bank: [All]; Sort By Element: FUND; Account Expression: ([FUND] = "01"); Created On: 1/7/2021 3:45:21 PM

Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53864	Ace Hardware - Kearney	\$37.76	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Ace Hardware - Kearney	06412E	01-2-01100-610-002-150	Elem Science		\$37.76
Sub Total					\$37.76
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53865	AcroMat	\$290.88	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
AcroMat	I-AM-32746	01-2-02610-610-000-000	Custodial Supplies		\$290.88
Sub Total					\$290.88
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53866	Black Hills Energy	\$7,641.20	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Black Hills Energy	11-20-20-12-22-20	01-2-02610-621-000-000	Utility - Gas		\$7,641.20
Sub Total					\$7,641.20
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53867	Book Systems, Inc.	\$2,039.00	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Book Systems, Inc.	121969	01-2-01100-735-001-000	Annual Subscription - Technology Software		\$1,019.50
Book Systems, Inc.	121969	01-2-01100-735-002-000	Annual Subscription - Technology Software		\$1,019.50
Sub Total					\$2,039.00
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53868	Brooklyn Publishers, LLC	\$130.00	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Brooklyn Publishers, LLC	53997	01-2-01100-610-001-112	Speech & Drama		\$130.00
Sub Total					\$130.00
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53869	Buffalo County Election Comm.	\$100.00	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Buffalo County Election Comm.	12-10-2020	01-2-02310-810-000-000	Board Dues & Fees		\$100.00
Sub Total					\$100.00
Voucher Number	Account Number	Check Number	Payee	Amount	Type

January 2021 - GF	031038968	53870	Caseys	\$249.81	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Caseys	Jan. 2021	01-2-02120-610-001-000	Guidance Supplies/Board Misc		\$15.98
Caseys	Jan. 2021	01-2-02310-890-000-000	Guidance Supplies/Board Misc		\$233.83
Sub Total					\$249.81
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53871	Cash-wa Distributing Co.	\$424.13	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Cash-wa Distributing Co.	P12729820	01-2-01100-890-001-000	Elem/Sec Misc		\$59.80
Cash-wa Distributing Co.	P12729820	01-2-01100-890-002-000	Elem/Sec Misc		\$59.80
Cash-wa Distributing Co.	12720024	01-2-01190-610-002-000	Food		\$48.65
Cash-wa Distributing Co.	12715185	01-2-02610-610-000-000	Custodial Supplies		\$119.13
Cash-wa Distributing Co.	12720023	01-2-02610-610-000-000	Custodial Supplies		\$136.75
Sub Total					\$424.13
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53872	Clipper Publishing Co., Inc.	\$94.06	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Clipper Publishing Co., Inc.	3	01-2-02310-540-000-000	Board Advertising & Printing		\$94.06
Sub Total					\$94.06
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53873	Culligan	\$43.00	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Culligan	55735	01-2-02620-431-000-000	RO System Rent w/Pump		\$43.00
Sub Total					\$43.00
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53874	DAS State Accounting - Central Finance	\$439.92	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
DAS State Accounting - Central Finance	1246661	01-2-01100-382-001-000	Distance Learning		\$439.92
Sub Total					\$439.92
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53875	Demco	\$90.88	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Demco	6887770	01-2-02220-610-000-000	Library Supplies		\$90.88
Sub Total					\$90.88
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53876	Diversified Drug Testing, LLC	\$194.00	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Diversified Drug Testing, LLC	9128	01-2-02710-340-000-000	Drug Testing		\$194.00

Sub Total					\$194.00
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53877	Payee Eakes Office Solutions	Amount \$203.43	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Eakes Office Solutions	8158927-0	01-2-01100-610-001-000	Elem/Sec Teaching Supplies		\$87.48
Eakes Office Solutions	8153064-0	01-2-01100-610-001-000	Sec. Teaching Supplies		\$28.48
Eakes Office Solutions	8158927-0	01-2-01100-610-002-000	Elem/Sec Teaching Supplies		\$87.47
Sub Total					\$203.43
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53878	Payee Educational Service Unit #10	Amount \$32,120.38	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Educational Service Unit #10	January 2021	01-2-01100-650-001-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$112.50
Educational Service Unit #10	January 2021	01-2-01100-650-002-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$112.50
Educational Service Unit #10	January 2021	01-2-01200-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$1,838.36
Educational Service Unit #10	January 2021	01-2-01200-591-001-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$383.35
Educational Service Unit #10	January 2021	01-2-01291-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$197.97
Educational Service Unit #10	January 2021	01-2-01292-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$197.97
Educational Service Unit #10	January 2021	01-2-02141-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$4,508.52
Educational Service Unit #10	January 2021	01-2-02142-591-002-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$563.57
Educational Service Unit #10	January 2021	01-2-02143-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$563.57
Educational Service Unit #10	January 2021	01-2-02151-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$16,633.30
Educational Service Unit #10	January 2021	01-2-02152-591-002-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$2,876.15
Educational Service Unit #10	January 2021	01-2-02153-591-002-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$968.21
Educational Service Unit #10	January 2021	01-2-02161-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$1,770.18
Educational Service Unit #10	January 2021	01-2-02162-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$221.27
Educational Service Unit #10	January 2021	01-2-02163-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$221.27
Educational Service Unit #10	January 2021	01-2-02171-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$651.42
Educational Service Unit #10	January 2021	01-2-02172-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$81.43
Educational Service Unit #10	January 2021	01-2-02173-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$81.43
Educational Service Unit #10	January 2021	01-2-02183-591-000-000	Educational Services - Speech, Audiology, OT, Psvch_PT SPED_Vision_Voc		\$137.41
Sub Total					\$32,120.38
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53879	Payee Egan Supply Co.	Amount \$530.91	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount

Egan Supply Co.	330222	01-2-02610-610-000-000	Custodial Supplies		\$530.91
Sub Total					\$530.91
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53880	Payee Fairbanks Farm Eq.	Amount \$132.00	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Fairbanks Farm Eq.	051522	01-2-02620-431-000-000	Custodial Maint Repair - Lawn Mower		\$132.00
Sub Total					\$132.00
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53881	Payee Hall County Election Comm.	Amount \$100.00	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Hall County Election Comm.	January 2021	01-2-02310-810-000-000	Hall County Election		\$100.00
Sub Total					\$100.00
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53882	Payee Heartland Disposal, Inc.	Amount \$289.00	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Heartland Disposal, Inc.	79447	01-2-02610-420-000-000	Dec. Disposal Service		\$289.00
Sub Total					\$289.00
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53883	Payee Holmes Plbg & Htg Supply Co.	Amount \$754.34	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Holmes Plbg & Htg Supply Co.	254154	01-2-02610-610-000-000	Custodial Supplies		\$754.34
Sub Total					\$754.34
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53884	Payee K & K	Amount \$999.56	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
K & K	12/2/20-12/28/20	01-2-02710-626-000-000	Fuel for Transportation		\$970.04
K & K	12/2/20-12/28/20	01-2-02712-626-000-000	Fuel for Transportation		\$29.52
Sub Total					\$999.56
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53885	Payee Kearney County Clerk	Amount \$100.00	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Kearney County Clerk	Nov. 2020 - Election	01-2-02310-810-000-000	Board Dues/Fees - General Election		\$100.00
Sub Total					\$100.00
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53886	Payee KSB School Law	Amount \$500.00	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
KSB School Law	9414	01-2-02330-317-000-000	Legal Services - Procedures		\$500.00

Sub Total					\$500.00
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53887	Payee Lambert's Family Pharmacy	Amount \$317.05	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Lambert's Family Pharmacy	Jan. 2021	01-2-01100-890-001-000	Medication - Epi, Albuterol		\$158.52
Lambert's Family Pharmacy	Jan. 2021	01-2-01100-890-002-000	Medication - Epi, Albuterol		\$158.53
Sub Total					\$317.05
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53888	Payee Larry's Market	Amount \$98.40	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Larry's Market	Jan. 2021	01-2-01100-610-000-190	SPED/Sec Sci/Art/Elem Teach/Board Misc		\$2.79
Larry's Market	Jan. 2021	01-2-01100-610-001-150	SPED/Sec Sci/Art/Elem Teach/Board Misc		\$8.37
Larry's Market	Jan. 2021	01-2-01100-610-002-000	SPED/Sec Sci/Art/Elem Teach/Board Misc		\$14.27
Larry's Market	Jan. 2021	01-2-01200-610-001-000	SPED/Sec Sci/Art/Elem Teach/Board Misc		\$63.68
Larry's Market	Jan. 2021	01-2-02310-890-000-000	SPED/Sec Sci/Art/Elem Teach/Board Misc		\$9.29
Sub Total					\$98.40
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53889	Payee LaserTec Of Nebraska, Inc.	Amount \$804.77	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
LaserTec Of Nebraska, Inc.	26274	01-2-01100-440-001-000	Copy Machine Lease		\$402.38
LaserTec Of Nebraska, Inc.	26274	01-2-01100-440-002-000	Copy Machine Lease		\$402.39
Sub Total					\$804.77
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53890	Payee Learning Sciences International, LLC	Amount \$338.90	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Learning Sciences International, LLC	SIN030825	01-2-01100-610-001-000	Elem/Sec Teaching - Taxonomy Crosswalk Quick Ref Guide		\$169.45
Learning Sciences International, LLC	SIN030825	01-2-01100-610-002-000	Elem/Sec Teaching - Taxonomy Crosswalk Quick Ref Guide		\$169.45
Sub Total					\$338.90
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53891	Payee Lee's Repair & Truck Sales	Amount \$1,788.35	Type Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Lee's Repair & Truck Sales	2015	01-2-02630-420-000-000	Snow Removal/Vehicle Maint/Inspections		\$320.00
Lee's Repair & Truck Sales	2015	01-2-02712-431-000-000	Snow Removal/Vehicle Maint/Inspections		\$45.00
Lee's Repair & Truck Sales	2015	01-2-02730-431-000-000	Snow Removal/Vehicle Maint/Inspections		\$1,423.35
Sub Total					\$1,788.35
Voucher Number January 2021 - GF	Account Number 031038968	Check Number 53892	Payee Literacy Resources, LLC	Amount \$151.18	Type Accounts Payable

Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Literacy Resources, LLC	74659	01-2-01100-610-002-000	Elem Teaching Supplies		\$151.18
Sub Total					\$151.18
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53893	M&K Electric	\$346.56	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
M&K Electric	2930	01-2-02620-431-000-000	Custodial Repair/Maint		\$346.56
Sub Total					\$346.56
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53894	Matheson Tri-Gas, Inc.	\$2,825.88	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Matheson Tri-Gas, Inc.	22724798	01-2-01100-610-001-180	Ag Supplies		\$115.67
Matheson Tri-Gas, Inc.	51733864	01-2-01100-610-001-180	Ag Supplies		\$77.71
Matheson Tri-Gas, Inc.	22724777	01-2-06700-000-001-000	Ag Supplies		\$2,632.50
Sub Total					\$2,825.88
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53895	MCI	\$62.46	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
MCI	Jan 2021	01-2-01100-530-001-000	Telephone		\$62.46
Sub Total					\$62.46
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53896	Midwest Alarm Services	\$264.00	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Midwest Alarm Services	337063	01-2-02620-431-000-000	Fire Alarm Inspection		\$264.00
Sub Total					\$264.00
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53897	Nationwide	\$100.00	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Nationwide	Jan. 2021	01-2-02310-520-000-000	Surety Bond - LeAnne Lacey		\$100.00
Sub Total					\$100.00
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53898	Nebraska Central Telephone Co	\$327.14	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Central Telephone Co	10316753	01-2-01100-530-001-000	Telephone		\$327.14
Sub Total					\$327.14
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53899	Nebraska Public Power Dist.	\$3,382.18	Accounts Payable

Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Public Power Dist.	11-06-12-07 - 8376	01-2-02610-621-000-000	Utility - 8376		\$34.21
Nebraska Public Power Dist.	11-06-12-07 - 8381	01-2-02610-621-000-000	Utility - 8381		\$2,677.94
Nebraska Public Power Dist.	11-06-12-07 - 8386	01-2-02610-621-000-000	Utility - 8386		\$51.05
Nebraska Public Power Dist.	11-06-12-07 - 9851	01-2-02610-621-000-000	Utility - 9851		\$618.98
Sub Total					\$3,382.18
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53900	Optum	\$150.00	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Optum	10199049549	01-2-02310-520-000-000	FSA Plan		\$150.00
Sub Total					\$150.00
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53901	Shelton School Petty Cash	\$9.49	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Shelton School Petty Cash	12-17-20 - SPED Batteries	01-2-01200-610-002-000	Reimbursement - SPED Batteries for Hearing Aids		\$9.49
Sub Total					\$9.49
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53902	Shelton School Petty Cash Acc	\$1,867.93	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-01100-610-001-000	Petty Cash Reimbursement		\$421.56
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-01100-610-001-196	Petty Cash Reimbursement		\$70.00
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-01100-610-002-000	Petty Cash Reimbursement		\$269.81
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-01100-650-001-000	Petty Cash Reimbursement		\$12.99
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-01100-650-002-000	Petty Cash Reimbursement		\$12.99
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-01100-890-001-000	Petty Cash Reimbursement		\$20.22
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-01200-610-002-000	Petty Cash Reimbursement		\$9.99
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-02190-890-001-000	Petty Cash Reimbursement		\$620.00
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-02220-640-001-000	Petty Cash Reimbursement		\$15.99
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-02310-810-000-000	Petty Cash Reimbursement		\$334.38
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-02410-610-001-000	Petty Cash Reimbursement		\$10.00
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-02410-810-002-000	Petty Cash Reimbursement		\$10.00
Shelton School Petty Cash Acc	11-23-20 - 12-21-20	01-2-02560-531-000-000	Petty Cash Reimbursement		\$60.00
Sub Total					\$1,867.93
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53903	SPORT SAFE Testing Service, Inc.	\$390.00	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
SPORT SAFE Testing Service, Inc.	11370	01-2-02190-890-001-000	HS Drug Screening		\$390.00
Sub Total					\$390.00
Voucher Number	Account Number	Check Number	Payee	Amount	Type

Vendor	Invoice #	Account Code	Description	Issue Date	Amount
January 2021 - GF	031038968	53904	SYNCB/AMAZON		\$238.55
SYNCB/AMAZON	Jan. 2021	01-2-01100-610-002-000	Admin Supp,Elem Misc,Tech Supplies,Extra Misc,Elem Teach		\$11.98
SYNCB/AMAZON	Jan. 2021	01-2-01100-650-001-000	Admin Supp,Elem Misc,Tech Supplies,Extra Misc,Elem Teach		\$114.62
SYNCB/AMAZON	Jan. 2021	01-2-01100-890-002-000	Admin Supp,Elem Misc,Tech Supplies,Extra Misc,Elem Teach		\$58.00
SYNCB/AMAZON	Jan. 2021	01-2-02190-890-001-000	Admin Supp,Elem Misc,Tech Supplies,Extra Misc,Elem Teach		\$14.99
SYNCB/AMAZON	Jan. 2021	01-2-02320-610-000-000	Admin Supp,Elem Misc,Tech Supplies,Extra Misc,Elem Teach		\$38.96
Sub Total					\$238.55
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53905	Village Of Shelton	\$963.20	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Village Of Shelton	01-01-21-01-31-2021	01-2-02610-410-000-000	Water and Sewer		\$963.20
Sub Total					\$963.20
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53906	Ward's Science	\$148.38	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Ward's Science	8803233877	01-2-01100-610-001-180	Ag Supplies		\$148.38
Sub Total					\$148.38
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53907	Willis Repair, LLC	\$76.70	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Willis Repair, LLC	95834	01-2-02190-890-001-000	Extra Curr Misc		\$17.97
Willis Repair, LLC	96031	01-2-02190-890-001-000	Extra Curr Misc		\$35.96
Willis Repair, LLC	96126	01-2-02610-610-000-000	Custodial Supplies		\$14.00
Willis Repair, LLC	96099	01-2-02730-431-000-000	Vehicle Maint		\$8.77
Sub Total					\$76.70
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53908	Woodward Disposal Service, Inc.	\$25.00	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Woodward Disposal Service, Inc.	8969-933	01-2-02610-420-000-000	Shredding		\$25.00
Sub Total					\$25.00
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53909	Xerox Financial Services	\$504.24	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Xerox Financial Services	2406611	01-2-01100-440-001-000	Copier Lease		\$189.00
Xerox Financial Services	2420867	01-2-01100-440-001-000	Copier Lease		\$63.12
Xerox Financial Services	2406611	01-2-01100-440-002-000	Copier Lease		\$189.00

Xerox Financial Services	2420867	01-2-01100-440-002-000	Copier Lease		\$63.12
Sub Total					\$504.24
Voucher Number	Account Number	Check Number	Payee	Amount	Type
January 2021 - GF	031038968	53910	Yanda's Music	\$298.40	Accounts Payable
Vendor	Invoice #	Account Code	Description	Issue Date	Amount
Yanda's Music	497792	01-2-01100-610-001-196	Misc. Repair Supply		\$105.00
Yanda's Music	499988	01-2-01100-610-001-196	Misc. Repair Supply		\$97.40
Yanda's Music	500305	01-2-01100-610-001-196	Misc. Repair Supply		\$48.00
Yanda's Music	498308	01-2-01100-610-001-196	Music Supplies		\$48.00
Sub Total					\$298.40
Grand Total					\$62,983.02

Shelton Public Schools

Check Listing Report

Accounting Cycle: FY20-21; Begin Date: 01/01/2021; End Date: 01/31/2021; Bank: [ALL]; Sort By Element: FUND; Account Expression: ([FUND] = "01"); Created On: 1/7/2021 3:45:22 PM

Check Date	Check Number	Payee	Description	Type	Amount
01/07/2021	53864	Ace Hardware - Kearney	Elem Science	Accounts Payable	\$37.76
01/07/2021	53865	AcroMat	Custodial Supplies	Accounts Payable	\$290.88
01/07/2021	53866	Black Hills Energy	Utility - Gas	Accounts Payable	\$7,641.20
01/07/2021	53867	Book Systems, Inc.	Annual Subscription - Technology Software	Accounts Payable	\$2,039.00
01/07/2021	53868	Brooklyn Publishers, LLC	Speech & Drama	Accounts Payable	\$130.00
01/07/2021	53869	Buffalo County Election Comm.	Board Dues & Fees	Accounts Payable	\$100.00
01/07/2021	53870	Caseys	Guidance Supplies/Board Misc	Accounts Payable	\$249.81
01/07/2021	53871	Cash-wa Distributing Co.	Custodial Supplies	Accounts Payable	\$119.13
01/07/2021	53871	Cash-wa Distributing Co.	Custodial Supplies	Accounts Payable	\$136.75
01/07/2021	53871	Cash-wa Distributing Co.	Food	Accounts Payable	\$48.65
01/07/2021	53871	Cash-wa Distributing Co.	Elem/Sec Misc	Accounts Payable	\$119.60
01/07/2021	53872	Clipper Publishing Co., Inc.	Board Advertising/Printing	Accounts Payable	\$94.06
01/07/2021	53873	Culligan	RO System Rent w/Pump	Accounts Payable	\$43.00
01/07/2021	53874	DAS State Accounting - Central Finance	Distance Learning	Accounts Payable	\$439.92
01/07/2021	53875	Demco	Library Supplies	Accounts Payable	\$90.88
01/07/2021	53876	Diversified Drug Testing, LLC	Drug Testing	Accounts Payable	\$194.00
01/07/2021	53877	Eakes Office Solutions	Sec. Teaching Supplies	Accounts Payable	\$28.48
01/07/2021	53877	Eakes Office Solutions	Elem/Sec Teaching Supplies	Accounts Payable	\$174.95
01/07/2021	53878	Educational Service Unit #10	Educational Services - Speech, Audiology, OT, Psych, PT, SPED, Vision, Voc	Accounts Payable	\$32,120.38
01/07/2021	53879	Egan Supply Co.	Custodial Supplies	Accounts Payable	\$530.91
01/07/2021	53880	Fairbanks Farm Eq.	Custodial Maint Repair - Lawn Mower	Accounts Payable	\$132.00
01/07/2021	53881	Hall County Election Comm.	Hall County Election	Accounts Payable	\$100.00
01/07/2021	53882	Heartland Disposal, Inc.	Dec. Disposal Service	Accounts Payable	\$289.00
01/07/2021	53883	Holmes Plbg & Htg Supply Co.	Custodial Supplies	Accounts Payable	\$754.34
01/07/2021	53884	K & K	Fuel for Transportation	Accounts Payable	\$999.56
01/07/2021	53885	Kearney County Clerk	Board Dues/Fees - General Election	Accounts Payable	\$100.00
01/07/2021	53886	KSB School Law	Legal Services - Procedures	Accounts Payable	\$500.00
01/07/2021	53887	Lambert's Family Pharmacy	Medication - Epi, Albuterol	Accounts Payable	\$317.05
01/07/2021	53888	Larry's Market	SPED/Sec Sci/Art/Elem Teach	Accounts Payable	\$98.40
01/07/2021	53889	LaserTec Of Nebraska, Inc.	Copy Machine Lease	Accounts Payable	\$804.77
01/07/2021	53890	Learning Sciences International, LLC	Elem/Sec Teaching - Taxonomy Crosswalk Quick Ref. Guide	Accounts Payable	\$338.90
01/07/2021	53891	Lee's Repair & Truck Sales	Snow Removal/Vehicle Repair/Inspection	Accounts Payable	\$1,788.35
01/07/2021	53892	Literacy Resources, LLC	Elem Teaching Supplies	Accounts Payable	\$151.18
01/07/2021	53893	M&K Electric	Custodial Repair/Maint	Accounts Payable	\$346.56
01/07/2021	53894	Matheson Tri-Gas, Inc.	Ag Supplies	Accounts Payable	\$2,632.50
01/07/2021	53894	Matheson Tri-Gas, Inc.	Ag Supplies	Accounts Payable	\$115.67

