

Regular Meeting of the Shelton Public Schools Board of Education
Monday, December 9, 2024
the Elementary Conference Room
7:30 PM Central

1. Call to order and roll call
2. Routine matters
 - 2.a. Review and approve minutes
 - 2.b. Review and approve claims
3. Request to address the Board of Education
4. Reports
 - 4.a. Financial Report
 - 4.b. Board Report
 - 4.c. Superintendent's Report
 - 4.d. Elementary Principal's Report
 - 4.e. Secondary Principal's Report
5. New Business
 - 5.a. Consideration to amend Policy 9007 Athletic Contest Participation By Sixth Graders
 - 5.b. Consideration for the board to approve the district paying for the Praxis exam to add endorsements to teaching certificates.
 - 5.c. Consideration to approve midyear policy updates from KSB for Policy 2008 Meetings, Policy 3004.1 Fiscal Management For Purchasing and Procurement Using Federal Funds, Policy 3060 Firearms and Weapons Non-Students
 - 5.d. Consideration to approve the resignation of Dr. Albrecht at the end of the 2024-2025 school year.
 - 5.e. Discussion and possible action regarding the 24-25 Activities Handbook
6. Old Business
 - 6.a. Consideration to approve a boys' golf program for the spring of 2025.

7. Adjournment

Regular Meeting of the Shelton Public Schools Board of Education
Monday, November 11, 2024
the Elementary Conference Room
7:30 PM

President Lewis called the Regular Meeting of the Shelton Public Schools Board of Education to order at 7:33 PM on Monday, November 11, 2024 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2008. An open meetings poster, agenda and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Kay Johnson: Present, Chris Lewis: Present, Russ Muhlbach: Present, Emmy Power: Present, Lisa Stewart: Present, Dana Tompkin: Present. Present: 6.

Dr. Gannon, Mr. Kenton and Mrs. Meyer were present as well as 11 visitors.

2. Routine matters

2.a. Review and approve minutes

Motion made by Emmy Power seconded by Kay Johnson to review and approve Regular Board Meeting minutes from the Oct 14, 2024 meeting as amended. Vote: Passed

Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea
Yea: 6, Nay: 0

2.b. Review and approve claims

Motion made by Lisa Stewart seconded by Emmy Power to review and approve claims #56916 to #56972 in the amount of \$337,673.93 plus regular payroll. Vote: Passed

Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea
Yea: 6, Nay: 0

3. Request to address the Board of Education

No requests to address the board.

4. Reports

4.a. Financial Report

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

4.b. Board Report

The Board and SEA negotiations committees met on October 30th in Gibbon. The committee is still working on the parameters of the contract.

4.c. Superintendent's Report

Dr. Gannon reported on her quarterly update for November and the lunch program working budget.

4.d. Secondary Principal's Report

Enrollment for 7-12 is 116 students. Girls Volleyball won the Class D2 State Championship and our lone state Cross Country runner Mateo Rodriguez finished 81st. Veterans Day was well attended and included a lot of involvement from the elementary students. The Nebraska Children's Vision Foundation helped sponsor the vision clinic that was held at Shelton, 23 total students qualified for the clinic: 9 received an updated prescription and glasses and 11 received glasses for the first time. Late work practice update: late work will only be accepted until the unit test is taken, after the test, grades will be reported as zeros.

4.e. Elementary Principal's Report

Pk - 6th grade enrollment is currently 161 students. Opening day for the In School Savings Program is set for November 14th. Ten students were interviewed for teller positions and training took place on October 29th. Teachers worked on Nebraska Math Standards on October 17th during professional development and created a year-long pacing guide to aid in endpoints.

5. New Business

5.a. Discussion and information regarding a golf program

Mr. Province presented information on a possible boys golf program for Spring of 2025. Decision from the board will need to be made by January 1, 2025.

5.b. Superintendent's Evaluation

Board discussed Dr. Gannon's Performance Objectives and Evaluation.

5.c. Consideration to move money into depreciation funds according to the Capital Improvement Schedule.

Motion made by Chris Lewis seconded by Dana Tompkin to move the following into depreciation funds: \$10,000 to transportation per Capital Improvement Schedule, \$28,000 to transportation of ESSER III funds reimbursement and \$20,000 to HVAC per the Capital Improvement Schedule. Vote: Passed

Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea
Yea: 6, Nay: 0

5.d. Consideration to designate band equipment as surplus to be donated or discarded

Motion made by Russ Muhlbach seconded by Chris Lewis to designate band equipment as surplus to be donated or discarded. Vote: Passed

Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea

Yea: 6, Nay: 0

6. Old Business

6.a. Discussion regarding the calendar for 24-25

Motion made by Russ Muhlbach seconded by Lisa Stewart to approve the calendar for the 24-25 year as amended. Vote: Passed

Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea

Yea: 6, Nay: 0

7. Adjournment

Motion made by Chris Lewis seconded by Emmy Power to adjourn at 9:35 pm. Vote: Passed

Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea

Yea: 6, Nay: 0

Respectfully Submitted,
Lisa Stewart, Secretary

Matthew Wrege

Kari Willis

Justin Wiehn

Riilly Jensen

Drake Power

Alexander Gangwish

Jaxson Ohlman

Seth Jensen

809 PHILIPS ST.

17 Cathkin Cove Pl

302 A St

620 Chalmers Lane

775 Colony Circle

411 Lincoln Ave.

12185 Shelton Rd.

620 Chalmers Lane

Aug-24

Card-0236	Vendor	Cost	Program	Amount
	Oliv3rs Meat Market	\$ 75.00	Board Other	\$ 227.47
Card-1074	Runza	\$ 10.95	Sec Travel	\$ 445.53
	Marriott Cornhusker	\$ 407.58	Sec Teaching	\$ 44.98
	Cornhusker Square	\$ 27.00	Title IV	\$ 222.75
	Sec Teaching	\$ 44.98	VBFR	\$ 487.90
	Teachers Pay Teachers	\$ 222.75	Guidance Travel	\$ 347.90
	Chili's	\$ 487.90	Technology	\$ 44.34
	Embassy Suites	\$ 347.90	Fuel	\$ 122.13
	Go Daddy	\$ 44.34	FFA	\$ 87.01
	Casey's	\$ 122.13	Elem Music	\$ 359.14
Card-3923	Jack's Pizza	\$ 47.01	Elem Misc	\$ 25.00
	Plank Road Publishing	\$ 359.14	Elem SPED	\$ 9.99
	TexasRoad House	\$ 40.00	Perkins	\$ 742.84
	Teachers Pay Teachers	\$ 25.00	Athletics	\$ 150.30
	Everyday Speech	\$ 9.99	Concessions	\$ 265.90
	Menards	\$ 742.84	Fuel	\$ 121.87
Card-4217	GoFanTix	\$ 116.80	Admin Supply	\$ 9.95
	Papa John's	\$ 171.74	Admin Travel	\$ 28.93
	Casey's	\$ 94.16		
	Gulf Oil	\$ 51.00		
	Express Haymarket	\$ 7.50		
	Casey's	\$ 70.87		
	Lincoln Parking	\$ 2.00		
	UNL Events Parking	\$ 8.00		
Card-8527	Railside	\$ 152.47		
	Express Parcs	\$ 16.00		
	Edweek STD Digital	\$ 9.95		
	Akarui	\$ 28.93		
	Total	\$ 3,743.93	Total	\$ 3,743.93

General Fund

\$ 2,752.82

Activity Fund

\$ 991.11

\$ 3,743.93

Shelton Public School

Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 12/01/2024; End Date: 12/31/2024; Bank: [All]; Sort By Element: FUND; Account Expression: ([FUND] = "01"); Created On: 12/6/2024 3:44:54 PM

Check Date	Check Number	Payee	Description	Type	Amount
12/09/2024	56986	Academic Hallmarks, Inc.	HAL-Tournament Questions-Quiz Bowl	Accounts Payable	\$192.00
12/09/2024	56987	Amazon Capital Services, Inc.	Principal, Admin Supply, Elem SPED, Office, HS Library, Art, Elem Music	Accounts Payable	\$483.30
12/09/2024	56988	BB's Parts & Service	Maint - Vehicle - Lube Spin	Accounts Payable	\$57.66
12/09/2024	56988	BB's Parts & Service	Maint-Wiper - Van #2	Accounts Payable	\$13.66
12/09/2024	56988	BB's Parts & Service	Maint - Vehicle - Lube Spin	Accounts Payable	\$7.24
12/09/2024	56988	BB's Parts & Service	Maint - Bus #3	Accounts Payable	\$98.52
12/09/2024	56989	Black Hills Energy	Utility-Gas	Accounts Payable	\$2,526.75
12/09/2024	56990	Business Card	Board Other,Sec Travel,Sec Teaching, Title IV,Guidance Travel, Tech, Fuel,Elem Music, Elem Misc, Elem SPED, Perkins, Admin Supply, Admin Travel	Accounts Payable	\$2,752.82
12/09/2024	56991	Cash-wa Distributing Co.	Custodial Supplies	Accounts Payable	\$386.90
12/09/2024	56992	Central Nebraska Forensics League	Speech - CNFL Membership Dues	Accounts Payable	\$65.00
12/09/2024	56993	Clipper Publishing Co., Inc.	Minutes/Claims/Notice of Meeting	Accounts Payable	\$113.56
12/09/2024	56993	Clipper Publishing Co., Inc.	Subscription Renewal/Sports Cards/Sports Posters	Accounts Payable	\$471.00
12/09/2024	56994	Copper Penny Station, LLC	Fuel	Accounts Payable	\$1,426.54
12/09/2024	56995	Cornerstone Bank	Board Dues/Fees-Rental Box	Accounts Payable	\$10.00
12/09/2024	56996	Culligan	Maint of Building - RO System	Accounts Payable	\$47.00
12/09/2024	56997	DAS State Accounting - Central Finance	Distance Learning	Accounts Payable	\$443.06
12/09/2024	56998	Eakes Office Solutions	Teaching Supplies- Sec/Elem	Accounts Payable	\$330.43
12/09/2024	56998	Eakes Office Solutions	Office/ Kinder	Accounts Payable	\$281.66
12/09/2024	56998	Eakes Office Solutions	Elem Teaching Supplies	Accounts Payable	\$46.96
12/09/2024	56998	Eakes Office Solutions	Copier Lease-B/W	Accounts Payable	\$5,408.34
12/09/2024	56999	Educational Service Unit #11	Professional Development - elem	Accounts Payable	\$25.00
12/09/2024	57000	Educational Service Unit #10	CACS Repair Parts- LCD Display	Accounts Payable	\$200.00
12/09/2024	57000	Educational Service Unit #10	Guidance/Elem Profess Development	Accounts Payable	\$80.00
12/09/2024	57000	Educational Service Unit #10	Elem Professional Development	Accounts Payable	\$40.00
12/09/2024	57000	Educational Service Unit #10	Speech SA Secondary	Accounts Payable	\$4,015.75
12/09/2024	57000	Educational Service Unit #10	Speech SA Elem	Accounts Payable	\$17,982.40
12/09/2024	57000	Educational Service Unit #10	OT SA-Sec	Accounts Payable	\$1,159.20
12/09/2024	57000	Educational Service Unit #10	OT SA-Elem	Accounts Payable	\$1,159.20
12/09/2024	57000	Educational Service Unit #10	OT Ages -3-4	Accounts Payable	\$289.80
12/09/2024	57000	Educational Service Unit #10	OT B-2	Accounts Payable	\$289.80

12/09/2024	57000	Educational Service Unit #10	Psychology Secondary	Accounts Payable	\$2,602.57
12/09/2024	57000	Educational Service Unit #10	Psychology Elem	Accounts Payable	\$2,602.57
12/09/2024	57000	Educational Service Unit #10	Psychology Ages - 3-4	Accounts Payable	\$650.64
12/09/2024	57000	Educational Service Unit #10	Psych B-2	Accounts Payable	\$650.64
12/09/2024	57000	Educational Service Unit #10	PT Secondary	Accounts Payable	\$592.35
12/09/2024	57000	Educational Service Unit #10	PT Elem	Accounts Payable	\$592.35
12/09/2024	57000	Educational Service Unit #10	Speech Ages 3-4	Accounts Payable	\$3,797.95
12/09/2024	57000	Educational Service Unit #10	PT Ages 3-4	Accounts Payable	\$148.09
12/09/2024	57000	Educational Service Unit #10	PT B-2	Accounts Payable	\$148.09
12/09/2024	57000	Educational Service Unit #10	SPED Supervision Secondary	Accounts Payable	\$1,255.30
12/09/2024	57000	Educational Service Unit #10	SPED Supervision Elem	Accounts Payable	\$1,255.30
12/09/2024	57000	Educational Service Unit #10	SPED Supervision Ages 3-4	Accounts Payable	\$284.81
12/09/2024	57000	Educational Service Unit #10	SPED Supervision Ages B-2	Accounts Payable	\$284.81
12/09/2024	57000	Educational Service Unit #10	Vocational Secondary	Accounts Payable	\$125.46
12/09/2024	57000	Educational Service Unit #10	Speech B-2	Accounts Payable	\$1,429.34
12/09/2024	57000	Educational Service Unit #10	Audiology SA-Sec	Accounts Payable	\$76.64
12/09/2024	57000	Educational Service Unit #10	Audiology SA-Elem	Accounts Payable	\$76.64
12/09/2024	57000	Educational Service Unit #10	Audiology Ages - 3-4	Accounts Payable	\$19.16
12/09/2024	57000	Educational Service Unit #10	Audiology Ages - B-2	Accounts Payable	\$19.16
12/09/2024	57000	Educational Service Unit #10	Deaf Education - Secondary	Accounts Payable	\$794.25
12/09/2024	57000	Educational Service Unit #10	Deaf Education - Elem	Accounts Payable	\$397.12
12/09/2024	57001	Harris School Solutions	W-2 Blank/instructions/Envelopes/1099 Misc	Accounts Payable	\$165.36
12/09/2024	57001	Harris School Solutions	AptaFund 4.1 Annual Fee	Accounts Payable	\$4,851.24
12/09/2024	57002	Heartland Disposal, Inc.	Trash Removal	Accounts Payable	\$498.08
12/09/2024	57003	Hilton Omaha	Board Travel-State Con	Accounts Payable	\$1,640.50
12/09/2024	57004	Hobby Lobby Stores, Inc	Art Supplies	Accounts Payable	\$84.65
12/09/2024	57005	Hometown Leasing	Copier Lease	Accounts Payable	\$653.27
12/09/2024	57006	HRdirect	Poster Guard - State/Fed Renewal	Accounts Payable	\$100.21
12/09/2024	57007	Hubbert, Kelsey J	Fuel Reimbursement-NE Counselor Academy	Accounts Payable	\$155.44
12/09/2024	57008	Jack Lederman Company	Perkins/Custodial Supplies	Accounts Payable	\$139.25
12/09/2024	57009	Jostens, Inc.	Sec Misc-Diploma	Accounts Payable	\$236.95
12/09/2024	57010	KSB School Law PC LLO	District Legal	Accounts Payable	\$1,206.66
12/09/2024	57011	L and N Enterprises	2nd Quarter Vehicle Inspection-Bus#14	Accounts Payable	\$100.00
12/09/2024	57011	L and N Enterprises	2nd Quarter Vehicle Inspection-Bus#3	Accounts Payable	\$175.00
12/09/2024	57011	L and N Enterprises	2nd Quarter Vehicle Inspection-Bus#13-1	Accounts Payable	\$100.00
12/09/2024	57011	L and N Enterprises	2nd Quarter Vehicle Inspection-Bus#16-M	Accounts Payable	\$100.00
12/09/2024	57011	L and N Enterprises	2nd Quarter Vehicle Inspection-Silver Van #2	Accounts Payable	\$50.00
12/09/2024	57011	L and N Enterprises	2nd Quarter Vehicle Inspection-Silver Van #1	Accounts Payable	\$50.00

12/09/2024	57011	L and N Enterprises	2nd Quarter Vehicle Inspection-White Van	Accounts Payable	\$50.00
12/09/2024	57011	L and N Enterprises	2nd Quarter Vehicle Inspection-Blue Ford Taurus	Accounts Payable	\$75.00
12/09/2024	57011	L and N Enterprises	2nd Quarter Vehicle Inspection-Red Freestyle	Accounts Payable	\$50.00
12/09/2024	57012	Larry's Market	Art Supplies	Accounts Payable	\$19.19
12/09/2024	57013	Loup Valley Lighting, Inc.	Custodial Supplies	Accounts Payable	\$412.89
12/09/2024	57014	M&K Electric	Non-Tech Repair-Sign	Accounts Payable	\$684.90
12/09/2024	57015	Matheson Tri-Gas, Inc.	Ag Supplies	Accounts Payable	\$81.50
12/09/2024	57016	MCI	Telephone	Accounts Payable	\$66.31
12/09/2024	57017	Nationwide	Public Official Bond-Treasurer	Accounts Payable	\$100.00
12/09/2024	57018	Nebr Assoc Of School Boards	State Conference - S.Gannon	Accounts Payable	\$36.00
12/09/2024	57018	Nebr Assoc Of School Boards	State Conference -R. Muhlbach	Accounts Payable	\$36.00
12/09/2024	57019	Nebr. Council of School Administrators	Admin Dues/Fees	Accounts Payable	\$120.00
12/09/2024	57020	Nebraska Central Telephone Co	Telephone	Accounts Payable	\$269.96
12/09/2024	57021	Nebraska Public Power Dist.	Utility-Electricity	Accounts Payable	\$31.58
12/09/2024	57021	Nebraska Public Power Dist.	Utility-Electricity	Accounts Payable	\$2,458.02
12/09/2024	57021	Nebraska Public Power Dist.	Utility-Electricity	Accounts Payable	\$82.24
12/09/2024	57021	Nebraska Public Power Dist.	Utility-Electricity	Accounts Payable	\$1,097.68
12/09/2024	57022	One Source The Background Check Company	Board Other-Background Check	Accounts Payable	\$19.00
12/09/2024	57023	Optum	FSA -Oct 2024	Accounts Payable	\$150.00
12/09/2024	57023	Optum	FSA -Nov 2024	Accounts Payable	\$150.00
12/09/2024	57024	Rasmussen Mechanical Services	No Heat SW-RTU-Operation of Building	Accounts Payable	\$290.00
12/09/2024	57025	Jump Reading	Reading Intervention-SPED	Accounts Payable	\$453.00
12/09/2024	57026	School Specialty Inc	SPED-Kidney Table	Accounts Payable	\$363.92
12/09/2024	57027	Village Of Shelton	Water/Sewer	Accounts Payable	\$1,046.28
12/09/2024	57028	Ward's Science	Ag Supplies	Accounts Payable	\$198.23
12/09/2024	57029	Woodward Disposal Service, Inc.	Trash Removal	Accounts Payable	\$26.50
12/09/2024	57030	Yanda's Music	Music Misc -	Accounts Payable	\$20.85
12/09/2024	57030	Yanda's Music	School Instrument Repair	Accounts Payable	\$57.00
Sub Total					\$76,959.45

Shelton Public School

Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 56974; End Check Number: 57030; Check Status: Paid; Created On: 12/6/2024 3:49:32 PM

Bank		Account Number			
Cornerstone Bank		031038968			
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
12/9/2024	56974	Payroll Liability	Aflac	\$2,394.73	Paid
12/9/2024	56975	Payroll Liability	Blue Cross Blue Shield	\$55,052.27	Paid
12/9/2024	56976	Payroll Liability	Companion Insurance Company	\$109.50	Paid
12/9/2024	56977	Payroll Liability	Credit Management Services, Inc.	\$40.73	Paid
12/9/2024	56978	Payroll Liability	Dist. 19 Payroll Acct.	\$7,723.93	Paid
12/9/2024	56979	Payroll Liability	District 19 Payroll Acct.	\$51,469.74	Paid
12/9/2024	56980	Payroll Liability	Horace Mann Life Insurance Co	\$400.00	Paid
12/9/2024	56981	Payroll Liability	Payroll Account - Dist 19	\$225.00	Paid
12/9/2024	56982	Payroll Liability	Principal Life Insurance Co	\$884.02	Paid
12/9/2024	56983	Payroll Liability	Roland Whitney	\$594.25	Paid
12/9/2024	56984	Payroll Liability	Shelton School Payroll Acct.	\$44,514.64	Paid
12/9/2024	56985	Payroll Liability	Vision Service Plan	\$575.89	Paid
12/9/2024	56986	Accounts Payable	Academic Hallmarks, Inc.	\$192.00	Paid
12/9/2024	56987	Accounts Payable	Amazon Capital Services, Inc.	\$483.30	Paid
12/9/2024	56988	Accounts Payable	BB's Parts & Service	\$177.08	Paid
12/9/2024	56989	Accounts Payable	Black Hills Energy	\$2,526.75	Paid
12/9/2024	56990	Accounts Payable	Business Card	\$2,752.82	Paid
12/9/2024	56991	Accounts Payable	Cash-wa Distributing Co.	\$386.90	Paid
12/9/2024	56992	Accounts Payable	Central Nebraska Forensics League	\$65.00	Paid
12/9/2024	56993	Accounts Payable	Clipper Publishing Co., Inc.	\$584.56	Paid
12/9/2024	56994	Accounts Payable	Copper Penny Station, LLC	\$1,426.54	Paid
12/9/2024	56995	Accounts Payable	Cornerstone Bank	\$10.00	Paid
12/9/2024	56996	Accounts Payable	Culligan	\$47.00	Paid
12/9/2024	56997	Accounts Payable	DAS State Accounting - Central Finance	\$443.06	Paid
12/9/2024	56998	Accounts Payable	Eakes Office Solutions	\$6,067.39	Paid
12/9/2024	56999	Accounts Payable	Educational Service Unit #11	\$25.00	Paid
12/9/2024	57000	Accounts Payable	Educational Service Unit #10	\$43,019.39	Paid
12/9/2024	57001	Accounts Payable	Harris School Solutions	\$5,016.60	Paid
12/9/2024	57002	Accounts Payable	Heartland Disposal, Inc.	\$498.08	Paid
12/9/2024	57003	Accounts Payable	Hilton Omaha	\$1,640.50	Paid
12/9/2024	57004	Accounts Payable	Hobby Lobby Stores, Inc	\$84.65	Paid
12/9/2024	57005	Accounts Payable	Hometown Leasing	\$653.27	Paid
12/9/2024	57006	Accounts Payable	HRdirect	\$100.21	Paid
12/9/2024	57007	Accounts Payable	Hubbert, Kelsey J	\$155.44	Paid
12/9/2024	57008	Accounts Payable	Jack Lederman Company	\$139.25	Paid
12/9/2024	57009	Accounts Payable	Jostens, Inc.	\$236.95	Paid
12/9/2024	57010	Accounts Payable	KSB School Law PC LLO	\$1,206.66	Paid
12/9/2024	57011	Accounts Payable	L and N Enterprises	\$750.00	Paid
12/9/2024	57012	Accounts Payable	Larry's Market	\$19.19	Paid
12/9/2024	57013	Accounts Payable	Loup Valley Lighting, Inc.	\$412.89	Paid
12/9/2024	57014	Accounts Payable	Todd C. Sutton	\$684.90	Paid
12/9/2024	57015	Accounts Payable	Matheson Tri-Gas, Inc.	\$81.50	Paid
12/9/2024	57016	Accounts Payable	MCI	\$66.31	Paid
12/9/2024	57017	Accounts Payable	Nationwide	\$100.00	Paid
12/9/2024	57018	Accounts Payable	Nebr Assoc Of School Boards	\$72.00	Paid
12/9/2024	57019	Accounts Payable	NCSA	\$120.00	Paid
12/9/2024	57020	Accounts Payable	Nebraska Central Telephone Co	\$269.96	Paid
12/9/2024	57021	Accounts Payable	Nebraska Public Power Dist.	\$3,669.52	Paid
12/9/2024	57022	Accounts Payable	One Source The Background Check Company	\$19.00	Paid
12/9/2024	57023	Accounts Payable	Optum	\$300.00	Paid
12/9/2024	57024	Accounts Payable	Rasmussen Mechanical Services	\$290.00	Paid

12/9/2024	57025	Accounts Payable	Jump Reading	\$453.00	Paid
12/9/2024	57026	Accounts Payable	School Specialty Inc	\$363.92	Paid
12/9/2024	57027	Accounts Payable	Village Of Shelton	\$1,046.28	Paid
12/9/2024	57028	Accounts Payable	Ward's Science	\$198.23	Paid
12/9/2024	57029	Accounts Payable	Woodward Disposal Service, Inc.	\$26.50	Paid
12/9/2024	57030	Accounts Payable	Yanda's Music	\$77.85	Paid
Sub Total				\$240,944.15	
Grand Total				\$240,944.15	

DISTRICT 19 FINANCIAL STATUS AS OF November 29,2024

CASH RESERVES:

GENERAL FUND CASH RESERVE	(11/29/2024 Interest + \$4,222.77)		\$1,140,513.59
SPECIAL BUILDING CASH RESERVE	(11/29/2024 Interest + \$165.87)		\$54,084.69

TOTAL CASH RESERVE ACCOUNTS: \$1,194,598.28

SAVINGS:

GENERAL FUND CR SAVINGS 5882			\$305,326.23
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\$305,326.23

UNEMPLOYMENT SAVINGS #5891			\$26,439.69
VEH/BUS ACQ. Savings #9457	(11/13/2024 - Transfer \$38,000.00 per the capital improvement schedule)		\$125,230.49
TECHNOLOGY ACQ SAVINGS # 5918			\$53,970.58
PARKING LOT DEPR. SAVINGS #5909			\$74,103.00
BAND UNIFORM SAVINGS #5900			\$0.10
HVAC Savings #9475	(11/13/2024 - Transfer \$20,000.00 per the capital improvement schedule)		\$156,647.78

TOTAL DEPRECIATION SAVINGS: \$436,391.64

TOTAL SAVINGS: \$741,717.87

TOTAL OF DISTRICT FUNDS: \$1,936,316.15

<u>TAXES:</u>	<u>GENERAL</u>	<u>BUILDING</u>	<u>FUND TOTALS:</u>	
BUFFALO	\$17,672.38	\$0.00	GENERAL	\$1,445,839.82
HALL	\$365.02	\$0.00	DEPRECIATION	\$436,391.64
ADAMS	\$0.00	\$0.00	LUNCH	\$16,668.50
KEARNEY	\$0.00	\$0.00	SPECIAL BLDG	54,084.69
TOTAL TAXES	\$18,037.40	\$0.00		

Net Wages	\$ 183,377.17
Employee - Liabilities	\$ 97,291.85
General Fund Expenditures	\$ 76,959.45
Receipts for November 2024	\$ 151,261.36

988869

	2023-24	2024-25		2023-24	2024-25
Sept. Expenditures Reported @ Board Mtg	\$93,109.00	\$93,616.00	Mar. Expenditures Reported @ Board Mtg	\$66,590.00	
Sept. Net Payroll	\$253,040.00	\$276,383.00	Mar. Net Payroll	\$254,187.00	
Sept. EOM Expenditures			Mar. EOM Expenditures		
Total Sept. Expenditures	346,149.00	369,999.00	Total Mar. Expenditures	\$320,777.00	
Percent of Budget Spent	4.39%	4.40%	Accumulated Totals	\$2,327,702.00	
Cash On Hand	\$1,813,436.00	\$2,489,235.00	Percent of Budget Spent	4.07%	#REF!
			Cash On Hand	\$1,116,607.00	
Oct. Expenditures Reported @ Board Mtg	\$77,028.00	\$175,614.00			
Oct. Net Payroll	\$257,895.00	\$272,417.00	April Expenditures Reported @ Board Mtg	\$111,920.00	
Oct. EOM Expenditures			April Net Payroll	\$259,423.00	
Total Oct. Expenditures	334,923.00	448,031.00	April EOM Expenditures		
Accumulated Totals	\$681,072.00	\$818,030.00	Total April Expenditures	\$371,343.00	
Percent of Budget Spent	4.25%	5.33%	Accumulated Totals	\$2,699,045.00	
Cash On Hand	\$1,651,848.00	\$2,316,713.00	Percent of Budget Spent	4.71%	#REF!
			Cash On Hand	\$988,870.00	
Nov. Expenditures Reported @ Board Mtg	\$80,361.00	\$76,959.00	May Expenditures Reported @ Board Mtg	\$116,703.00	
Nov. Total Payroll	\$265,893.00	\$280,669.00	May Net Payroll	\$259,423.00	
Nov. EOM Expenditures			May EOM Expenditures		
Total Nov. Expenditures	346,254.00	357,628.00	Total May Expenditures	\$376,126.00	
Accumulated Totals	\$1,027,326.00	\$1,175,658.00	Accumulated Totals	\$3,075,171.00	
Percent of Budget Spent	4.39%	4.25%	Percent of Budget Spent	4.77%	#REF!
Cash On Hand	\$1,336,760.00	\$1,936,316.00	Cash On Hand	\$1,988,254.00	
Dec. Expenditures Reported @ Board Mtg	\$84,480.00		June Expenditures Reported @ Board Mtg	\$114,019.00	
Dec. Total Payroll	\$260,095.00		June Net Payroll	\$250,336.00	
Dec. EOM Expenditures			June EOM Expenditures		
Total Dec. Expenditures	344,575.00		Total June Expenditures	\$364,355.00	
Accumulated Totals	1,371,901.00		Accumulated Totals	\$3,439,526.00	
Percent of Budget Spent	4.37%	#REF!	Percent of Budget Spent	4.62%	
Cash On Hand	\$1,060,414.00		Cash On Hand	\$2,085,411.00	
Jan. Expenditures Reported @ Board Mtg	\$52,939.00		July Expenditures Reported @ Board Mtg	\$184,630.00	
Jan. Net Payroll	\$262,406.00		July Net Payroll	\$250,834.00	
Jan. EOM Expenditures			July EOM Expenditures		
Total Jan. Expenditures	\$315,345.00		Total July Expenditures	\$435,464.00	
Accumulated Totals	1,687,246.00		Accumulated Totals	\$3,874,990.00	
Percent of Budget Spent	4.00%	#REF!	Percent of Budget Spent	5.52%	
Cash On Hand	\$1,365,897.00		Cash On Hand	\$1,702,103.00	
Feb. Expenditures Reported @ Board Mtg	\$62,555.00		August Expenditures Reported @ Board Mtg	\$68,168.00	
Feb. Net Payroll	\$257,124.00		August Net Payroll	\$272,280.00	
Feb. EOM Expenditures			August EOM Expenditures		
Total Feb. Expenditures	\$319,679.00		Total August Expenditures	\$340,448.00	
Accumulated Totals	2,006,925.00		Accumulated Totals	\$4,215,438.00	
Percent of Budget Spent	4.05%	#REF!	BUDGET	\$7,889,587.00	\$8,409,547.00
Cash On Hand	\$1,536,630.00		TOTAL % OF BUDGET SPENT =	53.43%	
			Cash On Hand	\$1,405,758.00	

Superintendent Report for December 2024

Calendar Committee

The calendar committee has been working through November and has a draft of the 25-26 calendar. They are now in the process of taking this to the staff for feedback and preferences. We hope to have a draft ready for the board by the January meeting.

The Nebraska Department of Education is focused on improving reading scores across the state. ESUs are prioritizing this goal as part of the professional development they offer. As a result, we are trying to align our staff professional development days on the calendar to allow our staff to participate in these professional development opportunities with ESU 10.

Upcoming Audits

Federal Civil Rights audit December 16, 2024

The Rule 10 safety audit is scheduled for January 15, 2025.

Onboarding New Board Members

I am working on a document for new board members. I got the idea from the DT superintendent. He shared his onboarding document, so I will work on that to make it relevant to Shelton and share it with Levi and Chuck before January's meeting.

Respectfully submitted,

Dr. Gannon

To: Board of Education
From: Jeff Kenton
Date: December 9, 2024
Re: Board Report

- Current Enrollment: 161 Students

- Shelton Elementary had 2 dental clinics this fall with screenings provided by the CCC Dental Hygiene Program. Parents could opt for their children to also receive **additional services** including **fluoride varnish** (protective coating to help strengthen teeth and protect from decay), **dental sealants** (a white plastic material applied to chewing surfaces of the back teeth to prevent cavities), and **silver fluoride** (an antibiotic liquid used on cavities, if present, to help stop tooth decay until the student can get into a dentist). Here is the breakdown of the Dental Clinic results:
 - PK3:
 - 13/13 students screened
 - 10 received Fluoride Varnish
 - 5 received Dental Sealants
 - 3 received Silver Fluoride
 - 5 referrals for follow-up care

 - PK4:
 - 15/16 students screened (one student ill)
 - 8 Fluoride Varnish
 - 5 Dental Sealants
 - 2 Silver Fluoride
 - 6 referrals for follow-up care

 - Kdgn:
 - 14/17 students screened (2 students ill/one student medically deferred)
 - 8 Fluoride Varnish
 - 4 Dental Sealants
 - 3 Silver Fluoride
 - 6 referrals for follow-up care

 - **Total amounts for PK-Kdgn:**
 - 42 students screened
 - 26 received Fluoride Varnish
 - 14 received Dental Sealants
 - 8 received Silver Fluoride
 - 17 referrals for follow-up care

Respectfully Submitted,

Jeff Kenton

To: Board of Education
From: Jenette Meyer
Date: December 9, 2024
Re: Board Report

7-12 Enrollment: 118

Winter Sports:

- Boy's Basketball: 15 players
- Boy's Wrestling: 10 wrestlers
- Girl's Wrestling - 3 wrestlers
- Girl's Basketball - 13 players

Varsity volleyball players will be honored by the Buffalo County Board of Commissioners on December 10th in Kearney

We hosted our 2nd Annual Friendsgiving on Wednesday, November 27, 2024

- Activities included:
 - Making a trail mix snack
 - Making a Christmas Tree ornament
 - Minute to Win it games in the big gym

Since the teachers chose not to have semester tests, teaching will continue during the week we get out for break.

NEP Report

- High School received a "Good" rating
- Middle School grades 6-8 received a "Needs Support to Improve."
 - I will attend informational meetings with NDE to see what we need to improve.

Respectfully submitted,
Jenette Meyer

POLICY 9007: ATHLETIC CONTEST PARTICIPATION BY SIXTH GRADERS

If there are fewer than 12 boys or 12 girls in the combined enrollment of the seventh and eighth grades when those grades are part of the elementary school system **or if we do not have enough participating to form a team**, sixth grade students may participate in athletic contests between schools, within a school system, or between school systems if the school administration judges that it is appropriate after taking into consideration the competition's nature and value to the students, its physical requirements and dangers, and the sixth grade students' ages, physical and mental abilities, maturity, skills, and preparation for the competition. Otherwise, pupils in kindergarten through the sixth grade may not participate in any kinds of athletic contests between schools, within a school system, or between school systems except as provided in this policy or as otherwise allowed by law. This prohibition does not apply to annual field or play days.

Adopted on: 7/10/17

Revised on: 8/14/23

Reviewed on:

- As of July 2024, NDE is offering the option to add endorsements to teaching certificates if they already possess an initial teaching certificate. This does not add additional degrees such as a Master's degree.
- Here is a [link](#) to the endorsements people would be eligible to add to their certificates if they pass the praxis.
 - Teachers would have to possess enough content knowledge to pass the exam

KAREN A. HAASE ^{NE, SD, IA, WY}
STEVE WILLIAMS ^{NE, SD}
BOBBY TRUHE ^{NE, SD}
COADY H. PRUETT ^{NE, SD, CO}
JORDAN JOHNSON ^{NE, SD, WY}



TYLER COVERDALE ^{SD}
SARA HENTO ^{SD, NE}
AMANDA DABNEY ^{NE}
SHARI RUSSELL, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers
FROM: KSB School Law
DATE: December 2, 2024
RE: 2024 Midyear Policy Updates

No one likes midyear policy updates, but thanks to the Unicameral and federal programs monitoring, it's a necessity for 2024. A few laws passed during the last legislative session contained changes with an effective date of January 1, 2025. NDE has been making the rounds on federal purchasing and procurement reviews. We're sending the update now so you can at least discuss it at your December meetings and act in either December or January.

We already discussed most of the updates below during our first policy update webinar and have presented on the changes several times. For that reason, we are not holding an accompanying webinar with this midyear update. However, if you have any questions about either update, please reach out to one of us or send an email to ksb@ksbschoollaw.com.

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Policy Changes

REVISION OF POLICY 2008: MEETINGS

Beginning January 1, 2025, school districts will have two options to choose from to give notice of their meetings, and it depends on whether you have time to get your notice in the local newspaper. Schools may select one of the following options:

- (1) Publish in a newspaper of general circulation within the school's jurisdiction that is finalized for printing prior to the time and date of the meeting AND (2) post on the newspaper's website, if available, AND (3) post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; ***OR***
- (1) Post to the newspaper's website, if available, AND (2) post to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

After January 1, 2025, in cases where a newspaper refuses, neglects, or is unable to timely publish the notice, the school district may lawfully advertise its meeting by (1) posting the notice on its website, if available, and (2) submitting a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, AND (3) posting the notice in a "conspicuous public place" within its jurisdiction. The school must keep a written record of the posting.

This change is required.

REVISION OF POLICY 3004.1: FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS

In October, NDE released new technical assistance guides regarding federal grant purchasing. Based on a review of those technical assistance guides, we made several minor changes to 3004.1 for clarity.

We also made a few tweaks based on "findings" from audits several schools have been through. While we don't believe all of these things are required by law to be in your policy, we know you also want to pass those audits and

reviews when you get them. As always, if you go through a review by NDE and they note any policy deficiency, please let us know.

These changes are required.

**REVISION OF POLICY 3060: FIREARMS AND WEAPONS -
NON-STUDENTS**

As you know, changes to Nebraska's firearms laws required an update to KSB's policy this past summer. Among the changes was the right of Class I and II school districts (those with a district-wide population of less than 5,000 residents) to allow "authorized security personnel" to carry firearms and ammunition on school grounds, in school vehicles, and at school activities.

Authorized security personnel could be employees, contractors, or other individuals you authorize as a school board. One of the things we have discussed since this spring is the uncertainty around insurance coverage for those schools that plan to implement authorized security personnel programs. As we understand it, ALICAP, EMC, and other school carriers plan to do at least some exclusions for schools that authorize security personnel other than those already authorized to carry in the law (like law enforcement officers). Before implementing an authorized security personnel program, we strongly recommend that you consult with your insurance provider to fully understand coverage you may and may not have this year and in future coverage years.

The law also required NDE and the State Patrol to create a sample policy for those schools that do plan to have an authorized security personnel program. Many of the changes we have included in the updated policy 3060 are concepts from that sample policy. You are not required to adopt the NDE/State Patrol model, but it is helpful in a legal sense to follow the lead of the agencies on items like training, background checks, and other safety protocols. You can access the draft model policy [here](#).

Many administrators and board members have asked us our opinion on this option for their schools. We worry about whether you have insurance coverage; we worry about semi-trained employees or contractors (compared to law enforcement officers) put in this position; and we worry about the safety of your students, staff, and patrons. We also hear from many of you that even if you call law enforcement, they are 30+ minutes away much of

the time. In summary, we're not in support of or opposed to the concept, but our advice is that you should thoroughly think through the legal and practical implications of a program like this. We are happy to be part of this conversation with you and your school boards as well.

This change is OPTIONAL for Class I and II school districts, only.

CONCLUSION

It is all too easy to adopt policies that look good but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing ***policy service***. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district including the **Clipper**. Such notice shall contain a statement that the agenda shall be readily available for

public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, and (2) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: 12/8/08

Revised on: 1/12/15, 6/12/17, 4/15/19, 8/15/22, 6/17/24

Reviewed on: 1/12/15, 6/12/17, 1/15/21, 7/15/24

NOTE TO BE DELETED: THIS POLICY IS FOR CLASS I AND II SCHOOL DISTRICTS THAT HAVE DECIDED TO ALLOW EMPLOYEES AND CONTRACTORS TO CARRY FIREARMS ON SCHOOL GROUNDS. IF YOU ARE A CLASS I OR II SCHOOL DISTRICT THAT HAS DECIDED NOT TO ALLOW ARMED EMPLOYEES AND CONTRACTORS, YOU SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE AND MAKE NO CHANGES. IF YOU ARE A CLASS III OR LARGER SCHOOL DISTRICT, YOU CANNOT ALLOW THIS AND SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE. THE CUTOFF FOR CLASS III IS A SCHOOL DISTRICT WITH A POPULATION OF 5,000 OR MORE.

3060

Firearms and Weapons for Non-Students

Weapons. No person 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. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms 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;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers;

- 2.3. ___ The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023
- 3.4. ___ Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
- 4.5. ___ Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
- 5.6. ___ Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle;
- 6.7. ___ A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area; or
- 7.8. ___ Firearms carried by authorized security personnel who are employed by or contracted with the school district pursuant to this policy.

Authorized Security Personnel

The school district may employ or contract with authorized security personnel who may carry a firearm on school grounds, in a school-owned vehicle, or at a home school-sponsored activity or athletic event as provided in this policy. ***Authorized security personnel may not carry a firearm at away school activities or athletic events unless authorized to do so by the host school or agency.***

1. Personal Qualifications.

- A. Background Check. The individual must pass a comprehensive background check as arranged by the school district. The school district will determine if the person is authorized to provide services, in accordance with state, federal, and local policy.
 - B. Mental Health Evaluation. The individual will submit to a mental health evaluation with a mental health professional as arranged by the school district. The school district will review the evaluation and determine if, in its discretion, the individual is qualified to provide services.
 - C. Employee or Contractor. The individual with either be an existing employee of the district or shall enter into a written agreement to provide security services.
 - D. Letters of Recommendation. The individual shall submit at least three letters of recommendation. The Superintendent or designee shall contact the authors of the letters to verify their content and authenticity.
 - E. Concealed Carry Permit: The individual must possess a valid Nebraska Concealed Carry Permit.
2. Training. The individual must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings before providing any security services to the school district.
3. Appropriate Firearms and Ammunition. Authorized security personnel may only use a handgun that has been approved by the school board. Any ammunition must be recommended or approved by the firearm manufacturer.
4. Appropriate Use of Force. Although authorized security personnel are not law enforcement officers and do not have the authority to act in that capacity, they must know and understand the appropriate use of force. Authorized security personnel may take actions necessary to prevent or abate an active threat and temporarily detain an individual when they have reasonable cause to believe an individual has committed or is about to commit a forcible act of violence that could cause serious bodily

injury or death. Authorized security personnel must understand deadly use of force as well as the potential of criminal and civil liability.

5. **[OPTION 1 - OVERNIGHT STORAGE ALLOWED]** Firearm Storage. Authorized security personnel may store firearms and ammunition on school grounds subject to the terms of this policy and a separate Memorandum of Understanding.

- A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
- B. One biometric fingerprint gun safe shall be installed by a qualified locksmith or other qualified professional installer. The safe shall be securely installed or otherwise bolted to the floor.
- C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
- D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
- E. The gun safe, firearms, and ammunition shall be the property of the authorized security personnel.
- F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun safe.
- G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.
- H. The room in which the firearm, ammunition, and is stored and the safe are stored shall be monitored by school district video cameras.
- I. Any firearms or ammunition to be stored in the gun safe will be transported at a time and in a concealed manner to minimize disruption.

6. **[OPTION 2 - OVERNIGHT STORAGE NOT ALLOWED]** Authorized security personnel may store firearms and ammunition on school grounds subject to the terms of this policy and a separate Memorandum of Understanding.

- A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
- B. One biometric fingerprint gun safe shall be installed by a qualified locksmith or other qualified professional installer. The safe shall

- be securely installed or otherwise bolted to the floor.
- C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
- D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
- E. The gun safe, firearms, and ammunition shall be the property of the authorized security personnel.
- F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun safe.
- G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.

The room in which the firearm

Consequences. In the event a person violates this policy, the school may:

- ☐ Make a report to law enforcement;
- ☐ Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- ☐ Take any other action allowed by law.

Adopted on: 07/13/09

Revised on: 09/15/14, 7/17/23, 6/17/24

Reviewed on: 4/12/21, 7/15/24

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

C.

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

2.

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

3.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

4. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

5. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

b)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

c) Contract/Price Analysis

d)

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

6. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

7.

8. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

D. Use of Purchase (Debit & Credit) Cards

E.

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

F. Federal Procurement System Standards

G.

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

H.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

I. Debarment and Suspension

J.

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

K.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

L. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$105,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

C.

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

D.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

E. Inventory Records

F.

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

G. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

H. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

I. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

J. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

K. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

L.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

M. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

N. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

O. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

P. Reporting and Recording Federal Property Interest

Q.

R. The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A.

B. Identification

C.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

D. Financial Reporting

E.

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

F.

G. Accounting Records

H.

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

I.

J. Internal Controls

K.

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

L. Budget Control

M.

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

N. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

O. Allowability of Costs

P.

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

Q. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

VI.

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under

the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

VII.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

A. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

B. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These

documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

G.

IX. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: 07/10/17

Revised on: 8/13/18, 7/15/19, 6/14/21, 8/15/22, 7/17/23, 6/17/24

Reviewed on: 7/15/24

**Shelton Public School
Activities Handbook
Rules and Regulations
2024 - 2025**



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INTRODUCTION

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Shelton Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. 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 is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

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

NOTICE OF NONDISCRIMINATION

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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: the School Counselor at 308-647-5459, khubbert@sheltonbulldogs.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: the Athletic Director at 308-647-5459, rprovince@sheltonbulldogs.org, 210 9th Street, Shelton, NE 68876 or in person at school. [Notice of Nondiscrimination](#)

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: the Superintendent at 308-647-6742, sgannon@sheltonbulldogs.org, 210 9th Street, Shelton, NE 68876 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 308-647-6742, sgannon@sheltonbulldogs.org, 210 9th Street, Shelton, NE 68876 or in person at school.

Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 70% grade in two or more classes for a period of two weeks to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term out of school suspension, long-term suspension, or expulsion from school. Students serving in-school suspension may not participate in performance or competition but may attend practice if deemed appropriate by the principal.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence. Students who are ill must attend school for 6th, 7th, and 8th period to be eligible to participate in a contest.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be canceled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The Shelton School colors are blue and white.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use the district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: www.sheltonbulldogs.org/

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses once every three years per NSAA guidelines on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTive™ Athletic Concussion Training for Coaches; and

- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed healthcare professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

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

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and

reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High/Middle School Dances

Junior high/middle school (7-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least one faculty member. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to students in grades 7-12 students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least one faculty member. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

Homecoming and Prom

The Homecoming dance is open to 7-12 grade students and guests of Shelton High School.

The Junior/Senior Prom is open to students and guests of the Shelton High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate

any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). The district uses SportsYou for communication between coaches, activity sponsors, and parents. Please see the Social Media Policy For School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent. [New Fundraiser Permission Forms](#)

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

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.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Football: The athlete must participate in twelve quarters of varsity play, complete the season in good standing, and/or have the recommendation of the head coach.

Volleyball: The athlete must compete in 2 sets in 45% of the varsity matches during the regular season games, and/or have the recommendation of the head coach.

Cross Country: The athlete must medal at a meet, or compete at the varsity level (top 5 of the team) for ½ of the varsity invites, as well as complete the season in good standing.

Boys Basketball: The athlete must participate in at least one quarter of 50% of the games on the schedule, end the season in good standing, and/or have the recommendation of the head coach.

Girls Basketball: The athlete must be a part of the regular rotation in varsity games, and end the season in good standing, and/or have the recommendation of the head coach.

Track: The athlete must score in at least two meets, which includes relays, as well as complete the season in good standing.

Boys Wrestling: Be of good character, a teammate, and team player. Must adhere to all team rules and regulations set forth by the coach. Be a positive force and contribute to the team's success. Earn 10 points, along with attending practices and meets, and complete the season in good standing.

Girls Wrestling: The athlete must score 40 team points in tournaments, place in the top 4 at a major event and finish the season in good standing, as determined by the coaching staff.

Student Managers: The student manager must complete the season and have the recommendation of the head coach of the sport involved.

Speech: The criteria for receiving a letter for Speech Competition will be based on the participant's commitment to preparation and

participation. **LETTERING:** To letter in speech, you must 1. Practice every week AND participate in at least four regular season tournaments or 2. Practice every week AND place at a tournament. (*Practice every week means attending the regular Monday practices or scheduling (and attending) a practice with Mrs. Pope at a different time.*)

One-Act: The participant be an active participant in a minimum of two productions, while demonstrating leadership, cooperation, respect (of director and other cast/crew) and perseverance during the production season. They must also complete the season in good standing.

Mascot

The official emblem for boys' and girls' athletic teams is the Bulldog. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook. Each team will be allowed up to 3 student managers. If the

team has 20 or more participants on the team, the team may be allowed a 4th student manager.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if there is previously approved parent/guardian written permission, or the parent/guardian signs off with the coach at the event. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the respective coach/sponsor prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction

2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Cross County (boys and girls)
Football
Track (boys and girls)
Volleyball
Wrestling (boys and girls)

Art Club

Membership is open to those students who wish to work on out of class projects such as painting windows in classrooms and painting pictures and designs on the art room walls.

Band

The school district sponsors marching band and concert band. Participants must be enrolled in band class in order to be eligible to participate in these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

One Act

The One Act is open to all students interested in any aspect of theater and offers varying levels of involvement. The main focus of this club is to produce a competitive one act team that will participate in conference and district productions.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Eligibility:

1. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class.
2. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Shelton High School.
3. Candidates eligible for selection to the chapter shall have a minimum cumulative average of 91%. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy.
4. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
5. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
6. All candidates are selected by the selection committee based on these criteria, service, character, and leadership.

Student Council

The purpose of student council is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student council shall be administered by the Superintendent or designee.

Spanish Club

The Spanish Club is designed to give students an opportunity to develop their knowledge of different Spanish speaking cultures. Members of the club are also interested in becoming involved with the Spanish speaking community in the area.

Speech Team

Students compete in 10 different categories of competition. These include individual events- interpretation of Humorous Prose, Interpretation of Serious Prose, Poetry, Persuasive, Entertainment, Extemporaneous, Informative, and Program of Oral Interpretation; Group Events - Oral Interpretation of Drama, and Duet Acting.

Journalism

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

SECTION THREE: CODE OF CONDUCT

All students associated with Shelton Public Schools and participating in extracurricular or school-sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol,

illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes 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 on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Engaging in initiations, 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.
7. Engaging in hazing as defined by state law and this policy. 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. Under state criminal law, 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. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as

Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

(Activity Season): Such conduct is prohibited during the activity season, regardless of whether it occurs on-campus or off-campus. Activity season means that period commencing on the first day of an activity practice through the last day of the season or the last scheduled event.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). See student discipline policy and extracurricular drug testing policy. These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a

probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

The failure to comply with the discipline requirements will make the student ineligible for reinstatement to the activity.

Sportsmanship, Ethics, and Integrity.

The Board of Education of Shelton recognizes the value of extracurricular activities in the educational process and the values that students may develop when they have an opportunity to participate in organized activities outside of the traditional classroom.

Student participants and district appointed sponsors involved with school board and/or school approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice, competitions, and extracurricular events as is expected in the classroom. School district representatives and students are responsible for maintaining sportsmanlike behavior, exhibiting ethical conduct, and demonstrating integrity. The Board of Education of Shelton further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process as well as all segments of the community. This includes administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

Spectators are permitted to attend extracurricular activities only as guests of the school district. Accordingly, as a condition of this permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activities. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.

Any spectator, including adults, who behave in a manner that is not consistent with school district expectations and this policy, may be removed from the event by security personnel, school officials, or by the individual in charge of the event. In addition, the individual may be denied admittance to future school events or activities for a specified period of time. School officials shall send a notice of exclusion from future extracurricular activities to the spectator involved. Such notice is to be provided from the activities director and /or the respective building principal. Due process shall be provided in accordance with school district policies and shall include the opportunity for a hearing with school officials. In the event the spectator removed or denied future admittance is a student from a visiting school, an effort will be made to work with the administration of the visiting school with respect to future exclusion.

The district shall also have full authority to invoke penalties or pursue legal action as consistent with district rules, regulations, school board policies, and Nebraska and Federal laws.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect, but not limited to:

1. Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors or extracurricular activities or conduct that interferes with the administration of the extracurricular activity will not be tolerated.
2. The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

Student and Coach Sportsmanship

Student and coach conduct is a reflection of the climate and culture of the school district. As a result, students and coaches are expected to display

sportsmanship at all times. Unsportsmanlike conduct is defined as a technical or unsportsmanlike call from a game official.

Students who demonstrate unsportsmanlike conduct will be subject to the following consequences:

- The first unsportsmanlike/technical foul will result in a meeting with the coach to review sportsmanship expectations.
- The second unsportsmanlike/technical foul will result in the athlete completing an online sportsmanship course during practice time. This will count as an unexcused practice and the athlete will be subject to the consequences for unexcused absences which may be extra conditioning, loss of playing time, or loss of starting position depending on what the coach has established.
- The third unsportsmanlike/technical foul will result in the athlete being benched for the remainder of the game and for the game immediately following the unsportsmanlike conduct.
- The fourth unsportsmanlike/technical foul will result in the athlete being removed from the team.

This will be in place for the entire school year, so students who play multiple sports will need to be aware that this accumulates from one sport season to the next and does not reset until the next school year.

Coaches who demonstrate unsportsmanlike conduct will be subject to the following consequences:

- The first unsportsmanlike/technical foul will result in a meeting with the coach and athletic director to review sportsmanship expectations and complete an online sportsmanship course.
- The second unsportsmanlike/technical foul will result in the coach being suspended from coaching the next game in the schedule. The assistant coach will be expected to coach in their place.
- The third unsportsmanlike/technical foul will result in the coach being removed from their coaching duties. The assistant coach will be appointed as head coach for the remainder of the season.

This will be in place for the entire school year, so staff who coach multiple sports will need to be aware that this accumulates from one sport season to the next and does not reset until the next school year.

The Board of Education of School District 19, Shelton hereby adopts the following Spectator Code of Sportsmanship Behavior, Ethics, and Integrity.

It is the responsibility of the spectator to:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better-informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the extracurricular activity.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's/coach's/sponsor's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A PARENT’S GUIDE TO A CONCUSSION

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness (“knocked-out”) to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl’s lacrosse, girls’ soccer, boy’s lacrosse, wrestling, and girls’ basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes

- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. See www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school year.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

Shelton Golf Presentation



of interested participants



- 7-8 grade interested 4
- 9-12 grade 15 interested
- Includes two girls saying they were interested

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Cost

- Head Coach - the negotiated agreement says golf follows the assistant varsity coaches schedule - \$3,022
- Tournament entry fees \$80-\$130 per team per meet (minimum of 5 meets)
- Golf club sets \$250-\$300 (need at least 6 sets)
- Golf polos/pants- \$30/\$60
- Gibbon Golf Course Fees- \$300

Total cost estimate:

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Transportation Considerations

- Track will need a bus and a van
- Anticipating golf will need two vans

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Possible Impacts On Other Programs

- Reduce the number of participants in the track program
- Reduce speed and agility practice and improvement for fall and winter sports

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Pros

- Provides an alternative option for Spring activities
- Would be finally using the equipment in storage
- Would teach them the necessary skills that can become a lifelong activity/hobby

Cons



- Reduces the number of participants in track
- Creates a logistics challenge
- Additional cost to the district (fuel, green fees, event fees, coach, etc.)
- Takes money away from areas that need serious upgrades
 - Football scoreboard, crows nest, hurdles, etc

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