

# SHELTON HIGH SCHOOL

## 7-12 Student Handbook



**2019-2020**

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***BECOMING THE BEST VERSION OF OURSELVES, TOGETHER***

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## Section 1 Intent of Handbook

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

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

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

Russ Muhlbach: President	Lisa Stewart
Joe Berglund: Vice President	Matt Gangwish
Chris Lewis: Secretary/Treasurer	Vacancy (as of 7/15/19)

## Section 3 Shelton High School Staff

Tabitha Burmood	Guidance Counselor
Shanna Hellerich	Spanish
Josh Hellerich	Art
Hannah Horak	Agriculture/Industrial Technology
Alie Kropp	English
Peggy Lowe	Music
Casey Petersen	Special Education
Misti Potter	Math
Ryan Province	Business/Information Technology
Alice Rabbe	Science
Will Reutzel	Social Studies
Kent Ropers	Science
Faith Senff	Special Education
Leah Solko	English
Amanda Thober	Physical Education/Strength & Conditioning
Matt Walter	Social Studies
Sue Bombeck	Head Cook
Jackie Cornelius	School Nurse
Janelle Gegg	Media Specialist
Carolyn Gibbs	Paraeducator
Seth Jensen	Head of Maintenance
Roxanne Lauber	Custodian
Dennis Lehn	Custodian
Jeanne Pope	Technology Integration Specialist
Lisa Reed	Lunch Staff
Vicki Rodriguez	Secretary
Dori Ropers	Paraeducator
Bev Slagle	Lunch Staff



# Article 1 - Mission and Goals

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## 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 and soul), encourages students to be their best, fosters relationships, self-discipline, and joy of learning, through a relevant and rigorous curriculum that emphasizes student practice and teacher feedback.

“BECOMING THE BEST VERSION OF OURSELVES, TOGETHER”

Current School Improvement Goals

Goal #1: Increase Math Scores

Goal #2: Improve vocabulary

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

## Section 2 Philosophy

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

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

## Section 3 Mutual Respect: STAFF STUDENT RELATIONS

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

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

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

## Section 4 Multicultural Policy



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

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

### **Section 5      Concern Procedures:**

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

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

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

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

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

## **Article 2 – School Day**

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### **Section 1      Regular Daily Schedule for 7-12 grade students**

1st period	8:00 - 8:52
2nd period	8:55 - 9:47
3rd period	9:50 - 10:42
4th period	10:45 - 11:37
5th period	MS LUNCH – 11:37– 12:07
5th period	11:37 - 12:29 HS Classes
6th period	12:10 - 1:02 MS Classes
6th period	HS LUNCH – 12:32 – 1:02
7th period	1:05 - 1:57
8th period	2:00 - 2:52
Bulldog Prep	2:55 - 3:30

Academic Assistance Period      3:30 – 4:00

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

### **Section 2      Shortened Schedule**

Please check the school calendar that is enclosed for early dismissals. Most times,



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

### Section 3 Severe Weather and School Cancellations

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

#### EMERGENCY CLOSING

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

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

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

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

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

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

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



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

## **Section 2 Visitors**

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

## **Section 3 Smoke-Free Environment**

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

## **Section 4 Care of School Property**

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

## **Section 5 Searches of Lockers and Other Types of Searches**

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

## **Section 6 Video Surveillance**

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

## **Section 7 Use of telephone**

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

## **Section 8 Bicycles, Skateboards, Roller Blades, Scooters**

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





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

### **Section 9 Student Valuables**

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

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

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

### **Section 11 Accidents**

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

### **Section 12 Insurance**

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

### **Section 13 Bulletins and Announcements**

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

## **Article 4 – Attendance**

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### **Section 1 Attendance**

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



previously requested by the parent/guardian and acknowledged as excused by school authorities. **It is the parent's responsibility to see that their child(ren) attend(s) school regularly.**

## Section 2 Attendance and Absences (BOE Policy 9113)

The following guidelines apply to any absence:

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

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

### Career/Job Shadowing

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

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

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

### College Visit



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

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

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

### Section 3 Tardiness

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

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

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

### Section 4 Leaving School

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

### Section 5 Make Up Work Policy when Absent

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

School Activity (Act)-	class work will be due prior to leaving or per teacher arrangement
Unexcused Absence (A/AU)-	class work will be due upon return; no extended deadlines
Excused Absence (MP/MD/AE)-	2 days makeup time for each day missed if makeup slip is utilized as prescribed above
Job Shadow/College Visit (JOB/CV)-	class work will be due prior to leaving or per teacher arrangement