01/07/2021	53894	Matheson Tri-Gas, Inc.	Ag Supplies	Accounts Payable	\$77.71
01/07/2021	53895	MCI	Telephone	Accounts Payable	\$62.46
01/07/2021	53896	Midwest Alarm Services	Fire Alarm Inspection	Accounts Payable	\$264.00
01/07/2021	53897	Nationwide	Surety Bond - LeAnne Lacey	Accounts Payable	\$100.00
01/07/2021	53898	Nebraska Central Telephone Co	Telephone	Accounts Payable	\$327.14
01/07/2021	53899	Nebraska Public Power Dist.	Utility - 8376	Accounts Payable	\$34.21
01/07/2021	53899	Nebraska Public Power Dist.	Utility - 8381	Accounts Payable	\$2,677.94
01/07/2021	53899	Nebraska Public Power Dist.	Utility - 8386	Accounts Payable	\$51.05
01/07/2021	53899	Nebraska Public Power Dist.	Utility - 9851	Accounts Payable	\$618.98
01/07/2021	53900	Optum	FSA Plan	Accounts Payable	\$150.00
01/07/2021	53901	Shelton School Petty Cash	Reimbursement - Petty Cash	Accounts Payable	\$9.49
01/07/2021	53902	Shelton School Petty Cash Acc	Petty Cash Reimbursement	Accounts Payable	\$1,867.93
01/07/2021	53903	SPORT SAFE Testing Service, Inc.	HS - Drug Screening	Accounts Payable	\$390.00
01/07/2021	53904	SYNCB/AMAZON	Admin Supp,Elem Misc,Tech Supplies,Extra Misc,Elem Teach	Accounts Payable	\$238.55
01/07/2021	53905	Village Of Shelton	Water/Sewer	Accounts Payable	\$963.20
01/07/2021	53906	Ward's Science	Ag Supplies	Accounts Payable	\$148.38
01/07/2021	53907	Willis Repair, LLC	Extra Curricular Misc	Accounts Payable	\$17.97
01/07/2021	53907	Willis Repair, LLC	Extra Curricular Misc	Accounts Payable	\$35.96
01/07/2021	53907	Willis Repair, LLC	Vehicle Maint	Accounts Payable	\$8.77
01/07/2021	53907	Willis Repair, LLC	Custodial Supplies	Accounts Payable	\$14.00
01/07/2021	53908	Woodward Disposal Service, Inc.	Shredding	Accounts Payable	\$25.00
01/07/2021	53909	Xerox Financial Services	Copier Lease	Accounts Payable	\$378.00
01/07/2021	53909	Xerox Financial Services	Copier Lease	Accounts Payable	\$126.24
01/07/2021	53910	Yanda's Music	Misc. Repair Supply	Accounts Payable	\$105.00
01/07/2021	53910	Yanda's Music	Music Supplies	Accounts Payable	\$48.00
01/07/2021	53910	Yanda's Music	Misc. Repair Supply	Accounts Payable	\$97.40
01/07/2021	53910	Yanda's Music	Misc. Repair Supply	Accounts Payable	\$48.00
Sub Total					\$62,983.02

Shelton Public Schools

Check Register Report by Check Number

Bank: [All], Bank Account: [All], Begin Check Number: 53851, End Check Number: 53910, Check Status: Paid, Created On: 1/9/2021 9:34:35 AM

Bank	Account Number				
Cornerstone Bank	031038968				
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
1/11/2021	53851	Payroll Liability	Principal Life Insurance Co	\$961.58	Paid
1/11/2021	53852	Payroll Liability	Aflac	\$2,265.87	Paid
1/11/2021	53853	Payroll Liability	Blue Cross Blue Shield	\$56,590.73	Paid
1/11/2021	53854	Payroll Liability	Colonial Life & Accident Insurance Co	\$39.75	Paid
1/11/2021	53855	Payroll Liability	Companion Insurance Company	\$115.50	Paid
1/11/2021	53856	Payroll Liability	Credit Management Services, Inc.	\$207.64	Paid
1/11/2021	53857	Payroll Liability	Dist. 19 Payroll Acct.	\$6,659.64	Paid
1/11/2021	53858	Payroll Liability	District 19 Payroll Acct.	\$45,668.10	Paid
1/11/2021	53859	Payroll Liability	Edward Jones	\$750.00	Paid
1/11/2021	53860	Payroll Liability	Horace Mann Life Insurance Co	\$450.00	Paid
1/11/2021	53861	Payroll Liability	Payroll Account - Dist 19	\$683.33	Paid
1/11/2021	53862	Payroll Liability	Shelton School Payroll Acct.	\$39,182.48	Paid
1/11/2021	53863	Payroll Liability	Vision Service Plan	\$511.29	Paid
1/7/2021	53864	Accounts Payable	Ace Hardware - Kearney	\$37.76	Paid
1/7/2021	53865	Accounts Payable	AcroMat	\$290.88	Paid
1/7/2021	53866	Accounts Payable	Black Hills Energy	\$7,641.20	Paid
1/7/2021	53867	Accounts Payable	Book Systems, Inc.	\$2,039.00	Paid
1/7/2021	53868	Accounts Payable	Brooklyn Publishers, LLC	\$130.00	Paid
1/7/2021	53869	Accounts Payable	Buffalo County Election Comm.	\$100.00	Paid
1/7/2021	53870	Accounts Payable	Caseys	\$249.81	Paid
1/7/2021	53871	Accounts Payable	Cash-wa Distributing Co.	\$424.13	Paid
1/7/2021	53872	Accounts Payable	Clipper Publishing Co., Inc.	\$94.06	Paid
1/7/2021	53873	Accounts Payable	Culligan	\$43.00	Paid
1/7/2021	53874	Accounts Payable	DAS State Accounting - Central Finance	\$439.92	Paid
1/7/2021	53875	Accounts Payable	Demco	\$90.88	Paid
1/7/2021	53876	Accounts Payable	Diversified Drug Testing, LLC	\$194.00	Paid
1/7/2021	53877	Accounts Payable	Eakes Office Solutions	\$203.43	Paid
1/7/2021	53878	Accounts Payable	Educational Service Unit #10	\$32,120.38	Paid
1/7/2021	53879	Accounts Payable	Egan Supply Co.	\$530.91	Paid
1/7/2021	53880	Accounts Payable	Fairbanks Farm Eq.	\$132.00	Paid
1/7/2021	53881	Accounts Payable	Hall County Election Comm.	\$100.00	Paid
1/7/2021	53882	Accounts Payable	Heartland Disposal, Inc.	\$289.00	Paid
1/7/2021	53883	Accounts Payable	Holmes Plbg & Htg Supply Co.	\$754.34	Paid
1/7/2021	53884	Accounts Payable	K & K	\$999.56	Paid
1/7/2021	53885	Accounts Payable	Kearney County Clerk	\$100.00	Paid
1/7/2021	53886	Accounts Payable	KSB School Law	\$500.00	Paid
1/7/2021	53887	Accounts Payable	Lambert's Family Pharmacy	\$317.05	Paid
1/7/2021	53888	Accounts Payable	Larry's Market	\$98.40	Paid
1/7/2021	53889	Accounts Payable	LaserTec Of Nebraska, Inc.	\$804.77	Paid
1/7/2021	53890	Accounts Payable	Learning Sciences International, LLC	\$338.90	Paid
1/7/2021	53891	Accounts Payable	Lee's Repair & Truck Sales	\$1,788.35	Paid
1/7/2021	53892	Accounts Payable	Literacy Resources, LLC	\$151.18	Paid
1/7/2021	53893	Accounts Payable	M&K Electric	\$346.56	Paid
1/7/2021	53894	Accounts Payable	Matheson Tri-Gas, Inc.	\$2,825.88	Paid
1/7/2021	53895	Accounts Payable	MCI	\$62.46	Paid
1/7/2021	53896	Accounts Payable	Midwest Alarm Servces	\$264.00	Paid
1/7/2021	53897	Accounts Payable	Nationwide	\$100.00	Paid
1/7/2021	53898	Accounts Payable	Nebraska Central Telephone Co	\$327.14	Paid
1/7/2021	53899	Accounts Payable	Nebraska Public Power Dist.	\$3,382.18	Paid
1/7/2021	53900	Accounts Payable	Optum	\$150.00	Paid

1/7/2021	53901	Accounts Payable	Shelton School Petty Cash	\$9.49	Paid
1/7/2021	53902	Accounts Payable	Shelton School Petty Cash Acc	\$1,867.93	Paid
1/7/2021	53903	Accounts Payable	SPORT SAFE Testing Service, Inc.	\$390.00	Paid
1/7/2021	53904	Accounts Payable	SYNCB/AMAZON	\$238.55	Paid
1/7/2021	53905	Accounts Payable	Village Of Shelton	\$963.20	Paid
1/7/2021	53906	Accounts Payable	Ward's Science	\$148.38	Paid
1/7/2021	53907	Accounts Payable	Willis Repair, LLC	\$76.70	Paid
1/7/2021	53908	Accounts Payable	Woodward Disposal Service, Inc.	\$25.00	Paid
1/7/2021	53909	Accounts Payable	Xerox Financial Services	\$504.24	Paid
1/7/2021	53910	Accounts Payable	Yanda's Music	\$298.40	Paid
Sub Total				\$217,068.93	
Grand Total				\$217,068.93	

Petty Cash Reimbursement - 11-23-20 - 12-21-20

Date	Check #	Vendor	Cost	Program	Amount
11/23/20	3317	VOID			
11/23/20	3318	Sam's Club	\$134.38	Board Dues & Fees	\$134.38
11/23/20	3319	Wal-Mart Community	\$5.27	Sec. Misc	\$5.27
12/1/2020	3320	Randy Markus	\$620.00	Weights	\$620.00
12/2/20	3321	Bok Financial	\$200.00	Board Dues & Fees	\$200.00
12/8/20	3322	VOID			
12/15/20	3323	Shelton Postage Fund	\$60.00	Postage	\$60.00
12/21/20	3324	Business Card	\$848.28	Card # 2674	
		Total	\$1,867.93	Secondary Teaching	\$151.75
				Secondary Misc.	\$14.95
				Card # 8377	
				Elem SPED	\$9.99
				Elem Teaching	\$269.81
				Secondary Teaching	\$269.81
				Music Supplies	\$70.00
				Secondary Library Periodicals	\$15.99
				Technology Supplies	\$25.98
				Card # 4738	
				Elementary Principal Supplies	\$10.00
				Secondary Principal Supplies	\$10.00

SHELTON PUBLIC SCHOOLS: GENERAL FUND MONTHLY COMPARISON

	2019-20	2020-21		2019-20	2018-2019
Sept. Expenditures Reported @ Board Mtg	230,225.00	221,441.00	Mar. Expenditures Reported @ Board Mtg	206,760.00	
Sept. Net Payroll	183,969.00	154,292.00	Mar. Net Payroll	152,173.00	
Sept. EOM Expenditures	-	-	Mar. EOM Expenditures	-	-
Total Sept. Expenditures	\$ 414,194.00	\$ 375,733.00	Total Mar. Expenditures	358,933.00	
Percent of Budget Spent	7.18%	6.25%	Accumulated Totals	\$ 2,631,004.00	\$ -
Cash On Hand	\$ 782,971.00	\$ 1,279,562.89	Percent of Budget Spent	6.22%	0.00%
			Cash On Hand	\$ 750,055.00	
Oct. Expenditures Reported @ Board Mtg	221,233.00	220,279.00	April Expenditures Reported @ Board Mtg	198,242.00	
Oct. Net Payroll	153,853.00	153,801.00	April Net Payroll	148,327.00	
Oct. EOM Expenditures	-	-	April EOM Expenditures	-	-
Total Oct. Expenditures	375,086.00	374,080.00	Total April Expenditures	346,569.00	
Accumulated Totals	\$ 789,280.00	\$ 749,813.00	Accumulated Totals	\$ 2,977,573.00	\$ -
Percent of Budget Spent	6.50%	6.22%	Percent of Budget Spent	6.01%	0.00%
Cash On Hand	\$ 1,196,928.00	\$ 1,238,265.00	Cash On Hand	\$ 621,213.00	
Nov. Expenditures Reported @ Board Mtg	219,196.00	225,593.00	May Expenditures Reported @ Board Mtg	193,631.00	
Nov. Net Payroll	154,729.00	157,908.00	May Net Payroll	144,085.00	
Nov. EOM Expenditures	-	-	May EOM Expenditures	-	-
Total Nov. Expenditures	373,925.00	383,501.00	Total May Expenditures	337,716.00	
Accumulated Totals	\$ 1,163,205.00	\$ 1,133,314.00	Accumulated Totals	\$ 3,315,289.00	\$ -
Percent of Budget Spent	6.48%	6.38%	Percent of Budget Spent	5.86%	0.00%
Cash On Hand	\$ 1,259,187.00	\$ 946,507.90	Cash On Hand	\$ 604,084.00	
Dec. Expenditures Reported @ Board Mtg	233,418.00	217,069.00	June Expenditures Reported @ Board Mtg	181,012.00	
Dec. Net Payroll	155,981.00	152,404.00	June Net Payroll	150,883.00	
Dec. EOM Expenditures	-	-	June EOM Expenditures	-	-
Total Dec. Expenditures	389,399.00	369,473.00	Total June Expenditures	331,895.00	
Accumulated Totals	\$ 1,552,604.00	\$ 1,502,787.00	Accumulated Totals	\$ 3,647,184.00	\$ -
Percent of Budget Spent	6.75%	6.14%	Percent of Budget Spent	5.76%	0.00%
Cash On Hand	\$ 838,340.00	\$ 667,873.95	Cash On Hand	\$ 1,319,914.00	
Jan. Expenditures Reported @ Board Mtg	215,742.00		July Expenditures Reported @ Board Mtg	198,667.00	
Jan. Net Payroll	156,154.00		July Net Payroll	143,716.00	
Jan. EOM Expenditures	-	-	July EOM Expenditures	-	-
Total Jan. Expenditures	371,896.00		Total July Expenditures	342,383.00	
Accumulated Totals	\$ 1,924,500.00		Accumulated Totals	\$ 3,989,567.00	\$ -
Percent of Budget Spent	6.45%	0.00%	Percent of Budget Spent	5.94%	0.00%
Cash On Hand	\$ 657,342.00		Cash On Hand	\$ 1,447,205.00	
Feb. Expenditures Reported @ Board Mtg	190,946.00		August Expenditures Reported @ Board Mtg	398,098.06	
Feb. Net Payroll	156,625.00		August Net Payroll	176,548.00	
Feb. EOM Expenditures	-	-	August EOM Expenditures	-	
Total Feb. Expenditures	347,571.00		Total August Expenditures	574,646.06	
Accumulated Totals	\$ 2,272,071.00		Accumulated Totals	\$ 4,564,213.06	
Percent of Budget Spent	6.03%	0.00%	BUDGET	\$5,766,375.00	\$6,015,673.00
Cash On Hand	\$ 704,006.00		TOTAL % OF BUDGET SPENT =	63.18%	
			Cash On Hand	\$ 785,764.00	
			Average Cash on Hand	\$873,858.00	

DISTRICT 19 FINANCIAL STATUS AS OF DECEMBER 31, 2020

CASH RESERVES:

GENERAL FUND CASH RESERVE		\$49,204.73
SPECIAL BUILDING CASH RESERVE	(Transfers: 86,300 to Bond/50,000 to GF Cash Reserve)	\$8,555.91
TOTAL CASH RESERVE ACCOUNTS		\$57,760.64

CDs:

GENERAL FUND C.D. # 87292	(Int 12/30 + 1044.51)	\$224,256.20
GENERAL FUND C.D. # 87291	(Int 12/30 + 331.42)	\$71,156.86
		\$295,413.06
UNEMPLOYMENT C.D. # 87293	(Int 12/30 + 123.65)	\$26,547.09
VEH/BUS ACQ. C.D. #87281	(Int 12/30 + 186.34)	\$40,006.64
VEH/BUS ACQ. Savings #9457	(Int 12/30 + 127.35)	\$30,305.82
TECHNOLOGY ACQUISITION C.D # 87280	(Int 12/30 + 238.37)	\$51,178.29
PARKING LOT DEPR. C.D. # 87282	(Int 12/30 + 327.29)	\$70,269.09
BAND UNIFORM C.D. # 87284	(Int 12/30 + 149.95)	\$32,194.29
HVAC CD #87286	(Int 12/30 + 247.42)	\$53,121.01
HVAC Savings #9475	(Transfer: 40,000 to GF Cash Res/Int + 225.66)	\$11,078.02
	TOTAL DEPRECIATION CDs	\$288,153.16
TOTAL C.D.s		\$610,113.31
TOTAL OF DISTRICT FUNDS		\$667,873.95

TAXES:

	<u>GENERAL</u>	<u>BUILDING</u>	<u>FUND TOTALS:</u>	
BUFFALO	\$27,553.62	\$411.21	GENERAL	\$344,617.79
HALL	\$1,819.08	\$35.82	DEPRECIATION	\$288,153.16
ADAMS	\$0.00	\$0.00	LUNCH	\$13,715.20
KEARNEY	\$0.00	\$0.00	SPECIAL BLDG	8,555.91
TOTAL TAXES	\$29,372.70	\$447.03		

Shelton Public Schools

QCPUF Financing for Roof and HVAC Improvements

Weight Room HVAC	\$39,875.00
Roof EPDM Restoration	<u>\$340,157.35</u>
Total	\$380,032.35

Jay Spearman
Senior Vice President
402-599-0307
Jay.Spearman@psc.com

SHELTON PUBLIC SCHOOLS

SERIES 2021 LIMITED TAX OBLIGATION BONDS

NET PROCEEDS \$380,032.35

ESTIMATED NUMBERS

Sources & Uses

Dated 04/15/2021 | Delivered 04/15/2021

Sources Of Funds

Par Amount of Bonds	\$390,000.00
---------------------	--------------

Total Sources	\$390,000.00
----------------------	---------------------

Uses Of Funds

Deposit to Project Construction Fund	380,032.35
--------------------------------------	------------

Costs of Issuance	5,850.00
-------------------	----------

Rounding Amount	4,117.65
-----------------	----------

Total Uses	\$390,000.00
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SHELTON PUBLIC SCHOOLS

