

**Regular Meeting of the Shelton Public Schools Board of Education**  
**Monday, May 11, 2026**  
**the Elementary Conference Room**  
**Immediately following the board working meeting.**

1. Call to order and roll call
2. Pledge of Allegiance
3. Routine matters
  - 3.a. Review and approve minutes
  - 3.b. Review and approve claims
4. Request to address the Board of Education
5. Reports
  - 5.a. Financial Report
  - 5.b. Board Report
  - 5.c. Superintendent's Report
  - 5.d. Elementary Principal's Report
  - 5.e. HS Principal's Report
6. New Business
  - 6.a. Discuss, review, and take all necessary actions to approve the amended school calendar for 25-26 school year with a new 'last student day' of Monday, May 18 with dismissal at 12 PM.
  - 6.b. Discuss, review, and take all necessary actions to approve the amended 2026-2027 calendar to move the April 23 in-service day to April 15.
  - 6.c. Discuss, review, and take all necessary actions to approve the On To College ACT Test Prep at a cost of \$2,370.
  - 6.d. Discuss, review, and take all necessary actions to approve the remodel of Room #61, the High School English Language Arts classroom, including the acceptance of associated bids and approval of project expenditures totaling \$15,940 (Special Building Fund).

6.e. Discuss, review, and take all necessary actions to approve the purchase of classroom furniture for the High School English Language Arts classroom totaling \$6,022.38.

6.f. Discuss, review, and take all necessary actions to approve the summer maintenance list.

6.g. Discuss, review, and take all necessary actions to approve the resignation of Roxanne Lauber from her custodial/bus driver position effective June 30, 2026.

7. Discussion Items

7.a. Discuss and review Board Policies 5013 Extracurricular Drug Testing Program, 6025 Student Cell Phone and Other Electronic Devices, and the Student and Coach Sportsmanship policy in the Activities Handbook.

8. Adjournment

## **Pledge of Allegiance**

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

**Regular Meeting of the Shelton Public Schools Board of Education**  
**Monday, April 13, 2026**  
the Elementary Conference Room  
7:30 PM

President Johnson called the Regular Meeting of the Shelton Public Schools Board of Education to order at 7:30 PM on Monday, April 13, 2026 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2008. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Kay Johnson: Present, Emmy Power: Present, Levi Rogers: Present, Lisa Stewart: Present, Dana Tompkin: Present, Chuck Wiese: Present. Present: 6.

2. Pledge of Allegiance

3. Routine matters

3.a. Review and approve minutes

Amended 6a to clarify this was a superintendent contract that was approved. Discuss, review, and take all necessary actions to approve a 1-year superintendent contract extension through 2027-2028 school year.

Motion made by Kay Johnson seconded by Lisa Stewart to review and approve minutes as amended.. Vote: Passed

Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea, Chuck Wiese: Yea  
Yea: 6, Nay: 0

3.b. Review and approve claims

Motion made by Levi Rogers seconded by Chuck Wiese to review and approve claims Check Number 57962 to Check Number 58024 in the amount of \$235,443.66 including regular payroll. Vote: Passed

Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea, Chuck Wiese: Yea  
Yea: 6, Nay: 0

4. Request to address the Board of Education

There were no requests to address the Board of Education.

5. Reports

5.a. Financial Report

Superintendent Engel reported on the financial status of the district. The school is financially in a strong position with 35.92% of the budget being spent up to this point in the cycle.

#### 5.b. Board Report

President Johnson provided details about the Superintendent's evaluation process with details learned at a NRCSA conference. Discussion centered around presenting the evaluation to the board for review before performing the evaluation to ensure that the evaluation accurately represents the findings of individual members. Further discussion was around the possible creation of a committee to review a few specific policies or have those discussions as a full board in a working meeting. It was decided to have a working meeting on May 11th at 6:00PM prior to the regularly scheduled board meeting. The board and all attendees also did a walkthrough of the building. Superintendent Engel highlighted some scheduled and future projects.

#### 5.c. Superintendent's Report

Superintendent Engel reported on legislative changes with potentially more to come, specifically highlighting the failure of LB 1050 and LB 937. He also reported on a variety of building and grounds projects which are listed in the Superintendent's report.

#### 5.d. Elementary Principal's Report

Principal Kenton reported that current elementary enrollment is 163 students. The elementary has welcomed 8 new students over the last few weeks. Principal Kenton highlighted the great work the staff has done to help welcome the new students. Kindergarten registration is completed with much improvement in the process. NSCAS testing will be in progress this week.

#### 5.e. HS Principal's Report

Principal Hostetler reported on many celebrations and highlighted the ACT Testing and the PreACT testing that was completed. She also reported that students being cited for tardiness has seen a steep decline. Principal Hostetler also highlighted the many upcoming events. Current enrollment in the High School is 121 students.

### 6. New Business

6.a. Discuss, review, and take all necessary actions to approve an amended Policy 2009 Public Participation at Board Meetings and Statement To Be Read By Board President Prior to Public Comment.

Motion made by Lisa Stewart seconded by Chuck Wiese to approve the amended Board Policy 2009 Public Participation at Board Meetings. Vote: Passed

Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea, Chuck Wiese: Yea

Yea: 6, Nay: 0

6.b. Discuss, review, and take all necessary actions to approve certified teaching contracts for all returning staff for the 2026-27 school year.

Motion made by Kay Johnson seconded by Dana Tompkin to approve certified teaching contracts as presented for all returning staff for the 2026-2027 school year. Vote: Passed  
Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea, Chuck Wiese: Yea  
Yea: 6, Nay: 0

6.c. Discuss, review, and take all necessary actions to approve the resignation of certified staff at the end of the 2025-2026 school year.

The Board of Education wishes to thank Mr. Thober for his time and commitment to the Shelton students and Shelton Public Schools.

Motion made by Kay Johnson seconded by Lisa Stewart to approve the resignation of certified staff at the end of the 2025-2026 school year. Vote: Passed  
Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea, Chuck Wiese: Yea  
Yea: 6, Nay: 0

6.d. Discuss, review, and take all necessary actions to approve teaching contracts for Caitlin Orton and McKinley Ritner.

Principal Kenton presented to the Board and attendees with details and highlights about the new staff members. The Board of Education is excited to welcome new teachers into our district.

Motion made by Dana Tompkin seconded by Emmy Power to approve teaching contracts for Caitlin Orton and McKinley Ritner as presented. Vote: Passed  
Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea, Chuck Wiese: Yea  
Yea: 6, Nay: 0

6.e. Discuss, review, and take all necessary actions to approve funds from savings to CD's at Cornerstone Bank for 7 months at a rate of 3.7%.

Motion made by Levi Rogers seconded by Kay Johnson to approve funds from savings and depreciation including the special building fund to be invested into Certificate of Deposits for a fixed term of 7 months at a rate of 3.7% or higher in the total amount of \$702,000.00. Vote: Passed  
Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea, Chuck Wiese: Yea  
Yea: 6, Nay: 0

6.f. Discuss, review, and take all necessary actions to approve to enter into the ESSA Title Consortium with ESU 10, consorting Title IIA and EL funds.

Motion made by Lisa Stewart seconded by Chuck Wiese to approve to enter into the ESSA Title Consortium with ESU 10 consorting Title IIA and EL Funds. Vote: Passed

Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea, Chuck Wiese: Yea  
Yea: 6, Nay: 0

6.g. Discuss, review, and take all necessary actions to approve the purchase of light volleyball uniforms and shorts for \$2,300 from BSN Sports.

Motion made by Kay Johnson seconded by Dana Tompkin to approve the purchase of light volleyball uniforms and shorts for an amount up to \$2,500 from BSN Sports. Vote: Passed  
Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea, Chuck Wiese: Yea  
Yea: 6, Nay: 0

6.h. Discuss, review, and take all necessary actions to approve the certified staff/teacher district evaluation tool and contract with Network for Educator Effectiveness for \$1,770.