- In-School Suspension (ISS)- class work will be provided; no extended deadlines; student will seek assignments/clarifications via school email/LMS
- Out of School Suspension (OSS)- class work will be provided; no extended deadlines; student will seek assignments/clarifications via school email/LMS

**Section 6 Open Campus Privilege for Seniors**

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

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

**Article 5 – Scholastic Achievement**

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**Section 1 Grading System**

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

Standard Grading Scale			College Class/Dual Credit Conversion		
		GPA	College Grade	SHS Grade	GPA
<b>A</b>	100% - 93%	4.0	<b>A</b>	100% - 95%	4.5
<b>B</b>	92% - 86%	3.0		94% - 90%	4.5
<b>C</b>	85% - 78%	2.0	<b>B</b>	89% - 86%	3.5
<b>D</b>	77% - 70%	1.0		85% - 80%	3.5
<b>F</b>	69% and below	0.0	<b>C</b>	79% - 70%	2.5
			<b>D</b>	69% - 60%	1.5
			<b>F</b>	59% and below	0.0

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

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

**Section 2 Progress Reports**

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



**Section 3 Report Cards**

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

**Section 4 Down List/Eligibility**

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

A student should be in school at least ½ the periods to be eligible to participate in activities after school hours on that date, unless excused by the principal. A student must have passed at least 20 hours, from the previous semester, in order to be eligible for extracurricular activities for the semester. Any student who has not met the above requirement will be ineligible to participate in extracurricular activities.

**Section 5 Semester Test**

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

**Section 6 Graduation Requirements**

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

**Graduation Requirements**

- ENGLISH..... 40 Credit hours  
 These courses count toward English graduation credit: English 9 for Freshman, English 10 for Sophomores, English 11, Honors English 11 for Juniors, English 12, Honors English 12 for Seniors.
- SOCIAL STUDIES.....40 Credit hours  
 These courses count toward Social Studies graduation credit: World Geography, and World History, Modern Problems, American Government for Seniors, American History for Juniors.
- MATH .....30 Credit hours  
 Calculus, Pre-Calculus, Advanced Math Topics, Trigonometry, Geometry, Algebra I and II, (other special education Math courses taken in High School)
- SCIENCE..... 30 Credit hours



These courses count toward Science graduation credit: Physical Science and Biology are required, Anatomy, Advanced Biology, Chemistry I and II, Physics, Applied Science

- SPEECH.....5 Credit hours  
1 Semester of Speech is required.
- PHYSICAL EDUCATION.....10 Credit hours  
P.E. 9 is required
- FOREIGN LANGUAGE..... 10 Credit hours
- HUMANITIES.....10 Credit hours  
(Band, Chorus, Art)
- VOCATIONAL EDUCATION..... 15 Credit hours  
1 Semester of Computers 9 is required. 1 Semester of Personal Finance for Seniors is required
- TOTAL.....255 Credit hours
- Community Service.....40 hours  
(prorated proportionately at a rate of 10 hours per year for the initial 3 years of this requirement/ex. Seniors have 10 hours, Juniors have 20 hours and so on...)  
(Prorated proportionately for student who enroll after the beginning of their freshmen year, but still plan on graduating with their class on time)

**POLICY 9007: JUNIOR HIGH REQUIREMENTS**

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

**Section 7 Honor Roll**

There are two levels of the Honor Roll:

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

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

**Section 8 Valedictorian and Salutatorian Guidelines/Class Rank**

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

**Class Rank**

1. Class rank: Highest grade average of academic courses.
2. The grade averages to be used are of high school credit courses earned through their senior year. Incoming grades and credits are accepted for transfer students, if the school was an accredited school. If the incoming grades are not identified by a number or percentage, then the following scale will be used be used A=100-93, B=92-86, C=85-78, D=77-70, F=69-0
3. Class rank is figured as follows, taking the grade received in the class, multiply that grade (percentage) times the number of credit for that class, then dividing by the total credit accumulated. All high school courses count toward their class rank and GPA. (Exceptions; Pass/Fail courses, and college classes not on the High School Transcript do not count toward rank). Students can choose to take a dual credit class for college credit only, these would be



classes that are not taken during school. UNL Independent Study High School courses-count toward a student's GPA, class rank, and Valedictorian and Salutatorian status.

4. Home School classes will not be accepted for High School credit, unless it is from an accredited High School.
5. The 4.0 scale will be used for purposes of class rank with 4.0=93-100, 3.0=86-92, 2.0=78-85, 1.0=70-77. The 100-point scale will be used as a tie-breaker only.
6. Grade replacement: Students may repeat a course in (Math, English, Social Studies, Science, and Spanish) but may not earn additional credit toward graduation by repeating the course. Students who repeat the course and earn a passing grade forfeit the credit previously earned. Students who repeat the course and then earn an F do retain credit earned from the previous attempt. In both cases, the original grade remains on the student record even if it doesn't count towards their GPA or graduation progress.
7. The number of Honors Classes or Honors Modules taken and passed may be used as a tie-breaker for class rank.

### Section 9 College Classes

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

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

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

### Section 11 Honors Module Program

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

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



decision to allow a student to take honors modules during a given term is that of the honors committee, comprised of Shelton High School staff members.

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

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

## **Section 12      Bulldog Prep**

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

## **Article 6 – Support Services**

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### **Section 1      Special Education Establishment**

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

### **Section 2      Guidance Services**

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

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

### **Section 3      Cumulative Records**

A cumulative record will be maintained for each student from his/her entrance into school through the twelfth grade. These records pertaining to the individual student may be used only for the benefit, promotion, or welfare of the student. All material in each cumulative file will be treated as confidential. According to State Law (Statute 370, 1973) these records are accessible to the student, the student's parents or guardians, and school personnel only. "Shelton Public School release directory information about your students to college, universities and military recruiters. If parents wish to WITHOLD information provided to military recruiters please contact the guidance





counselor with your request". Having a student's records sent to another school, prospective employer, or any other party, requires an official release form on file in the Guidance Office signed by the student's parent or guardian.

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

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

#### **Section 4      Classification**

Students must have earned:

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

#### **Section 5      Dropping and Adding Classes**

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

#### **Section 6      Health Services**

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

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



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

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

### **POLICY 9302: MEDICATION OF STUDENTS**

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

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

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

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

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

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

**Control of Communicable Diseases:** Students with the following diseases must have treatment before returning to school: MRSA/Staph, Pink eye, impetigo, and ringworm. Students with chicken pox may



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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

#### **1. Academic and Attendance Requirements**

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

- A. A student must make special arrangements for assignments with the teacher(s) involved if he or she is going to miss a class for a performance, scheduled contest, program or trip, in order to be eligible to perform in that event. (If at all possible such assignments must be done in advance.)
- B. A student should be in school at least one-half day of a performance, scheduled contest, program or trip that begins after all classes have been completed. Parents may seek an exception to this rule from the office of the high school principal. Exceptions will be granted on a case-by-case basis and at the discretion of the high school principal.
- C. A student must meet the requirements of the Nebraska State Activities Association and have received passing marks in four major courses in the previous semester. A major course carries five credits per semester. The term "previous semester" means that semester immediately preceding the semester in which the student wishes to participate in activities.



- D. A student must not be failing more than one course for two consecutive weeks.

## 2. Prohibited Conduct

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

a. Violations of Local, State and Federal Laws.

Whenever the school district has reasonable cause to believe that a student has violated any local, state or federal law (other than any municipal curfew or a traffic ordinance which is classified as an infraction) the student shall be ineligible to represent the school in any performance, scheduled contest, program or trip according to the schedule of consequences set forth in this policy.

b. Suspensions and Expulsions from School.

Any student suspended from school (in or out) through in-school or out-of-school suspension for violation of school rules will be ineligible to participate in any extracurricular or co-curricular activities until reinstated by the high school principal.

c. Use of Tobacco, Alcohol and Other Dangerous Drugs.

No student who is involved in extracurricular or co-curricular activities shall use, possess, or transmit any alcoholic beverage, tobacco product or illegal drug or be at or remain at the site of any party, or be in any vehicle, residence or other building where any minor is using or possessing an alcoholic beverage, a tobacco product or an illegal drug. Provided, this rule shall not apply to activities which a student attends a gathering with his or her parent(s) where alcohol is consumed as long as the student does not personally consume alcohol, use tobacco or an illegal drug.

Students who use, possess, or transmit an alcoholic beverage, tobacco or an illegal drug on school property or at a school sponsored activity are also subject to discipline under board policy and the Student Discipline Act up to and including suspension or expulsion from school.

If school officials determine, after a reasonable investigation, that a student has violated this policy by consuming alcohol, using tobacco or an illegal drug, smoking (as defined by BOE Policy 3016), or has remained at a site where other minors are using alcohol, tobacco or illegal drugs, the student shall be ineligible to represent the school in any performance, scheduled contest, program or trip according to the schedule of consequences set forth in this policy.

### **POLICY 3016 Smoking**

Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

## 3. Schedule of Consequences

The consequences that follow are generally intended to be applied progressively. However, there are circumstances when the infraction will be deemed severe because of moral turpitude, violence, amount of damage or some other factor, it would appropriate to deviate from the schedule of consequences. When the high school principal, in his/her sole judgment determines that the infraction is severe, he/she may deviate from the schedule of discipline and impose the discipline he/she deems appropriate.

- 1st Offense: 4-weeks suspension, commencing with the next performance, scheduled contest, program or trip in which the student is would have been eligible to participate.



2nd Offense: 8-weeks suspension, commencing with the next performance, scheduled contest, program, or trip in which the student is would have been eligible to participate.

3rd Offense: Suspension from all extracurricular or and co-curricular activities for the remainder of the school year.

During suspensions the determination as to whether the student will be allowed to participate in practices will be made by the high school principal in consultation with the activity sponsor or coach.

A student may reduce his/her consequence by one half (1/2) by self-reporting a violation. The student must personally contact the high school principal or superintendent before 8:15 am the first school day following the violation in order to take advantage of a reduced consequence.

#### 4. Appeal Process

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

#### Section 2 Drug Dog Policy

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

#### Section 3 Drug Testing Policy (Board Policy 9023)

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

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

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### **Section 1 – Forms of School Discipline**

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

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



Each type is defined below:

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

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

The following process will apply to short-term suspensions:

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

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

C. **Expulsion:**

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



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

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

GUN FREE SCHOOL:





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

### **POLICY 3015: FIREARMS AND WEAPONS**

**Firearms.** No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term “firearm” is defined as any object that is designed to or may readily be converted to expel any projective by the action of an explosive or frame or receiver of any such weapon.

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

**Exceptions Regarding Firearms.** This prohibition does not apply to:

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

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

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

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



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

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

## Section 2 Student Conduct

Students are expected to:

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

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

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;



7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, on a school-owned device, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Shelton Public Schools buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the



reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary

- b. Possession of a weapon (knife or gun, etc.) as defined by local law enforcement. A student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school-owned vehicle being used for a school purpose, or at a school-sponsored activity or athletic event will be expelled from school for a period of not less than one year. \*The term "firearm" means a firearm as such term is defined in Section 921 of Title 18, United States Code. The superintendent or school board may modify the expulsion requirement for a student on a case-by-case basis. Students in violation of the gun-free schools policy will also be reported to the proper law enforcement officials.

## B. Recurring Disciplinary Issues

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

## Section 3 Student Appearance

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

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

- a. Clothing that shows an inappropriate amount of bare skin or underwear (muscle shirts, midribs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - i. Tank tops must entirely cover undergarments and straps of undergarments
  - ii. Tops with low necklines that reveal cleavage are not appropriate
  - iii. Cutoff shirts with enlarged arm holes are not appropriate
- b. Short shorts, short skirts, or short skorts will not be permitted.
  - i. pockets are not to be revealed below the bottom of the shorts



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

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

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

#### **Section 4      Specific Rule Items**

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

#### **POLICY 9203: AUTHORITY TO DETAIN**

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

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

#### **POLICY 9018: STUDENT DRIVING AND PARKING**

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

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



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

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

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

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

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

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

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

Food & Drink:

- a. *School:* Food is to be restricted to the cafeteria only. Food may be eaten in class for special occasions with administrative approval. Any exceptions may be made only with administrative approval.
  - Water is allowed in the school in a clear/transparent plastic bottle.
  - \*No carbonated drinks/or sports drinks will be allowed.
  - \*Energy Drinks and/or Coffee will not be allowed
- b. *School Vehicles:* No food or drink without approval of supervising adult(s). Any food or drink remnants must be removed and cleaned out at the conclusion of the use of any such school vehicle.