SERIES 2021 LIMITED TAX OBLIGATION BONDS

NET PROCEEDS \$380,032.35

ESTIMATED NUMBERS

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
04/15/2021	-	-	-	-	-
08/15/2021	-	-	812.50	812.50	812.50
02/15/2022	-	-	1,218.75	1,218.75	-
08/15/2022	-	-	1,218.75	1,218.75	2,437.50
02/15/2023	-	-	1,218.75	1,218.75	-
08/15/2023	65,000.00	0.500%	1,218.75	66,218.75	67,437.50
02/15/2024	-	-	1,056.25	1,056.25	-
08/15/2024	65,000.00	0.550%	1,056.25	66,056.25	67,112.50
02/15/2025	-	-	877.50	877.50	-
08/15/2025	65,000.00	0.600%	877.50	65,877.50	66,755.00
02/15/2026	-	-	682.50	682.50	-
08/15/2026	65,000.00	0.650%	682.50	65,682.50	66,365.00
02/15/2027	-	-	471.25	471.25	-
08/15/2027	65,000.00	0.700%	471.25	65,471.25	65,942.50
02/15/2028	-	-	243.75	243.75	-
08/15/2028	65,000.00	0.750%	243.75	65,243.75	65,487.50
Total	\$390,000.00	-	\$12,350.00	\$402,350.00	-

Yield Statistics

Bond Year Dollars	\$1,885.00
Average Life	4.833 Years
Average Coupon	0.6551724%
Net Interest Cost (NIC)	0.6551724%
True Interest Cost (TIC)	0.6547810%
Bond Yield for Arbitrage Purposes	0.6547810%
All Inclusive Cost (AIC)	0.9739686%

IRS Form 8038

Net Interest Cost	0.6551724%
Weighted Average Maturity	4.833 Years

SHELTON PUBLIC SCHOOLS

SERIES 2021 LIMITED TAX OBLIGATION BONDS

NET PROCEEDS \$380,032.35

ESTIMATED NUMBERS

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	2017 Bonds	Net New D/S	Fiscal Total
04/15/2021	-	-	-	-	-	-	-
08/15/2021	-	-	812.50	812.50	76,162.50	76,975.00	76,975.00
02/15/2022	-	-	1,218.75	1,218.75	581.25	1,800.00	-
08/15/2022	-	-	1,218.75	1,218.75	75,581.25	76,800.00	78,600.00
02/15/2023	-	-	1,218.75	1,218.75	-	1,218.75	-
08/15/2023	65,000.00	0.500%	1,218.75	66,218.75	-	66,218.75	67,437.50
02/15/2024	-	-	1,056.25	1,056.25	-	1,056.25	-
08/15/2024	65,000.00	0.550%	1,056.25	66,056.25	-	66,056.25	67,112.50
02/15/2025	-	-	877.50	877.50	-	877.50	-
08/15/2025	65,000.00	0.600%	877.50	65,877.50	-	65,877.50	66,755.00
02/15/2026	-	-	682.50	682.50	-	682.50	-
08/15/2026	65,000.00	0.650%	682.50	65,682.50	-	65,682.50	66,365.00
02/15/2027	-	-	471.25	471.25	-	471.25	-
08/15/2027	65,000.00	0.700%	471.25	65,471.25	-	65,471.25	65,942.50
02/15/2028	-	-	243.75	243.75	-	243.75	-
08/15/2028	65,000.00	0.750%	243.75	65,243.75	-	65,243.75	65,487.50
Total	\$390,000.00	-	\$12,350.00	\$402,350.00	\$152,325.00	\$554,675.00	-

SHELTON PUBLIC SCHOOLS

SERIES 2021 LIMITED TAX OBLIGATION BONDS

NET PROCEEDS \$380,032.35

ESTIMATED NUMBERS

Tax Levy Impact

Tax Year	Proposed Bonds	2017 Bonds	= Total Net P+I	/ TOTAL EAV (000)	= Tax Rate
08/15/2020	-	-	-	349,195.33	-
04/15/2021	-	-	-	349,195.33	-
08/15/2021	812.50	76,162.50	76,975.00	349,195.33	0.0220435x
08/15/2022	2,437.50	76,162.50	78,600.00	349,195.33	0.0225089x
08/15/2023	67,437.50	-	67,437.50	349,195.33	0.0193123x
08/15/2024	67,112.50	-	67,112.50	349,195.33	0.0192192x
08/15/2025	66,755.00	-	66,755.00	349,195.33	0.0191168x
08/15/2026	66,365.00	-	66,365.00	349,195.33	0.0190051x
08/15/2027	65,942.50	-	65,942.50	349,195.33	0.0188841x
08/15/2028	65,487.50	-	65,487.50	349,195.33	0.0187538x
Total	\$402,350.00	\$152,325.00	\$554,675.00	-	-

Tax Levy Model Parameters

Tax Rate Denominator [\$1,000 for Mills]	100.00
Average Property Value to use for homeowner cost	100,000.00
Initial Equalized Assessed Valuation ("EAV")	349,195,327.00
Frequency of compounding for EAV growth	1 Per Year
Rate of EAV growth	-
% of Tax Levy collected in current fiscal year	100.000%
% of Debt Service that must be covered by tax levy	100.000%

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October 12, 2020

AEPA

Shelton Public Schools
210 9th St.
Shelton, NE 68876
Kansas City, MO 64108

RE: 5043368 Shelton Public Schools, AlphaGuard BIO Non-Reinforced EPDM Restoration.

Weatherproofing Technologies, Inc. is pleased to present our revised proposal for AlphaGuard BIO Non-Reinforced EPDM Restoration to be performed by Weatherproofing Technologies, Inc. ("WTI") at Shelton Public Schools.

PROJECT DESCRIPTION:

AlphaGuard BIO NR EPDM Restoration, 28,337 SF:

Scope of work -

- Complete DTA Audit and resolve any issues that were identified during the inspection.
- Setup safety equipment and load supplies onto the 28,337sf of EPDM membrane on Roofs B,C,E,I, &J where work is being performed.
- Power wash 28,337sf of EPDM membrane on Roofs B,C,E,I,&J to remove dirt and other contaminants.
- Perform general preventative maintenance on the 5 EPDM roofs utilizing NRCA approved methods and materials for the repairs.
- Apply AlphaGuard Bio base coat and Permafab reinforcement fabric to all the seams and flashings then apply base coat to the remainder of the 28,337sf of EPDM roofing membrane at the specified 2gal per 100sf rate.
- Apply AlphaGuard Bio topcoat at the specified 1gal per 100sf rate over the cured base coat on the 28,337sf of EPDM roof area.
- Remove all trash and debris to dumpster.
- Provide photos and documentation upon jobs completion.
- Issue Tremco Roof 15 year Restoration Warranty.

PROJECT INVESTMENT:

AlphaGuard BIO NR EPDM Restoration	Budget Cost
Roofs B,C,E,I,&J 28,337 SF	\$ 340,157.35

Please note:

- This Price is valid for 60 days. After this time, project conditions are subject to reassessment.
- Project schedule will be dependent on weather. This quote does not include winter provisions.
- This quote does not include taxes on service or material.
- This quote does not include local permits.

This Proposal is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI's standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/files/share/terms/TandCWTI.pdf>), which are hereby incorporated by reference



Weatherproofing Technologies, Inc.
3735 Green Road • Beachwood, Ohio 44122 • 216-292-5000

(together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI.

Respectfully,

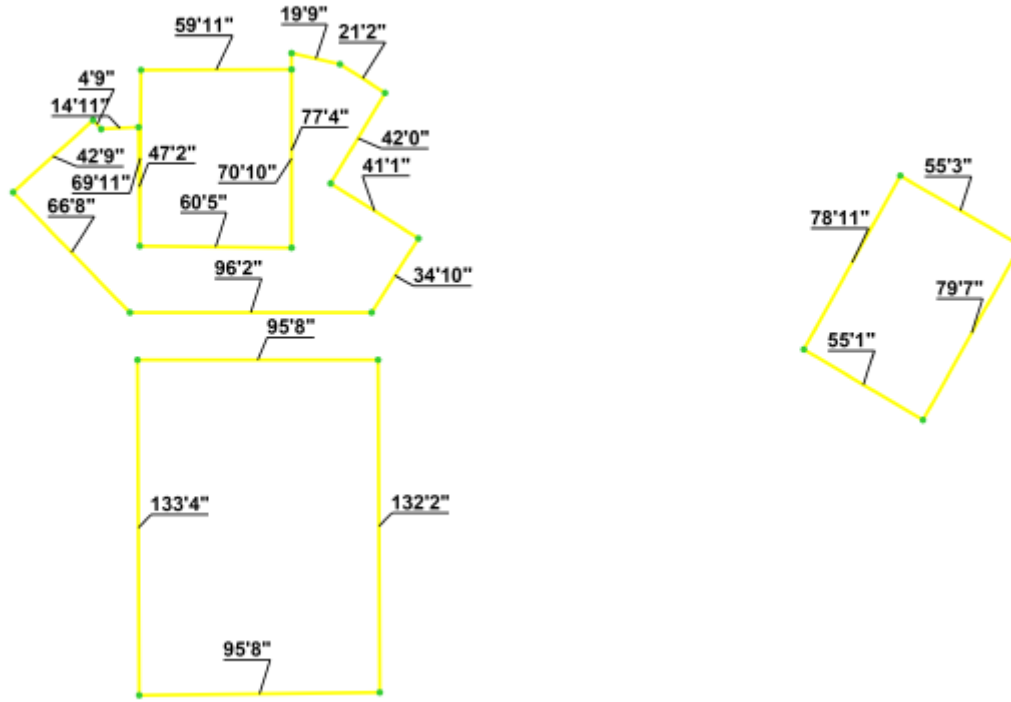
Timothy Dalsin

Timothy Dalsin
WTI/Tremco Inc.
Construction Manager
Mobile: 216-538-6572
Email: tdalsin@wtiservices.com

OVERVIEW



MEASUREMENTS



SQUARES

Actual Squares:	283.37 Sq.
Total Squares (Inc. Waste at 10 %):	311.71 Sq.

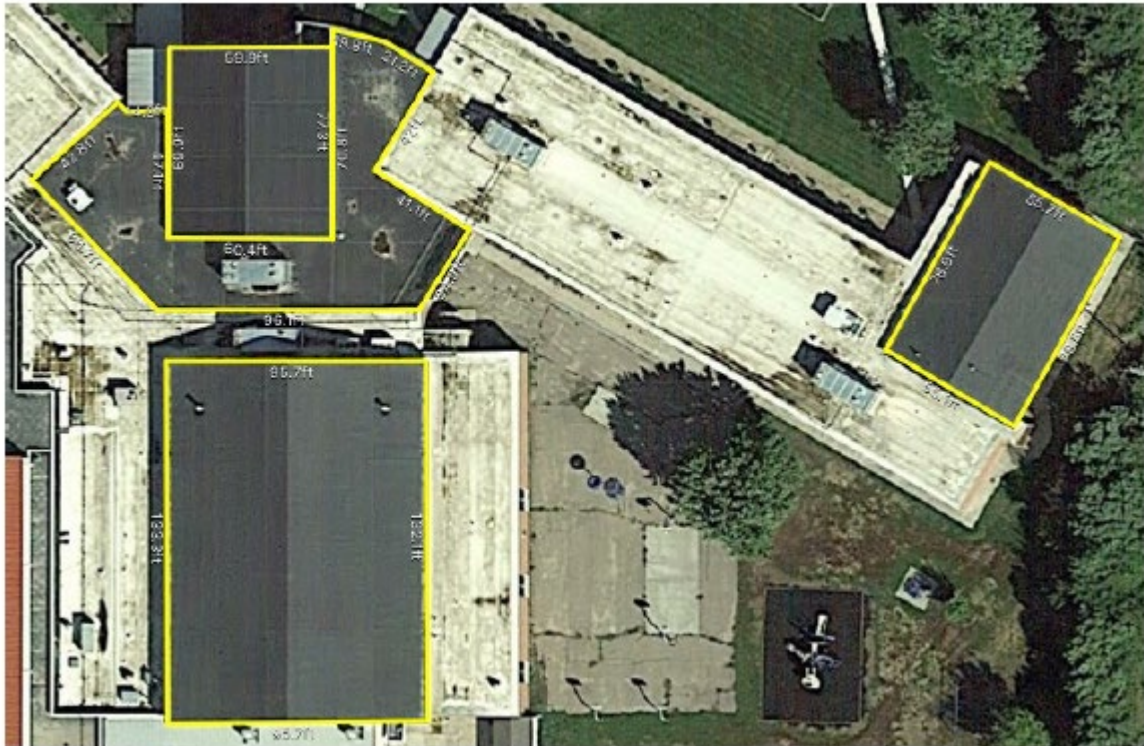
PITCH MEASUREMENTS

Pitch 0/12:	283.37 Sq.
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AREAS



ASSESSMENT





Weatherproofing Technologies, Inc.

3735 Green Road · Beachwood, Ohio 44122 · 216-292-5000

Effective 03/01/2020; Approved by AEPA December 2017

This price is valid for 60 days. After that time, project conditions are subject to reassessment.

WEATHERPROOFING TECHNOLOGIES, INC. LINE ITEM PRICING
SHELDON PUBLIC SCHOOLS
ROOF RESTORATION
TREMCARE
QUOTE # 5043368
DATE: 10.12.20

Contract #: IFB #017-F

Bid Item Number	Description of Cost Factors	Unit of Measure	Price	Quantity	Project Amount
9.1.1.b	Pressure cleaning, horizontal surfaces	SF	\$ 0.35	28,337	\$ 9,917.95
9.4.76	Two part, bio-based, polyurethane roof coating system, non-reinforced	SF	\$ 7.48	28,337	\$ 211,960.76
				SUBTOTAL	\$ 221,878.71
9.10.20	Difficult access or fall restriction; surcharge	Each	15%		\$ 33,281.81
9.10.3	Non destructive roof scan, up to 50,000 sq ft, full service each	Each	\$ 2,166.80	1	\$ 2,166.80
9.10.3.c	Additional foot over 50,000 sq ft	Each	\$ 0.02	37,933	\$ 758.66
9.10.17	Annual or semi-annual roof housekeeping-per location				
9.10.17b	Cost per Sq.ft. per year per location if greater than 20,000 sq.ft. (87,933 Square Feet /15 Years)	SF	\$ 0.0578	1,319,895	\$ 76,289.93
9.17.1.a	Warranty 15 year option roofs over 10,000 sq ft minimum charge (Standard) (AG NR Warranty)	SF	\$ 0.12	28,337	\$ 3,400.44
FREIGHT PREPAID & ADD:					\$ 1,025.79
				SUBTOTAL	\$ 338,802.14
10.2.1	Performance and payment bond - bonding rate (percent of project)	Percent	0.40%		\$ 1,355.21
				TOTAL PROJECT COST	\$ 340,157.35
* The pricing contained in this proposal meets the Price Warranty/Market Competitive Guarantee" found in Part A of the Terms and Conditions of AEPA IFB#017 and is based in part on site-specific conditions and unique circumstances presented on each individual project.					

Superintendent Report for January 2021

QCPUF

I met with Jay Spearman on January 6 to discuss the district's options for securing QCPUF funds for the roof resurfacing project as well as the weight room and Front End HVAC replacements. I have attached the numbers that he provided. We should have no problems securing funds for the weight room HVAC and the roof resurfacing project. The new HVAC front end would not qualify under the regulations necessary to qualify for QCPUF. Essentially the new front end improves efficiency, but we would have a hard time stating it is a requirement to prevent mold.

In the attachments you will find:

- The new terms for QCPUF funds and payments. This would allow us to stay under the .03 tax levy limit.
- The quote for the roof resurfacing project = \$340,157.35
- The quote for the weight room HVAC system replacement= \$39,875.00

Buildings and Grounds

Potential need for a buildings and grounds committee meeting to discuss the following:

- Review the quotes for roofing and weight room HVAC to answer any remaining questions
- Review the QCPUF funds and payments
- Develop a timeline for the QCPUF funds to be approved by the BOE as well as a timeline for when we want to complete the roofing and weight room HVAC projects
- Review quotes for the varsity locker room renovations and improvements
 - Quartz Flooring System
 - Girls \$7,800
 - Boys \$14,000
 - Cement Curbs for lockers
 - Both locker rooms \$400
 - Plumbing for new showers-
 - New fixtures
 - Girls- 8 new shower heads- \$3,400
 - Boys- 8 new showerheads- \$3,400
 - do not have a final bid from Furby Plumbing yet on labor costs
- Develop a timeline for the locker rooms to be renovated
- Have all of these items ready to take action on at the February board meeting

CARES Reimbursement- LeAnne, Missy, and I will be meeting next week to complete the CARES Reimbursement from NDE. The reimbursement amount would be for \$31,230 that we used to pay for COVID related supplies such as masks for staff and students as well as non-certified staff salaries during school closure.

Staff Vaccinations

We do not currently have a date scheduled for staff vaccinations. The local health department has informed us that we will receive short notice. They will call and tell us the specific date and time that they will be in our building to administer the vaccine, so we will not be able to select a convenient date or time. We anticipate this could happen toward the end of January or early February.

Currently, 71% of staff have indicated that they wish to receive the vaccine.

Process includes:

- Completion of staff consent forms
- Once staff receive the vaccine they must be monitored for 15 min before returning to class
- This will require us to provide class coverage
 - We will be calling our substitutes once notified of a date and time to see if they are available to come in. This will not only help us with coverage but provide an opportunity for subs to receive the vaccine if they choose to do so.
- The health department will return 28 days later to administer the 2nd shot

Hopefully we aren't the first school, so we can learn from other districts which procedures and protocols are the most efficient. Some people have reported mild flu-like symptoms and fatigue following the 2nd shot. Again, hopefully we aren't the first school so we can see how this impacted the district's ability to remain open and staffed.

School Finance

After last month's meeting and our conversations about working with Carl Dietz and First National Capital Markets, the board asked me to reach out to see if there are any other consultants or firms that do similar work, what services they provide, and how much they charge for their services.

- I emailed Dr. Dan Ernst with the Nebraska Council of School Administrators. Dr. Ernst supports new superintendents. His recommendations included:
 - Reaching out to my mentor as well as NDE Finance Department
 - NDE offers a wide range of financial supports. I worked closely with Bryce Wilson from NDE in developing our budget for this school year. NDE is willing at no charge to review budget documents, have meetings with me to answer questions, help me create the annual budget, support me with state and federal rules and regulations
 - NDE does not offer professional development for BOE, they don't typically conduct long range budget planning sessions, support districts with expenditure analysis or comparability studies, capital replacement schedules
 - These services would be great for a new superintendent that is coming into a district with a long range finance and facilities plan and a healthy cash reserve who needs to learn the ropes and proactively plan to maintain the healthy financial status of the district
- Mrs. Meyer put me in contact with Dr. Craig Pease from Wayne State College. He does some school finance consultation work. He shared that his consultation fees would be less than First National Capital Markets (between \$1,500 and \$7,500 depending on the level of support needed). Currently he is not traveling, so the consultation would be done via zoom.
 - I send Dr. Pease our budget documents and he told me he would look at those and get back to me over Christmas break. I emailed to follow up, I received a reply over the weekend. I have added his reply below.

- While this would be a less expensive options for the district, I don't know that the consultations services would provide the level of support needed.
- On January 7th I met with Dr. Wheelock from ESU 10 as well as the CPA on staff with ESU. They reviewed our budget documents and offered a couple of recommendations for additional things to explore. Dr. Wheelock said she would be willing to meet with me whenever needed to answer questions, but she wasn't sure that was the type of intensive support we needed or wanted. I asked her, "After reviewing the budget documents, if you were in my shoes would you work with an intensive consulting firm like First National?" And her reply was, "Absolutely, even with my experience as a superintendent, I would advocate for that level of support." She further indicated that this is a difficult financial situation and not something that can be remedied easily. She believes that to regain the healthy financial status of the district and the level of supports First National Capital Markets offers is warranted.

Employee Assistance Program (EAP)

We have had 5 employees access services between November 1- January 8th
Total of 18 contacts and 13.75 hours of service

COVID Update:

- COVID stats for week of January 4-8
 - New Staff COVID Positive Cases -0
 - New Student COVID Positive Cases- 0
 - Staff in Quarantine and Isolation-0
 - Students in Quarantine /Isolation- 2

Reply from Dr. Peace on School Finance Questions:

Thank you for the follow up email. I did have an opportunity to review your budget and past financial audits for the Shelton Public Schools. I apologize for being slow with my response. My work with a prior client extended into the holidays and then I was in the middle of getting my online classes set up for the spring semester. However, I did finally get an opportunity this past week the review the documents.