Motion made by Lisa Stewart seconded by Dana Tompkin to approve the certified staff/teacher district evaluation tool NEE and contract with Network for Educator Effectiveness for \$1,770. Vote: Passed  
Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea, Chuck Wiese: Yea  
Yea: 6, Nay: 0

6.i. Discuss, review, and take all necessary actions to approve the district evaluation tool for Principals and contract with Network for Educator Effectiveness (price included with certified teacher purchase).

Motion made by Kay Johnson seconded by Emmy Power to approve the district evaluation tool NEE for Principals and contract with Network for Educator Effectiveness (price included with certified teacher purchase). Vote: Passed  
Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin: Yea, Chuck Wiese: Yea  
Yea: 6, Nay: 0

6.j. Discuss, review, and take all necessary actions to approve updating the new gym graphics on the end lines in the amount of \$2,352.94 with Egan Supply.

The Board of Education discussed adding the larger lettering to the floor and opted to take no action on this item. The other work to the gym floor will continue as planned.

6.k. Discuss, review, and take all necessary actions to approve the amended contract with Mr. Engel to include salary for coaching duties during the 2026-2027 school year in the amount of \$5,096.

Motion made by Lisa Stewart seconded by Dana Tompkin to approve the amended contract with Superintendent Engel to include salary for coaching duties during the 2026-2027 school year in

the amount of \$5,096 plus associated costs. Vote: Passed

Levi Rogers: Nay, Kay Johnson: Yea, Emmy Power: Yea, Lisa Stewart: Yea, Dana Tompkin:  
Yea, Chuck Wiese: Yea

Yea: 5, Nay: 1

#### 7. Adjournment

Motion made by Levi Rogers seconded by Chuck Wiese to to adjourn the regularly scheduled meeting of the Shelton Board of Education. Vote: Passed

Kay Johnson: Yea, Emmy Power: Yea, Levi Rogers: Yea, Lisa Stewart: Yea, Dana Tompkin:  
Yea, Chuck Wiese: Yea

Yea: 6, Nay: 0

Respectfully Submitted,  
Levi C. Rogers, Secretary



Apr-26

Card-1124	Vendor	Cost	Program	Amount
	Big Dallys Deli	\$ 34.94	Music Misc-Honor Band	\$ 114.68
	Starbucks	\$ 19.35	Juniors	\$ 96.18
	Arby's	\$ 54.60	Elem SPED	\$ 49.99
	Casey's	\$ 5.79	Strength	\$ 98.00
	Casey's	\$ 96.18	NHS	\$ 52.74
Card #3923	Everyday Speech	\$ 49.99	Elem District	\$ 290.00
	Domino's	\$ 98.00	Misc	\$ 70.90
	NASSP	\$ 52.74	Fuel	\$ 133.20
	Lincoln Children's Zoo	\$ 290.00	Ath	\$ 18.00
	Finance Charge	\$ 3.70	FFA	\$ 388.50
Card #4738	Casey's	\$ 51.21	HS SPED	\$ 453.00
Card #6044	Red 1 Parking	\$ 4.50	Maint Vehicle	\$ 101.95
	Sun Valley Lanes	\$ 388.50	Athletics	\$ 152.64
	Green 2 Parking	\$ 13.50	Track	\$ 146.77
	Phillips 66	\$ 81.99	Sec Teach	\$ 33.87
	Jump Reading	\$ 453.00	Spanish Club	\$ 642.96
	Finance Charge	\$ 19.59	Quiz Bowl	\$ 32.44
Card #8273	Cartablet	\$ 101.95	Counslor-Dues/Fees	\$ 372.60
	Menards-Hastings	\$ 97.70	Seniors	\$ 1,955.40
	Menards-Kearney	\$ 54.94		
	MFAC	\$ 146.77		
	Finance Charge	\$ 27.28		
Card #1074	TeachersPayTeachers	\$ 16.06		
	AATSP	\$ 135.00		
	Wal-Mart	\$ 17.81		
	National Awards	\$ 220.40		
	Dairy Queen	\$ 32.44		
	Hy-Vee	\$ 287.56		
	Kim Foundation	\$ 372.60		
	Dominos	\$ 275.40		
	Big Apple	\$ 1,680.00		
	Finance Charge	\$ 20.33		
	<b>Total</b>	\$ 5,203.82	<b>Total</b>	\$ 5,203.82

<b>General Fund</b>	<b>Activity Fund</b>
\$ 1,330.19	\$ 3,873.63
\$ 5,203.82	

\*4/10 - Talked to Stacy at the Post Office - there was a chemical spill which was causing a delay of mail. Contacted Bank of America 4/27/2026 they said they will not take off the finance charge, due to slow moving mail they recommend paying online to avoid late fees in the future.

# Shelton Public School

## Check Listing Report

Accounting Cycle: FY25-26; Begin Date: 05/01/2026; End Date: 05/31/2026; Bank: [All]; Sort By Element: FUND; Account Expression: ([FUND] = "01") ; Created On: 5/8/2026 11:25:26 AM

Check Date	Check Number	Payee	Description	Type	Amount
05/11/2026	58036	Amazon Capital Services, Inc.	Art, Custodial, Extra Curric, Admin Supplies, Sec Furn	Accounts Payable	\$773.84
05/11/2026	58037	Ask Supply Co., LLC	Custodial Supplies	Accounts Payable	\$690.42
05/11/2026	58038	BB's Parts & Service	Custodial Supplies	Accounts Payable	\$45.08
05/11/2026	58038	BB's Parts & Service	Vehicle Maint-2013 Chevy Express-Brakes	Accounts Payable	\$1,161.46
05/11/2026	58038	BB's Parts & Service	Upkeep of Equipment - Supplies	Accounts Payable	\$21.88
05/11/2026	58038	BB's Parts & Service	Custodial Supplies	Accounts Payable	\$29.13
05/11/2026	58038	BB's Parts & Service	Maint of Vehicle	Accounts Payable	\$51.82
05/11/2026	58038	BB's Parts & Service	Maint of Vehicle	Accounts Payable	\$51.82
05/11/2026	58038	BB's Parts & Service	Maint of Vehicle	Accounts Payable	\$50.81
05/11/2026	58038	BB's Parts & Service	Maint of Vehicle-supplies	Accounts Payable	\$52.68
05/11/2026	58038	BB's Parts & Service	Maint of Vehicle-supplies	Accounts Payable	\$38.90
05/11/2026	58038	BB's Parts & Service	Maint of Vehicle-16M	Accounts Payable	\$51.69
05/11/2026	58038	BB's Parts & Service	Maint of Vehicle-Bus 13-1	Accounts Payable	\$38.90
05/11/2026	58038	BB's Parts & Service	Maint of Vehicle-Bus 13-1	Accounts Payable	\$12.80
05/11/2026	58039	Black Hills Energy	Utility - Gas	Accounts Payable	\$3,733.90
05/11/2026	58040	Bound to Stay Bound	Elem Books	Accounts Payable	\$575.27
05/11/2026	58041	Buffalo Outdoor Power, LLC	Upkeep of Equipment-Mower	Accounts Payable	\$177.13
05/11/2026	58042	Builders How-to Warehouse	Custodial Supplies	Accounts Payable	\$209.00
05/11/2026	58043	Business Card	Music Misc,Elem SPED,Misc,Fuel,HS SPED, Vehicle Misc,Teach Sec, Counselor	Accounts Payable	\$1,330.19
05/11/2026	58044	Carl Dietz Consulting LLC	Financial Consulting - 2 Year Service	Accounts Payable	\$2,500.00
05/11/2026	58045	Cash-wa Distributing Co.	Custodial Supplies	Accounts Payable	\$326.00
05/11/2026	58045	Cash-wa Distributing Co.	Custodial Supplies	Accounts Payable	\$555.25
05/11/2026	58045	Cash-wa Distributing Co.	Custodial Supplies	Accounts Payable	\$734.50
05/11/2026	58046	CDW Government, Inc.	Teaching Supply - Sec	Accounts Payable	\$98.24
05/11/2026	58047	Clipper Publishing Co., Inc.	Admin Professionals Page Sponsor	Accounts Payable	\$95.00
05/11/2026	58047	Clipper Publishing Co., Inc.	Notice of Meeting/Minutes&Claims	Accounts Payable	\$173.58
05/11/2026	58048	Copper Penny Station, LLC	Fuel	Accounts Payable	\$2,896.99
05/11/2026	58049	Culligan	RO System - Maint	Accounts Payable	\$49.00
05/11/2026	58050	Eakes Office Solutions	Teach Supplies-Elem/Sec	Accounts Payable	\$373.94
05/11/2026	58050	Eakes Office Solutions	Elem/Sec Teaching Supplies	Accounts Payable	\$113.44