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

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

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

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

### **POLICY 9025: FIELD TRIPS**

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

#### **1. General Conditions**

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

#### **2. Parental Permission**

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

#### **3. Supervision**

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

#### **4. Student Discipline**

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

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

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

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

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



behavior continues throughout the sport season, the student will not be able to attend any future sporting events for that particular season.

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

Library: The library is a resource center for all students. The only way to keep a good library is to have all books checked out through the media supervisor. Usually books are checked out on a week by week basis. \*\*No gum or candy is allowed in the media center. At the end of the school year, all library books and/or fines must be paid before report cards are sent home.

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

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

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

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

### **POLICY 9003: STUDENT FEES**

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

#### **A. Definitions.**

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





graduation or advancement between grades; and (3) are not otherwise required by the district.

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

**B. Listing of Fees Charged by this District.**

1. **Guidelines for Clothing Required for Specified Courses and Activities.**  
Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. **Safety Equipment and Attire.**  
The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.**  
The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. **Materials Required for Course Projects.**  
The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

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

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

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



**1. Extracurricular Activities.**

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

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

Cheerleading, Drill Team, Flag Corps

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

Football

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

Golf

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

Track, Volleyball, Wrestling

students must provide their own shoes and undergarments

**6. Post-Secondary Education Costs.**

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

**7. Transportation Costs.**

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

**8. Copies of Student Files or Records.**

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



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

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

**9. Participation in Summer School or Night School.**

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

**10. Charges for Food Consumed by Students.**

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

**11. Charges for Musical Extracurricular Activities.**

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

Band

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

Swing Choir

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

**12. Fundraising for Extracurricular Activities.**

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

**C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in



extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

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

**E. Voluntary Contributions to Defray Costs.**

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

**F. Student Fee Fund.**

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

**POLICY 9023: STUDENT FUND RAISERS**

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

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

**Section 5 Network, E-Mail, Internet and Other Computer Use Rules**

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

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

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

**A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.



4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

**B. Unacceptable Use**

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

**II. Enforcement**

**A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any



electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

**B. Consequences for Violation of this Policy**

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

**III. Protection of Students**

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

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

**B. Education About Appropriate Online Behavior**

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

**Article 9 – State and Federal Programs**

[Return to TOC](#)

**Section 1 Notice of Nondiscrimination (BOE Policy 3004)**



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

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	Brian Gegg
Title IX	Discrimination or harassment based on sex; gender equity	Brian Gegg
Section 504 of the Rehabilitation Act and the Americans with disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Brian Gegg
Homeless Student Laws	Children who are homeless	Brian Gegg
Safe and Drug Free Schools and Communities	Safe and Drug Free School	Brian Gegg

## Section 3 Anti-discrimination & Harassment Policy

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

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



person should report the conduct or communication to the principal. If the principal is the offending person, the aggrieved person should report to the next higher level of management.

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

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

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

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

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

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

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

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

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

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

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





## Section 5 Student Privacy Protection Policy

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

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

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

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

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

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

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

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

## Section 6 Parental Involvement Policies

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

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



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

## **Section 7 Homeless Student Policy**

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

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

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

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



The district’s homeless liaison is the Superintendent. Students in homeless situations who require assistance should contact the liaison at 308-647-6742 or in person at Shelton Public School, 210 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**

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

**Breakfast Program**

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

Elementary Breakfast	\$2.00
Middle School Breakfast	\$2.00
High School Breakfast	\$2.00
Adult Breakfast	\$2.15
Additional Milk	\$0.40

Lunch Program

K-4	\$2.90
5-12	\$3.10
Adult Lunch	\$3.60
Additional Milk	\$0.40

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

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

**Meal Program.** The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly



self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

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

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

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

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

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

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

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

**Collection of Delinquent Meal Charge Debt**

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

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

Adopted on: 5/8/17

Revised on:

Reviewed on:

**CIVIL RIGHTS**



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

#### Nondiscrimination Statement

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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 threeyears.
- **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, whenneeded.
- **REQUIREMENTS FOR LANGUAGE ASSISTANT:** Bilingual personnel and materials must be provided depending on need, resources available and cost.
- **CONFLICT RESOLUTION:** Use alternative dispute resolution techniques when necessary. Treat others with respect.
- **CUSTOMER SERVICE:** “Treat others the way they want to be treated (or at least be aware of what



that is).”

6. Attach documentation of annual training, including date and attendance roster.



## **Article 10 – Miscellaneous**

[Return to TOC](#)

### **Section 1 School Calendar**

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

### **POLICY 9207 DATING VIOLENCE**

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

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

### **POLICY 9205 STUDENT BULLYING**

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

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

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

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

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



reports. Each building shall engage in activities which educate students about bullying and bullying prevention.

The school district shall review this policy annually.

### **CONCUSSION AWARENESS - Parents & Students**

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

### **POLICY 9208: INITIATIONS AND HAZING**

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

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

### **Community Service Graduation Requirement**

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

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





6. Hours will be recorded and filed in the student’s cumulative file.
7. Once all hours have been completed, students will be given reflection questions to answer. The completed reflection questions will be turned into the high school principal in the office two weeks prior to graduation.
8. The reflective questions will complete the community service graduation requirement.

Community Service Participation Form

Student’s Name (Print): \_\_\_\_\_

Graduation Year: \_\_\_\_\_

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

Pre-approval signature: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Description of activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For activity supervisors

I certify that \_\_\_\_\_ participated in a volunteer service for our organization  
(Student’s Name)

Number of Hours Completed: \_\_\_\_\_

Supervisor’s Name (Print): \_\_\_\_\_ Supervisor’s Signature: \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Organization E-mail and/or Phone Number: \_\_\_\_\_

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



Service Reflection Questions

Reflection Guidelines:

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

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

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2. How did that service help others?

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3. What did I learn from this experience?

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

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

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## POLICY 9023 - Extracurricular Drug Testing Program

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

### 1. Purpose of Random Drug Testing

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

2. **Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook.

3. **Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Activities Director or his or her designee unless otherwise indicated.

4. **Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district, which includes but is not necessarily limited to the following:

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

### 5. Students Who Are Required to Submit to Drug Testing

- a. **Grades.** All students in grades 9-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.



- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
  - c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool.
  - d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.
6. **Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. “Drugs” means:
- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
  - b. Any substance, which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
  - c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).
7. **Testing Procedures**
- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
  - b. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request and filling out the forms.



- c. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
- d. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- e. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- f. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, alcohol, and any prescription drug that was obtained without proper authorization.
- g. **Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). An MRO accreditation body will certify the MRO. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.
- h. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be



submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

8. **Negative Tests.** Students and their parents will receive verbal or written notice when the student's test result is negative.

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

**a. First Offense**

- i. The student shall be required to attend practices.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 14 calendar days. The day of the positive test result are received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. The student shall attend a drug and alcohol counseling or educational program at the student's expense as arranged or approved by Athletic Director or their designee.
- iv. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.

**b. Second Offense**

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 30 calendar days. The day of the positive test result is received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed



mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the athletic director. The student is strongly encouraged to comply with the assessment recommendations.

- iv. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 9 months or end upon graduation.

**c. Third Offense**

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

**d. Fourth Offense**

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

**10. Refusal to Test**

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

**11. Tampering**

Tampering is the use of any agent or technique, which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall



not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

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

## **12. Maintenance of Records**

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

## **13. Appeal**

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

## **14. Severability**

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





**SHELTON PUBLIC SCHOOL  
CONSENT TO PERFORM RANDOM DRUG TESTING  
2019-2020**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

As a student and parent:

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

**CONSENT TO PERFORM DRUG TESTING**

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

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



**SHELTON PUBLIC SCHOOL**  
**WITHDRAWAL OF STUDENT FROM ACTIVITY**  
**2019-2020 SCHOOL YEAR**

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

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

Student's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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

**This is to verify that we, parent/guardian and student, have been made aware the 2019-20 Student Handbook is accessible on the district website and we have reviewed the handbook, which includes the policies, rules and regulations of Shelton High School.**

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

\_\_\_\_\_  
(**PRINT** Parent/Guardian Name)

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

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

\_\_\_\_\_  
(**PRINT** Student Name)

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

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

**NOTICE OF DISCLOSURE OF STUDENT  
INFORMATION**

Information to Military Recruiters

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

Student Pictures/Images

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

***After reading the handbook and the above notice, please sign this form and return it to the high school office by **August 16, 2019.*****