Here are some general comments I would make about the Shelton Public Schools.

Shelton appears to have managed their funds very well. In a look back over the past three years the district's spending was within its means. That is the Disbursements and Receipts were close. The district did run a very small deficit of \$52,399 in 2017-18 and a little larger one \$204,817 in 2018-19. However, the district ran a slight surplus of receipts over disbursements in 2019-20 of \$77,482. Sometimes deficit can be caused because of an unanticipated expense such as some building repairs that need to be made. The ending balance represents reserve on

hand at the end of a fiscal year. This end of year balance includes county treasurer tax collections that may not have been receipted yet by the school district. Since the 2nd half of property taxes are not delinquent until September 1, there can be a significant August tax collection that has been paid but may not have been transmitted to the school district until September. So, the \$1,179,406 balance at the end of fiscal year 2019-20 may not have been reflected in the school district's bank account.

How much cash reserves a district should have varies and there are several theories and philosophies. There is no right answer. A school district does need some reserves to handle cash flow needs. Expenses are paid out somewhat evenly throughout the school year, but receipts fluctuate. A school district that relies heavily on property taxes will see some of their most significant receipts in May/June and September. They will usually have their lowest general fund cash balances in March and April. A cash reserve can help a district avoid borrowing in those lean months. Under Nebraska statutes, a district the size of Shelton can have reserves of up to 45% of your budget. That would mean that you could legally carry reserves as high as \$2,400,000. To help you determine if your cash reserves are adequate, I would want to review your monthly financial statements.

Shelton's budget for 2020-21 does not show a Necessary Cash Reserve. That is not a problem and some districts are able to do this. This number does not reflect the district's actual reserves. The budget does include a line item labelled Unused Budget Authority for \$941,417. This number is a part of your reserves. I teach school administrators that they should actually call this item Budgeted Cash Reserve. That is different from Necessary Cash Reserve as it is budgeted as an expense. This is done to preserve a Board's spending authority. The state's spending limit is based on a school's prior year budget. By budgeting cash reserve, a district can reserve the authority to budget these funds in future years. It is a cushion for the state's spending limit when calculated on an LC-2 form.

I also noticed that the other budgeted disbursements (all except for the Unused budget authority line item) for 2020-21 are \$5,074,256. This number exceeds the average spending in the prior years by \$500,000. Unless there is a large one-time expense the district is expecting in 2020-21, I suspect the budget has a cushion built into some of the line items in case of unanticipated expenses. If the district spent on average the same as in the prior three fiscal years, you would have an additional \$500,000 left over at the end of the 2020-21 fiscal year on August 31, 2021. That would result in an ending cash balance of \$1,441,417. So, the potential is in this year's budget to grow your cash reserves.

The ability to grow cash reserves by a greater amount will be difficult since the district is at its \$1.05 spending cap. Property taxes is the only source of revenues that a school district has much control over. And once you reach your levy limit, you cannot grow that source of revenue further. So if your district is not satisfied with their level of reserves the only answer would be to cut spending. This usually means reducing staff.

I did briefly review Shelton's spending by looking at Adjusted General Fund Operating Expenses. Adjusted expenses include all general fund expenses from two years ago (least complete fiscal data year) multiplied by a 1.045 to account for inflationary costs since that time. From that number certain expenses are deducted for which the school district receives special funding for by the state through state aid allowances such as transportation and special education receipts. These calculations help to put everyone on an even playing by not including excessive costs for special education, bussing, or other items that may cause schools to spend differently.

I then compared the adjusted general fund expenses for the ten districts next in size larger and the ten closest in size but smaller in enrollment. The highest two districts spending (Central Valley and East Butler) and the lowest two (Bertrand and Anselmo-Merna) were deleted and an average of spending was calculated. I found that average adjusted general fund spending is \$3,909,613. Shelton's Adjusted GFOE was \$4,028,314. So, Shelton's spending is just slightly above average. If you could get the spending at Shelton down to the average, you would be able to increase your cash reserves by \$100,000.

Finally, I noted that Shelton is once again an equalization district with respect to state aid. There are some allowances in that formula that are not always fully taken advantage of by school districts. I would encourage you to take a close look at the state aid formula to see if there are ways you can make the formula benefit your district, and thereby increase your state aid in future years.

I would be happy to confer with you by Zoom or speak by phone to explain any of this further. I can also do some more in-depth studies or provide some additional training that might be helpful to your district. A complete staffing and financial study would be \$3,000. I can do a one-time workshop for you and your business manager for \$500 to discuss the state aid formula and how you might take advantage of this formula for future state aid calculations. If I were to do the staffing and financial study, I would include the state aid workshop at no additional charge. The \$3,000 fee would not include travel to the school district or any in-person meetings. I am currently not traveling due to the issues related to COVID.

Let me know if you would like to Zoom to further confer over these findings. I am including some worksheets I used and they are attached.

Craig Pease, Ed.D.
Craig Pease Consulting
(402) 610-0702

Your Single Source Service Provider |



Council Bluffs/Omaha | Sioux City | Kearney | Sturgis | Lincoln | Denver

December 1, 2020

QUOTE NUMBER: Q2005170

MATT HODGSON

Rasmussen Mechanical Services
2120 Avenue N
Kearney, NE 68848

SHANNA GANNON

SHELTON PUBLIC SCHOOL
210 9TH STREET
SHELTON, Nebraska
68876

Proposal

Subject: Weight Room HVAC with Fresh Air and Ionization

Shanna Gannon,

Rasmussen Mechanical Services is pleased to quote the following scope of work during normal working conditions unless specified otherwise in the scope below.

Inclusions:

2 - Lennox Gas furnaces

- 96% AFUE
- 2 Stage
- Variable speed ECM Motors

2 - Lennox Air Conditioners

- Single stage
- 3 Ton Capacity

EDA hot gas reheat coils for dehumidification

7 Day Programmable thermostats with locking covers

2 - Fresh air ventilation kits

2 - Global Plasma Solutions ionization generators (odor control and clean air)

Vent pipe and fittings

Gas connection

Refrigeration lines

Removal of old system and ductwork

Supply and return ductwork with insulation

Supply and return registers

BAC Net Controls

Labor

Exclusions:

Connection to any front end controls for the building.

Price

Rasmussen Mechanical Services will furnish the Equipment, Materials, Tools, Labor, Supervision and Services as outlined in the above Scope of Work for the net sum of:

Thirty Eight Thousand Three Hundred Seventy Seven Dollars and 00/100... \$39,875.00

Terms and Conditions

- Note: This Proposal is valid for 30 days from date of submission.
- Sales Tax is not included in price.
- Invoices to be paid, Net 30 Days per Seller's Terms and Conditions. <https://www.rasmech.com/terms>

NOTICE: THIS PROPOSAL IS CONTINGENT ON A LACK OF IMPACT BY THE CORONAVIRUS NATIONAL EMERGENCY. Given the existence of the coronavirus pandemic, Rasmussen Mechanical Services will use its best efforts to staff and supply this project to be meet the scheduled completion date. However, Rasmussen Mechanical Services reserves its right to seek an excusable extension of time if Rasmussen Mechanical Services or its subcontractors and suppliers are unable to maintain planned crew sizes due to the illness, supply shortages or governmental restraints on business, travel and/or assembly. To the extent that the project is suspended pursuant to the terms of the proposed Rasmussen Mechanical Services, we intend to seek additional costs associated with the suspension.

Rasmussen Mechanical Services is grateful for the opportunity to be of service. Thank you for considering our Proposal and we look forward to working with you. If there are any question, please contact me.

Respectfully Submitted,



Matt Hodgson

HVAC Sales

Rasmussen Mechanical Services

Phone:

Mobile: +1 4022909893

Email: matt.hodgson@rasmech.com

Boiler Repair | Burner Services | HVAC | Industrial Air | Mechanical Construction | Temperature Controls

Confidentiality Note: This Proposal may contain confidential and/or private information. If you received this Proposal in error please delete and notify sender.

Buyer's Acceptance

Approved by Seller

Authorized Signature for: SHELTON
PUBLIC SCHOOL



Rasmussen Mechanical Services

Date of Acceptance

QUOTE NUMBER: Q2005170

12-2-2020

Date of Acceptance

To: Board of Education
From: Jeff Kenton
Date: January 11, 2021
Re: Board Report

- Current Enrollment: 278 Students
 - One new student moving into the district
 - 6 students in the elementary school who have returned from homeschooling the first semester.

- Professional Development
 - The staff has been working hard to implement the professional development that they have received this year.
 - Learning Targets
 - Success Criteria
 - Student Teaming
 - Effective Task Design
 - Book Study
 - Defining what a grade is- what are we measuring? What goes into a grade?
 - Have tried many different grading techniques and have had different experiences
 - Views and beliefs have changed about views over time
 - Sometimes there are unintended consequences that we never meant to happen
 - Trend Walks
 - The administrative team is in the process of doing trend walks in classrooms and we will have data for you next month to share.

- Graduation
 - Senior parent meeting was held on January 7th to discuss Graduation
 - Proposal to change graduation from Saturday, May 8th to Sunday, May 9th

- Should DHM's change and we can't proceed with an indoor graduation parents would like to keep the date the same and move graduation outside
 - Updated parents on a Scholarship List that Mrs. Burmood put together
 - Updated parents on Community Service Hours
- Celebration
 - Jose Montanez has won The District Voice of Democracy Essay Contest. Jose will receive his award on January 20th. Jose's essay and recording will go on to the state level competition. The winner of the state level, which includes Nebraska's 10 VFW districts, wins \$5,000 and a trip to D.C. Last year the national winner was from Omaha and she won a \$30,000 national award on top of local, district, and state awards.
- Activities
 - Busy week this week with activities
 - JHBBB begins their season Monday night
 - Boys and Girls Basketball on Tuesday, Thursday, and Friday of this week.
 - Saturday we are hosting a Wrestling tournament and we will also have our speech team in the building competing remotely in their speech meet.
- Assessment
 - Middle of The Year MAP Testing will be taking place beginning next week.
 - Will share those results with parents during parent-teacher conferences in February.

Respectfully Submitted,

Jeff Kenton



CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (“Agreement”) is made by and between First National Capital Markets, Inc. (“Company”) and Buffalo County School District 10-0019 (Shelton Public Schools) (“Client”) effective February, 2021 (the “Effective Date”).

Whereas, Client desires to purchase and Company desires to provide certain services (“Services”).

Now therefore, in consideration of the mutual covenants and promises hereinafter set forth, the parties agree as follows:

1. SERVICES; SOWS; RELATIONSHIP OF PARTIES

During the term of this Agreement, Company will provide Services to Client from time to time as requested by Client. The specific scope of Services to be provided and other details of each project, including staffing expectations, schedule and financial terms, shall be separately documented in each instance in a Statement of Work (“SOW”) generally in the form attached hereto as Exhibit A. In the event of any inconsistency between the terms of this Agreement and the terms of a SOW, the SOW shall control. Company’s sole compensation shall be as set forth in the applicable SOW.

Company shall at all times be an independent contractor of Client. Neither Company nor any of Company’s employees or subcontractors shall be considered employees or agents of Client for any purpose. Company shall be solely responsible for the payment of all salary and benefits to its employees or subcontractors, including but not limited to workers’ compensation and unemployment compensation benefits, retirement plan and health plan benefits as adopted by Company from time to time, withholding and reporting of income and payroll taxes, and compliance with immigration and form I-9 requirements.

Company shall determine the specific employees or independent contractors to engage as consultants on projects for Client. If at any time Client has reasonable grounds to object to the placement or continued placement of any individual, Client shall so notify Company and the parties shall consult on a mutually acceptable resolution. If the parties cannot agree on a mutually acceptable resolution within ten (10) business days, Client reserves the right after consultation with Company to require Company to remove the affected individual from Client’s premises, provided that no such removal may be based on the individual’s race, color, religion, gender, age, national origin, or other legally prohibited basis, including disability if the individual can perform the essential functions of the job with reasonable accommodations. After such removal, the Client will cease being billed for such personnel, and Company shall replace such individual within fifteen (15) business days of such removal upon request by Client.

2. TERM AND TERMINATION

This Agreement will begin on the date set forth above and continue until terminated as provided elsewhere in this Agreement. The commencement date of each project shall be defined in the applicable SOW.

Either party may terminate this Agreement (and all SOWs then operating under this Agreement), or may terminate any specific SOW without terminating this Agreement or other SOWs, for any reason in their sole discretion by providing two (2) weeks’ written notice to the other party. Client shall be responsible for payment for all services rendered on or before the effective date of termination. In the event of a material breach of this Agreement by either party, the other party may terminate this Agreement and all SOWs then operating under this Agreement upon five (5) business days’ notice to the other party specifying the breach, if the breach is not fully cured to the terminating party’s reasonable satisfaction within three (3) business days after the date of the notice.

3. PAYMENT FOR SERVICES

Unless otherwise provided in the applicable SOW Company shall submit itemized invoices to Client on a monthly basis for Services as they are performed. Company shall not invoice Client more than 45 days after Company performs the Services, and if Company does issue such an invoice, Client shall not be obligated to pay it. If expense reimbursements are permitted: (i) the invoice shall be accompanied by supporting receipts or other documentation, as required by Client's corporate expense reimbursement guidelines; and (ii) they shall be reimbursed only to the extent reasonable and necessary in the opinion of Client, and shall be invoiced at cost, without markup. Prices are exclusive of applicable sales taxes which shall be separately itemized on each invoice. If Company's compensation is stated as an hourly rate, Company's invoice must be supported by weekly time sheets signed by an authorized representative of Client. Unless otherwise set forth in the applicable SOW, Company shall not be entitled to any increased rate of compensation due to performance of Services on an overtime basis or on weekends or holidays. Company is solely responsible for all applicable taxes on compensation due hereunder and other taxes (such as, but not limited to, property and excise taxes, taxes on net income, capital or net worth, social security taxes and unemployment insurance), all of which are Company's responsibility. Invoices shall be due and payable in a payment for determined by Client net thirty (30) days after Client's receipt of an undisputed invoice, provided that Client has received the applicable Services and they conform to the applicable SOW. Within thirty (30) days after Client's request, Company will integrate with Client's System, and Company will utilize such Client's System during the term of this Agreement for ordering and invoicing activities in connection with this Agreement. Company will bear any and all costs associated with the foregoing.

4. WARRANTIES

Company warrants that (a) Services provided by Company shall be completed by qualified personnel in a professional and workmanlike manner, in accordance with current industry standards and with reasonable care; and (b) Services will conform to specifications referenced in the relevant SOW and will be provided to the reasonable satisfaction of Client. Company makes no other warranties, express or implied, including but not limited to warranties of merchantability or fitness for a particular purpose.

5. LIMITATION OF LIABILITY

In the event of a breach of this Agreement by Company or any other circumstances giving rise to potential liability from Company to Client, if any such liability is established, Company's liability shall be limited to Client's direct economic damages not to exceed the amount of fees paid by Client to Company pursuant to the specific SOW under which the acts or omissions giving rise to liability occurred. Company will not be liable to Client for any indirect, incidental, consequential or punitive damages or lost profits, or for any liability from Client to any third party.

6. CONFIDENTIAL INFORMATION AND PROPRIETARY RIGHTS

Each party: (a) agrees to protect and maintain in confidence any information that it may obtain from the other party during the term of this Agreement or any SOW; (b) shall use such information solely for the purposes contemplated by this Agreement and any SOW(s) and shall not rent, sell, lease, transfer, provide or otherwise disclose such information to any third party except as required by applicable law or regulation; (c) shall take all reasonable steps to protect the confidentiality of such information, in no event using a standard of care less than the same standard used to protect its own confidential information; and (d) shall give access to such information only to those employees who have a need to know in connection with the performing that party's obligations under this Agreement or any SOW. Upon request by the disclosing party, the receiving party shall promptly destroy such information or return such information to the disclosing party in the same format as such information was provided. To the extent that Company is permitted to retransmit any information it receives from Client, the mode of retransmission must be at least as secure as the mode by which Client transmitted the information to Company. The confidentiality obligations in this section do not apply to information that: (i) is, at the time of disclosure or thereafter becomes, through no act or omission of the receiving party, a part of the public domain; (ii) was in the receiving party's lawful

possession without an accompanying secrecy obligation prior to the disclosure; (iii) is hereafter lawfully disclosed to the receiving party by a third party without an accompanying secrecy obligation or breach of any duty or agreement by which such third party is bound; or (iv) is independently developed by the receiving party. Notwithstanding if such information is or becomes lawfully in the public domain, Company shall maintain according to this section the confidentiality of any information which includes the identities of Client's consumers. This section shall not be deemed to prohibit disclosures: (A) required by applicable law, regulation, court order or subpoena; or (B) to auditors or regulators. Breach of this section shall give rise to irreparable injury, inadequately compensable in damages. Accordingly, the disclosing party may seek injunctive relief against the breach or threatened breach by the other in addition to such legal remedies as may be available, including the recovery of damages.

Except as set forth in a SOW, any and all work product and deliverables produced under this Agreement ("Work Product") shall be the sole and exclusive property of Client, and Company shall not have any right, title, interest or license therein. Company agrees that any and all inventions, works of authorship and other intellectual property (collectively, "Intellectual Property") conceived, developed, originated, or reduced to practice by Company or under Company's direction under this Agreement or pertaining to Work Product shall be the sole, exclusive and complete property of Client, whether as a work made for hire or otherwise. To the extent, if any, that Company may have right, title or interest in or to such Work Product and Intellectual Property, Company hereby assigns and conveys the same to Client in its entirety. Company agrees, at no additional charge, to execute all applications or registrations for patents and copyrights and all other instruments and to otherwise cooperate as reasonably requested by Client to effectuate this Section. Company further agrees promptly and without prior request to disclose to Client all such inventions, works of authorship and other Intellectual Property conceived, developed, originated, or reduced to practice by Company or under Company's direction. Notwithstanding the foregoing, all rights in the methodology, layout, structure, sequence, organization, summary, calculation, or other tools which may be used by Company to produce Work Product are owned exclusively by Company ("Company IP"). To the extent that any such Company IP is incorporated into the Work Product Company hereby grants to Client an irrevocable, perpetual, nonexclusive, worldwide, royalty-free right and license to use, execute, reproduce, copy, display, perform, distribute copies of, and modify and prepare derivative works based on such preexisting work or know-how and any derivative works thereof and to authorize others to do any or all of the foregoing. The foregoing shall not be deemed to preclude Company from using generalized ideas, concepts, know-how, processes and techniques learned during the course of an engagement and retained only in non-tangible, non-electronic form, provided that Company does so without violation of its confidentiality and privacy obligations contained herein.

7. APPLICABLE LAW; VENUE

This Agreement shall be construed and enforced according to the laws of the state of Nebraska. Jurisdiction and venue for any legal actions between the parties arising under this Agreement shall be exclusively in any state or federal court of competent jurisdiction located in Douglas County, Nebraska, to which exclusive jurisdiction and venue the parties hereby mutually consent.

8. NOTICES

All notices and other communications required or permitted under this Agreement will be in writing, addressed to either party at its address set forth below, and will be deemed effectively delivered (i) upon personal delivery, (ii) upon receipt from a courier service as confirmed by written verification of receipt, or (iii) five (5) days after deposit in the U.S. mail, postage prepaid, by certified or registered mail. Either party may change its address for such communications by giving an appropriate notice to the other party in conformity with this section.

If to Company:

First National Capital Markets, Inc.
Attn: Craig Jones
1620 Dodge Street, Stop 1104
Omaha, NE 68197

If to Client:

Attn: _____

9. ASSIGNMENT

Neither party may assign this Agreement or subcontract its duties hereunder to any third parties, including affiliates, subsidiaries, related companies and service providers, without prior written consent from the non-assigning party, which shall not be unreasonably withheld.

10. NON-EXCLUSIVITY

This Agreement shall not be construed to prohibit either party from entering into an agreement with third parties to offer or obtain similar services.