05/11/2026	58050	Eakes Office Solutions	Elem/Sec Teaching Supplies	Accounts Payable	\$112.04
05/11/2026	58050	Eakes Office Solutions	Elem/Sec Teaching Supplies	Accounts Payable	\$432.60
05/11/2026	58050	Eakes Office Solutions	Teaching Supplies-Elem/Sec	Accounts Payable	\$449.90
05/11/2026	58051	Educational Service Unit #10	Technical Support- Tech Training-J.Pope/A. Hostetler	Accounts Payable	\$422.50
05/11/2026	58051	Educational Service Unit #10	Technology Training-K.Hubbert	Accounts Payable	\$20.00
05/11/2026	58051	Educational Service Unit #10	Spring Mental Health Cadre-K. Hubbert, Title III-J. Wiese	Accounts Payable	\$60.00
05/11/2026	58051	Educational Service Unit #10	World Language Cadre-S. Held	Accounts Payable	\$20.00
05/11/2026	58051	Educational Service Unit #10	Speech SA-Secondary	Accounts Payable	\$1,369.94
05/11/2026	58051	Educational Service Unit #10	Speech SA-Elem	Accounts Payable	\$14,483.52
05/11/2026	58051	Educational Service Unit #10	OT SA Sec	Accounts Payable	\$946.85
05/11/2026	58051	Educational Service Unit #10	OT SA Elem	Accounts Payable	\$946.85
05/11/2026	58051	Educational Service Unit #10	OT Ages 3-4	Accounts Payable	\$236.71
05/11/2026	58051	Educational Service Unit #10	OT Ages B-2	Accounts Payable	\$236.71
05/11/2026	58051	Educational Service Unit #10	Psych - Sec	Accounts Payable	\$1,574.09
05/11/2026	58051	Educational Service Unit #10	Psych - Elem	Accounts Payable	\$1,574.09
05/11/2026	58051	Educational Service Unit #10	Psych Ages-3-4	Accounts Payable	\$393.52
05/11/2026	58051	Educational Service Unit #10	Psych B-2	Accounts Payable	\$393.52
05/11/2026	58051	Educational Service Unit #10	PT Secondary	Accounts Payable	\$540.04
05/11/2026	58051	Educational Service Unit #10	PT Elem	Accounts Payable	\$540.04
05/11/2026	58051	Educational Service Unit #10	Speech Ages 3-4	Accounts Payable	\$1,550.20
05/11/2026	58051	Educational Service Unit #10	PT Ages 3-4	Accounts Payable	\$135.01
05/11/2026	58051	Educational Service Unit #10	PT B-2	Accounts Payable	\$135.01
05/11/2026	58051	Educational Service Unit #10	SPED Super Sec	Accounts Payable	\$695.85
05/11/2026	58051	Educational Service Unit #10	SPED Super Elem	Accounts Payable	\$695.85
05/11/2026	58051	Educational Service Unit #10	SPED Super Ages 3-4	Accounts Payable	\$154.37
05/11/2026	58051	Educational Service Unit #10	SPED Super Ages B-2	Accounts Payable	\$154.37
05/11/2026	58051	Educational Service Unit #10	Vocational Secondary	Accounts Payable	\$84.51
05/11/2026	58051	Educational Service Unit #10	LMHP-SA	Accounts Payable	\$625.00
05/11/2026	58051	Educational Service Unit #10	LMHP-SA	Accounts Payable	\$625.00
05/11/2026	58051	Educational Service Unit #10	Speech B-2	Accounts Payable	\$621.88
05/11/2026	58051	Educational Service Unit #10	Audiology Sec	Accounts Payable	\$51.95
05/11/2026	58051	Educational Service Unit #10	Audiology Elem	Accounts Payable	\$51.95
05/11/2026	58051	Educational Service Unit #10	Audiology 3-4	Accounts Payable	\$12.99
05/11/2026	58051	Educational Service Unit #10	Audiology B-2	Accounts Payable	\$12.99
05/11/2026	58051	Educational Service Unit #10	Deaf Educational-Sec	Accounts Payable	\$665.27
05/11/2026	58051	Educational Service Unit #10	Deaf Educational-Elem	Accounts Payable	\$332.10
05/11/2026	58052	Frontline Technologies Group, LLC	Audit & Accounting-Absence & Substitute	Accounts Payable	\$4,833.56

05/11/2026	58053	Grant Wiseman	Maintenance of Building-Replace Downspout	Accounts Payable	\$525.00
05/11/2026	58054	Heartland Disposal, Inc.	Trash Removal	Accounts Payable	\$624.64
05/11/2026	58055	Heritage Landscape Supply	Outdoor-Upkeep-Supplies	Accounts Payable	\$592.20
05/11/2026	58056	Hobby Lobby Stores, Inc	Secondary Teaching - Spanish Fair	Accounts Payable	\$104.93
05/11/2026	58057	Hometown Leasing	Copier Lease	Accounts Payable	\$653.27
05/11/2026	58058	Jones School Supply Co.	Extra Curric Misc-Color Pop Math Trophy-Awards Banquet	Accounts Payable	\$42.98
05/11/2026	58059	L and N Enterprises	Bus #3 - Quarter Inspection	Accounts Payable	\$100.00
05/11/2026	58059	L and N Enterprises	Blue Taurus - Quarter Inspection-3rd Quarter Inspection	Accounts Payable	\$80.00
05/11/2026	58059	L and N Enterprises	Red Freestyle - Quarter Inspection-3rd Quarter Inspection	Accounts Payable	\$80.00
05/11/2026	58059	L and N Enterprises	Expedition - Quarter Inspection-3rd Quarter Inspection	Accounts Payable	\$50.00
05/11/2026	58059	L and N Enterprises	Silver Van #2 - Quarter Inspection-3rd Quarter Inspection	Accounts Payable	\$80.00
05/11/2026	58059	L and N Enterprises	Silver Van #1 - Quarter Inspection-3rd Quarter Inspection	Accounts Payable	\$80.00
05/11/2026	58059	L and N Enterprises	White Chevy Van - Quarter Inspection-3rd Quarter Inspection	Accounts Payable	\$80.00
05/11/2026	58059	L and N Enterprises	Bus #16-M - Quarter Inspection-3rd Quarter Inspection	Accounts Payable	\$125.00
05/11/2026	58059	L and N Enterprises	Bus #13-1 - Quarter Inspection-3rd Quarter Inspection	Accounts Payable	\$105.00
05/11/2026	58059	L and N Enterprises	Bus #14 -80 Day Inspection	Accounts Payable	\$200.00
05/11/2026	58060	Language Testing International, Inc	Sec Teach - AAPL	Accounts Payable	\$456.00
05/11/2026	58061	Larry's Market	Ag, Art, PK, Sec, Teach	Accounts Payable	\$97.60
05/11/2026	58062	M&K Electric	Operation/Maint of Building-Concessions Stand	Accounts Payable	\$1,400.00
05/11/2026	58062	M&K Electric	Operation of Building-Install Switch	Accounts Payable	\$357.00
05/11/2026	58063	Matheson Tri-Gas, Inc.	Ag Supplies	Accounts Payable	\$96.26
05/11/2026	58063	Matheson Tri-Gas, Inc.	Ag Supplies-Pinnacle	Accounts Payable	\$176.60
05/11/2026	58064	MCI	Telephone	Accounts Payable	\$64.28
05/11/2026	58065	Mid-Nebraska Aggregate, Inc.	Topsoil/Sand	Accounts Payable	\$793.08
05/11/2026	58066	Midwest Alarm Services	Operation of Building - Fire alarm inspection	Accounts Payable	\$225.00
05/11/2026	58067	NASB ALICAP	R. Engel - 2026 - Budget Finance Workshop, L. Rogers - Budget Finance Workshop	Accounts Payable	\$300.00
05/11/2026	58068	Nebr. Council of School Administrators	Session Legal Implications-Engel, Hostetler, Kenton	Accounts Payable	\$150.00
05/11/2026	58069	Nebraska Central Telephone Co	Utility-Electric	Accounts Payable	\$270.74
05/11/2026	58070	Nebraska Public Power Dist.	Utility - Electricity	Accounts Payable	\$36.84
05/11/2026	58070	Nebraska Public Power Dist.	Utility - Electricity	Accounts Payable	\$2,859.17
05/11/2026	58070	Nebraska Public Power Dist.	Utility - Electricity	Accounts Payable	\$54.64
05/11/2026	58070	Nebraska Public Power Dist.	Utility - Electricity	Accounts Payable	\$944.21

05/11/2026	58071	Optum	FSA-Non employee bene	Accounts Payable	\$150.00
05/11/2026	58072	PowerSchool Group, LLC	Reap-SIS Maintenance & Support	Accounts Payable	\$2,503.13
05/11/2026	58073	Prime Secured	Reap - Wireless Sensor	Accounts Payable	\$295.85
05/11/2026	58074	Rasmussen Mechanical Services	Reset sensors - Unit 8	Accounts Payable	\$244.42
05/11/2026	58074	Rasmussen Mechanical Services	Operation of Building-Unit-8, RTU-Kitchen	Accounts Payable	\$683.26
05/11/2026	58075	Shelton FFA Chapter	Board Other - Lunch Hero Day	Accounts Payable	\$100.00
05/11/2026	58076	Shelton School Petty Cash	Petty Cash Reimb-4/15/2026-5/11/2026-Copier Lease, Board Dues/Fees	Accounts Payable	\$853.27
05/11/2026	58077	SPORT SAFE Testing Service, Inc.	Extra Curric - Drug Testing	Accounts Payable	\$670.00
05/11/2026	58078	University of Nebraska-Lincoln	School Embro Program	Accounts Payable	\$20.00
05/11/2026	58079	Village Of Shelton	Water/ Sewer	Accounts Payable	\$1,223.72
05/11/2026	58080	Warther Woodworking	Board Other-Retirement Bells	Accounts Payable	\$307.80
05/11/2026	58081	Woodward Disposal Service, Inc.	Trash Removal	Accounts Payable	\$30.00
<b>Sub Total</b>					<b>\$72,089.33</b>

# Shelton Public School

## Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 58026; End Check Number: 58081; Check Status: Paid; Created On: 5/8/2026 11:28:40 AM

Bank		Account Number				
Cornerstone Bank		031038968				
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status	
5/11/2026	58026	Payroll Liability	Aflac	\$2,202.05	Paid	
5/11/2026	58027	Payroll Liability	Blue Cross Blue Shield	\$55,215.98	Paid	
5/11/2026	58028	Payroll Liability	Companion Insurance Company	\$109.50	Paid	
5/11/2026	58029	Payroll Liability	Dist. 19 Payroll Acct.	\$6,807.34	Paid	
5/11/2026	58030	Payroll Liability	District 19 Payroll Acct.	\$52,610.98	Paid	
5/11/2026	58031	Payroll Liability	Horace Mann Life Insurance Co	\$400.00	Paid	
5/11/2026	58032	Payroll Liability	Payroll Account - Dist 19	\$533.33	Paid	
5/11/2026	58033	Payroll Liability	Principal Life Insurance Co	\$917.60	Paid	
5/11/2026	58034	Payroll Liability	Shelton School Payroll Acct.	\$38,566.35	Paid	
5/11/2026	58035	Payroll Liability	Vision Service Plan	\$538.80	Paid	
5/11/2026	58036	Accounts Payable	Amazon Capital Services, Inc.	\$773.84	Paid	
5/11/2026	58037	Accounts Payable	Ask Supply Co., LLC	\$690.42	Paid	
5/11/2026	58038	Accounts Payable	BB's Parts & Service	\$1,606.97	Paid	
5/11/2026	58039	Accounts Payable	Black Hills Energy	\$3,733.90	Paid	
5/11/2026	58040	Accounts Payable	Bound to Stay Bound	\$575.27	Paid	
5/11/2026	58041	Accounts Payable	Buffalo Outdoor Power, LLC	\$177.13	Paid	
5/11/2026	58042	Accounts Payable	Builders How-to Warehouse	\$209.00	Paid	
5/11/2026	58043	Accounts Payable	Business Card	\$1,330.19	Paid	
5/11/2026	58044	Accounts Payable	Carl Dietz Consulting LLC	\$2,500.00	Paid	
5/11/2026	58045	Accounts Payable	Cash-wa Distributing Co.	\$1,615.75	Paid	
5/11/2026	58046	Accounts Payable	CDW Government, Inc.	\$98.24	Paid	
5/11/2026	58047	Accounts Payable	Clipper Publishing Co., Inc.	\$268.58	Paid	
5/11/2026	58048	Accounts Payable	Copper Penny Station, LLC	\$2,896.99	Paid	
5/11/2026	58049	Accounts Payable	Culligan	\$49.00	Paid	
5/11/2026	58050	Accounts Payable	Eakes Office Solutions	\$1,481.92	Paid	
5/11/2026	58051	Accounts Payable	Educational Service Unit #10	\$30,362.68	Paid	
5/11/2026	58052	Accounts Payable	Frontline Technologies Group, LLC	\$4,833.56	Paid	
5/11/2026	58053	Accounts Payable	3W Construction	\$525.00	Paid	
5/11/2026	58054	Accounts Payable	Heartland Disposal, Inc.	\$624.64	Paid	
5/11/2026	58055	Accounts Payable	Heritage Landscape Supply	\$592.20	Paid	
5/11/2026	58056	Accounts Payable	Hobby Lobby Stores, Inc	\$104.93	Paid	
5/11/2026	58057	Accounts Payable	Hometown Leasing	\$653.27	Paid	
5/11/2026	58058	Accounts Payable	Jones School Supply Co.	\$42.98	Paid	
5/11/2026	58059	Accounts Payable	L and N Enterprises	\$980.00	Paid	
5/11/2026	58060	Accounts Payable	Language Testing International, Inc	\$456.00	Paid	
5/11/2026	58061	Accounts Payable	Larry's Market	\$97.60	Paid	
5/11/2026	58062	Accounts Payable	Todd C. Sutton	\$1,757.00	Paid	
5/11/2026	58063	Accounts Payable	Nippon Sanso Matheson, Inc.	\$272.86	Paid	
5/11/2026	58064	Accounts Payable	MCI	\$64.28	Paid	
5/11/2026	58065	Accounts Payable	Mid-Nebraska Aggregate, Inc.	\$793.08	Paid	
5/11/2026	58066	Accounts Payable	Midwest Alarm Servces	\$225.00	Paid	
5/11/2026	58067	Accounts Payable	NASB ALICAP	\$300.00	Paid	
5/11/2026	58068	Accounts Payable	NCSA	\$150.00	Paid	
5/11/2026	58069	Accounts Payable	Nebraska Central Telephone Co	\$270.74	Paid	
5/11/2026	58070	Accounts Payable	Nebraska Pubilc Power Dist.	\$3,894.86	Paid	
5/11/2026	58071	Accounts Payable	Optum	\$150.00	Paid	
5/11/2026	58072	Accounts Payable	PowerSchool Corporation	\$2,503.13	Paid	
5/11/2026	58073	Accounts Payable	Prime Secured	\$295.85	Paid	
5/11/2026	58074	Accounts Payable	Rasmussen Mechanical Services	\$927.68	Paid	
5/11/2026	58075	Accounts Payable	Shelton FFA Chapter	\$100.00	Paid	

5/11/2026	58076	Accounts Payable	Shelton School Petty Cash	\$853.27	Paid
5/11/2026	58077	Accounts Payable	SPORT SAFE Testing Service, Inc.	\$670.00	Paid
5/11/2026	58078	Accounts Payable	University of Nebraska-Lincoln	\$20.00	Paid
5/11/2026	58079	Accounts Payable	Village Of Shelton	\$1,223.72	Paid
5/11/2026	58080	Accounts Payable	Warther Woodworking	\$307.80	Paid
5/11/2026	58081	Accounts Payable	Woodward Disposal Service, Inc.	\$30.00	Paid
<b>Sub Total</b>				<b>\$229,991.26</b>	
<b>Grand Total</b>				<b>\$229,991.26</b>	

	2024-25	2025-26		2024-25	2025-26
Sept. Expenditures Reported @ Board Mtg	\$93,616.00	\$89,095.64	Mar. Expenditures Reported @ Board Mtg	\$68,930.00	\$78,996.93
Sept. Net Payroll	\$276,383.00	\$284,894.57	Mar. Net Payroll	\$269,415.00	\$279,907.41
Sept. EOM Expenditures			Mar. EOM Expenditures		
Total Sept. Expenditures	<b>\$369,999.00</b>	<b>\$374,990.21</b>	Total Mar. Expenditures	<b>\$338,345.00</b>	<b>\$358,907.41</b>
Percent of Budget Spent	4.40%	5.25%	Accumulated Totals	<b>\$2,617,341.00</b>	<b>\$2,567,317.74</b>
Cash On Hand	<b>\$2,489,235.00</b>	<b>\$2,517,819.43</b>	Percent of Budget Spent	4.02%	5.02%
			Cash On Hand	<b>\$2,355,282.00</b>	<b>\$2,914,299.49</b>
					35.92%
Oct. Expenditures Reported @ Board Mtg	\$175,614.00	\$98,482.17	April Expenditures Reported @ Board Mtg	\$65,557.00	\$72,089.33
Oct. Net Payroll	\$272,417.00	\$287,092.49	April Net Payroll	\$273,186.00	\$285,000.43
Oct. EOM Expenditures			April EOM Expenditures		
Total Oct. Expenditures	<b>\$448,031.00</b>	<b>\$385,574.66</b>	Total April Expenditures	<b>\$338,743.00</b>	\$357,089.76
Accumulated Totals	<b>\$818,030.00</b>	<b>\$760,564.87</b>	Accumulated Totals	<b>\$2,956,084.00</b>	<b>\$2,924,407.50</b>
Percent of Budget Spent	5.33%	5.39%	Percent of Budget Spent	4.03%	5.00%
Cash On Hand	<b>\$2,316,713.00</b>	<b>\$2,325,777.33</b>	Cash On Hand	<b>\$1,686,774.00</b>	<b>\$2,075,229.75</b>
					40.92%
Nov. Expenditures Reported @ Board Mtg	\$76,959.00	\$97,829.46	May Expenditures Reported @ Board Mtg	\$107,164.61	
Nov. Total Payroll	\$280,669.00	\$289,247.94	May Net Payroll	\$271,276.12	
Nov. EOM Expenditures			May EOM Expenditures		
Total Nov. Expenditures	<b>\$357,628.00</b>	<b>387,077.40</b>	Total May Expenditures	<b>\$378,440.73</b>	
Accumulated Totals	<b>\$1,175,658.00</b>	<b>\$1,147,642.27</b>	Accumulated Totals	<b>\$3,334,524.73</b>	
Percent of Budget Spent	4.25%	5.42%	Percent of Budget Spent	4.50%	
Cash On Hand	<b>\$1,936,316.00</b>	<b>\$2,511,192.25</b>	Cash On Hand	<b>\$2,855,625.64</b>	
Dec. Expenditures Reported @ Board Mtg	\$87,065.00	\$82,056.75	June Expenditures Reported @ Board Mtg	\$93,623.70	
Dec. Total Payroll	\$278,205.00	\$290,543.71	June Net Payroll	\$252,199.14	
Dec. EOM Expenditures			June EOM Expenditures		
Total Dec. Expenditures	<b>365,270.00</b>	<b>\$372,600.46</b>	Total June Expenditures	<b>\$345,822.84</b>	
Accumulated Totals	<b>\$1,540,928.00</b>	<b>\$1,520,242.73</b>	Accumulated Totals	<b>\$3,680,347.57</b>	
Percent of Budget Spent	4.34%	5.21%	Percent of Budget Spent	4.11%	
Cash On Hand	<b>\$1,836,154.00</b>	<b>\$2,320,947.21</b>	Cash On Hand	<b>\$2,986,256.06</b>	
Jan. Expenditures Reported @ Board Mtg	\$119,969.00	\$62,618.88	July Expenditures Reported @ Board Mtg	\$158,874.37	
Jan. Net Payroll	\$270,866.00	\$282,105.11	July Net Payroll	\$252,069.32	
Jan. EOM Expenditures			July EOM Expenditures		
Total Jan. Expenditures	<b>\$390,835.00</b>	<b>\$344,723.99</b>	Total July Expenditures	<b>\$410,943.69</b>	
Accumulated Totals	<b>\$1,931,763.00</b>	<b>\$1,864,966.72</b>	Accumulated Totals	<b>\$4,091,291.26</b>	
Percent of Budget Spent	4.65%	4.82%	Percent of Budget Spent	4.89%	
Cash On Hand	<b>\$1,945,187.00</b>	<b>\$2,458,662.41</b>	Cash On Hand	<b>\$2,644,233.09</b>	
		26.09%			
Feb. Expenditures Reported @ Board Mtg	\$73,981.00	\$62,646.30	August Expenditures Reported @ Board Mtg	\$70,218.91	
Feb. Net Payroll	\$273,252.00	\$280,797.31	August Net Payroll	\$286,655.15	
Feb. EOM Expenditures			August EOM Expenditures		
Total Feb. Expenditures	<b>\$347,233.00</b>	<b>\$343,443.61</b>	Total August Expenditures	<b>\$356,874.06</b>	
Accumulated Totals	<b>\$2,278,996.00</b>	<b>\$2,208,410.33</b>	Accumulated Totals	<b>\$4,448,165.32</b>	
Percent of Budget Spent	4.13%	4.81%	<b>BUDGET</b>	<b>\$8,409,547.00</b>	<b>\$7,147,000.00</b>
Cash On Hand	<b>\$1,974,023.00</b>	<b>\$2,497,157.27</b>	<b>TOTAL % OF BUDGET SPENT =</b>	52.89%	
		30.90%	Cash On Hand	<b>\$2,162,351.29</b>	

<b>EXPENSES</b>						
Three Year Comparison				<b>General Fund Expenses for April 2026</b>		
<b>MONTH</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>		<b>2024-2025</b>	<b>2025-2026</b>
September	\$346,149	\$369,999	\$374,990	GF Bills Payable	\$65,557	\$72,089
October	\$334,923	\$448,031	\$385,575	GF Payroll	\$273,186	\$285,000
November	\$346,254	\$357,628	\$387,077	<b>Total</b>	<b>\$338,743</b>	<b>\$357,090</b>
December	\$344,575	\$365,270	\$372,600			
January	\$315,345	\$390,835	\$344,724	<b>General Fund Receipts for April 2026</b>		
February	\$319,679	\$347,233	\$343,444		<b>General</b>	<b>Building</b>
March	\$320,777	\$338,345	\$358,907	Adams County	\$74.07	\$0.00
April	\$371,343	\$338,743	\$357,090	Buffalo County	\$164,701.02	\$2,499.26
May	\$376,126	\$378,441		Hall County	\$26,940.26	\$464.01
June	\$364,355	\$345,823		Kearney County	\$0.00	\$0.00
July	\$435,464	\$410,944		<b>Total Monthly Receipts</b>	\$191,715.35	\$2,963.27
August	\$340,448	\$356,874				
<b>Running Total</b>	<b>\$4,215,438</b>	<b>\$4,448,165</b>	<b>\$2,924,407</b>	<b>FUND</b>		<b>Fund Totals</b>
<b>Annual budget</b>	<b>\$6,960,004</b>	<b>\$8,409,547</b>	<b>\$7,147,000</b>	General Fund		\$1,980,732.94
<b>Percent Spent</b>	<b>60.57%</b>	<b>52.89%</b>	<b>40.92%</b>	Depreciation Fund		\$38,316.65
				Lunch Fund		\$2,022.88
<b>Cash On Hand 3/4/26</b>	<b>\$2,075,229.75</b>			Special Building Fund		\$56,180.16
<b>Total in CD's</b>	<b>\$702,000.00</b>					

**DISTRICT 19 FINANCIAL STATUS AS OF April 30,2026**

**CASH RESERVES:**

GENERAL FUND CASH RESERVE	(4/30/2026) - Interest + \$5,072.39)		\$1,980,230.38
SPECIAL BUILDING CASH RESERVE	(4/30/2026) - Interest + \$257.87) (Moved \$100,000 to CD)-4/16/2026		\$56,180.16

**TOTAL CASH RESERVE ACCOUNTS: \$2,036,410.54**

**SAVINGS:**

GENERAL FUND CR SAVINGS 5882	(4/16/2026-Moved \$322,000 to CD)		\$502.56
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**\$502.56**

UNEMPLOYMENT SAVINGS #5891	(4/16/2026-Moved \$25,000 to CD)		\$3,149.57
VEH/BUS ACQ. Savings #9457	(4/16/2026-Moved \$47,000 to CD)		\$754.92
TECHNOLOGY ACQ SAVINGS # 5918			\$350.68
PARKING LOT DEPR. SAVINGS #5909	(4/16/2026-Moved \$75,000 to CD)		\$3,273.90
BAND UNIFORM SAVINGS #5900			\$0.10
HVAC Savings #9475	(4/16/2026-Moved \$133,000 to CD)		\$30,787.48

**TOTAL DEPRECIATION SAVINGS: \$38,316.65**

**TOTAL SAVINGS: \$38,819.21**

**TOTAL OF DISTRICT FUNDS: \$2,075,229.75**

<u>TAXES:</u>	<u>GENERAL</u>	<u>BUILDING</u>	<u>FUND TOTALS:</u>	
BUFFALO	\$164,701.02	\$2,499.26	GENERAL	\$1,980,732.94
HALL	26940.26	\$464.01	DEPRECIATION	\$38,316.65
ADAMS	\$74.07	\$0.00	LUNCH	\$2,022.88
KEARNEY	\$0.00	\$0.00	SPECIAL BLDG	56,180.16
<b>TOTAL TAXES</b>	<b>\$191,715.35</b>	<b>\$2,963.27</b>		

<b>Net Wages</b>	\$ 190,345.10
<b>Employee - Liabilities</b>	\$ 94,655.33
<b>General Fund Expenditures</b>	\$ 72,089.33
<b>Receipts for April 2026</b>	\$ 272,101.72

CK #58025 is a payroll check

# Superintendent's Report

May 11, 2026

## BUDGET/FINANCIAL UPDATE

- We have had multiple inquiries regarding insurance options for classified staff. We also know that some neighboring districts offer an insurance package to classified staff. We have lost at least one staff member to a neighboring district for this reason. We currently offer insurance for full time classified staff members. This is an inquiry at this time to see if it is a possibility. Due to this inquiry, we will wait for the approval of hourly rate increases until the June meeting.

## BUILDING AND GROUNDS

- After the last day of school, we will start tilling and reseeding a couple of areas around the district. The playground will be seeded and then closed off to allow for a stand of grass to develop. We will also be tilling and seeding the jr. high practice area. That area will also be flagged off to keep people from using that space.
- The gym floors are scheduled to be sanded and refinished May 26-June 5. Due to the finish being a water-based product vs. oil, we should be able to be on it Monday, June 8 for camps, open gym, and other uses.
- We have a bank of the stage lights that have not been functioning for a number of years. We have resolved the electrical issue with the lights and are now putting new bulbs so they will be functional.
- Additional outlets have been installed on a different breaker in the concession stand and we didn't have any issues during the track meets this year.
- We will be working on doing some preventative maintenance on the finish mower that is PTO driven with the blue tractor. That will be utilized this summer to mow the fields, other than just before football camp, and it should save man hours as it has an 8 ft deck vs a 5 ft deck on the other mowers. We will still use the other two mowers around the building.
- The Gator has been registered with the village and we can now use it to drive through town to fill gas cans for mowing.

## INFORMATIONAL ITEMS

- Weekly Updates - These can continue throughout the summer or move to a bi-weekly update until August.
- Surplus Inventory - We will have another list of surplus inventory, hopefully in June, to discard/sell. The north side of the shed will be cleaned out so we can get some vehicles and all equipment inside to avoid thunderstorms.

## WORKSHOPS, WEBINARS, CONFERENCES, & MEETINGS

### Past Meetings Attended:

- ESU 10 Region 4 Superintendent's Meeting -Kearney - Wednesday, April 15
- ESU 10 PD Planning Meeting
- NCSA Implications of Legislative Session Zoom - Monday, May 20

### Upcoming Meetings:

- Final TVC Superintendent Meeting - Kearney Thursday, May 14

# Superintendent's Report

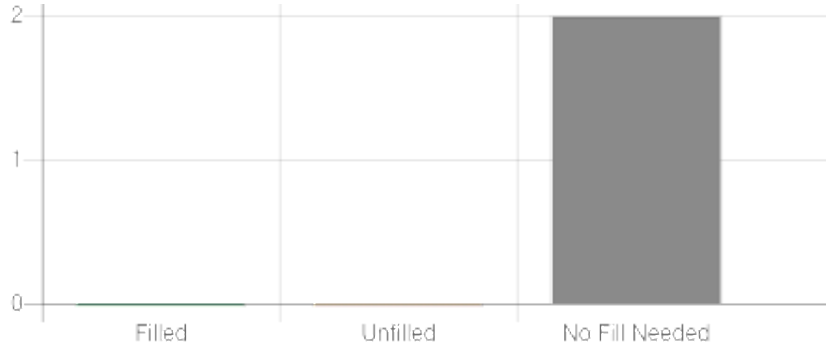
May 11, 2026

- KSB Superintendent Law Webinar - Tuesday, May 19
- Schoolmasters - Friday, May 29
- MTSS & CIP Data Review @ ESU 10 - Wednesday, June 3
- TVC Activities Golf Outing - Red Cloud - Thursday, June 4
- TVC All Start Basketball Games (Girls & Boys) - Red Cloud - Saturday, June 6
- NDE Continuous Improvement (CIP) Host Schools - ESU 11 Holdrege Tuesday, June 9
- NASB School Law Webinar & Golf Outing - Kearney - June 10 & 11
- TVC All Star Volleyball Game - Red Cloud - Friday, June 12



# Absentee Report

Date Range: 7/1/2025 - 5/8/2026	Report Date: 5/8/2026
Username: Engel, Rodney	Fill Status: Sub Not Needed
Type: Absences	School(s): Shelton School District 19, Shelton Elementary, Shelton High School, Shelton Middle School
Employee(s): Engel, Rodney	Employee Type(s): All Employee Types
Substitute(s): All Substitutes	Absence Reason(s): All Absence Reasons
Vacancy Profile(s): ██████████	Vacancy Reason(s): ██████████



## (2) Absentee Report

**8/19/2025**

Date	Conf. #	Name	School	Reason	Duration	Substitute
8/19/2025	718366679 Absence	Engel, Rodney Superintendent Administrator	Shelton School District 19 Emp: 01:00 PM - 01:30 PM	Vacation	00:30	Substitute Not Needed

**Total Absences: 1**

**4/24/2026**

Date	Conf. #	Name	School	Reason	Duration	Substitute
4/24/2026	768214310 Absence	Engel, Rodney Superintendent Administrator	Shelton School District 19 Emp: 08:00 AM - 04:00 PM	Vacation	08:00	Substitute Not Needed

**Total Absences: 1**

# Superintendent Evaluation

Evidence 2025-2026

## #1 -ESTABLISH SYSTEMS OF GROWTH

- Work with administration to develop and establish a data-informed decision making process to support students and staff in MTSS work to improve student learning.
  - Utilized identified data to support student learning within the MTSS process
    - CORE Phonics Survey - diagnostic assessment that is being implemented K-2
      - Data Sheet that goes with this to track student progress to aid in MTSS discussions
      - Adjustments to MTSS meeting schedule to build in more time to prepare and complete the data work necessary to review and make instructional decisions for students.
    - We will be looking to add Acadience Math benchmark screener to identify ‘at-risk’ learners
  - Tiered instructional group planning and support
    - Support principals in identifying interventions to meet the needs of students
      - Small group interventions and discussions of programing for interventions
        - Early Interventions in Reading & small group instruction
      - Spring Math Intervention
        - Staff have received training and began implementing the intervention
        - Additional training and support will be provided to staff in order to maximize the use and benefit of the intervention.
      - We are adding Language for Thinking to support students struggling with language acquisition and development.
    - The 2026-2027 Academic Calendar was built around the MTSS work that needs to be completed throughout the year. A professional development calendar has been created aligning with the academic calendar to systematize the work that needs to be completed.
    - Shifting of an 1.0 FTE to an interventionist maximizing the use of our current FTE and front loading instructional support in the early grades.
    - Addition of ACT Prep Course, On To College, to support students in preparing for the ACT.
      - Addition of Pre-ACT to 9th & 10th graders along with additional access and support for students taking the ACT this summer.
- Building and Grounds
  - Facilities are safe, welcoming, and well-maintained, projecting pride in the district.
    - Grounds are clean, accessible, and appealing, creating a positive first impression.
      - Maintenance Request Form (Google)

# Superintendent Evaluation

## Evidence 2025-2026

- Request for cleaning and maintenance (a work in progress)
- I meet weekly with the head of grounds and maintenance to prioritize work.
- I have developed and we are utilizing a summer work Summer Maintenance Google Sheet to prioritize, assign and track summer work and projects.
- Adjusting staffing to utilize the part-time summer help to mow keeping custodial/maintenance staff available to summer work.
- Cleaning schedules are visible, consistent, and tied to accountability checks.
  - Daily and Weekly Cleaning Schedules have been developed. Next steps will be to sit down with custodial/maintenance staff to review and update them so they are ready for fall implementation.
- A long-term facilities plan guiding capital projects, ensuring proactive upgrades instead of reactive fixes.
- A documented preventative maintenance schedule is in place and followed.
  - Equipment life cycles are tracked
    - I am currently building a master list of our main equipment that we currently own in order to build a master preventative maintenance list and calendar. We have a shared Google Calendar for building and grounds that will be a focal point for this schedule that is being developed. This way the tasks can be assigned specifically to a staff member and be put on the shared calendar with an invite to their calendar. I have used it with some other items this year putting deadlines on projects to hold us accountable for completion. This will also be used for summer projects.

## #2 - COMMUNICATION

- Communication Plan
  - Develop a district plan that is followed and used to consistently communicate with all stakeholders
    - Identify channels of communication that are easily accessible and consistently used within the district.
      - Clean up and use of district communication tools (i.e. thrillshare/Apptegy, district calendar events (Apptegy), rSchool Activities Calendar
        - We are in the transition phase of moving to Bound. We currently have access to the site and are building our system. We meet weekly working through the transition plan preparing our site to go live this summer.
        - We have continued to build the backside of Bound in preparation of a 'Go Live' date of July 1, 2026. We currently have our fall schedule, coaching staff and

# Superintendent Evaluation

## Evidence 2025-2026

assignments, and preferences set. This is a continual work in progress as Bound has a transition site in which we have weekly training and tasks to complete.

- Board of Education
  - Provide weekly/biweekly updates to the board with relevant information
    - Weekly updates
  - Clear and open communication allowing for feedback and input
    - Adjusting board agendas based on feedback from board members, creating of superintendent evaluation based on feedback, policy updates
    - Committee meetings are now going to be set in Sparq and will track agendas. This provides transparency in what is being discussed during meetings.
    - May 11, 2026 working meeting seeking input for the purpose of updating & reviewing 3 policies.
- Students & Parents
  - Utilize district wide communication tools and social media to provide timely information as it relates to consistent communication for students and parents
    - Clean up and use of district communication tools (i.e. thrillshare/Apptegy, district calendar events (Apptegy), rSchool Activities Calendar
    - District Newsletter
    - CTE Stakeholder Survey was sent out to all 7-12 students and families seeking input on our current programming. This was included in our ReVISION ReFRESH process that was submitted to the NDE.
  - Be visible and approachable to students, parents, and community members
    - Attendance at school and community events (Movie night, flag football, youth basketball, and school activities)
      - We have worked hard to have a presence at as many activities as possible throughout the school year. We will continue to support our students in the programs in which they participate.
    - Continued attendance at school activities throughout the school year.
- Staff & Administration
  - Be visible and approachable to administration and staff

## #3 - BUDGET

- Develop and maintain a fiscally responsible budget

# Superintendent Evaluation

## Evidence 2025-2026

- Capital Improvement Schedule
  - Short & Long-term Planning - Replacement Schedule through the use of a capital improvement schedule
    - The Transportation Schedule has been updated with current vehicles.
    - Uniform Replacement Schedule - updated and followed.
    - We are continuing to work through the ESCO process to replace aging HVAC systems while being fiscally responsible to the patrons.
    - 2026-2027 Budget Development
      - NASB Amplified Budget Workshop - April 8, 2026
- Proactively monitor and analyze impact of school finance and budgetary issues as a result of legislative actions and other contributing factors.
  - I am monitoring current legislation through the information shared via NCSA, NRCSA, and NASB. A shared folder has been created with all legislative information updated as it is received.
  - Continued to monitor legislation throughout the Legislative Session to monitor prospective bills and budget impact. This was communicated through weekly updates and superintendent reports.
- Continue to build cash reserve
  - Manage and build depreciation funds
    - We currently have only spent 26% of the budget. I will continue to monitor spending and aim to underspend where possible.
    - We have spent 40.92% of the budget and invested \$702,000 in CD's for a period of 7 months.
- Look for and apply for grant/alternative funding when appropriate
  - AASA Grant for flexible seating in commons area - The AASA had limited funds this year and we didn't receive the grant. We will continue to look for other local and federal grants.
  - We will continue to look for alternative ways to fund district projects and purchases as they come available.
    - REAP Grant - technology
    - I have attended a Zoom Meeting with a National Transportation Company that provides grants for electrical vehicles. Unfortunately, the district commitment makes this not a feasible option.

# Secondary Cleaning Checklist

Daily/Weekly/Monthly

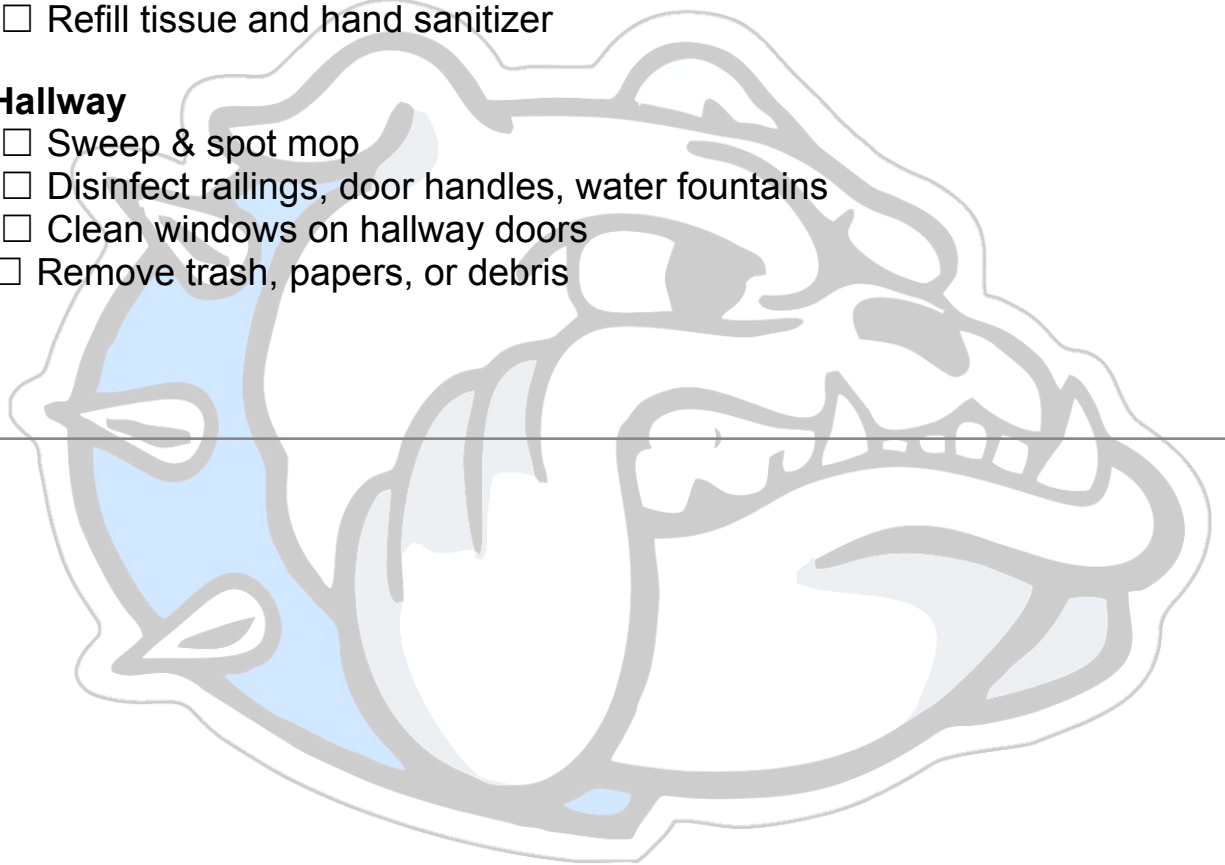
## DAILY TASKS (Mon–Fri)

### Classrooms (HS Classrooms & Counselors Office)

- Empty trash & recycling
- Vacuum/sweep floors
- Disinfect desks and chairs
- Wipe door handles and light switches
- Spot clean windows and walls
- Refill tissue and hand sanitizer

### Hallway

- Sweep & spot mop
- Disinfect railings, door handles, water fountains
- Clean windows on hallway doors
- Remove trash, papers, or debris



# Secondary Cleaning Checklist

Daily/Weekly/Monthly

## WEEKLY TASKS

### Monday

- Dust high surfaces in 5 classrooms
- Wipe shelves and vents

### Tuesday

- Machine scrub hallways
- Wipe baseboards and hallway walls

### Wednesday

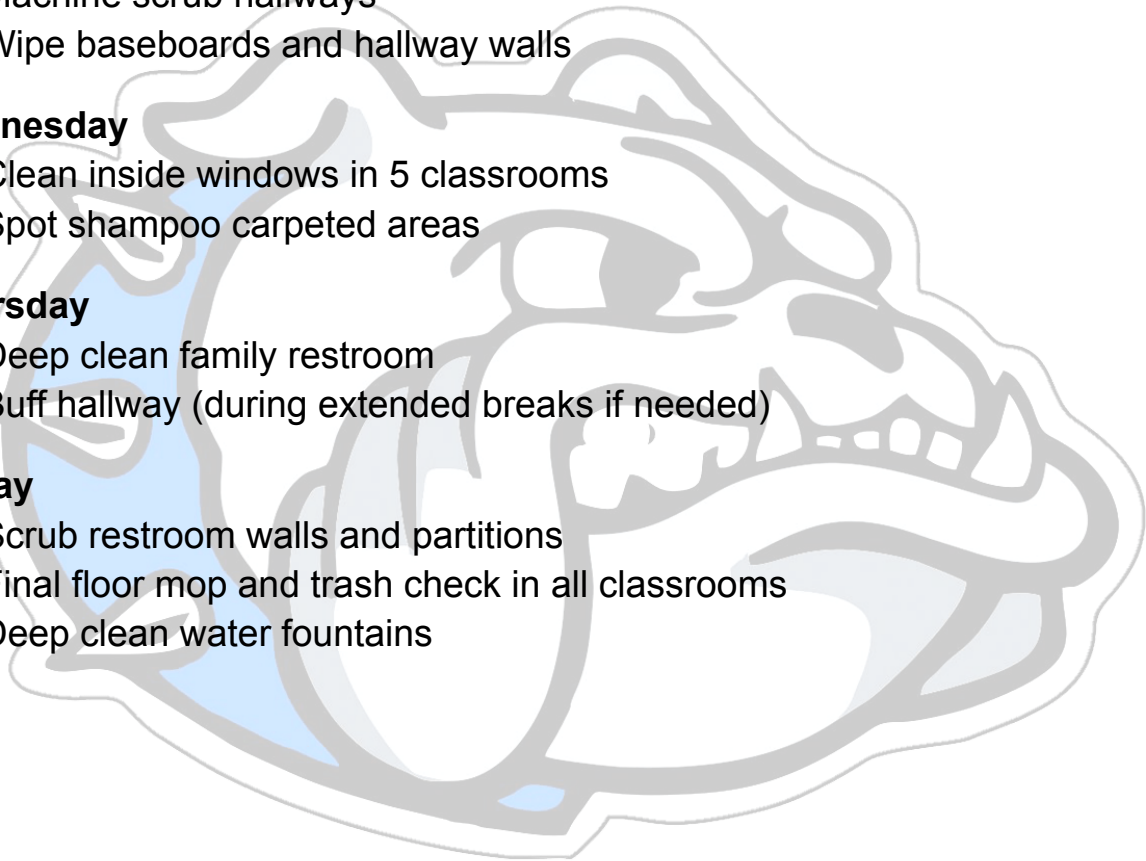
- Clean inside windows in 5 classrooms
- Spot shampoo carpeted areas

### Thursday

- Deep clean family restroom
- Buff hallway (during extended breaks if needed)

### Friday

- Scrub restroom walls and partitions
- Final floor mop and trash check in all classrooms
- