

**Shelton**  
**K-6**  
**2019-2020**  
**Parent/Student**  
**Handbook**



Superintendent: Brian Gegg

Principal: Jeff Kenton

Secretary: Sandy Sutton

9<sup>th</sup> and C Street

P.O. Box 610

Shelton, NE 68876

Telephone: 308-647-6558

Fax: 308-647-5233

School website: [www.sheltonbulldogs.com](http://www.sheltonbulldogs.com)

**TABLE OF CONTENTS**

**FOREWORD**

<b>Section 1</b>	<b>Intent of Handbook</b>	<b>3</b>
<b>Section 2</b>	<b>Members of the Shelton Public School Board of Education</b>	<b>3</b>
<b>Section 3</b>	<b>Shelton Elementary Staff Members and Assignments</b>	<b>3</b>

**ARTICLE 1 – MISSION AND GOALS**

<b>Section 1</b>	<b>School Mission Statement and Goals</b>	<b>4</b>
<b>Section 2</b>	<b>Philosophy</b>	<b>4</b>
<b>Section 3</b>	<b>Mutual Respect</b>	<b>4</b>
<b>Section 4</b>	<b>Professional Qualifications of Elementary Instructors</b>	<b>5</b>
<b>Section 5</b>	<b>Multicultural Policy</b>	<b>5</b>
<b>Section 6</b>	<b>Concern Procedures</b>	<b>5</b>

**ARTICLE 2 – SCHOOL DAY**

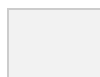
<b>Section 1</b>	<b>Daily Schedule</b>	<b>5</b>
<b>Section 2</b>	<b>Shortened Schedule</b>	<b>5</b>
<b>Section 3</b>	<b>Severe Weather and School Cancellations</b>	<b>6</b>

**ARTICLE 3 – USE OF BUILDING AND GROUNDS**

<b>Section 1</b>	<b>Entering and Leaving the Building</b>	<b>6</b>
<b>Section 2</b>	<b>Visitors</b>	<b>7</b>
<b>Section 3</b>	<b>Smoke-Free Environment</b>	<b>7</b>
<b>Section 4</b>	<b>Care of School Property</b>	<b>7</b>
<b>Section 5</b>	<b>Searches of Lockers and Other Types of Searches</b>	<b>7</b>
<b>Section 6</b>	<b>Video Surveillance</b>	<b>7</b>
<b>Section 7</b>	<b>Use of Telephone</b>	<b>8</b>
<b>Section 8</b>	<b>Bicycles</b>	<b>8</b>
<b>Section 9</b>	<b>Student Valuables</b>	<b>8</b>
<b>Section 10</b>	<b>Lost and Found</b>	<b>8</b>
<b>Section 11</b>	<b>Accidents</b>	<b>8</b>
<b>Section 12</b>	<b>Insurance</b>	<b>8</b>
<b>Section 13</b>	<b>Announcements</b>	<b>8</b>
<b>Section 14</b>	<b>Lockers (5<sup>th</sup>/6<sup>th</sup> grade)</b>	<b>9</b>
<b>Section 15</b>	<b>Office Equipment</b>	<b>9</b>

**ARTICLE 4 – ATTENDANCE**

<b>Section 1</b>	<b>Attendance Policy</b>	<b>9</b>
<b>Section 2</b>	<b>Attendance and Absences</b>	<b>9</b>
<b>Section 3</b>	<b>Tardiness</b>	<b>10</b>
<b>Section 4</b>	<b>Leaving School</b>	<b>10</b>



**ARTICLE 5 – SCHOLASTIC ACHIEVEMENT**

<b>Section 1</b>	<b>Grading System</b>	<b>11</b>
<b>Section 2</b>	<b>Grading System (4<sup>th</sup>-6<sup>th</sup> grade)</b>	<b>11</b>
<b>Section 3</b>	<b>Honor Roll (5<sup>th</sup>/6<sup>th</sup> grade)</b>	<b>11</b>
<b>Section 4</b>	<b>Promotion, Retention</b>	<b>11</b>
<b>Section 5</b>	<b>Promotion, Retention</b>	<b>12</b>
<b>Section 6</b>	<b>Progress Reports</b>	<b>12</b>
<b>Section 7</b>	<b>Progress Reports (5<sup>th</sup>/6<sup>th</sup> grade)</b>	<b>12</b>
<b>Section 8</b>	<b>Report Cards</b>	<b>12</b>
<b>Section 9</b>	<b>Parent-Teacher Conferences</b>	<b>12</b>

**ARTICLE 6 – SUPPORT SERVICES**

<b>Section 1</b>	<b>Special Education Establishment</b>	<b>13</b>
<b>Section 2</b>	<b>Guidance Services</b>	<b>13</b>
<b>Section 3</b>	<b>Health Services</b>	<b>13</b>
	⇒Medication of Students	
	⇒Student Illness	
	⇒Privacy of Protected Health Information	
	⇒Emergency Response	
	⇒Self Management of Diabetes or Asthma	
	⇒Child/Abuse Neglect	

**ARTICLE 7 – DRUGS, ALCOHOL AND TOBACCO**

<b>Section 1</b>	<b>Drug-Free Schools</b>	<b>17</b>
<b>Section 2</b>	<b>Drug Dog Policy</b>	<b>17</b>

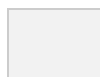
**ARTICLE 8 – STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS**

<b>Section 1</b>	<b>Student Discipline</b>	<b>17</b>
<b>Section 2</b>	<b>Forms of School Discipline</b>	<b>17</b>
<b>Section 3</b>	<b>Student Conduct</b>	<b>19</b>
<b>Section 4</b>	<b>Student Appearance Policy</b>	<b>21</b>
<b>Section 5</b>	<b>Specific Rule Items</b>	<b>22</b>
<b>Section 6</b>	<b>Network, E-Mail, Internet and Other Computer Use Rules</b>	<b>27</b>

**ARTICLE 9 – STATE AND FEDERAL PROGRAMS**

<b>Section 1</b>	<b>Notice of Nondiscrimination</b>	<b>29</b>
<b>Section 2</b>	<b>Designation of Coordinators</b>	<b>30</b>
<b>Section 3</b>	<b>Anti-discrimination &amp; Harassment Policy</b>	<b>30</b>
<b>Section 4</b>	<b>Notification of Rights under FERPA</b>	<b>31</b>
<b>Section 5</b>	<b>Student Privacy Protection Policy</b>	<b>32</b>
<b>Section 6</b>	<b>Parental Involvement Policies</b>	<b>33</b>
<b>Section 7</b>	<b>Homeless Students Policy</b>	<b>34</b>
<b>Section 8</b>	<b>Breakfast and Lunch Programs</b>	<b>34</b>
<b>Section 9</b>	<b>Student Bullying Policy</b>	<b>39</b>

<b>*Receipt of Shelton Elementary Student Handbook</b>	<b>40</b>
--	-----------



**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 in this handbook.

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

**Section 2 Members of the Shelton Public School Board of Education**

Russ Muhlbach: President	Kris Spellman-???
Joe Berglund: Vice President	Lisa Stewart
Chris Lewis: Secretary / Treasurer	Matt Gangwish

**Section 3 Shelton Elementary Staff Members and Assignments**

Jeff Kenton	Principal
Reagan Miller	Preschool
Katie Meyer	Kindergarten
Taylor Hayes	Grade 1
Tess Bruner	Grade 1
Rachelle Carpenter	Grade 2
Joni Thornburg	Grade 2
Roxanne Talbitzer	Grade 3
Lauren King	Grade 4
Kelsey Hubbert	Grade 5
Tyler Horky	Grade 6
Jenette Meyer	Instructional Coach
Julie Wiese	EL/Title
Kelly Devorss	Speech Pathologist (ESU 10)
Lexie Wiseman	Speech Pathologist (ESU 10)
Becky Roe	K-6 Resource
Faith Senff	Student Centered Program
Meghan Schneringer	School Psychologist (ESU 10)
Matt Walter	Physical Education
Peggy Lowe	Instrumental Music / Vocal Music
Josh Hellerich	Art
Janelle Gegg	Media Specialist
Jeanne Pope	Technology Integration Specialist

**Support Staff**

Sandy Sutton	Secretary
Sue Bombeck	Head Cook
Jackie Cornelius	School Nurse
Seth Jensen	Head of Maintenance



## Article 1 Mission and Goals

### 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 21<sup>st</sup> century.

Our vision is to create an educational system that promotes the development of 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”

#### Current School Improvement Goals

Goal #1: All PK-12 students will improve in math number sense (number system, operation, computation, and estimation)

Goal #2: All PreK-12 students and staff will Be Safe, Be Respectful, and Be Responsible to continue to promote a positive school environment.

### Section 2 Philosophy

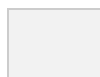
It is imperative that the staff of Shelton Public School believes that every child is capable of learning. Each child will reach their learning potential through the combined efforts of the school staff and parents. Each child has the right to receive the best educational experience possible and it is 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, which 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 Professional Qualifications of Elementary Instructors**

The Shelton Public School District shall notify the parents of each student attending our school that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student’s teacher(s).

**Section 5 Multicultural Policy**

The school district will provide programs, which 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 6 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
- 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 Board of Education.

**Article 2 – School Day**

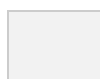
**Section 1 Daily Schedule for Elementary Grades (Kindergarten through 4<sup>th</sup> grade)**

School begins each day at **8:00 A.M.**  
School dismisses each day at **3:25 P.M.**

**\*5<sup>th</sup> and 6<sup>th</sup> 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 keep their latest phone number on file with the school as this as a source of information for us and allows us to contact you concerning school functions.** 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.

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

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

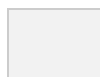
1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual conditions or imminent possibility of any emergency conditions which would make the operation of schools difficult or dangerous.
4. Inability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

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

### **Article 3 – Use of Building and Grounds**

#### **Section 1 Entering and Leaving the Building**

Entering: Students should not be on school grounds prior to 7:50 A.M. unless they are eating school breakfast or attending The Bulldog Walking Club. In that case the students may enter the building at 7:30 A.M.



Students who 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 elementary school day ends at 3:25 P.M. for students in grades K-4. Students in grades 5-6 dismiss at 3:30 P.M. All children are encouraged to go directly home. Students who are not waiting for a ride are to leave the school grounds immediately after dismissal. **Parents need to be prompt in picking up children at the end of the school day.**

Elementary students who are not riding the bus will exit out of the elementary doors east of the library. Students who are riding the bus will exit through the west doors in the new commons area.

## **Section 2 Visitors**

Visitors are always welcome at our school. Parents are encouraged to visit at any time of the day to see school in progress. In order to observe a specific class, please refer to the classroom schedule provided by the teacher at the beginning of the year. It is advisable that conferences with teachers be scheduled in advanced.

Other visitors such as personal friends, out-of-town guests, cousins, etc...are welcome too. However, the school is to be notified at least one day in advance of the visit.

All visits are limited to two hours. All visitors are to check-in at the Superintendent's 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 will be granted by the school secretary, teacher, or the principal. Arrangements to have a friend come home; etc...should be made the night before. 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. Items for show and tell should be left with the teacher for safekeeping. Any money a student brings to school should be put in a safe place or left with the teacher. **Students who bring cellular phones to school must leave them in their locker. They must be shut off during school hours.**

### **Section 10 Lost and Found**

Lost and found items are located in the workroom next to the elementary office. Parents are encouraged to contact the school if a child's belongings are missing or are free to check the items in the workroom. The lost and found items are displayed at Parent/Teacher Conferences, so the students will have the opportunity to identify and claim them. Once each 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.

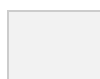
### **Section 12 Insurance**

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

### **Section 13 Announcements**

Reminder notes and announcements will be sent home with the youngest student in the family. Please keep an eye out for these flyers. We will also utilize Alert Solutions to communicate with families. It is the parent's responsibility to ensure up to date phone numbers and email addresses are current within PowerSchool to ensure the district can utilize Alert Solutions to communicate.

Shelton Public School also has a website at [www.sheltonbulldogs.com](http://www.sheltonbulldogs.com). Elementary daily announcements will also be available by visiting the website and clicking on the elementary announcements button on the front page.



**Section 14 Lockers (5<sup>th</sup> and 6<sup>th</sup> grade)**

Each student will be assigned a locker prior to the beginning of school. Students should not change lockers without permission from the principal. Each locker has a padlock permanently attached. Locker combinations will be given to the students at the beginning of the school year.

Lockers, although assigned to students, are school property and may be inspected with justifiable cause periodically. The school is not responsible for lost or stolen items.

**Section 15 Office Equipment**

No student is to use any machines in the School Office unless authorized and supervised by the school secretary or their teacher.

**Article 4 – Attendance**

**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 attends school regularly.**

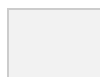
**Section 2 Attendance and Absences**

The following guidelines apply to any absence:

1. Parents/Guardians must notify the school if their child is to be absent. Please call in absences before 8:10 A.M., if a student is not in school as expected, school personnel will attempt to contact the parent/guardian to ensure the safety of the child.
2. Children are required to bring a written excuse from a parent/guardian explaining the reason for each absence from school. If students are absent for more than 3 consecutive days, a written note or phone call from a doctor and/or parent conference will be required.
3. Students who are absent for less than 2 hours are counted present for the day. If their absence occurs at the beginning of the day, they are considered tardy. A child who is present for less than 2 hours is likewise counted absent for a full day. Half days of attendance are judged accordingly.
4. A student who is absent more than ten days per semester may be considered as not passing, except for students who have a major illness or accident, or are under a doctor’s care. A doctor’s written explanation will be required.

Anticipated Absence:

Before being absent, when at all possible, arrangements should be made in advance and all work completed. Students, who know in advance of an absence, should contact the teacher with a note explaining the reason for



the upcoming absence. Early notification will help the student and the teacher arrange makeup work and hopefully all assignments will be completed in advance of the absence.

### Excessive Absence:

#### Procedures:

1. 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 the steps to remedy the absenteeism are not successful, the principal may make a report to the county attorney.
2. After 10 unexcused absences per semester, the student may be considered as not passing in his/her classes.
3. The student and the parents have the right to a hearing to appeal for an extension or correction of their child's attendance record. The attendance record can be checked with the school office.
4. The hearing committee will be made up of the principal, the superintendent, and the classroom teacher.
5. A further appeal may be made to the Board of Education at their monthly meeting following the hearing committee meeting.
6. When a student is absent more than twenty days per year, and any portion of the absences is unexcused, the principal will file a report with the 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 Buffalo county attorney.

### **Section 3 – Tardiness**

**Every effort should be made to have your child present in school by class time, which is 8:00 A.M.** The teacher takes attendance and lunch count at this time, therefore, it is important that your child be on time. Students are counted tardy after 8:05 A.M. Parents should send a note explaining any tardy. If possible, call the school and tell us if your child is going to be late. Bus students will not be counted tardy if the bus is late for any reason. In the event of excessive tardiness, a note or phone call home will be made by a school official in an attempt to rectify the situation. The County Attorney may also be notified in cases of excessive tardies.

### **Section 4 – Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. They must be cleared in advance by a note or a phone call from the student's parent/guardian. Upon returning to school that same day, students are expected to check into the office as well. Students who leave the school grounds without permission will be considered truant and law enforcement officials will be notified. No staff member shall excuse any student from school 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 day without a request for the early dismissal by the student's parent or guardian. Additional precautions may be taken by Shelton Public School's administration appropriate to the age of students and as needs arise.



## Article 5 – Scholastic Achievement

### 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.

**Kindergarten** 1=most of the time, 2=some of the time, 3=needs continued work, x=skill has been learned, / = skill not introduced, empty box=skill not yet evaluated

**1<sup>st</sup> and 2<sup>nd</sup>** E=Excellent, S=Satisfactory, N=Needs Improvement, W=Working on Level of Ability, /=Not introduced

**3<sup>rd</sup>** A=93-100, B=86-92, C=78-85, D=70-77, F=69 and Below, E=Excellent, S=Satisfactory, N=Needs Improvement, empty box = does not apply at this time

### Section 2 Grading System (4<sup>th</sup>- 6<sup>th</sup> grade students)

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.

Grading Scale--

A... 93-100, B...86-92, C...78-85, D...70-77, F... 69 and Below

P... A passing grade received when classroom grades are not passing, but the teacher feels that the student is achieving to the best of his ability.

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.

### Section 3 Honor Roll (Grades 5 and 6)

In order to qualify for Honor Roll, the student must receive at least five “A’s” from their courses, yet not receive any grade lower than an “86%” in any class.

There are three levels of Honor Roll:

1. All ‘A’ Honor Roll – student receives no grade lower than a 93 % in all classes
2. Honor Roll – student has at least five ‘A’s, and no grade lower than an 86% in all classes
3. Honorable Mention – student has no grade lower than an 86% in all classes

### Section 4 Promotion, Retention

Students will normally progress annually from grade to grade. Exceptions may be made when, in the collective judgment of parents and the professional staff, such exceptions are in the best educational interest of the students involved. These exceptions will only be made after prior notification, explanation and discussion with the students and their parents in accordance with the procedures established.

Students who do not perform to their capabilities may be retained. The following policy will be utilized in such cases:



1. At the end of the first semester, the classroom teacher will notify the principal, counselor, and special area teachers of his/her concerns.
2. A committee made up of the classroom teacher, principal, counselor, and other special area teachers will review existing data on the child to determine whether he/she is a legitimate retention candidate.
3. If the child is a legitimate candidate, parents will be notified of the school's concerns at that time. Student progress will be reported to the parents at Parent/Teacher Conferences at the end of third quarter.
4. Approximately five weeks before the end of the school year, a recommendation will be made to the parents by the principal regarding retention or advancement of the student.

### **Section 5 Promotion, Retention**

Promotion/Retention--Fifth and sixth graders are expected to satisfactorily pass 55 credit hours each year. Forty-five hours must be from solid courses of Math, English, Science, Social Studies, and Reading. Additional hours must be from art, music, physical education, and band. The criteria for passing grade is: P... Passing grade or a grade of 70 or more.

### **Section 6 Progress Reports**

Progress reports will be sent home periodically to keep a parent/guardian informed about each child's progress. These reports will be in the form of notes, awards, certificates, or discipline slips. Teachers are encouraged to notify parents as soon as a concern arises.

### **Section 7 Progress Reports (5<sup>th</sup> and 6<sup>th</sup> grade)**

Parents will be sent reports when the student is doing unsatisfactory work. This does not mean the student is necessarily failing or is incapable of doing the work. It does mean, however, that the teacher feels that the student's work has not been satisfactory. These reports may come out at any time during a grading period. Teachers are encouraged to send these progress reports to parents as soon as the teacher recognizes unsatisfactory progress in the student's work.

### **Section 8 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 mid-point and end of both the first and second semester. The report card will be sent home with the student or handed out at Parent/Teacher Conferences and must be signed by the parent and returned to school. We ask that the parents examine the cards carefully and if they have any questions, to please contact the teachers involved.

### **Section 9 Parent-Teacher Conferences**

The scheduled individual Parent/Teacher Conferences held twice each year begin where other reporting methods end. A reminder note will be given to each student on your designated date and time. If this time does not work for you or you haven't received your notice, please contact the elementary office. Since the conferences involve confidential information for parents/guardians and teachers only, guests should not be present. School officials are only allowed to share confidential information with the parents/guardians, not friends or other family members.

Parents may also request a conference with a teacher at any time during the school year. You may do so by calling the school and arranging a convenient time for both you and the teacher.



## Article 6 – Support Services

### 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

Shelton Elementary School employs a guidance counselor for the purpose of discussing problems and resolving conflicts with students, individually and whole class. If you're seeking help for your child, call the counselor to set up an appointment.

### Section 3 Health Services

School Nurse: The school nurse is scheduled at Shelton Public School for two days a week. These days will be determined at the beginning of the school year.

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.

Fever-Free Return to School: If your child has had a fever of over 100 degrees, he/she will be sent home and may not return until they have been fever-free **without medication** for 24 hours. If a child vomits they will be sent home and may not return until they have not had an episode of vomiting **without medication** for 24 hours.

## POLICY 9302: MEDICATION OF STUDENTS

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

1. Prescription medication
  - a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
  - b. Parents/guardians must provide their own written permission for the administration of the medication.



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

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

### **POLICY 9301: STUDENT ILLNESS**

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

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

Control of Communicable Diseases: Students with the following diseases must have treatment before returning to school: MRCA, Staph, pinkeye, impetigo, and ringworm. Students with chickenpox 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.

### **Policy 9303: PRIVACY OF PROTECTED HEALTH INFORMATION**

The Health Insurance Portability and Accountability Act of 1996 protects certain health information. Shelton Public Schools recognizes that prior to obtaining or releasing student or employees protected health information, that written authorization for such disclosure will be required. If protected health information is



requested from a third party, Shelton Public Schools will ensure that such information is released only as allowed by federal and state law.

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

School employees will comply with the requirements of “Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)”. The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled “Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)” (“Protocol”). The superintendent shall publish this policy and Protocol in each employee handbook.

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

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

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

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

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

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





harmless the school district and its employees and agents against any claim arising from a student's self management of his or her medical condition. The student's parent or guardian will be personally responsible for any and all costs associated with any injury to school personnel or another student resulting from the a diabetic student's misuse of necessary medical supplies.

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

### **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.

## **Article 7 – Drugs, Alcohol, and Tobacco**

### **Section 1 Drug-Free Schools**

#### **STUDENT ALCOHOL/TOBACCO AND OTHER DRUG USE**

The Shelton Board of Education believes that the school, along with parents and other segments of the community, has a role to play in helping students to make responsible decisions. The school district will cooperate with agencies of the community to assist students affected by involvement with drugs, controlled substances, alcohol and/or tobacco.

### **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

## **Article 8 – Student Rights, Conduct, Rules and Regulations**

### **Section 1 Student Discipline**

The school is a complex community of people who are governed by certain rules and regulations. These rules and regulations are necessary to help provide and maintain an atmosphere conducive to learning. Students enjoy many rights and privileges, but must remember there are responsibilities that go along with those rights and privileges. Neglect of these responsibilities will mean the loss of the privileges.

### **Section 2 – 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.

#### **Short-Term Exclusion:** (Up to, and including 5 days)

The following process will apply to short-term suspensions:

1. Principal must make an investigation.
2. Principal may suspend after he/she determines it is necessary to help the student, or to prevent interference with school purposes.
3. Student must be given oral or written notice of charges, an explanation of the evidence against him/her, and an opportunity to present his/her version.



4. Within 24 hours (or such time as is reasonably necessary) following suspension, the principal must:
  - a. Send a written statement to student or student's parents before, or at the time, the student returns to school.
  - b. Give a reason for the action taken
  - c. Make a reasonable effort to confer with parents before or at the time the student returns to school.

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.

1. Emergency exclusion may not last longer than necessary to avoid the threat of the emergency.
2. If longer than 5 days, there must be substantial compliance with the procedures provided for long-term exclusion.

Long-Term Exclusion, Expulsion, and Mandatory Reassignment:

The following behavior constitutes grounds for these types of exclusion:

1. Use of violence, force, coercion, threats, or substantial interference with school purposes.
2. Damage to property (private or school) of substantial value.
3. Physical injury to any student or school employee.
4. Threat to obtain money or anything of value.
5. Knowingly possessing or handling a weapon.
6. Possession of controlled substance or alcoholic liquor.
7. Engaging in any activity forbidden by law, which interferes with school purposes.
8. Repeated violation of rules and regulations.

The following procedure is required to exclude longer than 5 days:

1. Written charge and summary of evidence supporting the charge shall be filed with the superintendent on the date of the decision to exclude.
2. Within 2 days, written notice must be sent by Registered Mail to the student and the student's parents or guardian, informing them of the rights under the act.
3. This notice shall include the following:
  - a. Rule violated and summary of evidence.
  - b. Penalty which principal has recommended
  - c. Notice of defendant's right to a hearing
  - d. Hearing procedures provided by this act and Appeal Procedures
  - e. A statement concerning the right to examine all records of the cases.
  - f. A statement concerning the right to know the identity of witnesses who will appear and substance of their testimony.
  - g. The written notice to the student's parents/guardians shall include a form to request a hearing, should the parents choose to do so.

Other Forms of School Discipline: Consequences will be assigned that are appropriate for the age level of the child and the infraction. Possible disciplinary consequences for inappropriate behavior include:

- Conference with student
- Contact parent/guardian by phone or disciplinary slip
- Conference with teacher, administrator, student, and parent



- Removal from classroom
- Detention
- In-school suspension
- Withdrawal of privileges
- Restitution
- Notification of authorities
- Repairing or paying for damages

### **Section 3 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

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

A student committing any of the following offenses on school premises, in a vehicle owned, leased, or contracted by our school being used for school purposes 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 may be liable for suspension and/or expulsion from school:

1. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student
3. Improper conduct at school-sponsored events
4. Use or possession of cigarettes or tobacco products
5. Use or possession of alcoholic beverages
6. Destruction of school property
7. Disrespectful behavior toward teachers, students, or other school employees
8. Repeated violations of school rules or regulations
9. Theft of school property or the personal property of others
10. Possession or display of a weapon
11. Engaging in any activity forbidden by the laws of the State of Nebraska or that interferes with school purposes
12. Turning in a false fire alarm
13. Willfully violating the behavior expectations for those students riding on the district's bus

#### 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. The state law regarding carrying concealed a concealed weapon does not apply to the school grounds, school building, or school activities.



## **POLICY 9209: 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 projectile 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. **Definition of Weapon.** 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 4 Student Appearance

### POLICY 9013: STUDENT APPEARANCE

Any manner of dress, hair style, make up, or personal cleanliness, that constitutes a threat to the safety, health, welfare, or morals of the student or others; that violates any statute; that interferes with the education process, or that school officials can reasonably predict will interfere with the education process; or that causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

**Dress and Attire Guidelines**--It is important that an atmosphere conducive to learning exists in the school. This can only be present when a student shows respect for himself/herself and those around him/her. Good habits for grooming and dress are an integral part of establishing this atmosphere for learning and respect.

Appropriate appearance should be a joint decision left to parents and students. The school has a certain legal responsibility that applies to all students. Generally speaking, any clothing or appearance that:

1. is disruptive to the education process
2. presents a danger to people or facilities
3. includes picture or lettering which is vulgar or offensive will be considered inappropriate for a positive school atmosphere, Infractions will initially result in a conference with the student and/or parent. Lack of cooperation may result in disciplinary action.

The following clothing/attire is forbidden:

1. No boxer shorts.
2. No tank tops, halter-tops, exposed midriffs or spaghetti straps.
3. No sagging or baggy pants or shorts worn low on the waist.
4. Caps, hats and bandanas are not to be worn in the building (unless for such special days as "Hat Day", etc.)
5. The wearing of clothing with holes, slashes or cuts will not be permitted if they depart from cleanliness, neatness, good taste and decency.
6. Cutoffs must be hemmed or cuffed, there cannot be fringe showing.
7. Shorts/ skirts need to be an appropriate length for the school setting.



8. The administration reserves the right to determine appropriateness of student dress and appearance. STUDENTS NOT MEETING THESE STANDARDS WILL BE ASKED TO MODIFY THEIR APPEARANCE BEFORE REENTERING THE CLASSROOM.

\*\*The administration has the final say regarding any acceptable and non-acceptable attire.

## **Section 5      Specific Rule Items**

### The Bulldog Way Expectations:

1. Be Prepared
2. Act Responsibly
3. Respect Others
4. Keep Safe

### Gym Rules:

Playing in the gym is a privilege. You will be expected to obey the rules that are set up for the gym. The supervisor on duty has complete authority. Students are expected to follow the rules or time will be spent sitting and watching. Serious offenses will be reported to the principal.

1. Tennis shoes are the only shoes allowed on the gym floor
2. Stay away from the handicap chair lift
3. Voices need to be kept at an acceptable volume
4. Play safely and fairly
5. No climbing on or behind the bleachers or stage area
6. PE equipment is off limits unless you have special permission
7. Hold on to all equipment and return it to its proper place when recess is over
8. Students may bring alternate items/activities to the gym. These students should be in an area that is safe from the other play activities. (Absolutely no markers).

## **1.      Student Behavior on School Vehicles**

Riding the school bus is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

### **a)      Rules of Conduct on School Vehicles:**

- 1) Students must obey the bus driver promptly.
- 2) Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
- 3) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.
- 4) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 5) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.



- 6) Students must remain seated and keep aisles and exits clear while the bus is moving.
- 7) Students are prohibited from throwing or passing objects on, from, or into buses.
- 8) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
- 9) Students may not eat or drink on the bus without permission.
- 10) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus.
- 11) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the bus is in motion. Students must be absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.
- 12) Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of bus windows.
- 13) Students must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident
- 14) Students must respect the rights and safety of others at all times.
- 15) Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.
- 16) Students may not leave or board the bus at locations other than the assigned stops at home or school.
- 17) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

**b) Consequences**

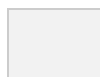
Bus drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline.

Disciplinary consequences may include:

- 1) Note home to parents
- 2) Suspension of bus riding 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.

**c) 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.

**If a student is not going to ride in the morning or after school, parents need to notify the bus driver so he/she will not wait or drive out of his/her way.**

### **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 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: Due to the emergence of so many childhood allergies related to pet dander, etc. no pets of any nature will be allowed in the building. This includes "Show and Tell" times.

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.

Candy, Gum, Pop, Etc.: Children are not to bring candy, gum, or pop to school unless: 1) it is a birthday treat for the entire class and/or 2) it is for a classroom party. These items are particularly discouraged as part of a cold lunch and pop is not allowed.

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

Planners--Student planners are designed to help students keep track of their assignments and school activities. Their teachers will tell you how to use the planners in the classroom. The school provides the child with his/her first planner each year. It is that child's responsibility to keep and take care of this. If a planner is lost or destroyed then the student is expected to replace it at a \$5 fee.

### **POLICY 9063: 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

## **Section 6 Internet Use By Students, Staff & Patrons**

### **POLICY 9027: STUDENT INTERNET AND COMPUTER ACCESS**

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

#### **I. Student Expectations in the Use of the Internet**

##### **A. Acceptable Use**

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

##### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in online auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as 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.

## **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. Cyber bullying 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**

### **Section 1 Notice of Nondiscrimination**

The Shelton Public School System is committed to a policy of educating children for living by helping them develop an awareness and appreciation for the achievements, problems and aspiration of all people in our culturally diverse society.

The school system shall help children from all walks of life to gain the knowledge, skills, and determination to enable them to reach their highest potential and to contribute to the welfare of all people.

The school system shall establish and maintain an atmosphere which all persons can develop attitudes and skills for effective cooperation, effective cooperative living including:

- a. Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age;
- b. Respect for cultural differences;
- c. Respect for economic, political, and social lives of others
- d. Respect for the right of others to seek and maintain their own identities



The school system shall continue to promote good human relations by removing all messages of prejudice and discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in curriculum development and instruction materials; and in the availability of programs for children.

It is the policy of the Shelton School District to comply in spirit as well as in fact to the regulations implementing Title IX of the education amendment of 1972. Title IX prohibits sex discrimination in federally assisted educational programs. Specifically Title IX states:

“No persons in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program receiving federal financial assistance...”

The school system shall continue to reexamine thoroughly all parts of the curriculum to make sure that it emphasizes positive human relationships. The instructional materials used in the schools must accurately portray the history, contributions, and culture of the various ethnic groups of our society. Children from minority groups must be helped to establish their identity with their own groups as well as the total society.

It is essential that staff, students, parents, and citizens become more aware of human relations concerns in the school and the community. The school system shall train all staff members to help them become more responsive to the needs of children and adults. It shall also develop programs that will increase the awareness of students, parents and citizens of the cultural diversity of others.

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:

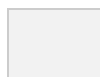
Brian F. Gegg, Superintendent of Schools  
210 9<sup>th</sup> Street, Shelton, NE 68876  
Phone number: 308-642-6742  
Email address is: [bgegg@sheltonbulldogs.org](mailto:bgegg@sheltonbulldogs.org)

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

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

## Section 2 Designation of Coordinators

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Shelton Public Schools, PO Box 610 or 9<sup>th</sup> 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	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student Laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and Drug Free School	Superintendent

### **Section 3 Anti-discrimination & Harassment Policy**

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

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

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

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

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such





as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

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

## **Section 5 Student Privacy Protection Policy**

### **POLICY 9114: STUDENT RECORDS**

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with law.

Each building principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.



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, and “school administrators” include attorneys and members of law enforcement acting on behalf of the school 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.

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**

### **POLICY 8003: PARENTAL INVOLVEMENT IN EDUCATION PRACTICE**

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

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

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

2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.



b. Parents may request permission to attend counseling sessions in which their child is involved.

3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.

a. Building principals will excuse a student from any single school experience at the parent's written request.

b. When appropriate, alternative experiences will be provided for the student by the school

4. Informed through the student handbook of the manner that the district will provide access to records of students.

5. Informed of the standardized and criterion-referenced district-testing program. Parents may request additional information from the building principal.

6. Notified of their right to remove their children from surveys prior to district participation in surveys.

a. The principal must approve all surveys intended to gather information from students before they are administered to students.

b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

## **Section 7 Homeless Student Policy**

### **Policy 9108: HOMELESS STUDENTS**

#### **1. General Policy**

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

#### **2. Homeless Liaison**

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

Breakfast Program

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

Elementary Breakfast	\$1.95
Middle School Breakfast	\$1.95
High School Breakfast	\$1.95
Adult Breakfast	\$2.10
Additional Milk	\$0.40

Lunch Program

K-4 Lunch	\$2.85
5-12 Lunch	\$3.05
Adult Lunch	\$3.55
Additional Milk	\$0.40

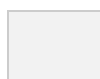
**Breakfast and Lunch Programs**

Our lunch program complies with State and Federal guidelines, thereby assuring menus which conform to these guidelines and assure students a well-balanced meal. Students are not permitted to bring pop into the lunchroom during lunchtime as this is prohibited by State and Federal regulations for school lunch standards.

Breakfast and/or lunch money can be given to the school secretary each morning. Periodic statements will be sent home with your child. Please pay your account frequently as to not disrupt your child’s hot lunch opportunities.

**This institution is an equal opportunity provider.**

**POLICY 3021: SCHOOL MEAL PROGRAM AND MEAL CHARGES**



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

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

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

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

**The district’s policy on charged meals is:**

If a student owes more than \$20, the student will be provided up to five limited “courtesy meals,” such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

**Collection of Delinquent Meal Charge Debt**

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

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

Adopted on: 5/8/17



## 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](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C.  
20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto: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.

## Section 9 Student Bullying

### 9205: Student Bullying

**Bullying 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 messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

**Disciplinary Consequences.** 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 a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic 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.

**Bullying Prevention and Education.** 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.





**Policy Review.** The school district shall review this policy annually.

**Parent / Guardian & Student Review of Student Handbook**

**This is to verify that we, parent / guardian and student, have been made aware the 2019-2020 Student Handbook is accessible on the district website and we have reviewed the handbook, which includes the policies, rules and regulations of Shelton Elementary School.**

\*printed handbooks are available in the elementary office by request

\_\_\_\_\_  
(Print Parent/Guardian Name)

\_\_\_\_\_  
(Parent / Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

---

**Notice of Disclosure of Student Information**

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 elementary principal.

---

**After reading the handbook and the above notice, please sign this form and return it to the elementary school office by August 16th.**