11. SEVERABILITY

Each provision of this Agreement is severable from all others. If any provision of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, the provision shall be deemed modified only to the extent necessary to render it valid and enforceable and all remaining provisions of this Agreement will remain in full force and effect.

12. WAIVER

The failure of either party to enforce any right or provision in this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by such party in writing. No waiver shall be implied from a failure of either party to exercise a right or remedy. In addition, no waiver of a party's right or remedy will affect the other provisions of this Agreement.

13. HEADINGS

Section headings in this Agreement are inserted solely for convenience and reference, and shall not in any way define, limit, extend or aid in the construction of the scope, extent or intent of this Agreement, nor shall headings have any bearing on the knowledge or understanding any party had regarding this Agreement.

14. COUNTERPARTS

This Agreement may be executed in two or more separate counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

15. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between Client and Company and supersedes any and all prior agreements or understandings between Company and Client as to the subject matter hereof, and may be modified or amended only by a written supplement to this Agreement signed by both parties or as otherwise specified herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date

First National Capital Markets, Inc.

Buffalo County School District 10-0019
(Shelton Public Schools)



By: _____

By: _____

Name: Craig T. Jones

Name: Shanna Gannon

Title: Managing Director, Public Finance

Title: Superintendent

Exhibit A

Statement of Work

Overview: Educational Finance Assistance, Support, and Training

Project Scope: Assist District personnel with budgeting and budget planning for upcoming school year.

Activities may include but are not limited to:

- Annual NDE Budget Assistance
- Annual Itemized Budget/Coding Assistance
- Monthly Expenditure Analysis/Comparability
- Budget Calendar
- Budget Efficiency Recommendations
- Capital Replacement Schedule
- Annual Financial Report Comparability Study

Period of Performance: Year 1 - February, 2021 – January, 2022
Year 2 – February, 2022- January 2023

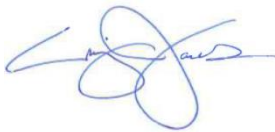
Client Project Manager: Carl Dietz and Matt Fisher

Financial Terms: \$12,500 engagement fee Year 1;
\$7,500 Year 2.

Travel Expenses: None

Payment Terms: Upon receipt of invoice or as agreed upon.

First National Capital Markets, Inc.



By: _____

Name: Craig T. Jones

Title: Managing Director, Public Finance

Buffalo County School District 10-0019
(Shelton Public Schools)

By: _____

Name: Shanna Gannon

Title: Superintendent

SHELTON HIGH SCHOOL

7-12 Student Handbook



2020-2021

Superintendent: Shanna Gannon
Principal: Jeff Kenton
Secretary: Vicki Rodriguez
Address: 210 9th Street
P.O. Box 610
Shelton, NE 68876
Telephone: (308) 647-5459
Fax: (308) 647-5233
Website: www.sheltonbulldogs.org

BECOMING THE BEST VERSION OF OURSELVES, TOGETHER

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Section 1 Intent of Handbook

This handbook is to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Shelton Public School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained therein.

The information in this handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during the school day or school year. It does not create a contract. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies and state and federal statutes and regulations.

Section 2 Members of the Shelton Public School Board of Education

Russ Muhlback: President	Lisa Stewart
Joe Berglund: Vice President	Matt Gangwish
Chris Lewis: Secretary/Treasurer	Emmy Power

Section 3 Shelton High School Staff

Tabitha Burmood	Guidance Counselor
Shanna Hellerich	Spanish
Josh Hellerich	Art
Hannah Horak	Agriculture/Industrial Technology
Alie Kropp	English
Peggy Lowe	Music
Casey Petersen	Special Education
Misti Potter	Math
Ryan Province	Business/Information Technology
Alice Rabbe	Science
Will Reutzel	Social Studies
Kent Ropers	Science
Faith Senff	Special Education
Leah Solko	English
Amanda Thober	Physical Education/Strength & Conditioning
Matt Walter	Social Studies



Sue Bombeck	Head Cook
Jackie Cornelius	School Nurse
Janelle Gegg	Media Specialist
Carolyn Gibbs	Paraeducator
Seth Jensen	Head of Maintenance
Roxanne Lauber	Custodian
Dennis Lehn	Custodian
Jeanne Pope	Technology Integration Specialist
Vicki Rodriguez	Secretary
Dori Ropers	Paraeducator
Bev Slagle	Lunch Staff

Article 1 - Mission and Goals

[Return to TOC](#)

Section 1 Shelton Public Schools Mission Statement and Goals

The Mission of Shelton Public School is to prepare students to read comprehensively, write clearly and purposefully, compute mathematically, communicate effectively, and utilize information and technology to create solutions for the 21st century. Our vision is to create an educational system that promotes the development of whole person (mind, body and soul), encourages students to be their best, fosters relationships, self-discipline, and joy of learning, through a relevant and rigorous curriculum that emphasizes student practice and teacher feedback.

“BECOMING THE BEST VERSION OF OURSELVES, TOGETHER”

Current School Improvement Goals

Goal #1: Increase Math Scores

Goal #2: Improve vocabulary

The accomplishment of this mission is dependent upon our commitment to these beliefs.

Section 2 Philosophy

It is imperative that the staff of Shelton Public School believes that every child is capable of learning. Each child will reach their learning potential through the combined efforts of the school staff and parents. Each child has the right to receive the best educational experience possible and it is our responsibility to ensure that such positive experiences take place.

It is therefore, each teacher’s responsibility to provide experiences which both motivate and reinforce children for learning, provide a safe, orderly environment, create a climate for success, keep students on task, monitor our programs and student progress, provide a strong home-school relationship, and work together as a team. Ultimately, our success as educators will not be measured by how much we have taught, but by how well our students have learned.

Section 3 Mutual Respect: STAFF STUDENT RELATIONS

Staff members shall be expected to regard each student as an individual and to accord each the rights and respect due any individual. The role of staff shall be seen, not as dictators but as resource persons, aides, and guides in the learning processes. Staff members shall provide for the fullest self-determination by each student in regard to his or her learning program, consistent with



district and local goals and with optimum opportunities for all students. Students shall be treated with courtesy and consideration.

Each student is urged to regard staff members as persons with specific knowledge and capabilities that can be well utilized to advance the student's own knowledge and development.

Students shall be expected to regard staff members as individuals, employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves they shall be required to respect the rights of staff members (and other students, as well) and interference with those rights shall not be condoned. NO student shall have the right to interfere with the efforts of instructional staff to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have a right to interfere with the motivation to learn or the learning activities and efforts of other students.

Section 4 Multicultural Policy

The school district will provide programs that foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States.

The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

Section 5 Concern Procedures:

Parents are encouraged to contact the school when a concern arises. Appointments can be made for parents to meet with staff members or the principal or to draw on the support services of any other program the school has available to help the students. The proper procedures for a parent or student to make complaints or raise concerns about school staff, programs, or activities are set forth below.

Step 1: Schedule a conference with the staff person involved with the concern

Step 2: If the matter is not resolved; schedule an appointment with Principal.

Step 3: If the matter is still unresolved at Step 2 appeal to the Superintendent

Step 4: If the matter is still unresolved at Step 3 appeal to the school board.

Article 2 – School Day

[Return to TOC](#)

Section 1 Regular Daily Schedule for 7-12 grade students

1st period	8:00 - 8:52
2nd period	8:55 - 9:47
3rd period	9:50 - 10:42
4th period	10:45 - 11:37
5th period	MS LUNCH - 11:37- 12:07
5th period	11:37 - 12:29 HS Classes
6th period	12:10 - 1:02 MS Classes
6th period	HS LUNCH - 12:32 - 1:02
7th period	1:05 - 1:57
8th period	2:00 - 2:52



Bulldog Prep 2:55 - 3:30

Academic Assistance Period 3:30 - 4:00

Academic Assistance Period is available for students that are struggling or falling behind in their academics at Shelton Public School, students can be assigned to 10th period either by the High School Principal or their classroom instructors. Students that utilize school transportation will be given the opportunity to report the following school day if other transportation cannot be arranged. Students MUST attend AAP before they attend practices for school activities. If a student attends AAP each day, he/she will be given two weeks or until the end of the unit (whichever comes first) to complete and submit the assignment for two-letter grade deduction. If a student does not attend AAP in either of the next two sessions immediately following the referral, the assignment will be entered as a "0."

Section 2 Shortened Schedule

Please check the school calendar that is enclosed for early dismissals. Most times, students are dismissed at 11:30 A.M. on early dismissal days. Also, there may be times that the school will determine the need for other early dismissal days during the school year for teacher in-service.

Section 3 Severe Weather and School Cancellations

When school must be closed due to bad weather or other emergencies, announcements will be made by radio and television stations in Kearney and Grand Island. **Also, Cornerstone Bank of Shelton has provided the opportunity for parents and community members to receive messages posted by the school via telephone and email, including school cancellations. Parents are encouraged to utilize this as a source of information and can contact the school for more information on signing up for this free service.** Please do not call the school.

EMERGENCY CLOSING

The Superintendent is empowered to close the district school(s) or to dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. When regularity of operation changes, serious difficulties are caused and the welfare of children may be jeopardized. Schools may not properly be closed merely to avoid inconvenience. While it may be prudent under certain circumstances to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible.

In making the decision to close schools, the Superintendent, or his designee, shall consider many factors, including the following principle ones related to the fundamental concern for the safety and health of children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual conditions or imminent possibility of any emergency conditions which would make the operation of schools difficult or dangerous.
4. Inability of teaching and supervisory personnel to report for duty, which might result in inadequate supervision of students.



It is the policy of the Shelton Public Schools to recognize the right and responsibility of parents in the matter of school attendance. This regulation leaves to the discretion and judgment of parents whether or not their children are in fit condition and properly dressed to attend school during inclement weather. Sometimes it becomes advisable for schools to end morning or afternoon sessions earlier than usual because of building conditions or weather. Parents should plan for this possibility. In the case of inclement weather, any parent who desires may pick up his children from school at any time during the day. This is in accordance with BOE Policy 3024.

Article 3 – Use of Building and Grounds

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Section 1 Entering and Leaving the Building

Entering: Students should not be on school grounds prior to 7:30 A.M. unless they are eating school breakfast or are under the supervision of a school sponsor. Students who drive or ride the bus will enter through the back entrance or west entrance. Students who are dropped off, ride bikes, or walk will need to enter through the front entrance.

Leaving: The school day ends at 3:30 P.M. All children are encouraged to go directly home unless they are under the supervision of a school sponsor. Students who are not waiting for a ride are to leave the school grounds immediately after dismissal.

Section 2 Visitors

Visitors are always welcome at our school! Parents are encouraged to visit at any time of the day to see school in progress. In order to observe a specific class, please refer to the classroom schedule provided by the teacher at the beginning of the year. It is advisable that conferences with teachers be scheduled in advanced. Other visitors such as personal friends, out-of-town guests, cousins, etc...are welcome too. However, the principal is to be notified in advance of the visit. We ask that all visitors check-in at the high school office before going to the classrooms. If social activities are planned such as field trips, assessments, special projects, etc...visits will be discouraged and have to be rescheduled.

Section 3 Smoke-Free Environment

Shelton Public Schools declares our school building to be smoke-free. We would appreciate your help in meeting the goal of a smoke and tobacco free environment for our children. When you attend school events, including athletic events, please remember that our building is smoke and tobacco free and abide by our district's policy.

Section 4 Care of School Property

Except in cases of unavoidable accidents, students and/or their parents are liable for all damage they may do to school property and will be required to make restitution for damages incurred.

Section 5 Searches of Lockers and Other Types of Searches

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.



Section 6 Video Surveillance

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

Section 7 Use of telephone

If a child has a legitimate reason to use the phone, permission may be granted by the school secretary, teacher, or the principal. Students will not be called to the phone during the day unless it is an emergency.

Section 8 Bicycles, Skateboards, Roller Blades, Scooters

Skateboards, Roller Blades, and Scooters are not allowed on school premises; however, bicycles may be used as a form of transportation to and from school. The school is not responsible for theft or damage to a bicycle. The following rules must be observed regarding the use of bicycles:

1. No one is allowed to ride bikes on school grounds. Students must walk bikes onto school grounds.
2. Bicycles must be parked in the bike rack.
3. The borrowing of a child's bicycle during the school day will not be allowed.

Section 9 Student Valuables

Students are responsible for taking care of their own property that they bring to school. Books, supplies, and materials should all be labeled. Any items brought from home for classroom use should be given to a teacher. Large amounts of money should not be carried to school.

Section 10 Lost and Found

Lost and found items are located in the storage room in the high school office. Parents are encouraged to contact the school if a child's belongings are missing or are free to check the items in the storage room. The lost and found items are displayed on the last day of the quarter so the students will have the opportunity to identify and claim them. Once the semester is over, leftover items will be donated to charitable causes and/or discarded. **Please mark your child's belongings for this purpose.**

Section 11 Accidents

Every accident in the school building or on school grounds must be reported immediately to the office and an accident form will be completed. Depending upon the severity of the accident, communication will take place between home and school.

Section 12 Insurance

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' health care needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities.



Section 13 Bulletins and Announcements

PowerSchool and the Alert Solutions Messaging System will be the primary means of communicating with patrons. School bulletins will be available on the school website. Periodic paper flyers/announcements may be sent home when appropriate. Shelton Public School also has a website at: www.sheltonbulldogs.org. The district website will contain a wide array of pertinent and up to date information.

Article 4 – Attendance

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Section 1 Attendance

Students are required to attend class regularly and to be on time in order to gain the maximum benefit from our instructional program, develop habits of punctuality, self-discipline, and responsibility. Students must be in regular attendance if they are to obtain the most value that they can from each course. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. The discussion that takes place in the classroom is often more valuable than that written assignment. Nebraska School Law, 79—201, requires students to attend each day that school is in session, except when excused by school authorities. An excused absence is due to illness, medical appointment or an absence previously requested by the parent/guardian and acknowledged as excused by school authorities. **It is the parent's responsibility to see that their child(ren) attend(s) school regularly.**

Section 2 Attendance and Absences (BOE Policy 9113)

The following guidelines apply to any absence:

1. A high school student who accumulates more than 10 attendance points in any class in a semester will receive an NC (no credit) w/ a GPA value of "0" for that course unless the Principal determines that, due to the nature of the absences, credit shall be granted.
2. All absences shall count towards the ten-day limit, with the following exceptions. Any absence due to school-sponsored activities will not count toward the ten-day limit. Also, any absence due to illness as long as a doctor's note is filed in the office stating such.
3. After-8 -unexcused absences or the hourly equivalent in any semester, the principal will meet with parent(s) or guardian(s) and student if necessary, to attempt to solve the absenteeism. At that time, the principal will determine whether curricular changes, such as placement in an alternative educational setting, would help solve the absenteeism. If steps to remedy the absenteeism are not successful, the principal may make a report to the county attorney.
4. When a student is absent more than twenty days per year, and any portion of the absences is unexcused, the principal will file a report with the Buffalo County Attorney. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the principal must file a report with the appropriate county attorney.
5. Any student that must miss a day of school must bring a note to the office signed by the parent/guardian, describing the reason the student was unable to be in school. Notes on future absences must be filed in the office at which time a make-up slip will be issued. The make-up slip must be turned into the office prior to the student being gone. Make-up slips given due to illness must be returned to the office two school days after the absence. After that time, it is the teacher's option whether to accept make up work or give the student a zero. Teachers will sign the make-up slip after the assigned work



has been completed. In the event the make-up slip is not turned in to the office within the designated time, the student will be placed in 10th period to receive assistance in fulfilling this attendance obligation.

6. Determination as to whether any absence is excused or unexcused shall be the principal's.
7. Any student who has an unexcused absence will be subject to disciplinary remedies for truancy as well as customary consequences for missing/late work determined by the classroom teacher.

**Students who are truant or continue to have excessive absenteeism will be dealt with by the compulsory attendance law 79—209 and reported to the proper agencies.

Career/Job Shadowing

Students will be granted 1 Career/Job Shadowing day in each of their 11th and 12th grade years. This will be part of the Guidance Career Workshop Curriculum and will not count against their 10 days provided the following criteria are met:

- Appointment made with employer at minimum of 10 days prior to Job Shadowing.
- Signed Parental Permission Slip turned into the office at minimum of 7 days prior to Job Shadowing
- Students have all school work completed as evidenced by the completed make up slip turned into the office prior to Job Shadowing

The school is not responsible for transportation. Students on the Down List will not be granted a job shadowing day.

College Visit

Students will be granted 1 College Visit day in each of their 11th and 12th grade years to visit a college of their choice or attend a college fair provided the following conditions are met:

- Signed Parental Permission Slip turned into the office at minimum of 7 days prior to the college visit
- Students have all school work completed as evidenced by the completed make up slip turned into the office prior to the college visit

This is in addition to anything the Guidance Counselor, or a Teacher takes the class to for colleges or careers. Students on the Down List will not be granted college visitation days.

Section 3 Tardiness

Classes begin at 8:00 A.M. The teacher takes attendance and lunch count at this time; therefore, it is essential that your child be on time. Students who arrive late to school must stop by the high school office and obtain a pass. Bus students will not be counted tardy if the bus is late for any reason.

1. *Morning/First-period tardies*- Each student will be allowed four tardies per quarter before disciplinary action is taken. On the fifth through seventh tardies, the student will be assigned a one-hour detention for each tardy. If there are more than seven tardies, the student will be required to serve a 1.5 hour detention. If a student receives more than nine tardies, a conference will be scheduled with the parent(s), student, and administration in order to determine what course of action to take in order to prevent future tardies. Further violations may result in student suspension and/or loss of class credit.
2. *Class tardies* - Unexcused class tardies will be tracked and handled by the administration.
3. *Tardy vs. Absent* - A student 10 minutes late to class or less will be counted as tardy. A student later than 10 minutes to class, will be counted as absent.
4. Repeated tardies to a particular class will count toward class absences, which (when combined with other absences) can result in a loss of credit as described here:



When a student accumulates four (4) tardies for any *one* class period it will be equivalent to a full absence for that class period (4 tardies = 1 absence, 8 tardies = 2 absences, etc.). This is in conjunction with “Article 4 – Attendance” in this student handbook. Additional remedies for tardiness may include making up time in detention and/or the restriction of off-campus lunch privileges (seniors).

Section 4 Leaving School

No staff member shall excuse any student from the school campus prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the principal. The principal shall not excuse a student before the end of the school without a request for the early dismissal by the student's parent or guardian. Additional precautions may be taken by Shelton Public School's administration appropriate to the age of students and as needs arise.

Section 5 Make Up Work Policy when Absent

The make up work guidelines for Shelton High School are listed below for each type of absence.

School Activity (Act)-	class work will be due prior to leaving or per teacher arrangement
Unexcused Absence (A/AU)-	class work will be due upon return; no extended deadlines
Excused Absence (MP/MD/AE)-	2 days makeup time for each day missed if makeup slip is utilized as prescribed above
Job Shadow/College Visit (JOB/CV)-	class work will be due prior to leaving or per teacher arrangement
In-School Suspension (ISS)-	class work will be provided; no extended deadlines; student will seek assignments/clarifications via school email/LMS
Out of School Suspension (OSS)-	class work will be provided; no extended deadlines; student will seek assignments/clarifications via school email/LMS

Section 6 Open Campus Privilege for Seniors

Shelton Public School has a closed campus for grades K through 11. The senior class has the privilege for open campus for the purpose of going to lunch daily. It shall be the responsibility of the parent to grant permission for their child to go and eat lunch off campus. It is the responsibility of the student to travel to and from lunch only. SHS students (seniors) may ride with each other, but may not ride with anyone else without written permission from parents for each instance. Students will lose this privilege if:

- on the ineligibility down list
- 4 tardies in the period directly after lunch are accumulated (remainder of semester)
- 10 tardies during the semester are accumulated (remainder of semester)
- 8 attendance points during the semester are accumulated (remainder of semester)
- the student has excessive disciplinary issues, as determined by the high school principal
- found to have been in a vehicle with underclassmen during the lunch period

Article 5 – Scholastic Achievement

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Section 1 Grading System

Shelton Public Schools will use the grading system as follows and each teacher should define for students the grading procedures to be used in their classes.

