

Regular Meeting of the Shelton Public Schools Board of Education
Monday, July 11, 2022
the Elementary Conference Room
7:30 PM

President Lewis called the Regular Meeting of the Shelton Public Schools Board of Education to order at 7:30 PM on Monday, July 11, 2022 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Joe Berglund: Present, Kay Johnson: Present, Chris Lewis: Present, Russ Muhlbach: Present, Emmy Power: Present, Lisa Stewart: Present. Present: 6.

Administrators Gannon, Kenton, and Meyer were present. Two visitors were present.

2. Routine matters

2.a. Review and approve minutes

Motion made by Chris Lewis seconded by Lisa Stewart to approve minutes from the June 13, 2022 regular meeting of the Shelton Board of Education as presented. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

2.b. Review and approve claims

Motion made by Emmy Power seconded by Joe Berglund to approve claims 55103-55157 in the amount of \$209,443.29 plus regular payroll. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

3. Request to address the Board of Education

There were no requests to address the Board of Education

4. Reports

4.a. Financial Report

Dr. Gannon gave an update on the financial status of the District.

4.b. Board Report

Lewis provided an update of the NASB school leaders conference in Kearney she attended June 23rd. She also shared info on upcoming candidate seminars and a legislative lunch. There was no committee work to report on.

4.c. Superintendent's Report

Dr. Gannon shared info from the budget seminar she attended through NDE. Valuations are available Aug 20th. She also shared timelines regarding joint hearings and budget & tax request hearings. Final budget is due Sept 30th. Board/Admin will again host a back to school picnic-set for Aug 18th at 6:30PM. Employee Assistance Program renewal was discussed; will survey staff to see whether it was beneficial. She also provided an update on the HVAC equipment.

4.d. Principal's Report

HS Summer School has almost finished its credit recovery; Elementary will continue through July 28th. New Teacher Training was held for two days in June. Professional Development-Administrator Days are on July 27, 28, 29; Elementary Open House-Aug 15th; 7th Grade & Freshman Orientation Aug 11th.

5. New Business

5.a. Review and approve student and staff handbooks for 2022-23 school year

Motion made by Lisa Stewart seconded by Joe Berglund to approve the 2022-23 Shelton Public Schools Student Handbook and 2022-23 Shelton Public Schools Faculty Handbook as amended. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

- 5.b. Discussion and consideration to approve the superintendent evaluation tool for the 2022-23 school year.

Motion made by Chris Lewis seconded by Kay Johnson to approve the Superintendent Performance Objectives and Evaluation Instrument as amended. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

- 5.c. Consideration to approve the principals' contracts for the 2022-23 school year.

Motion made by Chris Lewis seconded by Lisa Stewart to approve the principals' contracts for the 2022-23 school year as presented. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

- 5.d. Review and approve breakfast and lunch prices for the 2022-2023 school year.

Motion made by Emmy Power seconded by Russ Muhlbach to approve the breakfast and lunch prices for the 2022-23 school year as proposed. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

- 5.e. Discussion regarding the proposed board of education meeting dates for 2022-23.

Dr. Gannon shared the proposed BOE meeting dates for the 2022-2023 school year. The Budget Hearing and Tax Request Hearing will be August 29 at 7:30 pm; followed by a budget workshop.

- 5.f. Consideration to designate technology equipment as surplus for resale or disposal.

Motion made by Chris Lewis seconded by Lisa Stewart to designate the technology equipment as surplus for resale or disposal as listed on the worksheet. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

5.g. Discussion regarding board governance

Lewis discussed board governance around Accountability and Student Achievement. Discussed adopting curriculum review policy; we'll attain some examples of policies to get started.

6. Old Business

There was no old business to discuss.

7. Adjournment

Motion made by Lisa Stewart seconded by Joe Berglund to adjourn at 9:36 PM. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

Respectfully Submitted,
Emmy Power, Secretary

Regular Meeting of the Shelton Public Schools Board of Education
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1. Call to order and roll call

Joe Berglund: Present, Kay Johnson: Present, Chris Lewis: Present, Russ Muhlbach: Present, Emmy Power: Present, Lisa Stewart: Present. Present: 6.

Two visitors were present. Administrators Gannon, Kenton, and Meyer were present.

2. Routine matters

2.a. Review and approve minutes

Motion made by Chris Lewis seconded by Lisa Stewart to approve the May 16th Board of Education minutes as amended. Vote: Passed

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

2.b. Review and approve claims

Motion made by Emmy Power seconded by Joe Berglund to approve claims 55033-55099 in the amount of \$210,843.99 plus regular payroll. Vote: Passed

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

3. Request to address the Board of Education

There were no requests to address the Board of Education.

4. Reports

4.a. Financial Report

Dr. Gannon shared the financial status of the District.

4.b. Board Report

There were no board committee meetings to report on.

4.c. Superintendent's Report

Dr. Gannon has completed a draft of the 22-23 budget that is submitted to NDE in September. Most end of the year reporting is happening this month. Waiting on this year's policy updates from KSB. Handbooks should be ready for review at the July meeting. Dr. Gannon is working with Alicap to finalize insurance claims; she summarized the damage that occurred from the latest storm. New teacher training is June 14 & 15.

4.d. Principal's Report

Mr. Kenton shared the master summary report for drug testing for the 21-22 school year. We didn't have any positive tests. Mr. Kenton will attend a principal professional development opportunity next school year with ESU 10. Driver's Education took place the week of June 6th. JH and HS credit recovery has begun.

5. New Business

5.a. Consideration to approve a teaching contract for Linda Christiancy for the 22-23 school year

Motion made by Lisa Stewart seconded by Kay Johnson to approve a teaching contract for Linda Christiancy for the 22-23 school year. Vote: Passed

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

5.b. Discussion and possible action regarding classified staff salaries for the 22-23 school year.

Motion made by Russ Muhlbach seconded by Lisa Stewart to approve the amended classified staff salaries for the 22-23 school year. Vote: Passed

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

5.c. Discussion and consideration to approve the Superintendent's salary for the 22-23 school year.

Motion made by Chris Lewis seconded by Lisa Stewart to approve the Superintendent's salary for the 22-23 school year as presented. Vote: Passed

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

5.d. Information regarding the Shelton Climate-Culture Plan for Success

Dr. Gannon shared the results of the Shelton Climate/Culture Initiative through NASB, as well as the goals and plan for success.

5.e. Discussion and possible action regarding missing policies in handbooks: 9019 Dating Violence, 9020 Initiating and Hazing

Motion made by Chris Lewis seconded by Emmy Power to adopt Policy 9019: Dating Violence and Policy 9020: Initiations and Hazing as presented. Vote: Passed

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

5.f. Review and/or revise policies: Policy 9018 Student Discipline, 9004 Student Driving and parking, 9009 Graduation Requirements, 9010 Student Bullying

Motion made by Emmy Power seconded by Kay Johnson to approve POLICY 9004: STUDENT DRIVING AND PARKING, POLICY 9009: GRADUATION REQUIREMENTS, POLICY 9010: STUDENT BULLYING, and POLICY 9018: Student Discipline as amended. Vote: Passed

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

5.g. Board governance

President Lewis led the discussion on Board governance.

5.h. Executive session to protect the privacy of individuals

The Board did not have a need to enter into executive session

6. Old Business

Dr. Gannon will send out the updated Supt evaluation tool for review/approval at next month's meeting.

7. Adjournment

Motion made by Emmy Power seconded by Kay Johnson to adjourn at 9:57PM. Vote: Passed
Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea
Yea: 6, Nay: 0

Respectfully Submitted,
Emmy Power, Secretary

Shelton Public Schools

Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 55103; End Check Number: 55157; Check Status: Paid; Created On: 7/8/2022 4:47:51 PM

Bank	Account Number				
Cornerstone Bank	031038968				
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
7/11/2022	55103	Payroll Liability	Aflac	\$2,115.86	Paid
7/11/2022	55104	Payroll Liability	Blue Cross Blue Shield	\$55,514.61	Paid
7/11/2022	55105	Payroll Liability	Colonial Life & Accident Insurance Co	\$39.75	Paid
7/11/2022	55106	Payroll Liability	Companion Insurance Company	\$109.50	Paid
7/11/2022	55107	Payroll Liability	Credit Management Services, Inc.	\$216.18	Paid
7/11/2022	55108	Payroll Liability	Dist. 19 Payroll Acct.	\$6,722.95	Paid
7/11/2022	55109	Payroll Liability	District 19 Payroll Acct.	\$44,328.27	Paid
7/11/2022	55110	Payroll Liability	General Collection Co.	\$482.70	Paid
7/11/2022	55111	Payroll Liability	Horace Mann Life Insurance Co	\$50.00	Paid
7/11/2022	55112	Payroll Liability	Payroll Account - Dist 19	\$600.00	Paid
7/11/2022	55113	Payroll Liability	Principal Life Insurance Co	\$940.69	Paid
7/11/2022	55114	Payroll Liability	Shelton School Payroll Acct.	\$39,809.43	Paid
7/11/2022	55115	Payroll Liability	Vision Service Plan	\$513.68	Paid
7/8/2022	55116	Accounts Payable	Black Hills Energy	\$1,678.09	Paid
7/8/2022	55117	Accounts Payable	Builders How-to Warehouse	\$209.89	Paid
7/8/2022	55118	Accounts Payable	Cengage Learning	\$1,630.00	Paid
7/8/2022	55119	Accounts Payable	Clipper Publishing Co., Inc.	\$115.42	Paid
7/8/2022	55120	Accounts Payable	Culligan	\$45.00	Paid
7/8/2022	55121	Accounts Payable	DAS State Accounting - Central Finance	\$453.03	Paid
7/8/2022	55122	Accounts Payable	Eakes Office Solutions	\$34.43	Paid
7/8/2022	55123	Accounts Payable	Educational Service Unit #10	\$23,127.49	Paid
7/8/2022	55124	Accounts Payable	Educational Service Unit 9	\$567.00	Paid
7/8/2022	55125	Accounts Payable	Egan Supply Co.	\$6,654.34	Paid
7/8/2022	55126	Accounts Payable	ESU Coordinating Council	\$161.20	Paid
7/8/2022	55127	Accounts Payable	Hall County Election Comm.	\$100.00	Paid
7/8/2022	55128	Accounts Payable	Heartland Disposal, Inc.	\$307.00	Paid
7/8/2022	55129	Accounts Payable	Hometown Leasing	\$653.27	Paid
7/8/2022	55130	Accounts Payable	Horak, Hannah M	\$26.37	Paid
7/8/2022	55131	Accounts Payable	Innovative Office Solutions, LLC	\$294.16	Paid
7/8/2022	55132	Accounts Payable	International Academy of Science Acellus Education Center	\$2,400.00	Paid
7/8/2022	55133	Accounts Payable	J.W. Pepper & Son, Inc.	\$602.99	Paid
7/8/2022	55134	Accounts Payable	K & K	\$912.94	Paid
7/8/2022	55135	Accounts Payable	KSB School Law PC LLO	\$445.00	Paid
7/8/2022	55136	Accounts Payable	Larry's Market	\$36.43	Paid
7/8/2022	55137	Accounts Payable	Loup Valley Lighting, Inc.	\$685.70	Paid
7/8/2022	55138	Accounts Payable	Masters True Value	\$177.62	Paid
7/8/2022	55139	Accounts Payable	Matheson Tri-Gas, Inc.	\$76.10	Paid
7/8/2022	55140	Accounts Payable	MCI	\$62.03	Paid
7/8/2022	55141	Accounts Payable	NASB ALICAP	\$170.00	Paid
7/8/2022	55142	Accounts Payable	Nebr. Council of School Administrators	\$365.00	Paid
7/8/2022	55143	Accounts Payable	Nebraska Central Telephone Co	\$325.10	Paid
7/8/2022	55144	Accounts Payable	Nebraska Public Power Dist.	\$4,605.47	Paid
7/8/2022	55145	Accounts Payable	Optum	\$150.00	Paid
7/8/2022	55146	Accounts Payable	Perma-Bound	\$357.82	Paid
7/8/2022	55147	Accounts Payable	Popplers Music, Inc	\$153.28	Paid
7/8/2022	55148	Accounts Payable	Pyramid School Products	\$1,121.13	Paid
7/8/2022	55149	Accounts Payable	Renaissance Learning, Inc.	\$4,626.25	Paid

7/8/2022	55150	Accounts Payable	Smart Apple Media	\$227.40	Paid
7/8/2022	55151	Accounts Payable	Sutton, Sandra K	\$50.74	Paid
7/8/2022	55152	Accounts Payable	SYNCB/AMAZON	\$1,333.28	Paid
7/8/2022	55153	Accounts Payable	The Sherwin-Williams Co.	\$1,801.47	Paid
7/8/2022	55154	Accounts Payable	Thober, Amanda K	\$200.00	Paid
7/8/2022	55155	Accounts Payable	Village Of Shelton	\$950.73	Paid
7/8/2022	55156	Accounts Payable	Woodward Disposal Service, Inc.	\$26.50	Paid
7/8/2022	55157	Accounts Payable	Yanda's Music	\$80.00	Paid
Sub Total				\$209,443.29	
Grand Total				\$209,443.29	

Shelton Public Schools

Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 07/01/2022; End Date: 07/30/2022; Bank: [All]; Sort By Element: FUND; Account Expression: ([FUND] = "01"); Created On: 7/8/2022 4:42:02 PM

Check Date	Check Number	Payee	Type	Amount
07/08/2022	55116	Black Hills Energy	Accounts Payable	\$1,678.09
07/08/2022	55117	Builders How-to Warehouse	Accounts Payable	\$209.89
07/08/2022	55118	Cengage Learning Inc	Accounts Payable	\$1,630.00
07/08/2022	55119	Clipper Publishing Co., Inc.	Accounts Payable	\$115.42
07/08/2022	55120	Culligan	Accounts Payable	\$45.00
07/08/2022	55121	DAS State Accounting - Central Finance	Accounts Payable	\$453.03
07/08/2022	55122	Eakes Office Solutions	Accounts Payable	\$34.43
07/08/2022	55123	Educational Service Unit #10	Accounts Payable	\$23,127.49
07/08/2022	55124	Educational Service Unit 9	Accounts Payable	\$567.00
07/08/2022	55125	Egan Supply Co.	Accounts Payable	\$6,654.34
07/08/2022	55126	ESU Coordinating Council	Accounts Payable	\$161.20
07/08/2022	55127	Hall County Election Comm.	Accounts Payable	\$100.00
07/08/2022	55128	Heartland Disposal, Inc.	Accounts Payable	\$307.00
07/08/2022	55129	Hometown Leasing	Accounts Payable	\$653.27
07/08/2022	55130	Horak, Hannah M	Accounts Payable	\$26.37
07/08/2022	55131	Innovative Office Solutions, LLC	Accounts Payable	\$294.16
07/08/2022	55132	International Academy of Science Acellus Education Center	Accounts Payable	\$2,400.00
07/08/2022	55133	J.W. Pepper & Son, Inc.	Accounts Payable	\$602.99
07/08/2022	55134	K & K	Accounts Payable	\$912.94
07/08/2022	55135	KSB School Law PC LLO	Accounts Payable	\$445.00
07/08/2022	55136	Larry's Market	Accounts Payable	\$36.43
07/08/2022	55137	Loup Valley Lighting, Inc.	Accounts Payable	\$685.70
07/08/2022	55138	Masters True Value	Accounts Payable	\$177.62
07/08/2022	55139	Matheson Tri-Gas, Inc.	Accounts Payable	\$76.10
07/08/2022	55140	MCI	Accounts Payable	\$62.03
07/08/2022	55141	NASB ALICAP	Accounts Payable	\$170.00
07/08/2022	55142	Nebr. Council of School Administrators	Accounts Payable	\$365.00
07/08/2022	55143	Nebraska Central Telephone Co	Accounts Payable	\$325.10
07/08/2022	55144	Nebraska Public Power Dist.	Accounts Payable	\$4,605.47
07/08/2022	55145	Optum	Accounts Payable	\$150.00
07/08/2022	55146	Perma-Bound	Accounts Payable	\$357.82
07/08/2022	55147	Popplers Music, Inc	Accounts Payable	\$153.28
07/08/2022	55148	Pyramid School Products	Accounts Payable	\$1,121.13
07/08/2022	55149	Renaissance Learning, Inc.	Accounts Payable	\$4,626.25
07/08/2022	55150	Smart Apple Media	Accounts Payable	\$227.40
07/08/2022	55151	Sutton, Sandra K	Accounts Payable	\$50.74
07/08/2022	55152	SYNCB/AMAZON	Accounts Payable	\$1,333.28
07/08/2022	55153	The Sherwin-Williams Co.	Accounts Payable	\$1,801.47
07/08/2022	55154	Thober, Amanda K	Accounts Payable	\$200.00
07/08/2022	55155	Village Of Shelton	Accounts Payable	\$950.73
07/08/2022	55156	Woodward Disposal Service, Inc.	Accounts Payable	\$26.50
07/08/2022	55157	Yanda's Music	Accounts Payable	\$80.00
Sub Total				\$57,999.67

DISTRICT 19 FINANCIAL STATUS AS OF June 30,2022

CASH RESERVES:

GENERAL FUND CASH RESERVE	(6/30/2022 Interest + \$1056.45)	\$1,212,247.47
SPECIAL BUILDING CASH RESERVE	(6/30/2022 Interest + \$58.83)	\$67,587.35

TOTAL CASH RESERVE ACCOUNTS: \$1,279,834.82

SAVINGS:

GENERAL FUND CR SAVINGS 5882	(6/30/2022 Interest + \$20.30)	\$150,909.22
		\$150,909.22

UNEMPLOYMENT SAVINGS #5891	(6/30/2022 Interest + \$3.64)	\$26,568.48
VEH/BUS ACQ. Savings #9457	(6/30/2022 Interest + \$104.90)	*Payment for Bus \$32,324.14
TECHNOLOGY ACQ SAVINGS # 5918	(6/30/2022 Interest + \$7.02)	\$51,219.52
PARKING LOT DEPR. SAVINGS #5909	(6/30/2022 Interest + \$9.63)	\$70,325.71
BAND UNIFORM SAVINGS #5900		\$0.10
HVAC Savings #9475	(6/30/2022 Interest + \$177.07)	\$67,179.54

TOTAL DEPRECIATION SAVINGS: \$247,617.49

TOTAL SAVINGS: \$398,526.71

TOTAL OF DISTRICT FUNDS: \$1,678,361.53

<u>TAXES:</u>	<u>GENERAL</u>	<u>BUILDING</u>	<u>FUND TOTALS:</u>	
BUFFALO	\$178,565.44	\$0.00	GENERAL	\$1,363,156.69
HALL	\$44,216.07	\$0.00	DEPRECIATION	\$247,617.49
ADAMS	\$1,039.42	\$0.00	LUNCH	\$45,856.04
KEARNEY	\$0.00	\$0.00	SPECIAL BLDG	67,587.35
TOTAL TAXES	\$223,820.93	\$0.00		

Net Wages	\$ 146,391.37
General Fund Expenditures	\$ 57,999.67
Employee - Liabilities	\$ 92,788.09

Receipts for June 2022	\$ 321,073.13
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SHELTON PUBLIC SCHOOLS: GENERAL FUND MONTHLY COMPARISON

	2020-21	2021-22		2020-21	2021-22
Sept. Expenditures Reported @ Board Mtg	\$221,441.00	\$238,035.00	Mar. Expenditures Reported @ Board Mtg	202,274.00	\$101,329.00
Sept. Net Payroll	\$154,292.00	\$152,435.00	Mar. Net Payroll	151,673.00	\$244,426.00
Sept. EOM Expenditures	-	-	Mar. EOM Expenditures	-	-
Total Sept. Expenditures	\$ 375,733.00	\$ 390,470.00	Total Mar. Expenditures	353,947.00	\$345,755.00
Percent of Budget Spent	5.08%	5.21%	Accumulated Totals	\$ 2,559,255.00	\$ 2,174,543.00
Cash On Hand	\$ 1,279,562.89	\$1,454,002.00	Percent of Budget Spent	4.79%	4.62%
			Cash On Hand	\$ 670,187.00	\$ 911,789.00
Oct. Expenditures Reported @ Board Mtg	220,279.00	\$241,803.00	April Expenditures Reported @ Board Mtg	204,634.00	\$57,244.00
Oct. Net Payroll	153,801.00	\$150,362.00	April Net Payroll	153,248.00	\$244,969.00
Oct. EOM Expenditures			April EOM Expenditures	-	-
Total Oct. Expenditures	\$374,080.00	\$392,165.00	Total April Expenditures	357,882.00	302,213.00
Accumulated Totals	\$ 749,813.00	\$ 782,635.00	Accumulated Totals	\$ 2,917,137.00	\$ 2,476,756.00
Percent of Budget Spent	5.06%	5.24%	Percent of Budget Spent	4.84%	4.03%
Cash On Hand	\$ 1,238,265.00	\$1,201,721.00	Cash On Hand	\$ 651,643.00	\$ 715,126.00
Nov. Expenditures Reported @ Board Mtg	\$225,593.00	\$94,208.00	May Expenditures Reported @ Board Mtg	251,846.00	\$57,241.00
Nov. Total Payroll	\$157,908.00	\$267,463.00	May Net Payroll	154,483.00	\$247,243.00
Nov. EOM Expenditures	-	-	May EOM Expenditures	-	-
Total Nov. Expenditures	\$383,501.00	\$361,671.00	Total May Expenditures	406,329.00	304,484.00
Accumulated Totals	\$ 1,133,314.00	\$1,144,306.00	Accumulated Totals	\$ 3,323,466.00	\$ 2,781,240.00
Percent of Budget Spent	5.19%	4.83%	Percent of Budget Spent	5.50%	4.06%
Cash On Hand	\$ 946,507.90	\$909,822.00	Cash On Hand	\$ 1,435,584.00	\$ 1,725,023.00
Dec. Expenditures Reported @ Board Mtg	217,069.00	\$86,223.00	June Expenditures Reported @ Board Mtg	230,250.00	\$58,000.00
Dec. Total Payroll	152,404.00	\$245,586.00	June Net Payroll	145,871.00	\$239,179.00
Dec. EOM Expenditures		-	June EOM Expenditures	-	-
Total Dec. Expenditures	369,473.00	331,809.00	Total June Expenditures	376,121.00	297,179.00
Accumulated Totals	\$ 1,502,787.00	\$ 1,241,631.00	Accumulated Totals	\$ 3,699,587.00	\$ 3,078,419.00
Percent of Budget Spent	5.00%	4.43%	Percent of Budget Spent	5.09%	3.97%
Cash On Hand	\$ 667,873.95	\$ 686,300.00	Cash On Hand	\$ 1,425,759.00	\$ 1,678,362.00
Jan. Expenditures Reported @ Board Mtg	197,420.00	\$49,418.00	July Expenditures Reported @ Board Mtg	286,319.00	
Jan. Net Payroll	148,885.00	\$243,555.00	July Net Payroll	146,403.00	
Jan. EOM Expenditures	-		July EOM Expenditures	-	-
Total Jan. Expenditures	\$346,305.00	\$292,613.00	Total July Expenditures	432,722.00	
Accumulated Totals	\$ 1,849,092.00	\$ 1,534,244.00	Accumulated Totals	\$ 4,132,309.00	\$ 3,078,419.00
Percent of Budget Spent	4.69%	3.91%	Percent of Budget Spent	5.86%	0.00%
Cash On Hand	\$ 801,434.00	\$ 993,449.00	Cash On Hand	\$ 1,110,707.00	
Feb. Expenditures Reported @ Board Mtg	\$206,032.00	\$52,409.00	August Expenditures Reported @ Board Mtg	\$217,765.00	
Feb. Net Payroll	\$150,184.00	\$242,135.00	August Net Payroll	\$171,935.00	
Feb. EOM Expenditures		-	August EOM Expenditures	-	
Total Feb. Expenditures	356,216.00	294,544.00	Total August Expenditures	389,700.00	
Accumulated Totals	\$ 2,205,308.00	\$ 1,828,788.00	Accumulated Totals	\$ 4,522,009.00	\$ 3,078,419.00
Percent of Budget Spent	4.82%	3.93%	BUDGET	\$7,389,889.00	\$7,491,037.00
Cash On Hand	\$ 759,347.00	\$ 1,050,940.00	TOTAL % OF BUDGET SPENT =	62.21%	
			Cash On Hand	\$ 785,296.00	

Superintendent Report for July 2022

School Finance:

I attended a budget webinar with NDE this week. Here is some important information for board members to be aware of. I will also include this in my board report for the August meeting for further discussion.

LB 644

- If a county, city, school district, or community college increases their property tax request by more than 2% plus growth, they are required to participate in a Joint Public Hearing, and have their information included on a postcard that is sent to all impacted property owners.
 - NDE believes that with the likely increase in valuations most districts will fall in this category.
 - Will need to participate in joint hearings for each county the district resides in. For us that is Hall, Buffalo, Adams, and Kearney counties.
- Important Dates:
 - August 20th certified valuations become available. I won't be able to have a final draft of the budget ready until after this date.
 - September 5th have to have proposed tax request to all county clerks
 - County clerks are responsible for scheduling the joint hearings. These must be scheduled between September 17-29.
 - Budget and tax request hearings can take place any time after August 20th-September 30th. NDE is suggesting districts consider scheduling a budget hearing and a tax request hearing toward the end of August to get public input prior to the joint hearings. Remember, the hearings are just to get public input. Nothing is formally adopted at those hearings.
 - Following the joint hearings that could take place any time between September 17-29 we would need to schedule another meeting to adopt the budget. NDE is highly recommending that the budget NOT be approved before the joint hearings since the purpose of those hearings is to get public input on the budget.
 - Any time following the joint hearing but Before September 30th schedule a local board meeting to approve the budget.
 - **Final budget is due and must be submitted by September 30th.**
 - October 15 the final tax request resolution is due to the county clerks
 - October 20th the county clerks set the levy
 - Any levy corrections must be submitted by November 5th.

As you can see, some of the timelines are really tight. We will want to discuss some possible dates to hold the budget and tax hearings as well as a possible date for budget adoption when we meet in July.

Back to School Picnic

Would the board like to host a back-to-school picnic in the park like last year? I think the staff really appreciated this in the past.

- Last year we held it on August 12 at 6:30 pm. This would have been the first day of school with an early dismissal at 11:30.
- This year, the first day of school is on the 16th which is a Tuesday. Another option would be to hold in on August 11 after the teacher professional development day.

Employee Assistance Program

The employee assistance program through Wholeness Healing Center will be up for renewal in November. We have to give them at least 30 days notice if we wish to cancel. What information would the board like to see to help inform the decision to renew or cancel?

- Usage from November 2021- beginning of July 2022 is 6%. The national average for usage is 7%.

Respectfully Submitted,

Dr. Gannon

To: Board of Education
From: Jeff Kenton
Date: July 11, 2022
Re: Board Report

- New Teacher Training was held for two days in June. Mr. Jones, Ms. Christiancy, Mrs. Flint, Dr. Albrecht, and Ms. McQuade were all in attendance.
- Items Covered
 - Orientation to campus
 - Shelton Core Belief Statements
 - Shelton Instructional Vision
 - Introduction to PBIS
 - Common Expectations
 - Students of The Week
 - Office Referral Process
 - Grading for Equity Book Study
 - Introduction of instructional techniques that support our instructional vision
 - Learning Targets and Success Criteria
 - Academic Teaming
- Professional Development
 - Administrator Days on July 27, 28, 29
- Summer School
 - High School has mostly finished its credit recovery. We still have a couple of students working on finishing their online courses.
 - Elementary will continue through July 28th
- Community Involvement
 - Elementary Open House on August 15th
 - 7th Grade Orientation
 - Freshman Orientation

Respectfully Submitted

Jeff Kenton

SHELTON PUBLIC SCHOOLS

STUDENT HANDBOOK



2022-2023

Superintendent: Dr. Shanna Gannon

Principal: Mr. Jeff Kenton

Assistant

Principal: Mrs. Jenette Meyer

Office Manager: Sandy Sutton

Office Assistant: Maritza Bernal

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BECOMING THE BEST VERSION OF OURSELVES, TOGETHER

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Section 1 Intent of Handbook

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

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

Section 2 Members of the Shelton Public School Board of Education

Chris Lewis: President	Lisa Stewart
Russ Muhlbach: Vice President	Kay Johnson
Emmy Power: Secretary/Treasurer	Joe Berglund

Section 3 Shelton Public Schools Staff

Maritza Bernal	Office Assistant
Sue Bombeck	Head Cook
Stephanie Flint	Guidance Counselor
Jackie Cornelius	School Nurse
Kelly DeVorss	Speech Pathologist (ESU10)
Sierra McQuade	English
Carolyn Gibbs	Paraeducator
Carlie Hawks	Paraeducator
Shanna Held	Spanish
Josh Hellerich	K-12 Art
Rebecca Hoobler	Special Education
Hannah Horak	Agriculture/Industrial Technology
Kelsey Hubbert	Special Education
Seth Jensen	Head Custodian/Head of Transportation
April Johnson	Paraeducator
Dwight Jones	Grade 5
Lauren King	Grade 4
Linda Christiancy	Grade 1
Alie Kropp	English/Reading Interventions
Roxanne Lauber	Custodian
Micah King	Custodian
Peggy Lowe	K-12 Instrumental/Vocal Music



Jenette Meyer	Assistant Principal/District Assessment Coordinator
Katie Meyer	Kindergarten
Missy Meyer	District Administrative Assistant
Regan Miller	Preschool
Brenda Moeller	Paraeducator
Donita Moore	Paraeducator
DeeDee Muhlbach	Paraeducator
Jeanne Pope	Technology Integration Specialist
Misti Potter	Math
Ryan Province	AD/Business/Information Technology
Alice Rabbe	Science/Math
Will Reutzell	Social Studies
Becky Roe	K-6 Special Education
McKenzie Gomez	Paraeducator
Dr. Marc Albrecht	Science
Meghan Schneringer	School Psychologist (ESU10)
Kayla Johnson	Kitchen Staff
Loni Galvan	Kitchen Staff
Laura Pardo	Kitchen Staff
Randa Jurgens	Paraeducator
Denise Spellman	Bus Driver
Sandy Sutton	Office Manager
Roxanne Talbitzer	Grade 3
Amanda Thober	Physical Education, Health/Strength & Conditioning
Jeff Thober	Grade 6
Matt Walter	Social Studies/Physical Education
Julie Wiese	EL/Media Specialist
Lexie Wiseman	Speech Pathologist (ESU10)

Article 1 - Mission and Goals

[Return to TOC](#)

Section 1 Shelton Public Schools Mission Statement and Goals

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

WE BELIEVE THAT CLEAR AND COHERENT SYSTEMS ARE IMPORTANT TO ACHIEVING OUR GOALS

1. Each student should have access to high quality grade level instruction no matter the platform.
2. Our systems must be designed to ensure every student has equitable opportunities to meet the high expectations we set for student success.



- a. This means special populations (SPED,EL,Gifted) need systematic supports to ensure their success.
3. Students and staff need social emotional and mental health supports.
 - a. This means kids need positive relationships and connections with peers and adults to be successful while teachers need collaboration and interaction.
4. Safety precautions are critical for staff, students, and the community as we are faced with the new realities and circumstances of our school and community.

Section 2 Philosophy

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

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

Section 3 Mutual Respect: STAFF STUDENT RELATIONS

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

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

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

Section 4 Multicultural Policy 9001

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

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

Section 5 Concern Procedures:



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

- Step 1:** Schedule a conference with the staff person involved with the concern
- Step 2:** If the matter is not resolved; schedule an appointment with the Principal.
- Step 3:** If the matter is still unresolved at Step 2 appeal to the Superintendent
- Step 4:** If the matter is still unresolved at Step 3 appeal to the school board.

Article 2 – School Day

[Return to TOC](#)

Section 1 Regular Daily Schedule for 7-12 grade students

1st period	8:00 - 8:50
2nd period	8:53 - 9:43
3rd period	9:46 - 10:36
4th period	10:39 - 11:29
5th period	MS LUNCH - 11:29- 11:59
5th period	11:32 - 12:22 HS Classes
6th period	12:02 - 12:52 MS Classes
6th period	HS LUNCH - 12:22 - 12:52
7th period	12:55 - 1:45
8th period	1:48 - 2:38
9th period	2:41 - 3:31

7th-12th Grade Academic Assistance Period (Lunch Period)

Academic Assistance Period is available for students that are struggling or falling behind in their academics at Shelton Public School, students can be assigned to AAP either by the High School Principal or their classroom instructors. Students **MUST** attend AAP during their respective lunch periods. Students are required to attend AAP when they are failing one or more classes. Students will be required to attend AAP until they are passing all of their classes.

Daily Schedule for Elementary Grades (Kindergarten through 4th grade)

School begins each day at **8:00 A.M.**

School dismisses each day at **3:25 P.M.**

***5th and 6th Grade will be dismissed at 3:30**

Section 2 Shortened Schedule



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

Section 3 Severe Weather and School Cancellations

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

EMERGENCY CLOSING

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

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

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

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

Article 3 – Use of Building and Grounds

[Return to TOC](#)

Section 1 Entering and Leaving the Building

Entering: Students should not be on school grounds prior to 7:30 A.M. unless they are eating school breakfast or are under the supervision of a school sponsor. Students who drive or ride the bus will



enter through the back entrance or west entrance. Students who are dropped off, ride bikes, or walk will need to enter through the front entrance.

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

Section 2 Visitors

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

Section 3 Smoke-Free Environment

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

Section 4 Care of School Property

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

Section 5 Searches of Lockers and Other Types of Searches

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

Section 6 Video Surveillance

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

Section 7 Use of telephone

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

Section 8 Bicycles, Skateboards, Roller Blades, Scooters



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

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

Section 9 Student Valuables

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

Section 10 Lost and Found

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

Section 11 Accidents

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

Section 12 Insurance

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

Section 13 Bulletins and Announcements

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

Article 4 – Attendance

[Return to TOC](#)

Section 1 Attendance



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

Section 2 Attendance and Absences (BOE Policy 9014)

The following guidelines apply to any absence:

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

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

Career/Job Shadowing



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

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

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

College Visit

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

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

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

Section 3 Tardiness

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

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

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

Section 4 Leaving School

No staff member shall excuse any student from the school campus prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the principal. The principal shall not excuse a student before the end of the school without a request for the early dismissal by the student's parent or guardian. If a student does need to leave early per



parent request, they must check out through the central office before leaving. Additional precautions may be taken by Shelton Public School's administration appropriate to the age of students and as needs arise.