College Class/Dual Credit Conversion			
	College Grade	SHS Grade	GPA
A	100% - 95%	100% - 95%	4.5
	94% - 90%	94%	4.5
B	89% - 86%	90%	3.5
	85% - 80%	86%	3.5
C	79% - 70%	80%	2.5
D	69% - 60%	75%	1.5
F	59% and below	69%	0.0

Standard Grading Scale		
		GPA
A	100% - 93%	4.0
B	92% - 86%	3.0
C	85% - 78%	2.0
D	77% - 70%	1.0
F	69% and below	0.0

P... A passing grade may be given by the teacher under special circumstances with administrative approval.

I... Incomplete - A student receiving an incomplete has two weeks past the previous grading period to complete the work. If this is not done, the student will receive a failing grade (69%) or their current grade, whichever is lower, in that class for the term.

Section 2 Progress Reports

Progress reports will be sent home periodically to keep a parent/guardian informed about each child's progress. Parents are also encouraged to use PowerSchool to keep informed on their child's academic standings. Teachers are encouraged to notify parents as soon as a concern arises.

Section 3 Report Cards

The report card is an appraisal of the child's scholastic, social, and personal growth in terms of the school program. Report cards will be distributed at the end of each nine-week period. The report card will be sent home with the student or will be mailed at the end of the Semester. We ask that the parents examine the cards carefully and if they have any questions, to please contact the teachers involved.

Section 4 Down List/Eligibility

Teachers will have their grades prepared each Monday no later than 11:00am. The down list will be distributed to teachers Monday afternoon along with contacting the necessary students and parents/guardians. A student will be considered ineligible or "down" if he/she has is failing (not maintaining at least a 70% average) any two or more classes for two consecutive weeks. The first of those two weeks will be considered a warning week. Students will be eligible to participate during their warning week, but any week(s) directly subsequent to the warning week will result in ineligibility for that calendar week. Grade averages are based on the student's cumulative average for the current quarter.

A student should be in school at least ½ the periods to be eligible to participate in activities after school hours on that date, unless excused by the principal.



A student must have passed at least 20 hours, from the previous semester, in order to be eligible for extracurricular activities for the semester. Any student who has not met the above requirement will be ineligible to participate in extracurricular activities.

Section 5 Semester Test

A comprehensive understanding of course outcomes is an important part of the educational process. The semester test schedule, type of semester tests given, method of administering semester tests, and weighting of semester tests will be at the discretion of the principals. Semester tests will account for 20% of the overall grade for the given semester.

Section 6 Graduation Requirements

Graduation from Shelton Public Schools will be made on the recommendation of the high school principal provided the student has met the requirements set forth by the local school board. A student must have completed coursework in grades nine through twelve including the specific requirements of:

Graduation Requirements

ENGLISH.....	40 Credit hours
These courses count toward English graduation credit: English 9 for Freshman, English 10 for Sophomores, English 11, Honors English 11 for Juniors, English 12, Honors English 12 for Seniors.	
SOCIAL STUDIES.....	40 Credit hours
These courses count toward Social Studies graduation credit: World Geography, and World History, Modern Problems, American Government for Seniors, American History for Juniors.	
MATH	30 Credit hours
Calculus, Pre-Calculus, Advanced Math Topics, Trigonometry, Geometry, Algebra I and II, (other special education Math courses taken in High School)	
SCIENCE.....	30 Credit hours
These courses count toward Science graduation credit: Physical Science and Biology are required, Anatomy, Advanced Biology, Chemistry I and II, Physics, Applied Science	
SPEECH.....	5 Credit hours
1 Semester of Speech is required.	
PHYSICAL EDUCATION.....	10 Credit hours
P.E. 9 is required	
FOREIGN LANGUAGE.....	10 Credit hours
HUMANITIES.....	10 Credit hours
(Band, Chorus, Art)	
VOCATIONAL EDUCATION.....	15 Credit hours
1 Semester of Computers 9 is required. 1 Semester of Personal Finance for Seniors is required	
TOTAL.....	255 Credit hours
Community Service.....	40 hours
(prorated proportionately at a rate of 10 hours per year for the initial 3 years of this requirement/ex. Seniors have 10 hours, Juniors have 20 hours and so on...)	



(Prorated proportionately for student who enroll after the beginning of their freshmen year, but still plan on graduating with their class on time)

POLICY 9007: JUNIOR HIGH REQUIREMENTS

7th and 8th grade students are expected to earn a semester grade of at least 70% in courses of Mathematics, English, Science, and Social Science. Students who earn a semester grade lower than 70% are expected to make up the course either through the credit recovery program or through the alternative room as determined by the principal.

Section 7 Honor Roll

There are two levels of the Honor Roll:

1. "A" Honor Roll – student receives no grades lower than an "A" in all classes
2. "A/B" Honor Roll – student receives only "A's" and "B's" in all classes

The Honor Roll will be published Quarterly and at the end of each Semester.

Section 8 Valedictorian and Salutatorian Guidelines/Class Rank

- A. Valedictorian shall be that senior who has the highest GPA.
- B. Salutatorian shall be that senior with the second highest GPA.
- C. To be eligible, a student must have completed his her senior year in Shelton Public Schools and have a 1st Semester and 2nd Semester grade from Shelton Public Schools their senior year.

Class Rank

1. Class rank: Highest grade average of academic courses.
2. The grade averages to be used are of high school credit courses earned through their senior year. Incoming grades and credits are accepted for transfer students, if the school was an accredited school. If the incoming grades are not identified by a number or percentage, then the following scale will be used be used A=100-93, B=92-86, C=85-78, D=77-70, F=69-0
3. Class rank is figured as follows, taking the grade received in the class, multiply that grade (percentage) times the number of credit for that class, then dividing by the total credit accumulated. All high school courses count toward their class rank and GPA. (Exceptions; Pass/Fail courses, and college classes not on the High School Transcript do not count toward rank). Students can choose to take a dual credit class for college credit only, these would be classes that are not taken during school. UNL Independent Study High School courses-count toward a student's GPA, class rank, and Valedictorian and Salutatorian status.
4. Home School classes will not be accepted for High School credit, unless it is from an accredited High School.
5. The 4.0 scale will be used for purposes of class rank with 4.0=93-100, 3.0=86-92, 2.0=78-85, 1.0=70-77. The 100-point scale will be used as a tie-breaker only.
6. Grade replacement: Students may repeat a course in (Math, English, Social Studies, Science, and Spanish) but may not earn additional credit toward graduation by repeating the course. Students who repeat the course and earn a passing grade forfeit the credit previously earned. Students who repeat the course and then earn an F do retain credit earned from the previous attempt. In both cases, the original grade remains on the student record even if it doesn't count towards their GPA or graduation progress.
7. The number of Honors Classes or Honors Modules taken and passed may be used as a tie-breaker for class rank.



Section 9 College Classes

A student may be allowed to take college classes or dual credit classes during school day. Once enrolled in the college class, a student may be allowed to have a period during the school day to take the college class, whether it be a class that is online, correspondence, or distance learning. Students can choose to take a dual credit class for college credit only, but will not get a period during the school day for it. Any dual credit college courses taken during the school day will be figured into the student's GPA, Valedictorian and Salutatorian status, and will receive a .5 bonus to their GPA if they pass (A=4.5, B=3.5, C=2.5, D=1.5, F=0). A grade conversion chart is provided at the beginning of Article 5, above.

Section 10 Student Aides/Basic Skills Addition (2.5 credits per semester IEP/MDT Students)

1. Student wanting to be student aides for teachers or administrators must be doing satisfactory work in all school subjects.
2. Students will be given 2 hours of credit per semester and will be graded on a pass/fail basis.
3. Student aides are responsible to their supervising teacher. They should be prompt and ready to work.
4. Students will be allowed to be aides after discussion of job expectations with the teacher and principal.
5. There will be only one aide per teacher unless approval is given by the principal.
6. Students serving as aides (typically restricted to Juniors and Seniors) may not take a study hall unless given permission by the principal or counselor.

Section 11 Honors Module Program

Shelton High School would like to present the opportunity to our students to be able to work at a higher level, where mastery and depth of knowledge are in the forefront. Students, under the supervision of a faculty member, will have the opportunity to dive into subject matter that interests them, and take their work in a direction that inspires independent and creative thinking.

To be eligible to participate in this program, a student should be a junior or senior and have a minimum GPA of 3.0. A student also needs to meet grade level norm (RIT) on the ELA MAP test. Sophomore exceptions may be made on a case-by-case basis by the Honors Committee. Freshmen will not be eligible to participate in this program. During a given semester, an interested student would be eligible to add, at maximum, two honors modules to his/her academic schedule. The final decision to allow a student to take honors modules during a given term is that of the honors committee, comprised of Shelton High School staff members.

Honors classes will be denoted on transcripts. Cords will be worn at graduation for all students who have completed 3 or more honors courses. Honors courses will be used in any class rank tiebreaker scenarios. A student who has completed 2 honors classes will receive an academic letter. Honors projects will be featured on the SHS webpage.

The process for applying to add an honors module to a schedule can be found on the SHS webpage.

Section 12 Bulldog Prep



Bulldog Prep is a class period during the day when students have dedicated time to read, organize, plan, and work on schoolwork. Bulldog prep will be graded, based on the student's performance in the aforementioned areas. This grade will affect honor roll, but will not be calculated into cumulative GPA. Each passed semester of Bulldog Prep will be worth 1 credit.

Article 6 – Support Services

[Return to TOC](#)

Section 1 Special Education Establishment

All children, regardless of their handicapping condition, are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow the protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, and verifying students who may be entitled to rehabilitation or special education services. The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions.

Section 2 Guidance Services

All students are encouraged to work closely with our Guidance Counselors. They are skilled in helping students to resolve issues that can impede the educational process. These issues could range from academic to personal, don't hesitate to utilize them early in a situation so that problems can be more quickly resolved. All students will meet with the school counselor to plan their course of studies through high school. This should be done as early as possible in the school year so that any needed corrections in scheduling can be made. Those students considering college after graduation need to determine the entrance requirements for the colleges of their choice as early as possible. It is recommended that college-bound students and their parents visit the school counselor to plan an appropriate course of study. Current college catalogs are available in the counselor's office.

Mandatory Reporting - School employees are legally obligated to report any suspected abuse or any activity and or situation that could put the welfare of students in jeopardy.

Section 3 Cumulative Records

A cumulative record will be maintained for each student from his/her entrance into school through the twelfth grade. These records pertaining to the individual student may be used only for the benefit, promotion, or welfare of the student. All material in each cumulative file will be treated as confidential. According to State Law (Statute 370, 1973) these records are accessible to the student, the student's parents or guardians, and school personnel only. "Shelton Public School release directory information about your students to college, universities and military recruiters. If parents wish to WITHHOLD information provided to military recruiters please contact the guidance counselor with your request". Having a student's records sent to another school, prospective employer, or any other party, requires an official release form on file in the Guidance Office signed by the student's parent or guardian.

All **Credit Recovery** placements are subject to administrative approval. Credit Recovery would be reported on the transcript as an Alternate Class (example, Alternate Biology) and assigned the lowest possible passing grade. The student's original grade in the class will remain the same. Students can only recover a failed grade starting in the 2nd semester for 1st semester fails, and Summer School for 1st or 2nd semester fails.



Students seeking to fulfill required classes that cannot be scheduled for them within the regular school day can use the Credit Recovery program, and would receive whatever grade they achieved. These courses are figured into their GPA like a normal course and listed as such. Full-time Alternative Education placement can be requested by the student, parents, teachers, or school administration. Students in full-time alternative education placement may have Education Plans created to meet their educational needs and their graduation requirements. Seniors who are placed in Alternative Education full time during 2nd Semester can meet graduation requirements early if: (1) they fulfill all academic requirements to graduate (2) satisfy the conditions of their Education Plan (3) forfeit their right to participate in all extra activities, including, but not limited to: Prom, Graduation Ceremony, Athletic and Musical Contests (attendance at these events would be at the discretion of the principal) (4) parent agrees to all conditions and assumes responsibility for the student when they are released from the alternative education program. Upon completion and after the graduation ceremony, the diploma will be mailed or distributed to the student. All Alternative Education plans (full and/or part-time) are subject to review, adjustment and final approval of school administration.

Section 4 Classification

Students must have earned:

- 50 hours to enter the Sophomore class
- 100 hours to enter the Junior class
- 175 hours to enter the Senior class
- *255 to graduate

Section 5 Dropping and Adding Classes

A student has five school days in which to “drop” or “add” a class after school has convened for the school year. The respective teachers, parents, and principal must approve class changes. Consultation with the guidance counselor prior to dropping/adding a class is strongly recommended. Any classes dropped after this time period will usually result in failing grades, unless there are extenuating circumstances approved by the principal. Extracurricular academic eligibility could be suspended for a period of time depending on the circumstances of that drop or add. This will be at the discretion of the administration.

Section 6 Health Services

School Nurse: The school nurse is scheduled at Shelton Public School for two days for first and second semester. A schedule will be established and these days will be determined at the beginning of the school year.

Emergency Response Team: In the event the school nurse is not present during a student health emergency, the emergency response team will be notified and activate policies & procedures set forth in the district Emergency Response Plan. Prearranged individual plans may be followed outside the standard response of the team if such plans are set up prior to any such emergency.

Annual Health Check: The school nurse checks each student’s hearing and sight annually. If there is a suspicion of a problem, the parent will be notified. Additional health screenings may be requested by the parents or teacher.

Students need to be fever free without medication for 24 hours to be able to return to school from illness. If a child vomits they will be sent home and may not return until they are without an episode of vomiting for 24 hours.



POLICY 9302: MEDICATION OF STUDENTS

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

1. **Prescription medication**
 - a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
 - b. Parents/guardians must provide their own written permission for the administration of the medication.
 - c. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.
2. **Non-prescription medication**
 - a. Parents/guardians must provide written permission for the administration of the medication
 - b. The medication must be brought to the school in the manufacturer's container.
 - c. The container must be labeled with the child's name and with directions for provision or administration of the medication

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

POLICY 9301: STUDENT ILLNESS

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

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Control of Communicable Diseases: Students with the following diseases must have treatment before returning to school: MRSA/Staph, Pink eye, impetigo, and ringworm. Students with chicken pox may return to school seven days after onset. They must be afebrile and have no infected pox. The student should be inspected by a school official prior to entry. Students with head lice may be readmitted to school following treatment and removal of all nits. The student should be inspected by the school nurse or trained personnel before being allowed to re-enter. Students with the following



diseases need a physician's written permission to return to school: hepatitis, rheumatic fever, mononucleosis, and HIV.

To have a student either excused from physical activity because of injury or illness or readmitted to physical activities, a permission slip is needed from the parent or doctor.

Child Abuse: When any school staff member has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes such person being subjected to conditions or circumstances which would result in abuse or neglect, he or she is required by law to report such incidents to the proper law enforcement agency. (School Law 28-710) Abuse or neglect shall mean knowingly, intentionally, or negligently causing a minor child to be placed in a situation that may endanger his/her life or physical or mental health. *Refer Policy 9035 Child Abuse or Neglect.

POLICY 9303: PRIVACY OF PROTECTED HEALTH INFORMATION

The Health Insurance Portability and Accountability Act of 1996 protects certain health information. Shelton Public Schools recognizes that prior to obtaining or releasing student or employees protected health information, that written authorization for such disclosure will be required. If protected health information is requested from a third party, Shelton Public Schools will ensure that such information is released only as allowed by federal and state law.

POLICY 9304: EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

School employees will comply with the requirements of "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)". The district shall procure and maintain the equipment and medication necessary to implement the protocol. The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol"). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

POLICY 9305: SELF-MANAGEMENT OF DIABETES OR ASTHMA/ANAPHYLAXIS

Upon receiving the written request of a student's parent or guardian and the written authorization by the student's physician, the school district will work with the parent or guardian in consultation with the physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis (referred to herein as "medical condition"). The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self management by an appropriately credentialed health care professional, and (d) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self management by an appropriately credentialed health care professional, (d) include the name,



purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

The plan will permit the students to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) the school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student's self management of his or her medical condition.

The student's parent or guardian will be personally responsible for any and all costs associated with any injury to school personnel or another student resulting from the a diabetic student's misuse of necessary medical supplies.

The district may prohibit a student from possessing medical supplies for self-management and may establish other necessary and appropriate restrictions or conditions when the district determines that the student has endangered himself, herself, or others through misuse or threatened misuse of such medical supplies. The district will promptly notify the parent or guardian of any such prohibition, restriction, or condition.

Article 7 – Drugs, Alcohol, and Tobacco

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Section 1 Drug Free Schools

POLICY 9022: STANDARDS OF CONDUCT FOR PARTICIPATION IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

The following policies and procedures govern extracurricular and cocurricular activities both in and out of school beginning on the first day of activity practice in the fall and running through the last day of state competition in the spring. These activities affect all school sponsored activities that include but are not limited to continued involvement in and removal from the following activities and positions: football, volleyball, cross country, basketball, wrestling, track, golf, plays, musicals, band, chorus, speech and drama, cheerleading, dance team, National Honor Society, student council, annual, newspaper, class officer, prom, Close Up, and school dances.

1. Academic and Attendance Requirements.

In order to be eligible to participate in a particular performance, contest, program, trip or activity, each student should meet the requirements set out below.

- a. A student must make special arrangements for assignments with the teacher(s) involved if he or she is going to miss a class for a performance, scheduled contest, program or trip, in order to be eligible to perform in that event. (If at all possible such assignments must be done in advance.)
- b. A student should be in school at least one-half day of a performance, scheduled contest, program or trip which begins after all classes have been completed. Parents may seek an exception to this rule from the office of the high school principal. Exceptions will be granted on a case-by-case basis and at the discretion of the high school principal.



- c. A student must meet the requirements of the Nebraska State Activities Association and have received passing marks in four major courses in the previous semester. A major course carries five credits per semester. The term "previous semester" means that semester immediately preceding the semester in which the student wishes to participate in activities.
- d. A student must not be failing more than two courses during a week.

2. Prohibited Conduct

Students who engage in the following prohibited conduct will be excluded from extracurricular and co-curricular activities based on the consequence schedule set forth in this policy.

- a. Violations of Local, State and Federal Laws.
 - i. Whenever the school district has reasonable cause to believe that a student has violated any local, state or federal law (other than any municipal curfew or a traffic ordinance which is classified as an infraction) the student shall be ineligible to represent the school in any performance, scheduled contest, program or trip according to the schedule of consequences set forth in this policy.
- b. Suspensions and Expulsions from School.
 - i. Any student suspended from school (in or out) through in school or out of school suspension for violation of school rules will be ineligible to participate in any extracurricular or co curricular activities until reinstated by the high school principal.
- c. Use of Tobacco, Alcohol and Other Dangerous Drugs.
 - i. No student who is involved in extracurricular or co-curricular activities shall use, possess, or transmit any alcoholic beverage, tobacco product or illegal drug or be at or remain at the site of any party, or be in any vehicle, residence or other building where any minor is using or possessing an alcoholic beverage, a tobacco product or an illegal drug. Provided, this rule shall not apply to activities which a student attends a gathering with his or her parent(s) where alcohol is consumed as long as the student does not personally consume alcohol, use tobacco or an illegal drug.

3. Schedule of Consequences

- a. Students who use, possess, or transmit an alcoholic beverage, tobacco or an illegal drug on school property or at a school sponsored activity are also subject to discipline under board policy and the Student Discipline Act up to and including suspension or expulsion from school.
- b. If school officials determine, after a reasonable investigation, that a student has violated this policy by consuming alcohol, using tobacco or an illegal drug, or has remained at a site where other minors are using alcohol, tobacco or illegal drugs, the student shall be ineligible to represent the school in any performance, scheduled contest, program or trip according to the schedule of consequences set forth in this policy.
- c. The consequences that follow are generally intended to be applied progressively and on a year by year basis. However, there are circumstances when the infraction will be deemed severe because of moral turpitude, violence, amount of damage or some other factor, it would appropriate to deviate from the schedule of consequences. When the high school principal, in his/her sole judgment determines



that the infraction is severe, he/she may deviate from the schedule of discipline and impose the discipline he/she deems appropriate.

a. First Offense

- i. The student shall be required to attend practices.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 14 calendar days. The day of the positive test result are received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. The student shall obtain a drug and alcohol assessment and counseling from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The drug and alcohol assessment and counseling will be provided to the student by the district. This will be arranged and approved by the Guidance Counselor and the student's parents or guardians. The student shall provide written proof of obtaining the assessment to the guidance counselor. The student is strongly encouraged to comply with the assessment and counselor's recommendations.
- iv. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.

b. Second Offense

- v. The student shall be required to attend practice.
- vi. The student will be ineligible to publicly perform in any extracurricular activity for 30 calendar days. The day of the positive test result is received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- vii. The student shall attend additional drug and alcohol counseling or educational program provided by the district. The counseling will be arranged by the Guidance Counselor in conjunction with the student's parents or guardians.
- viii. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 9 months or end upon graduation.

c. Third Offense

- ix. The student will be ineligible to practice or publicly perform in any extracurricular activity for one year from the date of the third positive test or end upon graduation. The day of the positive test result is received by the district shall be the first day for counting purposes.
- x. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up



drug tests at least one time per month for the next **12** months or end upon graduation.

xi.

d. Fourth Offense

xii. The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

4. Appeal Process.

a. A student or parent contesting the declared ineligibility of a student based on these rules, shall be required to state the basis of their objection in writing, and also their request for an oral hearing, addressed to the Superintendent of Schools. The Superintendent of Schools shall then schedule a meeting of the student and/or parents and the high school principal. The Superintendent will hear the complaint and will notify the student or parents in writing of his/her decision within 10 school days. The decision of the Superintendent of Schools shall be final.

Section 2 Drug Dog Policy

The Shelton Board of Education has authorized the use of a Drug Dog to search any portion of the building or grounds, without prior notice or parent permission, if this action is deemed necessary by the administration. This is in accordance with Board of Education Policy 3022.

Section 3 Drug Testing Policy (Board Policy 9023)

For the purpose of promoting safe, healthy, and responsible lifestyle choices, the Shelton Board of Education has adopted Board Policy 9023, concerning a student drug testing for those opting to participate in the noted extracurricular activities. [Click to view Board Policy 9023](#)

Article 8 – Student Rights, Conduct, Rules and Regulations

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Section 1 – Forms of School Discipline

Due process with respect to exclusion from school is a matter of board policy and is outlined in Legislative Bill 503 passed in 1976 Nebraska Legislature. The statute provides for 5 types of exclusions:

1. Short-Term Exclusion: Up to, and including 5 days
2. Emergency Exclusion: Immediate exclusion if the student has a dangerous disease, or his/her conduct presents a threat to the physical safety of the school community, or is very disruptive
3. Long-Term Exclusion: More than 5 days, less than 20
4. Expulsion: Remainder of semester
5. Mandatory reassignment: Involuntary transfer to another school within the system in connection with any disciplinary action.

Each type is defined below:



A. Short-Term Suspension: Students may be excluded by a Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Shelton Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. A Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, a Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with a Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to participate in the conference.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of a Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of a Principal. A notice will be given to the student and the parents/guardian when a Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct



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

2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- D. Other Forms of Student Discipline: Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.



GUN FREE SCHOOL:

Under state and federal law, the Gun Free Schools Provision refers to the federal requirement that districts expel a student for one calendar year if he/she possesses or transmits a firearm on school grounds. Students should be aware of this law and follow the rule as stated. **No person possessing a concealed weapon permit is allowed to carry a weapon on to school grounds or into the school building.**

POLICY 3015: FIREARMS AND WEAPONS

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term “firearm” is defined as any object that is designed to or may readily be converted to expel any projective by the action of an explosive or frame or receiver of any such weapon.

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. The term, **weapon**, is defined as a firearm or any other object or material that is ordinarily or generally considered a weapon.

Exceptions Regarding Firearms. This prohibition does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor; or
3. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle. **Definition of Encased.** The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose; and
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so;
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences. Federal law requires that any student who brings a firearm, as that term is defined in 18 United States Code 921, to school be expelled from school for one calendar year. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a firearm or weapon on school



grounds, in a school owned vehicle, or at a school activity or event off school grounds may be expelled for two semesters, suspended on a long-term basis or mandatorily reassigned. The superintendent of school shall have the authority to modify the expulsion requirement on a case-by-case basis.

Confiscation of Firearms. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

Section 2 Student Conduct

Students are expected to:

1. Respect the rights and property of others
2. Refrain from damaging, defacing, or destroying school or personal property
3. Use school facilities with safety and cleanliness in mind
4. Accept the leadership and authority of teachers, administrators, and school staff
5. Refrain from behavior that disrupts classroom instruction
6. Practice and develop good citizenship

A. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline.

The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school



- employee, school volunteer, or student. Personal injury caused by accident, self defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
 7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
 8. Public indecency or sexual conduct
 9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, on a school-owned device, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
 10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
 11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
 12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.



16. Willfully violating the behavioral expectations for those students riding Shelton Public Schools buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

B. Recurring Disciplinary Issues

In the event a student has had recurring discipline issues that ordinary disciplinary measures have failed to correct, a disciplinary committee shall be convened at the behest of the administration. The task of the committee shall be to review behaviors and disciplinary action pertaining to the concerned student and make a formal recommendation to the superintendent for further corrective action up to and including expulsion.

Section 3 Student Appearance

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

- (1) Student Appearance: Students at Shelton Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of



attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (muscle shirts, midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - i. Tank tops must entirely cover undergarments and straps of undergarments
 - ii. Tops with low necklines that reveal cleavage are not appropriate
 - iii. Cutoff shirts with enlarged arm holes are not appropriate
- b. Short shorts, short skirts, or short skirts will not be permitted.
 - i. pockets are not to be revealed below the bottom of the shorts
 - ii. Clothing of which the body is excessively revealed due to length, size, or holes/cuts/tears is not permitted
 - iii. Administrator discretion will be used
- c. Pajama Pants and/or slippers (Traditional Sleepwear)
- d. Blankets and other wraps are not to be worn-or carried around in school
- e. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- f. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- g. Head wear including hats, caps, bandannas, scarves, and hoods
- h. Clothing or jewelry which exhibits nudity makes sexual references or carries lewd, indecent, or vulgar double.
- i. Clothing or jewelry that is gang related.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by a Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact a Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in a Principal's office.

*Students in violation of the dress code are subject to consequences.

Section 4 Specific Rule Items

The following conduct may result in disciplinary action, which, in repeated violations, may result in discipline up to expulsion.

POLICY 9203: AUTHORITY TO DETAIN

Building administrators shall have the authority to establish procedures regarding detention of students beyond the regular school day.



Assemblies: Students attending assemblies and other programs are expected to behave appropriately. Behavior of students attending assemblies and programs will be that of respect and consideration.

POLICY 9018: STUDENT DRIVING AND PARKING

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is 15 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools. Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed. By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

POLICY 9026: STUDENT CELL PHONES, PAGERS, AND ELECTRONIC DEVICES

Students are prohibited from using cellular phones and electronic devices such as iPods, MP3s and other similar devices while at school, except as provided in this policy. These will be referred to as electronic devices in this policy.

Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student not commit any abusive use of the device. Such devices shall not be accessible in classrooms or areas serving as classrooms or academic areas during the regular school day. Leaving devices in lockers or backpacks during class time is acceptable. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

Students who violate this policy, or have used devices in any way deemed problematic by a school official, will have their electronic device(s) confiscated immediately. For a **first offense**, the device will be *returned to the student* at the end of the school day. A **second offense** will require the device be *returned to the parent/guardian* at the end of the school day. For a **third offense**, the device will be *checked into the office for the entire school day for 1 week*. A **fourth offense** will have the device *held in the office 1 week*. Subsequent violations of cell phone usage policy will result in out-of-school suspension for insubordination as well as a plan for the housing of the device (by parent or office) for the remainder of the school year. *Additionally, any belligerent behavior associated with the confiscation of any device will be considered insubordination* It should also be understood that some improper uses of electronic devices might necessitate the notification of law enforcement.

By bringing an electronic device to school, students consent to the reasonable search of said devices by school staff. Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of an electronic device or any calls made on a cell phone.



Headphones/ear buds: Headphones and/or ear buds are not be used, worn, or visible in any common areas, hallways, etc. The use of these devices is only permitted under the express permission and supervision of a teacher or teacher's designee to assist in carrying out an educational task.

Public Displays of Affection: Public displays of affection are limited to simple hand-holding and/or a quick hug. Kissing, groping, or other like intimate displays of affection are not acceptable in school.

Passes: Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.

Food & Drink:

- a. *School:* Food is to be restricted to the cafeteria only. Food may be eaten in class for special occasions with administrative approval. Any exceptions may be made only with administrative approval.

Water is allowed in the school in a clear/transparent plastic bottle.

*No carbonated drinks/or sports drinks will be allowed.

*Energy Drinks and/or Coffee will not be allowed

- b. *School Vehicles:* No food or drink without approval of supervising adult(s). Any food or drink remnants must be removed and cleaned out at the conclusion of the use of any such school vehicle.

Class Materials: Students are expected to bring all books and necessary materials to class. This includes study halls.

Class Assignments: Assignments for all classes are due as assigned by the teacher.

Special Rules: Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.

Nuisance Items: Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

POLICY 9025: FIELD TRIPS

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

3. Supervision



Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage.

4. Student Discipline

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Dance Regulations: All students will enter and leave the building by the west doors of the High School Building. Dances and parties may last until 10:30 p.m. on weeknights and until 12:00 a.m. on weekends. Exceptions could be made for homecoming and prom depending on the start time of the dance by the administration.

All students are required to remain in the building and must enter within a half hour after the dance has started. Anyone leaving will not be permitted to re-enter.

Only school students and their dates will be permitted to attend school dances. Students are responsible in signing up out-of-town guests prior to the dance. Guests are required to abide by the same rules as the students. Shelton school students are responsible for the actions of their out-of-town guests.

Policy for Sporting Events: All students will exhibit appropriate game behavior as set forth in our districts sportsmanship policy. Students may leave the game to go to the concession stand, restrooms, etc...but should not be allowed to roam the premises unsupervised. If a student has been warned more than once of inappropriate behavior, they will be asked to leave the game. If this behavior continues throughout the sport season, the student will not be able to attend any future sporting events for that particular season.

Parental Custody Information: It is the responsibility of the parent with whom a student resides to keep the principal informed about which parent has custody of the child and about any visitation restrictions of the non-custodial parent. If the non-custodial parent is restricted from contact with a student, a court order to this effect must be on file at the school. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept the responsibility for the child once he/she leaves the school premises. School reports of student progress will be given to both parents when requested.

Library: The library is a resource center for all students. The only way to keep a good library is to have all books checked out through the media supervisor. Usually books are checked out on a week by week basis. **No gum or candy is allowed in the media center.

At the end of the school year, all library books and/or fines must be paid before report cards are sent home.

School Pictures: An agreement is made with a photographer who will take individual pictures. Additional prints of the picture are available at the student's cost. These pictures are generally taken around September.

Pets: Students are responsible for obtaining approval from their teacher before pets can be brought to school. Due to allergies and other symptoms, pets may not be allowed. Pets must be brought to school by a parent or guardian. Pets are not allowed on the school bus and cannot stay at school for the day.



Invitations/Treats: Students should not distribute invitations to selected friends for personal parties. Therefore, students are not allowed to bring invitations to school for distribution but may bring treats to school only if it is provided for each child in the classroom. Ill feelings are often the result of a child or children not being included.

Toys/Reading material: Toys, gameboys, laser pointers, firecrackers, waterguns, inappropriate magazines and books, etc...are not allowed in school. Such items will be confiscated by school personnel and will not be returned until the end of the school year unless a parent comes to retrieve the items.

POLICY 9003: STUDENT FEES

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

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. **Guidelines for Clothing Required for Specified Courses and Activities.**
Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. **Safety Equipment and Attire.**
The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.



3. Personal or Consumable Items.

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

Industrial Technology Classes	\$20.00
Art Classes	\$20.00
Family and Consumer Science Classes	\$20.00
Agriculture Classes	\$20.00

In courses where students produce an independent project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

1. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

Cheerleading, Drill Team, Flag Corps



Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$1,500.

Football

students must provide their own football shoes, undergarments, and mouth guards

Golf

students must provide their own golf shoes, undergarments, and clubs

Track, Volleyball, Wrestling

students must provide their own shoes and undergarments

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees.

Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$20.00.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees.

Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.50 per page for reproduction of student records.

9. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount charged by the district for summer and night school shall be \$100.00 per semester course taken.

10. Charges for Food Consumed by Students.



The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities. The maximum dollar amount charged by the district for the breakfast and lunch programs will be stated in the parent/student handbook.

11. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

Band

Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

Swing Choir

Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.00.

12. Fundraising for Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities including but not limited to school dances, prom, recognition ceremonies, and graduation. In order to fund these extracurricular activities, students may be required to participate in fundraising activities. Students who chose not to participate in fundraising activities are not eligible to participate in extracurricular activities.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.



E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

POLICY 9023: STUDENT FUND RAISERS

Each class or student organization is limited to one commercialized fund raising activity per school year. A real need must be present before any group embarks upon a fund raising activity. Each fundraiser must have prior approval of the school principal.

If the product or item to be sold is manufactured or distributed commercially, the event is considered to be a commercialized fundraiser. Bake sales, car washes or auctions are not examples of commercial fundraisers.

Section 5 Network, E-Mail, Internet and Other Computer Use Rules**POLICY 9027: STUDENT INTERNET AND COMPUTER ACCESS**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet**A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.



2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in online auctions, online gaming or music/movie streaming their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.
15. Students shall not knowingly bypass any school network filter or firewall

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.



3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate Online Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Article 9 – State and Federal Programs

[Return to TOC](#)

Section 1 Notice of Nondiscrimination (BOE Policy 3004)

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other



designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Shanna Gannon, Superintendent of Schools
 210 9th Street, Shelton, NE 68876
 Phone number: 308-647-6742
 Email address is: bgegg@sheltonbulldogs.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3004 Nondiscrimination.

Section 2 Designation of Coordinators

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Shelton Public Schools, PO Box 610 or 9th and C Street, Shelton, NE 68876, (308) 647-6742.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Shanna Gannon
Title IX	Discrimination or harassment based on sex; gender equity	Shanna Gannon
Section 504 of the Rehabilitation Act and the Americans with disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Shanna Gannon
Homeless Student Laws	Children who are homeless	Shanna Gannon
Safe and Drug Free Schools and Communities	Safe and Drug Free School	Shanna Gannon

Section 3 Anti-discrimination & Harassment Policy

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



An aggrieved person should directly inform the person engaging in harassing conduct or communication that such conduct or communication is offensive and must stop. If the aggrieved person does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the aggrieved person should report the conduct or communication to the principal. If the principal is the offending person, the aggrieved person should report to the next higher level of management.

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation or work assignments or status as a student.

Section 4 Notification of Rights Under FERPA (Ed.gov)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.



For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339 or at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Section 5 Student Privacy Protection Policy

POLICY 9114: STUDENT RECORDS

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is PowerSchool.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.



The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Section 6 Parental Involvement Policies

Shelton Public School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success.

POLICY 8003: PARENTAL INVOLVEMENT IN EDUCATION PRACTICES

1. The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.

 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
 - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
 - a. Building principals will excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Informed through the student handbook of the manner that the district will provide access to records of students.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Notified of their right to remove their children from surveys prior to district participation in surveys.



- a. The principal must approve all surveys intended to gather information from students before they are administered to students.
- b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

Section 7 Homeless Student Policy

Policy 9108: HOMELESS STUDENTS

1. General Policy

The school district, in so far as is possible, will provide tuition free education for homeless children and youth who are in the district. The district will also accord homeless students with the educational rights and legal protections provided by state and federal law.

2. Homeless Liaison

The district's homeless liaison is the Superintendent. Students in homeless situations who require assistance should contact the liaison at 308-647-6742 or in person at Shelton Public School, 210 9th Street, Shelton Nebraska 68876.

3. Definitions

- a. A homeless individual is defined as one who
 - i. lacks a fixed regular and adequate residence; and
 - ii. has a primary nighttime residence in a supervised publicly or privately operated shelter within the district for temporary accommodations, an institution within the district providing temporary residence for individuals intended to be institutionalized, or a public or private place within the district not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by the act of Congress or by state law.
- c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.

Section 8 Breakfast and Lunch Programs

Our lunch program complies with State and Federal guidelines, thereby assuring menus which conform to these guidelines and assure students a well-balanced meal. Students are not permitted to bring pop into the lunchroom during lunchtime as this is prohibited by State and Federal regulations for school lunch standards. Periodic statements will be sent home with your child. Please pay your account frequently as to not disrupt your child's hot lunch opportunities.

Breakfast Program

A breakfast program will be available for all staff and students beginning at 7:30 A.M. and continuing until school begins. Listed below are the fees for this program:



Elementary Breakfast	\$2.05
Middle School Breakfast	\$2.05
High School Breakfast	\$2.05
Adult Breakfast	\$2.20
Additional Milk	\$0.40

Lunch Program

K-4	\$3.00
5-12	\$3.20
Adult Lunch	\$3.70
Additional Milk	\$0.40

This institution is an equal opportunity provider.

POLICY 3021: SCHOOL MEAL PROGRAM AND MEAL CHARGES

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy. The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student owes more than \$20, the student will be provided up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health



and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, text, or other electronic, written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: 5/8/17

Revised on:

Reviewed on:

CIVIL
RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410



(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
 - **RIGHT TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
 - **ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation.
 Anonymous complaints shall be handled as any other complaint.
 - **VERBAL COMPLAINTS:** In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
 - 1) Name, address and telephone number or other means of contacting the complainant.
 - 2) The specific location and name of the entity delivering the program service or benefit.
 - 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor
 - 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
 - 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
 - 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.
5. Train staff on civil rights annually. Specific subject areas to include:



- COLLECTING AND USING DATA: Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.
 - EFFECTIVE PUBLIC NOTIFICATION SYSTEMS: Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.
 - COMPLAINT PROCEDURES: Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.
 - COMPLIANCE REVIEW TECHNIQUES: Ensure civil rights requirements are being followed during review process.
 - RESOLUTION OF NON-COMPLIANCE: Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.
 - REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES: Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.
 - REQUIREMENTS FOR LANGUAGE ASSISTANT: Bilingual personnel and materials must be provided depending on need, resources available and cost.
 - CONFLICT RESOLUTION: Use alternative dispute resolution techniques when necessary. Treat others with respect.
 - CUSTOMER SERVICE: “Treat others the way they want to be treated (or at least be aware of what that is).”
6. Attach documentation of annual training, including date and attendance roster.



Article 10 – Miscellaneous

[Return to TOC](#)

Section 1 School Calendar

A master copy of the school activity calendar will be kept in the Principal's Office. Sponsors, teachers, and students should place coming events on this calendar as soon as the principal approves them. Scheduled events will usually be on a first-come, first-served basis. A weekly school calendar will also appear in the local newspaper. Copies of the master calendar will be placed in the school Secretary's Office.

POLICY 9207 DATING VIOLENCE

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school



activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

POLICY 9205 STUDENT BULLYING

Bullying is prohibited. Students are prohibited from engaging in any form of bullying behavior. **Without limiting any definition of bullying under any state or federal law or regulation, bullying** behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messages, text messages, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletics events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention.

The school district shall review this policy annually.

POLICY 9023 Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 9-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

1. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, drug-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.



- e. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.
2. **Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy either in written form or included in the student and activities handbook. The policy and all forms will be posted on the district's website.
 3. **Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Elementary Principal or his or her designee unless otherwise indicated.
 4. **Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district, which includes but is not necessarily limited to the following:

Basketball	Cheerleading	Cross-country	Dance/Drill Team	FFA
Flag Team	Football	Golf	Mock Trial	
Musicals	One Act Play	Jazz Band	Quiz Bowl	
Show Choir	Speech/Debate	Swing Choir	Track	
Volleyball	Wrestling			

5. Students Who Are Required to Submit to Drug Testing

1. **Grades.** All students in grades 9-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
2. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
3. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. Only students who are participating in active extracurricular activities at the time of random testing will be in the random drug testing pool.
4. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.



6. **Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:
- Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
 - Any substance, which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
 - Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in Neb. Rev. Stat. § 48-1902(1).
7. **Testing Procedures**
- Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
 - Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental/guardian request and filling out the forms. If a parent requests that they have their student drug tested, the parent/guardian, not the district, will pay the cost of that test.
 - Type of Test.** The school district reserves the right to utilize breath or a 12-panel urinalysis testing procedures. Urine samples, which screen positive, will be confirmed by either a Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) confirmatory test. Positive breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
 - Collection Site.** The Drug Testing Coordinator will designate the boy's and girl's varsity locker rooms as the collection sites at which the student will provide specimens.
 - Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list of the active students participating in extracurricular activities at the time of the test. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request. Collection of specimens will occur at or near the end of the school day.
 - Drugs.** Students may be randomly tested for any drugs, including but not limited Alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, metabolites, LSD, marijuana, metabolites, methadone, methaqualone, opiates, phencyclidine, propoxyphene, and ecstasy.



g. Results. The Drug Program Administrator or their representative shall notify the student's parent/guardian of any positive test after the initial screening. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). An MRO accreditation body will certify the MRO. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or her parent(s)/guardian(s) to discuss the result over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will only report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

h. Request for a Retest. A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test can be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

- 8. Negative Tests.** Students and their parents will receive verbal or written notice when the student's test result is negative by the district's Drug Testing Coordinator.
- 9. Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 9-12**):
- a. **First Offense**
 - i. The student shall be required to attend practices but not participate.
 - ii. The student will be ineligible to publicly perform in any extracurricular activity for 14 calendar days. The day of the positive test result are received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days.
 - iii.
 - iv. The student shall obtain a drug and alcohol assessment and counseling from a certified substance abuse counselor or licensed mental health



provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The drug and alcohol assessment and counseling will be provided to the student by the district. This will be arranged and approved by the Guidance Counselor and the student's parents or guardians. The student shall provide written proof of obtaining the assessment to the guidance counselor. The student is strongly encouraged to comply with the assessment and counselor's recommendations.

- v. The student will be subject to follow-up drug tests at least one time per month for the next **6** months when school is in session or end upon graduation.

b. Second Offense

- i. The student shall be required to attend practice but not participate.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 30 calendar days. The day of the positive test result is received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. The student shall attend additional drug and alcohol counseling or educational program provided by the district. The counseling will be arranged by the Guidance Counselor in conjunction with the student's parents or guardians.
- iv. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next **9** months when school is in session or end upon graduation.

c. Third Offense

- i. The student will be ineligible to practice or publicly perform in any extracurricular activity for one year from the date of the third positive test or end upon graduation. The day of the positive test result is received by the district shall be the first day for counting purposes.
- ii. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next **12** months when school is in session or end upon graduation.

d. Fourth Offense

- i. The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

10. Refusal to Test

A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

11. Tampering

Tampering is the use of any agent or technique, which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes



providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Program Administrator, the MRO, or the onsite-collecting agent determines that a student tampered with a drug test, they will contact the Drug Testing Coordinator and the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

12. Maintenance of Records

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug-testing results with any law enforcement agencies.

13. Appeal

A student participating in extracurricular activities who has been determined by school district officials to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). The request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s), in consultation with the Drug Program Administrator and the Medical Review Officer, shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be final in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final and non-appealable to the School Board.

14. Severability

If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or



provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Adopted on: 8/12/19

Revised on: 9/16/19

Reviewed on: 7/15/19



CONCUSSION AWARENESS - Parents & Students

If participating in an extracurricular activity, please carefully read through the information contained in the Activities Handbook regarding concussions, and attend parents meetings for activities, as the coaches will also speak about concussions. You may also access more parental information regarding concussions by clicking on the Parental Info. Link at our school webpage (sheltonbulldogs.org)

POLICY 9208: INITIATIONS AND HAZING

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law. Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Community Service Graduation Requirement

Beginning with the class of 2020, students are required to complete 10 hours of community service during their senior year as part of their high school graduation requirements.

1. The project may be completed through participation in school activities (e.g., National Honor Society, FFA, athletic teams, etc.) as well as other acceptable community activities that have had approval prior to the activity.
2. Community service hours are to be completed outside of school time. Additionally, the work must be voluntary in nature and not tied to any class assignment or pay received for doing a job.
3. In addition to completing the 10 hours, students must also respond to Reflection Questions.
4. Forms to track your community service participation and reflect on the service are located in the Principal’s Office, with the high school principal.
5. Community service participation forms must be filled out for each activity volunteered for.
 - a. Filled out participation forms will be approved by the high school principal prior to the community service project occurring.
 - b. Community service projects must be signed by an adult who has supervised the project.
 - c. Within 10 days of the conclusion of the event, the community service form must be returned to the office to receive credit for those hours.
2. Hours will be recorded and filed in the student’s cumulative file.



3. Once all hours have been completed, students will be given reflection questions to answer. The completed reflection questions will be turned into the high school principal in the office two weeks prior to graduation.
4. The reflective questions will complete the community service graduation requirement.

Community Service Participation Form

Student's Name (Print): _____

Graduation Year: _____

- A minimum of 10 hours is required for the graduating class of 2019 and beyond.
- Students must also complete the "Community Service Reflection Questions" at the end of their community service hours
- Students can earn a Superintendent's Certificate of Merit if they meet the following requirements:
 - Bronze-level designation - earned for completing 40-59 hours of community service
 - Silver-level designation - earned for completing 60-79 hours of community service
 - Gold-level designation - earned for completing 80+ hours of community service

Pre-approval signature: _____

Date of Event: _____

Description of activity: _____

For activity supervisors

I certify that _____ participated in a volunteer service for our organization
(Student's Name)

Number of Hours Completed: _____

Supervisor's Name (Print): _____ Supervisor's Signature: _____

Organization: _____ Date: _____

Organization E-mail and/or Phone Number: _____

Student Instructions: Prior to participating in the community service for hours toward graduation, the top portion of this form must be completed prior to pre-approval. Once approved, completed activity hours the bottom portion of this form filled need to be filled out by your activity supervisor



with your assistance. Completed forms must be returned to the high school principal within 10 days of the activity to receive credit toward your graduation requirement.

Service Reflection Questions

Reflection Guidelines:

- Express your thoughts in a personal voice.
- Use complete sentences when answering the questions.
- Responses to reflection questions may be handwritten or typed. If typed, please attach your responses to this form.
- High quality details with correct grammar, punctuation, and spelling are required.

1. What did I do for my Community Service Project?

1. How did that service help others?

1. What did I learn from this experience?

1. What skills did I use that I learned in school?

1. How did this experience influence my future goals, plans, etc.?



**SHELTON PUBLIC SCHOOL
CONSENT TO PERFORM RANDOM DRUG TESTING
2020-2021**

Student Name _____ Grade _____

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in the Shelton School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.



We hereby release the Shelton Public School Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



SHELTON PUBLIC SCHOOL
WITHDRAWAL OF STUDENT FROM ACTIVITY
2020-2021 SCHOOL YEAR

I understand that by signing this form I am rescinding my permission for random drug screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at the school district.

Student's Printed Name: _____

Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____

Signature: _____ Date: _____



3057 Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not



limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3-5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent.



District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of



his/her temporary or permanent mental or physical incapacity

- 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
- 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—



- 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.6.4.2.1. The length of the relationship.
 - 2.6.4.2.2. The type of relationship.
 - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 2.6.6.1. fear for his or her safety or the safety of others; or
 - 2.6.6.2. suffer substantial emotional distress.
- 2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as



reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;



- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy

4. **Response to Sexual Harassment**

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.



4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process



that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. Equitable Treatment. The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. Objective Evaluation. This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. Absence of Conflicts of Interest or Bias. The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process,



not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues



of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.



5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that



prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. Dismissal of Formal Complaint.

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
- 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
- 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or



5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or



maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;



- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Exchange of Written Questions. After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party



proposing the questions any decision to exclude a question as not relevant.

5.7. Determination Regarding Responsibility

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and



5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:



- 5.8.2.1. Procedural irregularity that affected the outcome of the matter;
- 5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- 5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

- 5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.8.3.6. Provide the written decision simultaneously to both parties.



5.9. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

- 5.9.1. Provides to the parties a written notice disclosing:
 - 5.9.1.1. The allegations;
 - 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.



5.10. Recordkeeping.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.



The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.**

This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.**

This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.



- 7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.
8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.
- 8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.
- 8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.
9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.
10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the



perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail



address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.



**PARENT/GUARDIAN & STUDENT REVIEW
OF STUDENT HANDBOOK**

This is to verify that we, parent/guardian and student, have been made aware the 2020-2021 Student Handbook is accessible on the district website and we have reviewed the handbook, which includes the policies, rules and regulations of Shelton High School.

**printed handbooks are available in the high school office by request*

(**PRINT** Parent/Guardian Name)

(Parent/Guardian Signature)

(Date)

(**PRINT** Student Name)

(Student Signature)

(Date)

**NOTICE OF DISCLOSURE OF STUDENT
INFORMATION**

Information to Military Recruiters

A parent/legal guardian must submit, in writing, their wishes to NOT have their student's information shared with military recruiters to the guidance counselor.

Student Pictures/Images

A parent/legal guardian must submit, in writing, their wishes to NOT have their student's picture/image used in any media to the high school principal.

After reading the handbook and the above notice, please sign this form and return it to the high school office by [August 14, 2020](#).



POLICY 1001: GENERAL POLICY STATEMENT

The organization, management, and control of this school district are vested in its board of education (“board”). To guide the board and school district operations, and to assist it and its designees in carrying out duties, the board will establish, maintain, and amend a set of policies.

Written board policies serve the following purposes:

1. Formally articulating the board’s goals and long-term objectives.
2. Providing district administrators and staff with guidance in making decisions that affect students, employees and patrons of the district.
3. Informing the public of the manner that the board and district will conduct its business and its relationships with staff, pupils, parents and patrons.

To avoid unnecessary rigidity, these policies are stated in general terms. With the exception of statutory requirements or instances when the specific application of a policy is essential to the long-term welfare of the district, these policies are intended to provide administrators with the flexibility to apply them to a wide range of situations.

The policies are not the only guidelines for district operations. Specific regulations, procedures, and practices also help guide and govern actions and decisions. They must be consistent with policies, but serve a different purpose.

Exceptional Circumstances

The board cannot foresee every situation that may arise, and circumstances will occur when these policies provide inadequate guidance. In such circumstances, the superintendent should use his or her best judgment, and communicate with the board about the situation as soon as is convenient.

Validity of Policies

Each policy and its provision should be interpreted so that it is valid under applicable law. If a court determines that a provision of a policy is invalid, such invalidity shall not affect the remaining provisions of that policy.

Adopted on: 11/10/08

Revised on:

Reviewed on:

POLICY 1002: SCHOOL DISTRICT LEGAL STATUS

The legal basis for education in the school district of Shelton, Nebraska is vested in the role of the people as expressed in the constitution of the State, the statutes pertaining to education, court interpretation of the validity of these laws and the powers implied in them.

The official statutory name of the district shall be Buffalo County School District 10-0019; but Shelton Public School may commonly be used as the title of the district.

Adopted on: 6/14/99

Revised on: 11/10/08

Reviewed on:

POLICY 1003: THE PEOPLE AND THEIR SCHOOL

The public school belongs to the people. The people govern the school under the rights guaranteed to them by the constitution and statutes of our State. The people exercise their proprietorship through the elective process. They elect state and federal representatives who establish through the Unicameral and the Congress the framework of law within which the schools operate. The people also elect a school board to represent them and to determine local educational policy and to establish publicly endorsed educational goals and objectives. The Shelton Board of Education functions as that agency of the public within this framework.

The Board is mindful that the people are the ultimate governor of public education and that the Board is directly accountable to the people through the elective process. But the Board also believes that accountability is a shared responsibility involving students, teachers and other employees, the Superintendent of Schools and the people themselves as well as the Board of Education. The Board therefore asserts these beliefs and expectations:

Students should be trained at home and by the schools in order that they will learn to hold themselves accountable for their own lives, actions and decisions as maturing members of a democratic society.

Teachers should hold students accountable for achieving, (within the limits of each student's ability) the objectives of each learning experience.

The Superintendent should hold teachers and other employees accountable for working with diligent effort and with intelligence and imagination in achieving the objectives directly related to their stated job responsibilities.

The Board should also hold itself accountable for carrying out its mandate to plan, to make policy and to lead in the identification of goals and objectives and the resources necessary for their achievement.

The public should hold itself accountable for maintaining a vigorous stand, concern for, and constructive criticism of the school; for electing the most able men and women available to represent them on the Board of Education and in the State Unicameral and U.S. Congress; and for providing the resources necessary for the Board and staff to accomplish the goals and objectives of the school district.

Adopted on: 11/10/08

Revised on:

Reviewed on:

POLICY 1005: PHILOSOPHY OF EDUCATION

The Shelton Public Schools is committed to providing the opportunities and the means by which each student can become a well-rounded, productive and responsible citizen of a democratic society.

Adopted on: 3/11/91

Revised on: 11/10/08

Reviewed on:

POLICY 1006: MISSION STATEMENT

Our mission is to develop independent individuals who have mastered the skills necessary to become life-long learners, to meet the challenges of today, have the confidence to impact the future, and have the courage to dream.

Adopted on: Written in 1992

Revised on: 6/14/99

Reviewed on: 11/10/08

Negotiated Agreement
Shelton Public Schools District #19
Shelton Education Association
2021-2022

1. Salary

A base salary of \$34,725 for the 2021-2022 contract year with increments for years experience and accepted college credit beyond the BA level according to the attached salary schedule. A teacher's contract year shall be considered 185 days of service which include 10 duty days for teacher in-service. The teacher in-service days will be allocated to allow for 7 professional learning days and 2 teacher work days and a teacher check-out day at the end of the year.

2. Payment for Sponsorship of Extra-Curricular Activities

See the attached Extra-Curricular salary schedule

3. Steps on the salary schedule

The attached schedule will be used for the placement of teachers. The maximum advancement for years of experience for any contract year is one step. (Policy 7016)

4. Additional Compensation

To attract and retain quality teachers, the district may grant additional years of experience beyond a teacher's actual years of experience or provide additional compensation in the forms of signing and retention bonuses. Signing bonuses will be paid during the teacher's first pay period. Retention bonuses will be paid following the teacher signing a contract for the next school year.

5. Health Insurance Contributions

The school district shall pay 100% of a \$900 deductible premium, for the plan endorsed by the Educators Health Alliance.

6. Life Insurance Contribution

The school district shall pay \$3.00 per month for each teacher for a \$20,000.00 Life Insurance Policy through a mutually agreed upon carrier.

7. Dental Insurance Contributions

The school district shall pay 100% of BC/BS dental plan PPO-80% A, B, and C with 50% D coverage.

8. Personal Leave

Full time employees shall receive 2 days of personal leave. Part time employees will receive a prorated amount of leave.

Teachers who have been employed by the district for 10 or more years of continuous service may trade in 3 sick leave days for one additional personal day giving them a maximum of 3 personal days per contract year.

Teachers who have been employed by the district from 1 to 9 years of continuous service may trade in 4 sick leave days for one additional personal day giving them a maximum of 3 personal days per contract year.

Personal leave will be subject to (1) availability of substitutes and (2) adequate notice to the administration. In the instance when a personal day is requested on the day preceding or following a holiday or at the beginning or end of the school year it shall be subject to the following restrictions: Two days off will be granted on a first come, first served basis to the first two staff members presenting their request in writing to the superintendent. After that, no personal days will be granted on any of those particular days. Personal days will not be taken on in-service days. Requests for personal leave will begin on the first contract day of the school year, no sooner. Personal days granted before or after a holiday must be taken as a full day, regardless of the length of the instructional day missed. (ie-a half day of school missed will be taken as a full personal day, no partial personal days.

Unused personal leave will be reimbursed at a daily rate equal to the employee's daily rate of pay. Personal leave may not be accumulated.

9. Sick Leave

Full time employees shall receive 13 days of sick leave per year. Part time employees will receive a prorated amount of leave. Sick leave shall mean absence due to personal illness, injury or accident, absence due to illness of family member residing in the same home and also children, parents, parents in law, and siblings.

Unused sick leave can be accumulated to 40 days.

In order for certificated employees to utilize accumulated sick leave, all 13 of the current year sick leave days must have been utilized and an absence taken place.

After a certified staff member has used up all of their current year sick leave days and their accumulated sick leave days, they may borrow up to 5 days from their following year's sick leave days. If the staff member should leave the district for any reason, and have borrowed from the following year's sick leave days, then that employee will owe the district 1/185th of their total compensation per day for the sick leave days that

were borrowed. This will either be deducted from their final check, or in the case of a late resignation, will be paid to the district before they will be released from their contract.

10. Bereavement Leave

Bereavement leave can be taken from personal leave or sick leave days.

11. Professional Leave

A teacher shall receive up to two (2) days of non-accumulative professional leave per year. Professional leave is intended for meetings, workshops, conferences, and professional gatherings as detailed in Board Policy 7017. Workshops, seminars, and functions attended by the teacher at the request of the superintendent shall not be included in the above limit. Initial requests shall be made at least one week in advance of the planned leave day(s) to the principal. Head and assistant coaches will be granted two additional days of professional leave to attend NSAA sponsored state championships in their respective sports.

12. 125 Plan

The school district will offer an IRS Section 125 for its employees

13. Direct Deposit

The Board of Education will make available to all staff Direct Deposit of checks.

14. Agreement

This agreement will remain in force until superseded by future agreement.

The Board of Education and Shelton Education Association agree that this document constitutes a complete agreement on all matters and all other proposals that have been made or considered have been withdrawn in consideration of this agreement.

Board Member

SEA Member

Board Member

SEA Member

Board Member

SEA Member

Dated this _____ day of _____ 2021.

2021 - 2022 Extra-Curricular Salary Schedule

Payments shall be based on a percentage of the base salary of \$34,725.

Varsity Head Coaches & Activities Director		
1-2 year(s) of experience	0.11	\$3,820.00
3-4 years of experience	0.12	\$4,167.00
5-6 years of experience	0.13	\$4,514.00
7-9 years of experience	0.14	\$4,862.00
10 or more years of experience	0.15	\$5,209.00
Assistant Varsity Coaches		
1-2 year(s) of experience	0.080	\$2,778.00
3-4 years of experience	0.085	\$2,952.00
5-6 years of experience	0.090	\$3,125.00
7-9 years of experience	0.095	\$3,299.00
10 or more years of experience	0.100	\$3,473.00
Junior High Head Coaches	0.055	\$1,910.00
Assistant Junior High Coaches	0.04	\$1,389.00

The head junior high and head high school track coach shall receive 1½ times the index listed in the extra curricular pay schedule. The additional index is only applicable if there is one head coach for both boys' and girls'.

Coaching experience will be granted when moving from a head to an assistant with experience in that sport within the district. A staff member returning as a head or assistant coach to a sport they have previously coached for the district will receive credit for the experience at that level in the sport. The sports shall be considered as football, volleyball, basketball, track, wrestling, cross country, and golf.

Cross-country and golf will follow the assistant varsity coach schedule.

Other Activities 2021-2022

Vocal	0.04	\$1,389.00
Instrumental	0.045	\$1,563.00
Summer program	0.04	\$1,389.00
Drama (One Act)	0.06	\$2,084.00
Asst. Drama (One Act)	0.03	\$1,042.00
Speech	0.06	\$2,084.00
Asst. Speech	0.03	\$1,042.00
Yearbook	0.03	\$1,042.00
FFA	0.035	\$1,215.00
Cheer/Dance	0.04	\$1,389.00
Senior Class	0.025	\$868.00
Junior Class	0.035	\$1,215.00
Sophomore Class	0.015	\$521.00
Freshman Class	0.01	\$347.00
8th Grade Class	0.005	\$174.00
7th Grade Class	0.005	\$174.00
National Honor Society	0.015	\$521.00
Quiz Bowl	0.03	\$1,042.00
National Art Honor Society	0.015	\$521.00
Red Ribbon/STAND	0.015	\$521.00
Student Council	0.02	\$695.00
Spanish Club	0.015	\$521.00
Teammates	0.04	\$1,389.00
Summer Weights		\$13.00 per hour
(Provides for a single sponsor for each contract hour for summer weight supervision only)		