Section 5 Make Up Work Policy when Absent

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

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

Section 6 Open Campus Privilege for Seniors

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

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



Article 5 – Scholastic Achievement

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Section 1 Grading System

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

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

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

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

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

Section 2 Progress Reports

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

Section 3 Report Cards

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

Section 4 Down List/Eligibility

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

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



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

Section 5 Semester Test

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

Section 6 Graduation Requirements

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

Graduation Requirements

ENGLISH.....	40 Credit hours
These courses count toward English graduation credit: English 9 for Freshman, English 10 for Sophomores, English 11, Honors English 11 for Juniors, English 12, Honors English 12 for Seniors.	
SOCIAL STUDIES.....	40 Credit hours
These courses count toward Social Studies graduation credit: World Geography, and World History, Modern Problems, American Government for Seniors, American History for Juniors.	
MATH	30 Credit hours
Calculus, Pre-Calculus, Advanced Math Topics, Trigonometry, Geometry, Algebra I and II, (other special education Math courses taken in High School)	
SCIENCE.....	30 Credit hours
These courses count toward Science graduation credit: Physical Science and Biology are required, Anatomy,, Chemistry, Physics.	
SPEECH.....	5 Credit hours
1 Semester of Speech is required.	
PHYSICAL EDUCATION.....	10 Credit hours
P.E. 9 is required	
FOREIGN LANGUAGE.....	10 Credit hours
HUMANITIES.....	10 Credit hours
(Band, Chorus, Art)	
VOCATIONAL EDUCATION.....	15 Credit hours
1 Semester of Personal Finance for Seniors is required	
TOTAL.....	255 Credit hours
Community Service.....	40 hours
(Prorated proportionately for student who enroll after the beginning of their freshmen year; but still plan on graduating with their class on time)	



JUNIOR HIGH REQUIREMENTS

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

Section 7 Honor Roll

There are two levels of the Honor Roll:

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

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

Section 8 Valedictorian and Salutatorian Guidelines/Class Rank

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

Class Rank

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



Section 9 College Classes

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

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

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

Article 6 – Support Services

[Return to TOC](#)

Section 1 Special Education Establishment

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

Section 2 Guidance Services

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



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

Section 3 Cumulative Records

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

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

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

Section 4 Classification

Students must have earned:

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

Section 5 Dropping and Adding Classes

A student has five school days in which to "drop" or "add" a class after school has convened for the school year. The respective teachers, parents, and principal must approve class changes. Consultation with the guidance counselor prior to dropping/adding a class is strongly recommended. Any classes dropped after this time period will usually result in failing grades, unless there are



extenuating circumstances approved by the principal. Extracurricular academic eligibility could be suspended for a period of time depending on the circumstances of that drop or add. This will be at the discretion of the administration.

Section 6 Health Services

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

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

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

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

POLICY 9302: MEDICATION OF STUDENTS

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

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

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



STUDENT ILLNESS

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

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

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

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

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

PRIVACY OF PROTECTED HEALTH INFORMATION

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

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

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



Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)” (“Protocol”). The superintendent shall publish this policy and Protocol in each employee handbook.

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

SELF-MANAGEMENT OF DIABETES OR ASTHMA/ANAPHYLAXIS

Upon receiving the written request of a student’s parent or guardian and the written authorization by the student’s physician, the school district will work with the parent or guardian in consultation with the physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis (referred to herein as “medical condition”).

The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student’s understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student’s self management by an appropriately credentialed health care professional, and (d) be signed by the student’s parent or guardian and the physician responsible for the student’s medical condition.

The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student’s understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student’s self management by an appropriately credentialed health care professional, (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student’s parent or guardian and the physician responsible for the student’s medical condition.

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

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

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

Article 7 – Drugs, Alcohol, and Tobacco

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Section 1 Drug Free Schools

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

The following policies and procedures govern extracurricular and cocurricular activities both in and out of school beginning on the first day of activity practice in the fall and running through the last day



of state competition in the spring. These activities affect all school sponsored activities that include but are not limited to continued involvement in and removal from the following activities and positions: football, volleyball, cross country, basketball, wrestling, track, golf, plays, musicals, band, chorus, speech and drama, cheerleading, dance team, National Honor Society, student council, annual, newspaper, class officer, prom, Close Up, and school dances.

1. Academic and Attendance Requirements.

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

- a. A student must make special arrangements for assignments with the teacher(s) involved if he or she is going to miss a class for a performance, scheduled contest, program or trip, in order to be eligible to perform in that event. (If at all possible such assignments must be done in advance.)
- b. A student should be in school at least one-half day of a performance, scheduled contest, program or trip which begins after all classes have been completed. Parents may seek an exception to this rule from the office of the high school principal. Exceptions will be granted on a case-by-case basis and at the discretion of the high school principal.
- c. A student must meet the requirements of the Nebraska State Activities Association and have received passing marks in four major courses in the previous semester. A major course carries five credits per semester. The term "previous semester" means that semester immediately preceding the semester in which the student wishes to participate in activities.
- d. A student must not be failing more than two courses during a week.

2. Prohibited Conduct

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

- a. Violations of Local, State and Federal Laws.
 - i. Whenever the school district has reasonable cause to believe that a student has violated any local, state or federal law (other than any municipal curfew or a traffic ordinance which is classified as an infraction) the student shall be ineligible to represent the school in any performance, scheduled contest, program or trip according to the schedule of consequences set forth in this policy.
- b. Suspensions and Expulsions from School.
 - i. Any student suspended from school (in or out) through in school or out of school suspension for violation of school rules will be ineligible to participate in any extracurricular or co curricular activities until reinstated by the high school principal.
- c. Use of Tobacco, Alcohol and Other Dangerous Drugs.
 - i. No student who is involved in extracurricular or co-curricular activities shall use, possess, or transmit any alcoholic beverage, tobacco product or illegal drug or be at or remain at the site of any party, or be in any vehicle, residence or other building where any minor is using or possessing an



alcoholic beverage, a tobacco product or an illegal drug. Provided, this rule shall not apply to activities which a student attends a gathering with his or her parent(s) where alcohol is consumed as long as the student does not personally consume alcohol, use tobacco or an illegal drug.

3. Schedule of Consequences

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

a. First Offense

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

b. Second Offense

- v. The student shall be required to attend practice.
- vi. The student will be ineligible to publicly perform in any extracurricular activity for 30 calendar days. The day of the positive test result is received by the district shall be the first day for counting purposes. If the end of the



- activity precedes the end of the 30 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- vii. The student shall attend additional drug and alcohol counseling or educational program provided by the district. The counseling will be arranged by the Guidance Counselor in conjunction with the student's parents or guardians.
 - viii. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next **9** months or end upon graduation.

c. Third Offense

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

d. Fourth Offense

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

4. Appeal Process.

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

Section 2 Drug Dog Policy

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

Section 3 Drug Testing Policy (Board Policy 9003)

For the purpose of promoting safe, healthy, and responsible lifestyle choices, the Shelton Board of Education has adopted Board Policy 9023, concerning a student drug testing for those opting to participate in the noted extracurricular activities. [Click to view Board Policy 9003](#)



Article 8 – Student Rights, Conduct, Rules and Regulations

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Section 1 – Forms of School Discipline

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

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

Each type is defined below:

- A. **Short-Term Suspension:** Students may be excluded by a Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
 2. Other violations of rules and standards of behavior adopted by the Shelton Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. A Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, a Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.



4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with a Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to participate in the conference.
 5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of a Principal.
- B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of a Principal. A notice will be given to the student and the parents/guardian when a Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.
- C. Expulsion:
1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
 2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community



organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- D. Other Forms of Student Discipline: Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

GUN FREE SCHOOL:

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

POLICY 3015: FIREARMS AND WEAPONS

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

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

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

Exceptions Regarding Firearms. This prohibition does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or



2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor; or
3. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are encased or are in a locked firearm rack that is on a motor vehicle. ***Definition of Encased.*** The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

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

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

Consequences. Federal law requires that any student who brings a firearm, as that term is defined in 18 United States Code 921, to school be expelled from school for one calendar year. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a firearm or weapon on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be expelled for two semesters, suspended on a long-term basis or mandatorily reassigned. The superintendent of school shall have the authority to modify the expulsion requirement on a case-by-case basis.

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

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

Section 2 Student Conduct

Students are expected to:

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

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



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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, on a school-owned device, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;



11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Shelton Public Schools buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

B. Recurring Disciplinary Issues



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

Section 3 Student Appearance

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

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



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

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

Section 4 Specific Rule Items

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

POLICY 9203: AUTHORITY TO DETAIN

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

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

POLICY 9004: STUDENT DRIVING AND PARKING

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

STUDENT CELL PHONES, PAGERS, AND ELECTRONIC DEVICES

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

Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student does not commit any abusive use of the device. Such devices shall not be accessible in classrooms or areas serving as classrooms or academic areas during the regular school day. Upon entering the classroom, students will place their device in the pocket chart, the device will remain in the pocket chart during the class period, students may collect their device when the bell rings. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the



event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

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

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

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

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

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

Food & Drink:

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

Water is allowed in a water bottle throughout the school day.

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

*Energy Drinks and/or Outside Coffee will not be allowed

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

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

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



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

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

FIELD TRIPS

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

1. General Conditions

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

2. Parental Permission

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

3. Supervision

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

4. Student Discipline

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

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

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

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

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

Parental Custody Information: It is the responsibility of the parent with whom a student resides to keep the principal informed about which parent has custody of the child and about any visitation



restrictions of the non-custodial parent. If the non-custodial parent is restricted from contact with a student, a court order to this effect must be on file at the school. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept the responsibility for the child once he/she leaves the school premises. School reports of student progress will be given to both parents when requested.

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

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

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

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

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

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

POLICY 9002: STUDENT FEES

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

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.



3. “Post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district’s grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

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

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

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



1. Extracurricular Activities.

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

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

Cheerleading, Drill Team, Flag Corps

Students must purchase uniforms and shoes selected by the sponsor and/or student group. Please refer to the Cheer Handbook for purchasing guidelines.

Football

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

Golf

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

Track, Volleyball, Wrestling

students must provide their own shoes and undergarments

6. Post-Secondary Education Costs.

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

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

7. Transportation Costs.

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

8. Copies of Student Files or Records.



The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$.50 per page for reproduction of student records.

9. Participation in Summer School or Night School.

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

10. Charges for Food Consumed by Students.

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

11. Charges for Musical Extracurricular Activities.

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

Band

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

Swing Choir

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

12. Fundraising for Extracurricular Activities.

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



C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Student Fee Fund.

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

STUDENT FUNDRAISERS

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

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

Section 5 Network, E-Mail, Internet and Other Computer Use Rules**POLICY 9008: STUDENT INTERNET AND COMPUTER ACCESS**

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



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

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

B. Unacceptable Use

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



- or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.
 15. Students shall not knowingly bypass any school network filter or firewall

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

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

III. Protection of Students

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

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

B. Education About Appropriate Online Behavior



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

Article 9 – State and Federal Programs

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Section 1 Notice of Nondiscrimination (BOE Policy 3004)

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

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

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

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

Section 2 Designation of Coordinators

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

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Shanna Gannon
Title IX	Discrimination or harassment based on sex; gender equity	Shanna Gannon



Section 504 of the Rehabilitation Act and the Americans with disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Shanna Gannon
Homeless Student Laws	Children who are homeless	Shanna Gannon
Safe and Drug Free Schools and Communities	Safe and Drug Free School	Shanna Gannon

Section 3 Anti-discrimination & Harassment Policy

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

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

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

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

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

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

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

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

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

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;



- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

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

Section 5 Student Privacy Protection Policy

STUDENT RECORDS

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

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

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

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include



attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

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

Section 6 Parental Involvement Policies

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

POLICY 8003: PARENTAL INVOLVEMENT IN EDUCATION PRACTICES

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

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

 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
 - b. Parents may request permission to attend counseling sessions in which their child is involved.



3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
 - a. Building principals will excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Informed through the student handbook of the manner that the district will provide access to records of students.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

Section 7 Homeless Student Policy

Policy 9012: HOMELESS STUDENTS

1. General Policy

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

2. Homeless Liaison

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

3. Definitions

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

Section 8 Breakfast and Lunch Programs



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

Collection of Delinquent Meal Charge Debt

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

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

CIVIL RIGHTS

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

Nondiscrimination Statement

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

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

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

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

Fax: (202) 690-7442; or

Email: program.intake@usda.gov



This institution is an equal opportunity provider.

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

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program

- **RIGHT TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
- **ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation.

Anonymous complaints shall be handled as any other complaint.

- **VERBAL COMPLAINTS:** In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
 - 1) Name, address and telephone number or other means of contacting the complainant.
 - 2) The specific location and name of the entity delivering the program service or benefit.
 - 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor
 - 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
 - 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
 - 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

5. Train staff on civil rights annually. Specific subject areas to include:

- **COLLECTING AND USING DATA:** Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.
- **EFFECTIVE PUBLIC NOTIFICATION SYSTEMS:** Display the "And Justice for All" poster, include the



nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.

- COMPLAINT PROCEDURES: Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.
 - COMPLIANCE REVIEW TECHNIQUES: Ensure civil rights requirements are being followed during review process.
 - RESOLUTION OF NON-COMPLIANCE: Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.
 - REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES: Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.
 - REQUIREMENTS FOR LANGUAGE ASSISTANT: Bilingual personnel and materials must be provided depending on need, resources available and cost.
 - CONFLICT RESOLUTION: Use alternative dispute resolution techniques when necessary. Treat others with respect.
 - CUSTOMER SERVICE: “Treat others the way they want to be treated (or at least be aware of what that is).”
6. Attach documentation of annual training, including date and attendance roster.



Article 10 – Miscellaneous

[Return to TOC](#)

Section 1 School Calendar

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

DATING VIOLENCE

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

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

POLICY 9010 STUDENT BULLYING



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

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

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

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

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

The school district shall review this policy annually.

POLICY 9003 Extracurricular Drug Testing Program

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

1. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, drug-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

2. **Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy either in written form or included in the student and activities handbook. The policy and all forms will be posted on the district's website.



3. **Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Elementary Principal or his or her designee unless otherwise indicated.
4. **Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district, which includes but is not necessarily limited to the following:

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

5. Students Who Are Required to Submit to Drug Testing

1. **Grades.** All students in grades 9-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
 2. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
 3. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. Only students who are participating in active extracurricular activities at the time of random testing will be in the random drug testing pool.
 4. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.
6. **Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. “Drugs” means:
- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*



- b. Any substance, which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in Neb. Rev. Stat. § 48-1902(1).

7. Testing Procedures

a. Student Selection. All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.

b. Parental Request. Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental/guardian request and filling out the forms. If a parent requests that they have their student drug tested, the parent/guardian, not the district, will pay the cost of that test.

c. Type of Test. The school district reserves the right to utilize breath or a 12-panel urinalysis testing procedures. Urine samples, which screen positive, will be confirmed by either a Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) confirmatory test. Positive breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).

d. Collection Site. The Drug Testing Coordinator will designate the boy's and girl's varsity locker rooms as the collection sites at which the student will provide specimens.

e. Collection Procedures. The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list of the active students participating in extracurricular activities at the time of the test. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request. Collection of specimens will occur at or near the end of the school day.

f. Drugs. Students may be randomly tested for any drugs, including but not limited to Alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, metabolites, LSD, marijuana, metabolites, methadone, methaqualone, opiates, phencyclidine, propoxyphene, and ecstasy.

g. Results. The Drug Program Administrator or their representative shall notify the student's parent/guardian of any positive test after the initial screening. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). An MRO accreditation body will certify the MRO. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his



or her parent(s)/guardian(s) to discuss the result over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will only report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

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

8. Negative Tests. Students and their parents will receive verbal or written notice when the student's test result is negative by the district's Drug Testing Coordinator.

9. Consequences for Testing Positive. Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 9-12**):

a. First Offense

- i. The student shall be required to attend practices but not participate.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 14 calendar days. The day of the positive test result are received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii.
- iv. The student shall obtain a drug and alcohol assessment and counseling from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The drug and alcohol assessment and counseling will be provided to the student by the district. This will be arranged and approved by the Guidance Counselor and the student's parents or guardians. The student shall provide written proof of obtaining the assessment to the guidance counselor. The student is strongly encouraged to comply with the assessment and counselor's recommendations.



- v. The student will be subject to follow-up drug tests at least one time per month for the next **6** months when school is in session or end upon graduation.
- b. **Second Offense**
 - i. The student shall be required to attend practice but not participate.
 - ii. The student will be ineligible to publicly perform in any extracurricular activity for 30 calendar days. The day of the positive test result is received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so the student completes the required number of days.
 - iii. The student shall attend additional drug and alcohol counseling or educational program provided by the district. The counseling will be arranged by the Guidance Counselor in conjunction with the student's parents or guardians.
 - iv. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next **9** months when school is in session or end upon graduation.
- c. **Third Offense**
 - i. The student will be ineligible to practice or publicly perform in any extracurricular activity for one year from the date of the third positive test or end upon graduation. The day of the positive test result is received by the district shall be the first day for counting purposes.
 - ii. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next **12** months when school is in session or end upon graduation.
- d. **Fourth Offense**
 - i. The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

10. Refusal to Test

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

11. Tampering

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



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

12. Maintenance of Records

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

13. Appeal

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

14. Severability

If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.



CONCUSSION AWARENESS - Parents & Students

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

INITIATIONS AND HAZING

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

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

Community Service Graduation Requirement

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

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



Community Service Participation Form

Student's Name (Print): _____

Graduation Year: _____

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

Pre-approval signature: _____

Date of Event: _____

Description of activity: _____

For activity supervisors

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

Number of Hours Completed: _____

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

Organization: _____ Date: _____

Organization Email and/or Phone Number: _____

Student Instructions: Prior to participating in the community service for hours toward graduation, the top portion of this form must be completed prior to pre-approval. Once approved, completed activity hours the bottom portion of this form filled need to be filled out by your activity supervisor with your assistance. Completed forms must be returned to the high school principal within 10 days of the activity to receive credit toward your graduation requirement.



**SHELTON PUBLIC SCHOOL
CONSENT TO PERFORM RANDOM DRUG TESTING
2022-2023**

Student Name _____ Grade _____

As a student and parent:

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

CONSENT TO PERFORM DRUG TESTING

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

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

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

Student Signature _____ Date _____



Parent/Guardian Signature _____ Date _____



SHELTON PUBLIC SCHOOL
WITHDRAWAL OF STUDENT FROM ACTIVITY
2022-2023 SCHOOL YEAR

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

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

Student's Printed Name: _____

Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____

Signature: _____ Date: _____



POLICY 9025: FIELD TRIPS

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

1. General Conditions

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

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip.

3. Supervision

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

4. Student Conduct

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

Policy for Sporting Events: All students will remain seated during the game and exhibit appropriate game behavior. Students may leave the game to go to the concession stand, restrooms, etc...but should not be allowed to roam the premises unsupervised. If a student has been warned more than once of inappropriate behavior, they will be asked to leave if there is not a parent present or will be told to sit with their parent(s) for the remainder of the game. If this behavior continues throughout the sport season, the student will not be able to attend any future sporting events for that particular season.

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



School reports of student progress will be given to both parents when requested.

3057

Title IX Policy

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

1. Title IX Coordinator

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

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

2.1. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

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

2.3. Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal



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

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

2.5. Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

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

- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:



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

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

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

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent



2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules,



campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

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

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

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

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R.



part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy

4. Response to Sexual Harassment

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

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

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



- 4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.
- 4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.
5. **Grievance Process for Formal Complaints of Sexual Harassment.**
- 5.1. **General Requirements.**
- 5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.



- 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
- 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
- 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
 - 5.1.4.2.2. The scope of the district's education program or activity;
 - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.2.4. How to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also



allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. **Notice of Allegations.**
- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

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



but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

5.3. Dismissal of Formal Complaint.

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

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

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of



the dismissal and an explanation of that action simultaneously to the parties.

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

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

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

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity



to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

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

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



and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. Determination Regarding Responsibility

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

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

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

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

5.7.2.3. Findings of fact supporting the determination;

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

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

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

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



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

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

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

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

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;



- 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.8.3.6. Provide the written decision simultaneously to both parties.

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

- 5.9.1. Provides to the parties a written notice disclosing:
 - 5.9.1.1. The allegations;
 - 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and



- 5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. Recordkeeping.

- 5.10.1. The district will maintain for a period of seven years records of:
- 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.10.1.2. Any appeal and the result therefrom;
 - 5.10.1.3. Any informal resolution and the result therefrom; and
 - 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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



7. Access to Classes and Schools.

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

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

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

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

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

7.2. Classes and Extracurricular Activities. The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. Athletics. It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. Separate Teams. Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. Equal opportunity. The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.



9. Certain Different Treatment on the Basis of Sex Permitted. Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

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

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

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



- 12. Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).
- 13. Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.
- 14. Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

POLICY 7032: CHILD ABUSE OR NEGLECT

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

Reporting Procedure. School employees will report suspected abuse or neglect of a child according to the following procedure.

1. Any school employee who suspects that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they believe that a child has been abused or neglected.



3. If the safety or well-being of the child is in jeopardy, the report shall be made immediately to the city police department or the county sheriff's department.

4. Any doubt or question in reporting such cases shall be resolved in the favor of the child. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

PARENT/GUARDIAN & STUDENT REVIEW OF STUDENT HANDBOOK



This is to verify that we, parent/guardian and student, have been made aware that the **2022-2023 Student Handbook** is accessible on the district website and we have reviewed the handbook, which includes the policies, rules and regulations of Shelton High School.

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

(PRINT Parent/Guardian Name)

(Parent/Guardian Signature)

(Date)

(PRINT Student Name)

(Student Signature)

(Date)

NOTICE OF DISCLOSURE OF STUDENT INFORMATION

Information to Military Recruiters

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

Student Pictures/Images

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

After reading the handbook and the above notice, please sign this form and return it to the high school office by **August 19, 2022**.



Student Handbook Change Abstract 22-23

Page 4	Update new staff
Page 5	<p>Mission and Belief Statements</p> <p>Goal #1: All PK-12 students will improve in math number sense (number system, operation, computation, and estimation)</p> <p>Goal #2: All PreK-12 students and staff will Be Safe, Be Respectful, and Be Responsible to continue to promote a positive school environment.</p> <p>WE BELIEVE THAT CLEAR AND COHERENT SYSTEMS ARE IMPORTANT TO ACHIEVING OUR GOALS</p> <ol style="list-style-type: none"> 1. Each student should have access to high-quality grade-level instruction no matter the platform. 2. Our systems must be designed to ensure every student has equitable opportunities to meet the high expectations we set for student success. <ol style="list-style-type: none"> a. This means special populations (SPED,EL, Gifted) need systematic support to ensure their success. 3. Students and staff need social-emotional and mental health support. <ol style="list-style-type: none"> a. This means kids need positive relationships and connections with peers and adults to be successful while teachers need collaboration and interaction. 4. Safety precautions are critical for staff, students, and the community as we are faced with the new realities and circumstances of our school and community.
Page 6	<p>Change Article 2 - School Day to reflect the new schedule</p> <ol style="list-style-type: none"> 1 8:00-8:50 2 8:53-9:43 3 9:46-10:36 4 10:39-11:29 5 11:32-12:22 JH Lunch 11:29-11:59 6 12:02-12:52 HS Lunch 12:22-12:52 7 12:55-1:45 8 1:48-2:38 9 2:41-3:33
Page 11	<p>Attendance and Absences (BOE Policy 9113)</p> <p>Attendance and Absences (BOE Policy 9014)</p>
Page 15	<p>Student Rewards</p> <p>4. <u>At the end of each 9 weeks:</u></p> <p>* <u>If you were on the 'A' Honor Roll or A/B Honor Roll, you earn a half-day out of school (so if you were on one of these two Honor Rolls for two quarters, at semester you would have earned a full</u></p>

	<p>day out of school, and if you stayed on these Honor Rolls for two or more quarters, then at the end of the second semester, you would have earned 2 full days out of school)</p> <p>* If you were on the A/B Honor Roll, in order to earn a half day, you must be on the A/B Honor Roll on at least 2 occasions during the school year.</p> <p>2. Achievement Tests</p> <p>* Any time you take the Achievement Test and score in the 90th percentile or higher, you earn a full day out of school</p> <p>*</p> <p>3. “Hard Worker Award</p> <p>* Can only be awarded a Hard Worker award if a student is NOT on an honor roll at any time in the previous 3 semesters.</p> <p>* If the teacher gives a Non Honor Roll student a “Hard Worker Award” three times in a quarter, that student earns a full day out of school (This is for the struggling student that tries and tries and gives effort, but is not on the 'A' Honor Roll, Honor Roll of Excellence, or the Honor Roll of Achievement)</p> <p>Tries Hard Criteria might include:</p> <ul style="list-style-type: none">● Completes assignments by due dates● Participates in class● Seeks out help when needed● Makes up missing assignments in a timely manner <p>4. The Principal or Attendance officer reserves the right to refuse any honor day due to an overage of absences throughout the school year. If the student misses more than the allotted amount of 5 days per semester, that said student will forgo his/her eligibility to use an honor day.</p>
Page 32-3 3	<p><u>STUDENT CELL PHONES, PAGERS, AND ELECTRONIC DEVICES</u></p> <p>Students are prohibited from using cellular phones and electronic devices such as IPODs, MP3s and other similar devices while at school, except as provided in this policy. These will be referred to as electronic devices in this policy.</p>

Student Handbook Change Abstract 22-23

	<p>Students are permitted to possess and use electronic devices before school hours, at lunch time, during passing periods, and after school hours, provided that the student does not commit any abusive use of the device. Such devices shall not be accessible in classrooms or areas serving as classrooms or academic areas during the regular school day. Upon entering the classroom, students will place their device in the pocket chart, the device will remain in the pocket chart during the class period, students may collect their device when the bell rings. Leaving devices in lockers or backpacks during class time is acceptable. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.</p> <p>Students who violate this policy, or have used devices in any way deemed problematic by a school official, will have their electronic device(s) confiscated immediately. For a first offense, the device will be <i>returned to the student</i> at the end of the school day. A second offense will require the device be <i>returned to the parent/guardian</i> at the end of the school day. For a third offense, the device will be <i>checked into the office for the entire school day for 1 week</i>. A fourth offense will have the device <i>held in the office 1 week</i>. Subsequent violations of cell phone usage policy will result in out-of-school suspension for insubordination as well as a plan for the housing of the device (by parent or office) for the remainder of the school year. <i>Additionally, any belligerent behavior associated with the confiscation of any device will be considered insubordination. It should also be understood that some improper uses of electronic devices might necessitate the notification of law enforcement.</i></p>
Page 33	<p><u>Food & Drink:</u></p> <p>a. <i>School:</i> Food is to be restricted to the cafeteria only. Food may be eaten in class for special occasions with administrative approval. Any exceptions may be made only with administrative approval.</p> <p>Water is allowed in the school in a clear/transparent plastic bottle.</p> <p>* No outside carbonated drinks/or sports drinks will be allowed.</p> <p>* No outside Energy Drinks and/or Coffee will not be allowed</p>

Student Handbook Change Abstract 22-23

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**Please note, page numbers could need to be adjusted after edits*

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<p>Page 2</p>	<p>Mission and Belief Statements</p> <p>Goal #1: All PK-12 students will improve in math number sense (number system, operation, computation, and estimation)</p> <p>Goal #2: All PreK-12 students and staff will Be Safe, Be Respectful, and Be Responsible to continue to promote a positive school environment.</p> <p>WE BELIEVE THAT CLEAR AND COHERENT SYSTEMS ARE IMPORTANT TO ACHIEVING OUR GOALS</p> <ol style="list-style-type: none"> 1. Each student should have access to high-quality grade-level instruction no matter the platform. 2. Our systems must be designed to ensure every student has equitable opportunities to meet the high expectations we set for student success. <ol style="list-style-type: none"> a. This means special populations (SPED,EL, Gifted) need systematic support to ensure their success. 3. Students and staff need social-emotional and mental health support. <ol style="list-style-type: none"> a. This means kids need positive relationships and connections with peers and adults to be successful while teachers need collaboration and interaction. 4. Safety precautions are critical for staff, students, and the community as we are faced with the new realities and circumstances of our school and community.
<p>Page 2</p>	<p>Building Security Staff and students at NO TIME should prop doors open for any reason.</p>
<p>Page 13</p>	<p>All teachers are expected to conduct themselves in a professional manner in the maintenance of their schedules. Participation in curriculum development activities, voluntary and assigned supervision of student activities outside of the regularly scheduled school day, consultation with parents and students, planning and preparation, IEP and MDT meetings, and other such duties as assigned are expected to be a legitimate part of the role of a certified staff member in the Shelton School District.</p>
<p>Page 29</p>	<p><u>Trip Request Form</u></p> <p>In-State Trip Requests:</p> <ul style="list-style-type: none"> ● Trips such as NSAA certified state tournaments and competitions will be paid for by the district. This includes students and coaches and no request forms are needed. <ul style="list-style-type: none"> ○ State qualifiers will have their travel, room, and food paid for at state competitions as long as they continue to compete. Once eliminated from competition, teams are expected to return home

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or release students to their parents with the use of a sign-out sheet.

- The district pays for registration fees, tickets, travel, room, and food for All State selections to band and choir for both the student and the sponsor and no request form is needed.
- All other in-state trip request forms must be submitted to the School Board for approval at least 3 months prior to the trip departure date.
 - Cost of the trip for students and sponsors will be the responsibility of the club, group, or organization which includes registrations, excursion fees, meal expenses, and hotels.
 - Cost of the school vehicle, fuel, and substitute (if needed) will be the responsibility of the district.
 - Funds for the trip must be available before the trip will be approved.

Out of State Trip Requests:

- Request forms must be submitted to the School Board for approval at least 6 months prior to the trip departure date.
- Cost of the trip will be the responsibility of the club, group, or organization which includes registrations, excursion fees, meal expenses, hotels, and flights.
 - Cost of the sponsor's registration fees, excursions, meal expenses and hotels, and flights will be the responsibility of the club, group, or organization. The cost of the substitute (if needed) will be the responsibility of the district.
 - The district will be responsible for providing a substitute (if needed) and transportation to and from the airport, or if the trip is within driving distance the sponsor may drive a school vehicle and the district will cover the cost of fuel.
 - Funds for the trip must be available before the trip will be approved.

International Trip Requests:

- Request forms must be submitted to the School Board for approval at least 1 year prior to the trip departure date.
- Cost of the trip will be the responsibility of the individual, club, group, or organization which includes registrations, excursion fees, meal expenses, hotels, and flights.
 - Cost of the sponsor's registration fees, excursions, meal expenses and hotels, and flights will be the responsibility of the club, group, or organization.
 - The school will be responsible for providing a substitute (if needed) and transportation to and from the airport.

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	<ul style="list-style-type: none">○ Funds for the trip must be available before the trip will be approved.
Page 30	<p>All fundraising activities require authorization from an administrator.</p> <p>Fundraising Guidelines:</p> <ul style="list-style-type: none">● Each Activity is allowed one fundraiser a year.<ul style="list-style-type: none">○ Activities that have “helping others” as a cornerstone of their mission may submit a form for a second fundraiser and include information in the form about how the money raised will be used.● Money from the fundraiser can be spent on any item approved by the superintendent. <p>-----</p> <p>Name of Organization: _____ Name of Sponsor: _____</p> <p>Date Submitted: _____</p> <p>Dates that fundraiser will run: _____</p> <p>Type of fundraiser to be conducted: _____ _____ _____</p> <p>How has the sponsor ensured all students participating in the fundraiser have equitable opportunities to raise funds? _____ _____ _____ _____ _____</p> <p>How will the money raised be used?</p>

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	<hr/> <hr/> <p>Fundraiser is approved: YES NO</p> <p>Administrator Signature: _____ Date: _____</p> <hr/> <p>Schedule of Fundraisers August- Cross Country September- Volleyball, Football October- FFA? November- Basketball, Wrestling December- Give Where You Live January February One Act, NHS March- Track, Weight Room Lift-a-thon April- Cheer/dance May- FFA? June July</p>

**Please note, page numbers could need to be adjusted after edits*

SHELTON PUBLIC SCHOOLS

Faculty Handbook



2022-2023

Dr. Shanna Gannon, Superintendent
Mr. Jeff Kenton, Principal
Mrs. Jenette Meyer, Assistant Principal

Becoming the best version of ourselves together

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SHELTON PUBLIC SCHOOL MISSION STATEMENT

The Mission of Shelton Public School is to prepare students to read comprehensively, write clearly and purposefully, compute mathematically, communicate effectively, and utilize information and technology to create solutions for the 21st century.

Our vision is to create an educational system that promotes the development of the whole person (mind, body, soul), encourages students to be their very best, fosters relationships, self-discipline, and joy of learning, through a relevant and rigorous curriculum that emphasizes student practice and teacher feedback.

“BECOMING THE BEST VERSION OF OURSELVES, TOGETHER”

WE BELIEVE THAT CLEAR AND COHERENT SYSTEMS ARE IMPORTANT TO ACHIEVING OUR GOALS

1. Each student should have access to high quality grade level instruction no matter the platform.
2. Our systems must be designed to ensure every student has equitable opportunities to meet the high expectations we set for student success.
 - a. This means special populations (SPED,EL,Gifted) need systematic supports to ensure their success.
3. Students and staff need social emotional and mental health supports.
 - a. This means kids need positive relationships and connections with peers and adults to be successful while teachers need collaboration and interaction.
4. Safety precautions are critical for staff, students, and the community as we are faced with the new realities and circumstances of our school and community.
- 5.

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

PHILOSOPHY

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

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

BUILDING SECURITY

The Shelton community has been very generous in providing the facility and equipment we have to use. At the end of the day make sure that room doors are locked, and all lights are shut off. Coaches and activity sponsors are responsible for seeing that all doors are locked and all lights are turned off after everyone is gone. If you are in the building during non-school hours please make sure that the outside doors are locked while you are in the building and when you leave. Staff and students at NO TIME should prop doors open for any reason. At no time are you to give your keys to unauthorized personnel that results in an unsupervised entry of the building.

ABSENCES/STUDENT ATTENDANCE

- A. Excessive absenteeism is defined as more than ten absences per semester for each individual class period for any reason other than school-sponsored activities. Students participating in sanctioned school activities under the supervision of a school staff member will be considered present.
- B. A high school student who is absent more than ten times from any class in a semester will lose credit for that course unless the Principal determines that, due to the nature of the absences, credit shall be granted.
- C. All absences shall count towards the ten-day limit, with the following exceptions. Any absence due to school-sponsored activities will not count toward the ten-day limit. Also, any absence due to illness as long as a doctor's note is filed in the office stating such.
- D. The school will notify a student and their parent/guardian when the student has accumulated seven absences in a semester. A second notification to the parent/guardian will be made after ten absences. This will notify the parent/guardian of their child's loss of credit or possible reinstatement. In the event of extenuating circumstances, a student through his/her parents may make an appeal, first to an Absentee committee of three appointed by the principal, and request the loss of credit be waived. If the student and his/her parent/guardian are not satisfied with the results at this level, they may appeal the decision to the Board of Education and request the loss of the credit be waived. The Board of Education may or may not grant the waiver of credit.
- E. Any student that must miss a day of school must bring a note to the office signed by the parent/guardian, describing the reason the student was unable to be in school. Notes on future absences must be filed in the office at which time a make-up slip will be issued. The make-up slip must be turned into the office prior to the student being gone. Make-up slips given due to illness must be returned to the office two calendar days after the absence.
- F. Determination as to whether any absence is excused or unexcused shall be the principal's.
- G. Any student who has an unexcused absence shall receive a zero for the classes he/she missed. However, students will be allowed to make up work missed on unexcused absences. Grades on make up work will then be averaged with the zero for the missed class(es).
- H. When a 7-12 student accumulates four (4) tardies for any *one* class period it will be equivalent to a full absence for that class period (4 tardies = 1 absence, 8 tardies = 2 absences, etc.). This is in conjunction with "Article 4 - Attendance" in the student handbook.

FIRE AND TORNADO DRILLS-HIGH SCHOOL

Fire and tornado drills, at regular intervals, are required by law. It is imperative that everyone follows prescribed protocol, efficiently. Teachers will give emergency instruction at the beginning of the school year, and directions for leaving the room will be posted in each room.

FIRE DRILL PROTOCOL- HIGH SCHOOL

Proceed in single-file fashion, in an orderly way. All students are to clear the building by at least 30 feet. In the event of an actual fire and your assigned exit is blocked, go to the next nearest exit. All students re-enter by the same door they left.

Rooms- 8, 9, 10, 11, 12, 56, 57, and Library:

Go out NORTH main high school entrance **(A)** and proceed north past the driveway.

Rooms- 13,14,15 &16:

Move west down the right side of the main hall and out the SOUTH door at the end of the corridor **(Q)**, then proceed west to the parking lot.

Rooms- 17, 18, 19, 20, and 21:

Go west down the left side of the main hall and out the NORTH door at the end of the corridor, **(Q)** then proceed west toward the parking lot.

Rooms- 22 ,23 &24:

Walk southeast down the right side of the main hall, proceed through the New Commons, out of the southern exit **(P)** to the refuge area near the west parking lot.

Rooms- 29, and Fitness Rooms:

Utilize exits **L** and/or **M** to take refuge in the area south of New Gym.

Rooms- 36, Shop and Old Gym:

Exit through south doors **(H)**, and move to the refuge area south of the shop.

TORNADO DRILL PROTOCOL- HIGH SCHOOL

1. Students should walk to designated areas.
2. Students and teachers unable to reach their designated area quickly should proceed to another suitable area.
3. Do not remain in an area with a wide, free-span roof or glass.
4. Students and teachers should remain in the designated area until the signal is given that the drill or alert is over. This signal may come from the civil defense individual or administrator. An all-free bell might also be sounded.
5. Teachers should take along a classroom flashlight. Batteries should be periodically checked to ensure that they are in working order.
6. An alternating signal from the fire alarm will sound to indicate a tornado has been sighted and that all people in the building are to proceed to previously determined designated areas. Those areas are as follows:

Room 17 - Move to the girls' restroom in Commons **(60)**.

Room 16 - Move to the boys' restroom in Commons **(60)**.

Rooms 18-24 – Go to high school girls' locker room **(28)**.

Rooms 12-15 – Go to the high school boys' locker room **(27)**.

People in the Shop/Industrial Arts room: Go to the finishing room in the shop.

People in the Gym: Boys move to boys' Locker Room **(27)**, and girls to the girls' Locker Room **(28)**.

** Should shelter need to be taken while students are **at lunch, high school students**/supervisors will proceed to the **high school locker rooms (27 and 28)** and the **elementary students**/supervisor will go to the **junior high/visitor locker rooms (29)**.

FIRE AND TORNADO DRILLS-ELEMENTARY

FIRE DRILL EXITS---EAST WING (ELEMENTARY)

Preschool and 5th Grade

Exit out the front entrance **(B)**. Everyone walks on the right side of the hallway.

Kindergarten, 1st and 2nd

Exit out the door leading to the north side of the playground **(F)**. Everyone walks on the left side of the hallway.

1st, 3rd and 4th

Exit out the door leading to the north side of the playground **(F)**. Walk on the right side of the hallway.

Resource and Title

Exit out the east door **(G)**.

OTHER AREAS OF THE BUILDING

Music/Band Room

Exit through the elementary corridor, out the door leading to the west side of the playground.

Physical Education (Little Gym)

Exit through the north gym doors.

Physical Education (Big Gym)

Exit through the south gym doors.

Kitchen

Exit through the kitchen door to the west.

Cafeteria

Exit through the west side of the cafeteria using both north and south doors.

TORNADO REGULATIONS

1. Students should walk to designated areas.
2. Students and teachers unable to reach their designated area quickly should proceed to another suitable area.
3. Do not remain in an area with a wide, free-span roof or glass.
4. Students and teachers should remain in the designated area until the signal is given that the drill or alert is over. This signal may come from the civil defense individual or administrator. An all-free bell might also be sounded.
5. Teachers should take along a classroom flashlight. Batteries should be periodically checked to ensure that they are in working order.

An alternating signal from the fire alarm will sound to indicate a tornado has been sighted and that all people in the building are to proceed to previously determined designated areas. Those areas are as follows:

Kindergarten, First grade, Third grade and Fourth grade

Public Restrooms (60)-Girls (1st/4th grades) and Boys (Kindergarten and 3rd grade)

2nd grade, 6th grade, Resource, Speech/Lang

Elementary Gym locker rooms—2nd grade, Resource, Speech/Language go to the South room, 6th grade go to the North room.

Fifth grade and Preschool

Room 2 (computer lab)

Playground and Gymnasiums

Walk to the nearest designated safe area.

LOCKDOWN PROCEDURE

Listed below are the (two) intercom cues for school wide lockdown.

“Shelton Public School is in lockdown. This is a drill.”

or

“Shelton Public School is in lockdown.”

Teachers should immediately lock their classroom door and turn off the classroom light. In an orderly fashion students should be instructed to move away from doors and windows and sit calmly and quietly until the lockdown drill or procedure is complete. Only use phones to report extra students. Teachers will be instructed to unlock their doors when they hear on the intercom that the drill or lockdown is completed. Teachers should instruct students that are out of their room when they hear the intercom cue to stay at their present location until a school official or law enforcement officer dismisses them from that location. If students are in an open area (commons, lunchroom, etc...) Go to the nearest office.

GRADING SCALE

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

A...100-93 (4.0) B...92-86 (3.0) C...85-78 (2.0) D...77-70 (1.0) F... 69-below

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

I... Incomplete - A student receiving an incomplete has three weeks past the previous grading period to complete the work. If this is not done, the student will receive a failing grade in that class for the quarter.

GRADUATION REQUIREMENTS

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

Graduation Requirements

ENGLISH..... 40 Credit hours

These courses count toward English graduation credit: English 9 for Freshman, English 10 for Sophomores, English 11, Honors English 11 for Juniors, English 12, Honors English 12 for Seniors.

SOCIAL STUDIES.....40 Credit hours

These courses count toward Social Studies graduation credit: World Geography, and World History, American Government for Seniors, American History for Juniors.

MATH30 Credit hours

These courses count toward Math graduation credit: Personal Finance is required for Seniors, Trigonometry, Geometry, Algebra I and II, (other special education Math courses taken in High School)

SCIENCE..... 30 Credit hours

These courses count toward Science graduation credit: Physical Science and Biology are required, Advanced Biology, Chemistry I and II, Physics, (1 from: Intro to Ag Science or Animal Biology)

SPEECH..... 5 Credit hours

Speech is required.

PHYSICAL EDUCATION..... 10 Credit hours

P.E. 9 is required

FOREIGN LANGUAGE.....	10 Credit hours
HUMANITIES.....	10 Credit hours
(Band, Chorus, Art)	
VOCATIONAL EDUCATION.....	15 Credit hours
Computers 9 is Required.	
TOTAL.....	255 Credit hours

INTERNET USAGE

POLICY 7028: STAFF INTERNET AND COMPUTER USE

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district’s faculty and staff.

I. Staff Expectations in Use of the Internet

A. Acceptable Use

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
3. Staff may use the Internet in any other way, which serves a legitimate educational purpose.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use chat rooms or instant messaging.
4. Staff shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems, such as, but not limited to, Aimster and Freenet.
5. The only political advocacy allowed by staff shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity, staff must obtain the consent of the superintendent or designee.
6. Staff shall not publish web pages without the written approval of the administration. Any web page published by staff members must be linked to the district's web site. Staff is cautioned that publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. They must obtain the written consent of the superintendent or designee prior to posting any student-related information on the Internet.
7. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, and these are subject to search and inspection at any time.

A. Methods of Enforcement

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that block or filter Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate

2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

TEACHER LEAVE POLICY

Teacher leave policy will be determined by the negotiated agreement.

MEETINGS

All class, student council, or club meetings should take place before school, during the noon hour, or after school. Exceptions will be made if unusual circumstances arise. If meetings are going to be held during study hall periods, it should be approved by the principal.

PEP RALLIES

Pep rallies will be scheduled at the beginning of the sports season by the spirit squad sponsor(s). Extra pep rallies will be scheduled if deemed necessary by the administration and spirit squad sponsor.

PROFESSIONAL GROWTH POLICY

In accord with Section 79-12, 107, et. seq. of Nebraska Statute LB259, all tenured permanent certified employees beginning September, 1982, shall be required during each six-year period to give evidence of professional growth as outlined in this policy. Failure to give evidence of professional growth constitutes just cause for termination of employment as defined by section 79-12,107, et. seq. of Nebraska Law 259.

The Shelton Board of Education recognizes the importance of professional growth and staff development and shall continue to encourage the growth and development of the college credit stated in 79-12, 113.

Professional growth activities shall be aside from and over and above activities required by all staff personnel in fulfillment of contractual obligations.

A total of twenty-four points must be earned over any applicable six-year period. A minimum of twelve points must be obtained through formal class work.

I. Formal Class work

- a. College Credit-four points/credit hour. Documentation required. Undergraduate credit must be applicable to the classroom.

II. Professional meetings or workshops - one point/half day.

a. Curriculum conferences, clinics, or special activities sponsored by NSEA, NCSA or NDE which are instructional in nature.

b. Workshops that are generally curriculum or classroom oriented. Evidence of participation will be required (ideally with materials or skills that can be utilized in the classroom)

III. Curriculum Development-one point/half day (minimum 3 1/2 hours)

Must be for the Shelton School curriculum and under the direction of the principal to qualify, payment for work done is prohibited and work is to be done outside of school hours.

APPLICATION FOR APPROVAL OF PROFESSIONAL GROWTH POINTS

Prior to any professional growth activity for which growth points are sought, the employee shall make application to his/her designated administrative supervisor on a Professional Growth Activity form provided by the Superintendent's office. The application will be reviewed and approved or rejected in writing within three days of its receipt with a copy placed in the personnel folder. After the Professional Growth Activity has been completed and follow-up requirements met, if any, the respective administrator shall indicate points earned, the forms shall be signed by both the employee and administrator and placed in the personnel folder of the employee.

APPEAL PROCESS

Should the employee not agree with the respective administrator's decision regarding the application for growth credit, he/she may appeal to a committee of three made up of a school administrator not involved in the initial review of the application and an elementary and secondary teacher both appointed by the S.E.A. Their decision will be returned to the original administrator for review a second time. The Board of Education as a whole shall serve as the final appeal body in the event the employee is still dissatisfied with the administrator's decision.

ABSENCES FROM SCHOOL

Any activity requiring absence from school during a school contract day shall be governed by the negotiated agreement.

STAFF CONDUCT

Responsibility for acceptable conduct and dress will rest primarily with the employee. However, in cases the administrative superior may require acceptable conduct and/or dress on the part of the employee.

The Board expects teachers to enforce a standard of personal conduct in the school buildings and at school related functions which shall be above reproach and which shall contribute to a high level of morale in the school and a wholesome school reputation.

Employees of the Shelton School District are expected to be neatly attired and groomed while discharging their responsibilities to the district. Grooming and attire shall not affront community tastes and standards.

Staff conduct away from the school scene, if it affects by reputation the effectiveness of the employee to relate to parents or students, may be cause for appropriate disciplinary action.

PROFESSIONAL TIME SCHEDULES

The working day for teachers is generally 7:45 a.m. to 3:45 p.m. with one-half hour provided for each teacher for a duty-free lunch. (legal ref. 79-547)

On Friday the duty time will be 7:45 a.m. and until 3:35 p.m.

All teachers are expected to conduct themselves in a professional manner in the maintenance of their schedules. Participation in curriculum development activities, voluntary and assigned supervision of student activities outside of the regularly scheduled school day, consultation with parents and students, planning and preparation, IEP and MDT meetings, and other such duties as assigned are expected to be a legitimate part of the role of a certified staff member in the Shelton School District.

The administration reserves the right to set duty hours for pre and post-school work days.

STAFF ETHICS

An effective education program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of the Shelton School District are expected to maintain high standards in their school relationships. These standards include the following:

1. The maintenance of just and courteous professional relationships with pupils, parents, staff members and others.
2. The maintenance of their own efficiency and knowledge of the developments in their fields of work and specialization.
3. The transaction of all school business with the properly designated authorities of the school system.
4. The establishment of friendly and intelligent cooperation between the community and the school system.

5. The placement of welfare of children is the first concern of the school district, thus endorsing the position that all hiring and promotion must be based solely on characteristics of merit.
6. Restraint from using school contacts and privileges to promote partisan politics, sectarian and religious use of selfish positions of any kind.
7. Directing any criticism toward other staff members or of any other department of the school district toward the improvement of the school system. Such constructive criticism is to be made directly to the school administrator who has the administrative responsibility for approving the situation and then to the superintendent as appropriate.
8. The proper use and protection of all school properties, equipment and materials.

The acceptance of a position in the Shelton Public School will be regarded as a contract and a pledge to follow all the directions and regulations of the Board, Superintendent and appropriate supervisor. When any willful neglect of such rules shall be manifested by any staff member it shall be considered sufficient cause to declare that position vacant and recommendation of termination will be made to the Board of Education.

POSITIVE PARENT COMMUNICATION

Every child's parent should hear from you frequently. This can be in the form of positive notes sent home, phone calls, texts, emails, awards, and the monthly newsletter. It is important to keep each student's parents updated on their child's progress in class on a regular basis.

SUPERVISION

As teachers we have both a legal liability and a moral responsibility to actively supervise students, both in and out of the classroom. In order to do this teachers are to be in their classrooms by no later than 7:50 a.m. in the morning. Teachers are to remain in their teaching area until at least 3:35 p.m. As a teacher, you are not to leave a class unattended unless there is an emergency situation.

If you must leave a class, notify the office via the phone. Coaches and activity sponsors are to remain in the building until all students have left.

MAINTENANCE/REPAIRS

During the course of a school year, there will be certain equipment failures and on-going maintenance that is necessary. When you find an item or area that requires a custodian's attention, inform him of the problem so it can be handled. If not handled in 5 school days, report this to the Superintendent.

USE OF SCHOOL VEHICLES

School vehicles will be used primarily for the following purposes:

- * School-sponsored small-group activities
- * Transportation for trips requested by the school
- * Meetings that require teachers/coaches to be in attendance

Requests are to be made to the principal. After the request has been granted, the person making the request must reserve use of the vehicle in the principal's office and pick up the appropriate keys.

When returning from an event, lock all doors, turn off the headlights, and return the key to the principal's office.

Report any accidents or damage observed immediately to the principal's office.

SCHOOL ACTIVITY TRANSPORTATION

School owned or leased vehicles are to be used for any type of school related or school sponsored activity. Personal vehicles may be used with appropriate mileage compensation, but only with the superintendent's approval. Mileage will not be paid for a school related activity if school transportation is available.

USE OF SCHOOL EQUIPMENT AND SUPPLIES

Equipment and supplies provided by the district are to be used only for school related business. Use of school equipment and supplies for personal use is not permitted unless approved prior by the administration.

PURCHASE ORDERS/BUDGETS

All discipline, activity and sports areas have specific budgets allocated by the Board of Education. If a teacher, sponsor or coach wishes to purchase something he/she must get a purchase order from the Superintendent's secretary with the appropriate budget number on it. The purchase order should then be filled out with the name and address of the company, the name and number of the item sought, and the per unit and total price. Before being sent, the purchase order must be signed by your respective Principal and the Superintendent. Any purchases made without the use of purchase orders will not be paid for with district funds.

The white copy will be mailed and the yellow copy will be filed with the Superintendent's secretary. If a salesman has his own sales forms, then a Shelton School Purchase Order form is not needed. The salesman's form must have a purchase order number and be signed by the Superintendent.

Anyone ordering materials or equipment without going through the above steps will be financially and professionally responsible for items ordered and received.

CHARGING SUPPLIES OR MATERIALS

All charges including credit card charges are to be approved by the Superintendent. If frequent charges are made, then other arrangements should be discussed with the Superintendent. When charging, sign an itemized sales receipt and be sure to return a copy of it to the Superintendent's office.

If you are unable to charge something, pay for it yourself and turn in a sales receipt to the Superintendent's office. If the receipt is for \$10.00 or less, it will be paid out of petty cash.

ACCIDENT REPORTS

Whenever a student is hurt at school or on a school sponsored activity under the supervision of a teacher, that teacher must fill out an accident report and file it in the principal's office. This is for your protection in case the information is needed at a later date. It also serves as a record for the school.

DOWN LIST/ELIGIBILITY

Teachers will have their grades prepared each Monday no later than noon. The down list will be distributed to teachers Monday afternoon along with contacting the necessary students and parents/guardians. A person who is on the down list will attend AAP and will work on homework assignments.

A student will be considered ineligible or "down" if he/she has at least 2 "F's" in any classes for two consecutive weeks. The first of those two weeks will be considered a warning week. Students will be eligible to participate during their warning week, but any week(s) directly subsequent to the warning week will result in ineligibility for that calendar week. Grade averages are based on the student's cumulative average for the semester

A student must be in school at least the afternoon periods (5/6, 7,8 & 9) to be eligible to participate in activities after school hours on that date, unless excused by the principal.

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

ELEMENTARY RULES

Elementary Playground Rules:

1. The supervisor on duty has complete authority. Disrespectful actions will not be accepted.
2. Tackle football is not allowed.
3. Use the playground equipment correctly and carefully:
 1. Sit on the slides and come down feet first

2. One student at a time should come down the slides
3. One student per swing
4. Swings should only go forward and back, no twisting
5. Jumping off of any equipment is not allowed
6. Jump ropes are not to be tied and gravel is to remain on the ground
7. Chasing games are not allowed on or around the equipment or swings
8. Go one direction on the hanging bars and spiral bars
4. No playing in or behind the trees. The supervisor on duty must give permission for a student to retrieve a ball from that area.
5. No kicking of snow or snowball throwing.
6. Immediately notify the teacher on duty if another student gets hurt.
7. Appropriate clothing is required for colder weather. Boots are required to leave the blacktop and play in the snow if it is snowy and/or muddy. Shoes and boots must be clean before entering the school. **During cold weather students will not be taken outside for playground break. This is at the discretion of the principal.
8. When the supervisor blows the whistle, recess is over. Students should line up in an orderly and quiet manner.
9. Balls are not to be kicked close to the school building.
10. No balls, jump ropes, etc...should be left on the playground.

**If you need to request that your child remain indoors, a written note is required stating the reason and the length of time necessary. For periods exceeding three days, a doctor's statement is required.

Rules of Conduct on School Property, in School Vehicles, and on School-Sponsored Trips:

1. Be respectful
2. Follow all posted rules and procedures
3. Follow the directions given by the supervising adult(s)
4. Act in a safe and responsible manner
5. No profanity
6. No fighting, bullying, harassment, or horseplay of any kind
7. No drugs, alcohol, tobacco, or any other harmful substances
8. No weapons, look-a-like weapons, hazardous materials, nuisance items or animals
9. Speak at the appropriate volume
10. Clean up after yourself

11. Food & Drink Rules

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

Water is allowed in the school in a water bottle. Flavored water is acceptable. No carbonated drinks/or sports drinks will be allowed.

- b. School Vehicles: No food or drink without approval of the supervising adult(s).

Consequences

Staff members/supervising adults must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1) Note home to parents
- 2) Suspension of privileges
- 3) Exclusion from extracurricular activities
- 4) In-school suspension
- 5) Short term or long term suspension from school
- 6) Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records

Records of school bus misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement. Records may also be maintained in the transportation office.

Bad Weather

When school must be closed due to bad weather or other emergencies, announcements will be made by radio and television stations in Kearney and Grand Island. **Also, Cornerstone Bank of Shelton has provided the opportunity for parents and community members to receive**

messages posted by the school via telephone and email, including school cancellations.

Parents are encouraged to utilize this as a source of information and can contact the school for more information on signing up for this free service. Please do not call the school.

Elementary students must have an emergency dismissal form on file. This form will be sent home at the beginning of the year and will let the staff know where to send your child in case school is dismissed early.

TEACHER EVALUATION POLICY

TEACHER EVALUATION

The primary purpose of the teacher evaluation system is to improve and enhance classroom instructional practices. Information gained during the teacher evaluation process should be used to enhance individual teacher strengths and to assist the teacher in professional growth. The teacher evaluation system should also provide a basis for making decisions about the retention, transfer, or dismissal of staff members.

Rationale:

1. Nationally, less than one-third of the teachers rate their supervisory service as high.
2. It is not necessary to provide clinical supervision or the traditional evaluation to all teachers.
3. Teachers have different growth needs and learning styles.

Goals of the Evaluation System:

1. To improve student performance.
2. To stimulate professional growth in teachers.
3. To identify characteristics and qualities of excellent teaching.
4. To improve teaching techniques and teacher abilities.
5. To build upon the interest, abilities, and special skills of teachers.
6. To identify high expectations for teachers and students.
7. To make decisions about retention and dismissal of staff.

PROCEDURES FOR TEACHER EVALUATION

1. Teachers will be evaluated on criteria which includes The Nebraska Performance Framework for Teachers. the essential teaching skills and the essential professional skills. Formal and informal observations may be announced or unannounced.
2. All certificated teachers on permanent status shall be formally observed one time every three years. All certificated teachers on probationary status shall be formally observed at least one time per semester. The classroom observation shall be one entire instructional period.
3. The evaluation process shall be a continuous, ongoing appraisal of one's work performance. The total teacher appraisal shall consist of formal evaluations, formal observations, informal walkthroughs and varied instances in which personal contact occurs between the evaluator and the staff member.
4. The supervisor will perform additional observations when aid in improving instruction is needed. Teachers should feel free to request observations when they could gain from feedback on specific students, methods, etc.
5. The observation may include videotaping, student surveys or requesting the assistance of a peer.
6. The formal observation will be followed by a post-conference which shall be held within five working days of the observation. Notes taken during the observation will be prepared in written form, shared with the teacher during the post-conference, signed by both the supervisor and the teacher and placed in the teacher's personnel file. The teacher's signature on the post-conference form means that the teacher has seen the written report. It does not mean that the teacher must agree with the contents of the report. The report is filed in the teacher's personnel file and a copy is given to the teacher. Additional teacher comments may be written and attached to this form within five days.
7. If needed, the report shall include the Teacher Improvement Plan, which specifies the standard not met, strategies for improvement and which also provides an adequate time line for the teacher to implement the specific suggestions for improvement. In cases where teacher performance on specified criteria is unsatisfactory, evaluation information may be used for termination.
8. The evaluator shall possess a valid Nebraska Administrative Certificate from the Nebraska Department of Education and shall be trained to use the evaluation system used by the district. The school district shall see to it that the evaluator is encouraged to attend workshops, seminars, meetings, etc. to keep abreast of the latest trends pertaining to staff appraisal.
9. At the beginning of each school year, teachers shall be provided a written explanation of the district's evaluation system and the procedures to be followed.

TEACHER IMPROVEMENT PLAN SUMMARY

Teacher:_____ Administrator:_____ Date:_____

Areas A-D are to be completed by administrator; Area E by the teacher.

A. Specific school standard which was not met:

B. Describe briefly what was observed or other circumstances:

C. Strategies for improvement:

D. Time frame for correcting deficiency:

E. Teacher response to above:

Improvement Plan Evaluation is on the reverse side. Failure to meet the standard will result in a recommendation for contract non-renewal.

Teacher Signature: _____ Administrator Signature: _____

Signature does not indicate agreement, but that this document was discussed.

TEACHER IMPROVEMENT PLAN SUMMARY EVALUATION

Teacher: _____ Administrator: _____ Date: _____

1. What did you complete?

2. What did administrator do to provide assistance?

3. Rate performance of teacher:

___ Problem resolved

___ Extend target date (list date)

___ Standard not met

(Contract non-renewal will be recommended)

Teacher Signature: _____ Administrator Signature: _____

Signature does not indicate agreement, but that this document was discussed.

STUDENT DRESS CODE

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

- (1) Student Appearance: Students at Shelton Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (muscle shirts, midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - i. Tank tops must entirely cover undergarments and straps of undergarments
 - ii. Tops with low necklines that reveal cleavage are not appropriate
 - iii. Cutoff shirts with enlarged arm holes are not appropriate
 - b. Short shorts, short skirts, or short skorts will not be permitted.
 - i. pockets are not to be revealed below the bottom of the shorts

- ii. Clothing of which the body is excessively revealed due to length, size, or holes/cuts/tears is not permitted
- iii. Administrator discretion will be used
- c. Pajama Pants and/or slippers (Traditional Sleepwear)
- d. Blankets and other wraps are not to be worn as clothing in school
- e. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- f. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- g. Head wear including hats, caps, bandannas, scarves, and hoods
- h. Clothing or jewelry which exhibits nudity makes sexual references or carries lewd, indecent, or vulgar double.
- i. Clothing or jewelry that is gang related.

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

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

Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district

stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Bulldog Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

C. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;

3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

[Trip Request Form](#)

In-State Trip Requests:

- Trips such as NSAA certified state tournaments and competitions will be paid for by the district. This includes students and coaches and no request forms are needed.
 - State qualifiers will have their travel, room, and food paid for at state competitions as long as they continue to compete. Once eliminated from competition, teams are expected to return home or release students to their parents with the use of a sign-out sheet.
 - The district pays for registration fees, tickets, travel, room, and food for All State selections to band and choir for both the student and the sponsor and no request form is needed.
- All other in-state trip request forms must be submitted to the School Board for approval at least 3 months prior to the trip departure date.
 - Cost of the trip for students and sponsors will be the responsibility of the club, group, or organization which includes registrations, excursion fees, meal expenses, and hotels.
 - Cost of the school vehicle, fuel, and substitute (if needed) will be the responsibility of the district.
 - Funds for the trip must be available before the trip will be approved.

Out of State Trip Requests:

- Request forms must be submitted to the School Board for approval at least 6 months prior to the trip departure date.
- Cost of the trip will be the responsibility of the club, group, or organization which includes registrations, excursion fees, meal expenses, hotels, and flights.
 - Cost of the sponsor's registration fees, excursions, meal expenses and hotels, and flights will be the responsibility of the club, group, or organization. The cost of the substitute (if needed) will be the responsibility of the district.
 - The district will be responsible for providing a substitute (if needed) and transportation to and from the airport, or if the trip is within driving distance the sponsor may drive a school vehicle and the district will cover the cost of fuel.
 - Funds for the trip must be available before the trip will be approved.

International Trip Requests:

- Request forms must be submitted to the School Board for approval at least 1 year prior to the trip departure date.
- Cost of the trip will be the responsibility of the individual, club, group, or organization which includes registrations, excursion fees, meal expenses, hotels, and flights.
 - Cost of the sponsor's registration fees, excursions, meal expenses and hotels, and flights will be the responsibility of the club, group, or organization.
 - The school will be responsible for providing a substitute (if needed) and transportation to and from the airport.

Funds for the trip must be available before the trip will be approved. All fundraising activities require authorization from an administrator.

Activity Fundraising Guidelines:

- Each Activity is allowed one fundraiser a year.
 - Activities that have “helping others” as a cornerstone of their mission may submit a form for a second fundraiser and include information in the form about how the money raised will be used.
- Money from the fundraiser can be spent on any item approved by the superintendent.

 Name of Organization: _____ Name of Sponsor: _____

Date Submitted: _____

Dates that fundraiser will run: _____

Type of fundraiser to be conducted: _____

How has the sponsor ensured all students participating in the fundraiser have equitable opportunities to raise funds?

How will the money raised be used?

Fundraiser is approved: YES NO

Administrator Signature: _____ Date: _____

Schedule of Fundraisers

August- Cross Country

September- Volleyball, Football

October- FFA?

November- Basketball, Wrestling

December- Give Where You Live

January

February One Act, NHS

March- Track, Weight Room Lift-a-thon

April- Cheer/dance
May- FFA?
June
July

3057 Title IX Policy

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

1. Title IX Coordinator

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

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

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

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

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

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity,

disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

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

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

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

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

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

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

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

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

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

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

3. Discrimination Not Involving Sexual Harassment.

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

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

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

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in

subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy

4. Response to Sexual Harassment

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

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

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so

removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

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

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

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

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

- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
- 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
- 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
- 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
- 5.1.4.2.2. The scope of the district's education program or activity;
- 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
- 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of

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

- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

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

5.2. **Notice of Allegations.**

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

5.2.1.1. A copy of this policy.

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

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

5.3. Dismissal of Formal Complaint.

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
 - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

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

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

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including

the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

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

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Exchange of Written Questions. After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit

written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

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

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

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

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

5.7.2.3. Findings of fact supporting the determination;

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

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district

imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

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

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

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

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

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

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

- 5.8.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 5.8.3. As to all appeals, the district will:
- 5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
 - 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
 - 5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of

sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping.**

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

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant

designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom;
and

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

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

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

7. Access to Classes and Schools.

7.1. General Standard. Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or

otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

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

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

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

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

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for

male and female teams will not constitute noncompliance with this section.

9. Certain Different Treatment on the Basis of Sex Permitted.

Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. Retaliation Prohibited.

Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

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

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

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).
13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.
14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

SHELTON
Performance Objectives Evaluation Instrument
2022-2023

**Provide updates to the board quarterly on progress toward goals.*

#1 - BUDGET

- Create a realistic and workable budget
- Budget to be able to carry out the Shelton Capital Improvement Schedule
- Stay abreast of current budget and continue to build cash reserve
- Manage and build depreciation funds

ASSESSMENT BASED ON EVIDENCE FOR SHANNA IN THIS AREA:

Exemplary	Proficient	Developing	Needs Improvement
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FEEDBACK / COMMENTS:

#2 - COMMUNICATION

- Create a timely and consistent communication mechanism on hot topics or relevant information at least twice a month for the Board of Education
- Utilize district wide communication tools and social media to provide timely information as it relates to consistent communication for students and parents
- Develop and implement an action plan based on the results of the NASB Staff Well-being Survey
- Create a visible presence in the school at activities and local organizations
 - attend village board meetings or join local organizations

ASSESSMENT BASED ON EVIDENCE FOR SHANNA IN THIS AREA:

Exemplary	Proficient	Developing	Needs Improvement
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FEEDBACK / COMMENTS:

#3 - EXPECTATIONS AND ACCOUNTABILITY

- Promote high and consistent expectations for staff and students
- Create roles and responsibilities to determine if the current staffing is sustainable (all roles in the district).
- Continue to develop collaborative relationships between all staff to maximize opportunities for students.

ASSESSMENT BASED ON EVIDENCE FOR SHANNA IN THIS AREA:

Exemplary	Proficient	Developing	Needs Improvement
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FEEDBACK / COMMENTS:

OVERALL ASSESSMENT BASED ON EVIDENCE FOR SHANNA:

Exemplary	Proficient	Developing	Needs Improvement
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OVERALL SUMMARY FEEDBACK / COMMENTS:

SHELTON PUBLIC SCHOOL
Shelton, Nebraska
Teacher/Assistant Principal Contract

This agreement made and entered into this **July 11, 2022** by and between the BOARD OF EDUCATION OF SHELTON SCHOOL DISTRICT NO. 19 in the State of Nebraska hereinafter referred to as the "Board" and **Jenette Meyer** a legally qualified teacher who holds a Nebraska Administrative and Supervisory certificate now in force and valid in said county for the term of this contract, hereinafter referred to as the "Administrator".

WITNESSETH:

That said Administrator agrees to accept the position of Teacher/Assistant Principal in said district for a term as hereinafter provided and to perform all duties of said position under the direction of the Superintendent of Schools and policies of said District during the term of the contract.

FIRST: Said contract shall begin on or about **August 7, 2022** and continue in full force and effect for the **2022-2023** school year.

SECOND: It is agreed that the annual salary of said Teacher/Administrator shall be **\$82,870.00** not including extra duty assignments payable in twelve equal installments.

THIRD: It is further agreed that the Teacher/Administrator shall be assigned responsibilities which require **205** days of service with specific terms and conditions as may be arranged by the Superintendent of Schools for the Board of Education.

FOURTH: The Teacher/Administrator declares that she is not under contract with another board, board of education, school district, board of regents or trustees of any school district.

FIFTH: The Teacher/Administrator hereby agrees to be governed by the regulations and policies of the Board and the duties as assigned by the Superintendent of Schools to be performed under this contract.

SIXTH: It is agreed that neither party may cancel this contract without written consent of the other party except that where just cause exists the Board may discharge said Teacher/Administrator thereby terminating this contract; provided said Teacher/Administrator has been given the cause or causes for discharge and has been given an opportunity for a hearing before the Board prior to official action being taken. Just cause as used herein may include one or more of the following: incompetence, immorality, insubordination, intemperance, cruelty, neglect of duty, general neglect of the business of the school, unprofessional conduct, physical or mental incapacity, and violation of law involving moral turpitude or any conduct tending to reflect great discredit upon the school of the District or upon the Administration. In the event of termination of this contract for any cause, the Teacher/Administrator shall be paid on a pro rate basis

only for the months of service he has performed from the current school year.

SEVENTH: The Teacher/Administrator agrees to be in attendance at educational and other meetings as directed and authorized by the Superintendent for the Board of Education.

EIGHTH: This contract shall be deemed to have been entered into subject to all of the provisions of the laws of the State of Nebraska, and said contracting parties hereby agree to conform to the regulations and requirements governing the deductions from the above stated compensation with reference to Withholding Tax, Social Security, Teacher's Retirement, and other deductions authorized by law.

NINTH: District will provide full health and dental insurance premium, National & State Association dues, and 15 annual sick days accumulative to 40.

TENTH: Administrator's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of education of the District on or before **July 8, 2022** shall constitute a rejection of this offer of employment.

ELEVENTH: Other Contract Terms: None

By Janette Meyer
Administrator

Date 6/29/2022

By _____
Board President

Date _____

By _____
Board Secretary

Date _____

SHELTON PUBLIC SCHOOL
Shelton, Nebraska
Principal Contract

This agreement made and entered into this **July 11, 2022** by and between the BOARD OF EDUCATION OF SHELTON SCHOOL DISTRICT NO. 19 in the State of Nebraska hereinafter referred to as the "Board" and **Jeff Kenton** a legally qualified teacher and administrator who holds a Nebraska Administrative and Supervisory certificate now in force and valid in said county for the term of this contract, hereinafter referred to as the "Administrator".

WITNESSETH:

That said Administrator agrees to accept the position of PK-12 Principal in said district for a term as hereinafter provided and to perform all duties of said position under the direction of the Superintendent of Schools and policies of said District during the term of the contract.

FIRST: Said contract shall begin on or about **August 1, 2022** and continue in full force and effect for the **2022-2023** school year.

SECOND: It is agreed that the annual salary of said Administrator shall be **\$112,619.00** not including extra duty assignments payable in twelve equal installments.

THIRD: It is further agreed that the Administrator shall be assigned responsibilities which require 220 days of service with specific terms and conditions as may be arranged by the Superintendent of Schools for the Board of Education.

FOURTH: The Administrator declares that he is not under contract with another board, board of education, school district, board of regents or trustees of any school district.

FIFTH: The Administrator hereby agrees to be governed by the regulations and policies of the Board and the duties as assigned by the Superintendent of Schools to be performed under this contract.

SIXTH: It is agreed that neither party may cancel this contract without written consent of the other party except that where just cause exists the Board may discharge said Administrator thereby terminating this contract; provided said Administrator has been given the cause or causes for discharge and has been given an opportunity for a hearing before the Board prior to official action being taken. Just cause as used herein may include one or more of the following: incompetence, immorality, insubordination, intemperance, cruelty, neglect of duty, general neglect of the business of the school, unprofessional conduct, physical or mental incapacity, and violation of law involving moral turpitude or any conduct tending to reflect great discredit upon the school of the District or upon the Administration. In the event of termination of this contract for any cause, the Administrator shall be paid on a pro rate basis only for the months of service

he has performed from the current school year.

SEVENTH: The Administrator agrees to be in attendance at educational and other meetings as directed and authorized by the Superintendent for the Board of Education.

EIGHTH: This contract shall be deemed to have been entered into subject to all of the provisions of the laws of the State of Nebraska, and said contracting parties hereby agree to conform to the regulations and requirements governing the deductions from the above stated compensation with reference to Withholding Tax, Social Security, Teacher's Retirement, and other deductions authorized by law.

NINTH: District will provide full health and dental insurance premium, National & State Association dues, and 15 annual sick days accumulative to 40.

TENTH: Administrator's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the district on or before **July 8, 2022** shall constitute a rejection of this offer of employment.

ELEVENTH: Other Contract Terms: None

By Jeff Kenton Date 7/7/22
Administrator

By _____ Date _____
Board President

By _____ Date _____
Board Secretary

22-23 Prices	Breakfast				Lunch				Extra Milk
	Elementary	Secondary	Adult	2nd Entree	Elementary	Secondary	Adult	2nd Entree	Extra Milk
Blue Hill / Red Cloud	\$2.15	\$2.15	\$3.00		\$2.90	\$3.15	\$3.90		\$0.55
Silver Lake	\$2.15	\$2.15		\$1.50	\$2.75	\$3.00		\$1.50	
Kenesaw	\$2.15	\$2.15	\$2.40	\$0.50	\$2.80	\$3.00	\$4.05	\$1.00	\$0.45

Lunch Prices 2022-2023

Historic look at the last year we charged for student meals which was 19-20.

Student breakfast \$2.05

Adult breakfast \$2.20

Elementary Lunch \$3.00

Secondary Lunch \$3.20

Adult lunch \$3.70

2021-2022

Adult priced breakfast- \$2.40

Adult priced lunch- \$4.00

Student breakfast- free

Student lunch- free

Extra milk- \$.45

Proposed 2022-2023

Adult priced breakfast- \$2.50

Student breakfast- \$2.05

Adult priced lunch- \$4.00

Secondary student lunch- \$3.25

Elementary student lunch- \$3.05

Extra milk- \$.50

Shelton Board of Education Meeting Dates 22-23

August 15, 2022
September 12, 2022
October 17, 2022
November 14, 2022
December 12, 2022
January 16, 2023
February 13, 2023
March 13, 2023
April 17, 2023
May 15, 2023
June 12, 2023
July 17, 2023

Budget Workshop: Held August 23, 2021. Would you like to do a budget workshop again this year?

Budget Hearing and Tax Request Hearing: August 29 at 7:30 pm? We could do a budget hearing at 7:30 with the tax request hearing immediately following.

Budget Adoption Special Meeting: We can wait to schedule this once we know if we need a joint hearing and when the possible joint hearings might be. Or, we could schedule now to reserve the spot on the calendar. (We do have a football game on September 30th).

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7ea68ed0-e6ea-LR0AZ0YM	Lenovo N42 Ch	#####	#####	100.0.4896.133	/Devices/Classr
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b018dd38-70c5-LR0AZ2T6	Lenovo N42 Ch	#####	#####	81.0.4044.127	/Devices/Classr
b8aac702-543c-LR0AZ11T	Lenovo N42 Ch	#####	#####	101.0.4951.59	/Devices/Classr
fc3b7b7e-7df2-LR0AZ0K5	Lenovo N42 Ch	#####	#####	99.0.4844.57	/Devices/Classr
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964533a2-d2ff-LR06PMFE	Lenovo N42 Ch	#####	#####	101.0.4951.72	/Devices/Classr
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73d65093-4835-LR0AZ128	Lenovo N42 Ch	#####	#####	101.0.4951.59	/Devices/Classr
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daa9ed84-ca7a LR0AZ0W9	Lenovo N42 Ch	#####	#####	100.0.4896.133	/Devices/Classr
36061500-f87b LR0AZ0VW	Lenovo N42 Ch	#####	#####	100.0.4896.82	/Devices/Classr
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cca6a53a-254e LR0AZ03E	Lenovo N42 Ch	#####	#####	99.0.4844.94	/Devices/Classr
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2644ce3a-0504 LR0AYZT6	Lenovo N42 Ch	#####	#####	101.0.4951.59	/Accounts/Studi
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acac7ee9-cb2a LR0AZ0VY	Lenovo N42 Ch	#####	#####	101.0.4951.59	/Devices/Classr

Chromebooks = 236 devices

Bytespeed Devices = 32 Devices

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19	3943	18
18	3938	19
17	3937	

16	3948
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mostRecentAct	mostRecentUse	wifiSignalStrenç	volumeLevel	Pe	cpuUtilization	memoryUsage	diskSpaceUsag
date:2021-05-1	rogerswyatt@sheltonbulldogs.c		20		90	1260027904 / 42261168128 / 1	
date:2021-05-1	dackedgar@sheltonbulldogs.or		0		96	1786691584 / 46409756672 / 1	
date:2021-05-1	jovelmartinezsofia@sheltonbull		0		90	1257295872 / 42890305536 / 1	
date:2021-05-1	rabbeava@sheltonbulldogs.org		0		92	1347137536 / 44276174848 / 1	
date:2021-01-1	test.student@sl	-52 dBm	68		86	1144537088 / 42464178176 / 1	
date:2021-05-1	wilsonthomas@sheltonbulldogs		0		92	1228570624 / 44443398144 / 1	
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date:2021-05-1	taylorcolby@sheltonbulldogs.or		0		92	1416077312 / 44739629056 / 1	
date:2021-05-1	rodriguezmateo@sheltonbulldo		0		92	1401331712 / 46199230464 / 1	
date:2021-05-1	pearsonbrooklynn@sheltonbull		0		94	1710354432 / 43332009984 / 1	
date:2021-07-2	velasquezjaque	-44 dBm	0		71	3756126208 / 42181197824 / 1	
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date:2021-05-1	mattisonchanze@sheltonbulldo		0		90	1249480704 / 43184881664 / 1	
date:2021-05-1	moralesgiovanni@sheltonbulldc		0		91	1428975616 / 44445659136 / 1	
date:2021-05-1	andrewslaurnn@sheltonbulldc		0		92	1346129920 / 43185115136 / 1	
date:2022-03-2	melsashelby@sheltonbulldogs.		75		90	1357873152 / 41261989888 / 1	
date:2021-05-1	clarkharley@sheltonbulldogs.or		36		92	1255796736 / 42667155456 / 1	
date:2021-05-1	ellismckenzie@sheltonbulldogs		96		90	1260339200 / 43162935296 / 1	
date:2021-05-1	gangwishjackson@sheltonbulld		64		91	1189904384 / 44655529984 / 1	
date:2021-08-0	carmancolton@	-57 dBm	0		75	1537507328 / 43908481024 / 1	
date:2021-06-1	johnsonowen@	-46 dBm	0		67	1368731648 / 42559234048 / 1	
date:2021-07-2	demiltbrady@sl	-51 dBm	0		93	1429573632 / 44896624640 / 1	
date:2021-05-1	reutzelkatelyn@sheltonbulldogs		44		92	1410523136 / 43444269056 / 1	
date:2021-05-1	ryanadmin@sheltonbulldogs.or		48		83	1078480896 / 42562162688 / 1	
date:2021-05-1	hallaudrina@sheltonbulldogs.or		0		89	1365549056 / 42476990464 / 1	
date:2021-02-0	garciaadan@sh	-47 dBm	0		60	3037863936 / 44461285376 / 1	
date:2021-05-1	miller-braunjaylee@sheltonbull		100		90	1349595136 / 42725613568 / 1	
date:2021-05-1	eutslerlogan@sheltonbulldogs.		72		42	3313586176 / 46247280640 / 1	
date:2021-05-1	willisgracie@sheltonbulldogs.or		96		0	2474078208 / 43087093760 / 1	
date:2021-05-1	taylorkameron@sheltonbulldog		40		90	1323192320 / 42124447744 / 1	
date:2021-06-2	kingian@shelto	-43 dBm	100		36	1636843520 / 42845663232 / 1	
date:2021-05-1	belvillematisen@sheltonbulldoç		60		89	1262833664 / 43714342912 / 1	
date:2019-12-1	larragadominick@sheltonbulldc		0		0	0 / 0 360448 / 40958	
date:2021-05-1	lessigjeremy@sheltonbulldogs.		52		91	1436254208 / 42089263104 / 1	
date:2021-05-1	hellerichquinn@sheltonbulldogs		56		16	2469036032 / 48703025152 / 1	
date:2021-06-3	johnsongiles@ç	-59 dBm	12		25	1441583104 / 42297122816 / 1	
date:2021-05-1	jensenreilly@sheltonbulldogs.o		0		77	4035346432 / 43054510080 / 1	
date:2021-07-2	hopkinslondonç	-47 dBm	12		46	1633443840 / 41925472256 / 1	
date:2021-05-1	brumfieldgage@sheltonbulldog		16		90	1189105664 / 44985946112 / 1	
date:2021-05-1	rolfsmeyerarabella@sheltonbul		0		74	2164875264 / 43110371328 / 1	
date:2021-05-1	hellbushcory@sheltonbulldogs		0		90	1322360832 / 43417788416 / 1	

date:2020-05-2:test.student@sl -52 dBm	68	88 1163124736 / 43038736384 / 1
date:2021-05-1:piersonanabelle@sheltonbulldc	48	15 2557304832 / 42818646016 / 1
date:2021-05-1'clarkalayna@sheltonbulldogs.o	0	90 1260404736 / 44217794560 / 1
date:2021-07-1:lauberadon@sf -51 dBm	0	67 1869307904 / 44186345472 / 1
date:2021-05-1'fishercarsyn@sheltonbulldogs.c	72	90 1222144000 / 42038353920 / 1
date:2021-07-1:blyeli@sheltont -47 dBm	0	20 2434539520 / 47060623360 / 1
date:2021-05-1'cureolivia@sheltonbulldogs.org	56	36 2449977344 / 42709012480 / 1
date:2021-05-1'gangwishalexander@sheltonbu	100	94 1507336192 / 43398012928 / 1
date:2021-05-1'dubbsanneliese@sheltonbulldo	0	74 2880593920 / 42882420736 / 1
date:2021-05-1'dackletavion@sheltonbulldogs.	64	89 1249517568 / 44162105344 / 1
date:2021-05-1'mattisonjazmyne@sheltonbulld	0	92 1374822400 / 42819026944 / 1
date:2021-05-1'braunpayton@sheltonbulldogs.	100	89 1192275968 / 42651672576 / 1
date:2021-05-1'piersonemmalyn@sheltonbulld	56	39 3321962496 / 45137178624 / 1
date:2021-05-1'kautzmakenleigh@sheltonbulld	72	92 1254318080 / 42424709120 / 1
date:2021-05-1'warnersonja@sheltonbulldogs.c	0	0 2187100160 / 43174862848 / 1
date:2021-05-1'rabbemichael@sheltonbulldogs	0	90 1368571904 / 42423230464 / 1
date:2021-07-0'jensenapsen@: -42 dBm	0	93 1409744896 / 45759377408 / 1
date:2021-05-1'dackgrace@sheltonbulldogs.or	40	0 2895994880 / 43953061888 / 1
date:2021-06-1'johnsonzane@: -44 dBm	100	93 1648750592 / 43505963008 / 1
date:2021-05-1'littlejackson@sheltonbulldogs.c	4	94 1706979328 / 43202125824 / 1
date:2021-05-1'currinweston@sheltonbulldogs.	80	90 1280397312 / 43800682496 / 1
date:2021-05-1'jovelmartinezemily@sheltonbul	0	91 1320910848 / 42841190400 / 1
date:2021-05-1'wiesellillian@sheltonbulldogs.or	0	89 1361948672 / 42146324480 / 1
date:2021-05-1'mcdonaldmilly@sheltonbulldog	0	89 1143525376 / 42532438016 / 1
date:2021-07-1'powercale@sh: -65 dBm	28	90 1702432768 / 44983414784 / 1
date:2021-05-1'baronyoel@sheltonbulldogs.org	76	90 1346228224 / 42829733888 / 1
date:2021-05-1'franksjaycee@sheltonbulldogs.	0	89 1375272960 / 43863236608 / 1
date:2021-05-1'nevarezsarai@sheltonbulldogs.	52	89 1208098816 / 43078295552 / 1
date:2021-05-1'scarboroughstraussowen@she	0	92 1270751232 / 44040945664 / 1
date:2021-05-1'chavez-doremusaisha@shelton	100	91 1401532416 / 42197917696 / 1
date:2021-05-1'schutteaubrey@sheltonbulldog:	52	91 1331396608 / 42317852672 / 1
date:2021-06-2'johnsonknox@: -28 dBm	32	60 1696169984 / 43895050240 / 1
date:2021-07-1'blyseth@shelto -42 dBm	0	28 3160072192 / 43345379328 / 1
date:2020-08-2'dackethan@sh: -50 dBm	48	50 1526026240 / 44397223936 / 1
date:2022-06-0'portilloxavier@: -63 dBm	40	2 2032177152 / 43112427520 / 1
date:2022-05-1'thoberjamesyn(-60 dBm	52	91 1823088640 / 42854412288 / 1
date:2022-05-2'nevarezsarai@: -56 dBm	12	90 1707839488 / 43020423168 / 1
date:2022-04-0'rjurgens@shelto -20 dBm	100	59 2778259456 / 42691588096 / 1
date:2022-04-2'snydersteven@ -20 dBm	0	63 1515319296 / 41423089664 / 1
date:2022-05-1'pearsoncolby@sheltonbulldogs	0	92 1295228928 / 41522294784 / 1
date:2022-05-1'gillmingamanda -63 dBm	0	48 1583484928 / 43458543616 / 1
date:2022-04-2'simmonsabriann: -49 dBm	12	91 1555021824 / 41395703808 / 1

date:2022-05-1 niemackdru@sl -38 dBm	12	83 1733201920 / 43508473856 / 1
date:2022-04-2 krehmeyermadi -29 dBm	28	89 1576730624 / 41407164416 / 1
date:2022-04-2 ohlmanjaylynn@ -20 dBm	0	33 1036808192 / 41493786624 / 1
date:2022-05-1 demiltlane@sh -67 dBm	0	93 1624997888 / 43659063296 / 1
date:2022-05-1 warnersonja@s -33 dBm	0	72 3567005696 / 43264585728 / 1
date:2022-04-2 snydersamanth -54 dBm	0	0 1763184640 / 43214434304 / 1
date:2022-04-2 myerszachary@ -20 dBm	100	51 1108766720 / 41465376768 / 1
date:2022-05-0 moralessamuel -20 dBm	0	3 1788473344 / 42817036288 / 1
date:2022-05-1 willisgracie@sh -20 dBm	0	7 2493358080 / 43438764032 / 1
date:2022-05-1 powerdrake@sl -60 dBm	0	91 1640845312 / 43131965440 / 1
date:2022-06-0 delgadoromero -20 dBm	4	25 2223591424 / 43098816512 / 1
date:2020-08-2 andersontrae@sheltonbulldogs	100	86 971444224 / 405434376192 / 1
date:2022-05-1 rachowhunter@ -20 dBm	0	92 1604718592 / 43456270336 / 1
date:2022-05-1 gomezalia@sh -20 dBm	20	91 1309421568 / 44547604480 / 1
date:2022-05-1 lstewart@shel -24 dBm	0	94 1302687744 / 42405261312 / 1
date:2021-03-0 burrelljasmine@ -49 dBm	28	88 1389371392 / 41359814656 / 1
date:2022-05-1 cheneysusanna -72 dBm	60	80 3326529536 / 43819651072 / 1
date:2022-03-2 spellmanmered -70 dBm	0	73 1203875840 / 45020389376 / 1
date:2021-08-2 delgadoromero -58 dBm	0	91 1318494208 / 43093229568 / 1
date:2021-03-2 lozobrandon@sheltonbulldogs.	0	84 1214615552 / 43435802624 / 1
date:2022-02-0 spotanskigunner@sheltonbulld	0	89 1642631168 / 41714425856 / 1
date:2022-02-2 andradeenrique@sheltonbulldo	0	93 1333891072 / 43804700672 / 1
date:2022-05-0 ramirezhernand -38 dBm	0	46 2686529536 / 43748954112 / 1
date:2022-05-1 jensenreilly@sf -54 dBm	0	94 1461514240 / 43152687104 / 1
date:2022-05-1 bransonjalyn@ -20 dBm	0	16 2660773888 / 42903678976 / 1
date:2022-05-1 bombeckriley@ -70 dBm	0	22 1437474816 / 43277516800 / 1
date:2022-05-1 summersskyle -67 dBm	0	89 1519595520 / 47106056192 / 1
date:2022-05-1 mezamayte@sl -60 dBm	76	90 1515360256 / 43808010240 / 1
date:2022-05-1 dackgrace@sh -20 dBm	0	9 3258281984 / 43872755712 / 1
date:2020-05-2 test.student@sl -47 dBm	56	86 1387851776 / 46621102080 / 1
date:2022-05-1 willismakenna@ -42 dBm	44	21 1975291904 / 46259437568 / 1
date:2022-05-1 suttonkolby@sheltonbulldogs.o	24	90 1002831872 / 44921663488 / 1
date:2022-05-1 geggsidney@sf -79 dBm	100	88 1567436800 / 42183999488 / 1
date:2022-05-1 geggerin@shell -45 dBm	96	47 3528032256 / 43094728704 / 1
date:2022-05-1 lyonschalbie@s -20 dBm	4	12 2302648320 / 43598032896 / 1
date:2022-02-1 esquivelalexanc -42 dBm	0	92 1218457600 / 42350006272 / 1
date:2022-04-2 choplinmadison -29 dBm	84	94 1372295168 / 43331256320 / 1
date:2022-05-0 ryanadmin@sh -60 dBm	52	87 1134866432 / 43881046016 / 1
date:2022-04-2 lewistaylor@sh -58 dBm	24	90 1801674752 / 41454641152 / 1
date:2022-05-1 lehnmake -51 dBm	0	91 1607892992 / 45033926656 / 1
date:2022-05-1 cheneyquinn@ -74 dBm	0	90 1526132736 / 42462887936 / 1
date:2022-04-2 blychristian@sf -58 dBm	28	89 1529319424 / 41460740096 / 1

date:2022-04-1 mmeyer@sheltonbulldogs.org	72	94 1349005312 / 45474742272 / 1
date:2022-05-1 gillmingluke@sl -56 dBm	0	90 1586012160 / 42876510208 / 1
date:2022-05-1 haganrhet@she -20 dBm	0	0 2161074176 / 43365957632 / 1
date:2022-05-1 eutslerlogan@s -20 dBm	0	94 1401835520 / 43773169664 / 1
date:2022-05-1 clarkhalie@she -56 dBm	48	99 4089126912 / 42870640640 / 1
date:2022-05-1 salinasmalakhi@ -70 dBm	4	94 1357656064 / 42345361408 / 1
date:2022-05-1 larragadominick -35 dBm	0	82 2446282752 / 44173586432 / 1
date:2021-05-1 rachowhunter@sheltonbulldogs	0	86 1371041792 / 43247276032 / 1
date:2021-07-2 mbernal@shelton -30 dBm	36	61 1714290688 / 42049757184 / 1
date:2022-05-1 simmonsashton -38 dBm	20	91 1526128640 / 43695448064 / 1
date:2022-05-1 thoberharper@ -35 dBm	0	93 1353154560 / 41709076480 / 1
date:2022-05-1 blytrae@shelton -51 dBm	0	63 2818596864 / 43526209536 / 1
date:2021-08-0 lyonsjaymie@sheltonbulldogs.c	0	83 1337896960 / 42349248512 / 1
date:2022-05-1 thibodeaujames -24 dBm	0	88 1526857728 / 42417328128 / 1
date:2022-05-1 blyseth@shelton -45 dBm	0	41 3092746240 / 44142817280 / 1
date:2021-04-2 kentontyson@s -48 dBm	0	50 2780401664 / 42593210368 / 1
date:2022-05-1 thibodeauchey@ -20 dBm	0	23 2958606336 / 43409043456 / 1
date:2022-05-1 garciavinna@st -20 dBm	88	90 1483010048 / 44789768192 / 1
date:2022-04-2 williams lance@ -63 dBm	24	60 3640360960 / 43398418432 / 1
date:2021-10-1 roewilliam@she -49 dBm	48	20 2611654656 / 42786549760 / 1
date:2022-05-1 gangwishalexar -24 dBm	24	88 1632956416 / 43935301632 / 1
date:2022-05-1 dmoore@shelton -49 dBm	28	94 1296224256 / 44925083648 / 1
date:2020-04-3 ellisaleace@shelton -54 dBm	60	79 3548831744 / 45618290688 / 1
date:2022-05-2 nevarezdaniel@ -26 dBm	60	0 2294575104 / 43077844992 / 1
date:2022-05-1 chavezkeaton@ -54 dBm	0	49 2729345024 / 43687542784 / 1
date:2022-05-1 urbinapedro@s -20 dBm	0	93 1349390336 / 43072356352 / 1
date:2022-04-2 wheelerava@st -20 dBm	0	91 1765855232 / 41518415872 / 1
date:2022-04-1 osorioangel@sheltonbulldogs.c	75	35 1438892032 / 4731074560 / 11
date:2021-09-2 lessigallan@shelton -20 dBm	0	83 1193586688 / 43364110336 / 1
date:2022-04-2 geggkellen@shelton -45 dBm	0	93 1294942208 / 41430691840 / 1
date:2022-04-2 reutzelscoy@st -42 dBm	20	89 1185697792 / 43004497920 / 1
date:2020-08-2 laubermarcus@ -64 dBm	48	86 1097240576 / 45081071616 / 1
date:2022-05-1 gillilandkyson@ -51 dBm	0	92 1640476672 / 43142533120 / 1
date:2022-04-1 popejaylea@sheltonbulldogs.org	12	90 1472090112 / 43607805952 / 1
date:2022-05-1 roewilliam@she -51 dBm	10	91 1568579584 / 43022159872 / 1
date:2022-06-1 jberglund@shelton -20 dBm	32	84 1889153024 / 42626437120 / 1
date:2022-04-2 summersnoah@ -56 dBm	4	57 1101680640 / 41859129344 / 1
date:2022-05-2 terry nicholaz@ -54 dBm	0	27 2186371072 / 45206450176 / 1
date:2022-05-1 ohlmanjaxson@ -63 dBm	44	51 2455646208 / 42743672832 / 1
date:2022-04-2 bakermackenzii -20 dBm	0	93 1299087360 / 41512509440 / 1
date:2021-09-0 stewartwilliam@ -58 dBm	0	33 1480507392 / 42073096192 / 1
date:2022-04-1 barbozamorane -31 dBm	96	72 3445968896 / 42536996864 / 1

date:2022-01-0:deanmaddie@s -20 dBm	92	87 1486815232 / 42343759872 / 1
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date:2022-04-1:barbozamoranji -45 dBm	4	93 1219432448 / 42470662144 / 1
date:2022-05-1:bennettkiersten@sheltonbulldo	0	95 1338765312 / 42153189376 / 1
date:2022-06-0:saucedasebasti -38 dBm	0	13 2194604032 / 42742718464 / 1
date:2022-04-2:mhawks@shelt -20 dBm	68	94 1297801216 / 43112566784 / 1
date:2022-06-1:garciayessenia -45 dBm	28	0 3129262080 / 46790889472 / 1
date:2022-04-2:gangwishcarrier -22 dBm	4	90 1585577984 / 41582313472 / 1
date:2021-05-1:westberglucas@sheltonbulldog	16	91 1342066688 / 42138746880 / 1
date:2022-04-2:plihalbreanna@ -60 dBm	20	94 1653374976 / 41964048384 / 1
date:2022-06-1:epower@shelto -62 dBm	40	92 1613467648 / 44907163648 / 1
date:2022-05-1:foxcharles@sh -20 dBm	0	89 1602109440 / 44318511104 / 1
date:2022-05-1:hellerichquinn@ -35 dBm	12	63 2361139200 / 45800435712 / 1
date:2022-05-1:melsashelby@s -20 dBm	0	4 2590707712 / 43301416960 / 1
date:2022-04-1:test.student@sl -20 dBm	75	85 1222164480 / 41523621888 / 1
date:2022-05-1:holderalexa@sl -33 dBm	12	91 1633316864 / 42966056960 / 1
date:2022-05-1:lessigtrace@sh -47 dBm	0	93 1208975360 / 45033598976 / 1
date:2022-05-1:andradeenrique -56 dBm	0	24 2281164800 / 42647916544 / 1
date:2022-05-1:piersonbrennon -65 dBm	96	93 1293197312 / 43280121856 / 1
date:2022-05-1:piersonemmary -20 dBm	56	27 2791989248 / 43284447232 / 1
date:2022-05-1:johnsonowen@ -20 dBm	0	95 3275059200 / 42260267008 / 1
date:2022-05-1:bourbonsimon@ -60 dBm	0	92 1265442816 / 42629181440 / 1
date:2019-09-1:garciavinna@sheltonbulldogs.o	0	0 0 / 0 1193537536 / 1
date:2020-08-2 saucedajesus@sheltonbulldogs	52	88 1035448320 / 46623100928 / 1
date:2022-05-0:goldfishmadisor -20 dBm	12	36 3844378624 / 44048916480 / 1
date:2022-06-1:clewis@shelton -31 dBm	75	0 4042170368 / 43914850304 / 1
date:2022-04-2:martinquentin@ -20 dBm	0	65 1211179008 / 41457827840 / 1
date:2022-05-1:wiehnjustin@sh -63 dBm	0	71 3378704384 / 43328503808 / 1
date:2022-06-1:kjohnson@shel -56 dBm	67	63 1498103808 / 42338906112 / 1
date:2022-05-1:thornburgmaka -24 dBm	0	51 2008932352 / 43322327040 / 1
date:2022-05-1:kentondylan@s -47 dBm	0	52 2752147456 / 44044111872 / 1
date:2022-05-1:goldfishmadisor -20 dBm	32	94 1307795456 / 43236941824 / 1
date:2022-05-1:carmancallee@ -76 dBm	28	31 1515065344 / 48474968064 / 1
date:2022-05-1:hellerichxavier@ -58 dBm	0	93 1233793024 / 42628456448 / 1
date:2022-04-2:rachowkylee@s -22 dBm	4	91 1840590848 / 42030702592 / 1
date:2022-06-0:spellmanmered -45 dBm	8	7 2169102336 / 43532877824 / 1
date:2022-06-1:williams lance@ -63 dBm	92	23 2855940096 / 42506489856 / 1
date:2022-05-1:ramirezhernand -20 dBm	0	81 1107341312 / 45290921984 / 1
date:2022-05-1:lozobrandon@s -67 dBm	0	29 1673830400 / 46906699776 / 1
date:2022-05-0:mbernal@sheltonbulldogs.org	52	90 1558110208 / 44139622400 / 1
date:2022-05-1:burraddison@s -47 dBm	36	93 1176477696 / 44694999040 / 1
date:2022-05-1:sayyeaudale@s -45 dBm	0	93 1350033408 / 45379866624 / 1

date:2022-04-2:spotanskialex@	-47 dBm	0	90 1610100736 / 42908946432 / 1
date:2022-05-1:myersbenjamin	-20 dBm	0	57 3203268608 / 44621467648 / 1
date:2022-05-1:spellmanmered	-58 dBm	4	91 1579327488 / 43421913088 / 1
date:2022-05-1:stewartsamuel@	-40 dBm	0	24 2481889280 / 42706391040 / 1
date:2022-05-1:berglundemmill	-49 dBm	12	89 1667956736 / 43424096256 / 1
date:2022-05-1:wiehnemily@sh	-58 dBm	24	57 3081195520 / 43109285888 / 1
date:2022-05-1:popejustine@st	-26 dBm	20	44 3066642432 / 46070468608 / 1
date:2022-05-1:cureolivia@she	-20 dBm	68	38 2353041408 / 43337498624 / 1
date:2022-05-1:braunpayton@	-20 dBm	4	93 1283072000 / 42444894208 / 1
date:2022-05-1:tompkinkaycee	-58 dBm	0	7 3180707840 / 44446892032 / 1
date:2022-05-1:lessigallan@sh	-51 dBm	0	94 1323098112 / 46464737280 / 1
date:2022-04-0:substitute@she	-54 dBm	44	93 1347969024 / 42440933376 / 1
date:2021-05-0:urbinaangel@sl	-30 dBm	0	16 2203971584 / 42920562688 / 1
date:2022-05-1:rmuhlbach@sh	-20 dBm	59	90 1546244096 / 42021085184 / 1
date:2021-08-2:petersjack@sh	-76 dBm	0	87 1759588352 / 41875206144 / 1
date:2022-05-1:goldfishmathev	-67 dBm	0	15 2541121536 / 42389884928 / 1
date:2022-05-1:zane.johnson@	-42 dBm	0	90 1627774976 / 41989242880 / 1
date:2022-05-1:delgadoromeroj	-20 dBm	20	36 2867204096 / 43928862720 / 1
date:2022-05-1:willismacy@sh	-20 dBm	52	90 1191092224 / 43080388608 / 1
date:2021-05-1:roekaleb@shell	-50 dBm	0	43 3118280704 / 44469579776 / 1
date:2022-04-2:foxkellashandra	-42 dBm	12	79 1208397824 / 41458483200 / 1
date:2022-05-1:stewartwilliam@	-38 dBm	0	11 2663682048 / 44134547456 / 1
date:2022-02-1:mbernal@shelt	-38 dBm	0	88 1561055232 / 42307006464 / 1
date:2022-05-1:hernandezange	-20 dBm	0	82 3363295232 / 43168870400 / 1
date:2022-05-0:test.student@sl	-38 dBm	36	94 1371635712 / 44370280448 / 1
date:2022-04-2:test.student@sl	-24 dBm	100	93 1274179584 / 43070447616 / 1
date:2022-05-1:mattisonchanze	-22 dBm	0	29 3045404672 / 43138629632 / 1

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	10.157.32.5	162.127.117.10	#####	VERIFIED	420
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	10.0.1.24	147.160.146.14	#####	VERIFIED	420
	192.168.1.177	147.160.146.14	#####	VERIFIED	420
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	10.157.32.8	162.127.117.10	#####	VERIFIED	420
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	192.168.1.142	2600:6c4c:7b7f	#####	VERIFIED	420
				VERIFIED	420
				VERIFIED	420
				VERIFIED	420

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10.157.32.71	162.127.117.10	#####	VERIFIED	420
10.157.32.189	162.127.117.10	#####	VERIFIED	420
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10.157.32.35	162.127.117.10	#####	VERIFIED	420
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10.157.32.56	162.127.117.10	#####	VERIFIED	420
192.168.1.14	75.135.40.90	#####	VERIFIED	420
10.157.32.43	162.127.117.10	#####	VERIFIED	420
			VERIFIED	420
10.157.32.10	162.127.117.10	#####	VERIFIED	420
10.157.16.143	162.127.117.10	#####	VERIFIED	420
10.157.32.5	162.127.117.10	#####	VERIFIED	420
10.157.32.217	162.127.117.10	#####	VERIFIED	420
			VERIFIED	420
10.157.32.200	162.127.117.10	#####	VERIFIED	420
192.168.1.227	96.40.12.166	#####	VERIFIED	420
10.157.32.146	162.127.117.10	#####	VERIFIED	420
10.157.32.136	162.127.117.10	#####	VERIFIED	420
10.157.32.20	162.127.117.10	#####	VERIFIED	420
10.157.32.181	162.127.117.10	#####	VERIFIED	420
10.157.32.70	162.127.117.10	#####	VERIFIED	420
10.157.32.137	162.127.117.10	#####	VERIFIED	420
10.157.32.46	162.127.117.10	#####	VERIFIED	420
10.157.32.45	162.127.117.10	#####	VERIFIED	420
10.157.32.9	162.127.117.10	#####	VERIFIED	420
10.157.32.95	162.127.117.10	#####	VERIFIED	420
10.157.32.76	162.127.117.10	#####	VERIFIED	420
			VERIFIED	420
			VERIFIED	420
10.157.32.119	162.127.117.10	#####	VERIFIED	420
192.168.2.108	199.36.119.215	#####	VERIFIED	420
10.157.32.68	162.127.117.10	#####	VERIFIED	420
10.157.32.115	162.127.117.10	#####	VERIFIED	420
192.168.1.9	2600:6c4c:787f	#####	VERIFIED	420
10.157.32.93	162.127.117.10	#####	VERIFIED	420
10.157.48.16	162.127.117.25	#####	VERIFIED	420
10.157.32.32	162.127.117.10	#####	VERIFIED	420
10.157.32.62	162.127.117.10	#####	VERIFIED	420
10.157.32.196	162.127.117.10	#####	VERIFIED	420
10.157.32.25	162.127.117.10	#####	VERIFIED	420
192.168.1.25	68.116.224.228	#####	VERIFIED	420
192.168.1.63	2600:6c4c:6e7f	#####	VERIFIED	420
10.157.32.99	162.127.117.10	#####	VERIFIED	420
10.157.32.142	162.127.117.10	#####	VERIFIED	420
			VERIFIED	420
10.157.32.20	162.127.117.10	#####	VERIFIED	420
10.157.32.72	162.127.117.10	#####	VERIFIED	420

10.157.32.135	162.127.117.10	#####	VERIFIED	420
10.157.32.94	162.127.117.10	#####	VERIFIED	420
10.157.32.53	162.127.117.10	#####	VERIFIED	420
10.157.32.67	162.127.117.10	#####	VERIFIED	420
192.168.1.17	207.68.219.3	#####	VERIFIED	420
10.157.32.137	162.127.117.10	#####	VERIFIED	420
10.157.32.129	162.127.117.10	#####	VERIFIED	420
10.157.32.109	162.127.117.10	#####	VERIFIED	420
10.157.32.16	162.127.117.10	#####	VERIFIED	420
10.157.32.40	162.127.117.10	#####	VERIFIED	420
10.157.32.56	162.127.117.10	#####	VERIFIED	420
10.157.32.96	162.127.117.10	#####	VERIFIED	420
172.20.10.5	2600:1014:b12	#####	VERIFIED	420
10.157.32.18	162.127.117.10	#####	VERIFIED	420
10.157.32.50	162.127.117.10	#####	VERIFIED	420
10.157.32.75	162.127.117.10	#####	VERIFIED	420
10.157.32.90	162.127.117.10	#####	VERIFIED	420
10.157.32.31	162.127.117.10	#####	VERIFIED	420
10.157.32.155	162.127.117.10	#####	VERIFIED	420
10.157.32.63	162.127.117.10	#####	VERIFIED	420
10.157.32.167	162.127.117.10	#####	VERIFIED	420
10.157.32.73	162.127.117.10	#####	VERIFIED	420
10.157.16.10	162.127.117.10	#####	VERIFIED	420
10.157.32.39	162.127.117.10	#####	VERIFIED	420
10.157.32.161	162.127.117.10	#####	VERIFIED	420
10.157.32.67	162.127.117.10	#####	VERIFIED	420
10.157.32.74	162.127.117.10	#####	VERIFIED	420

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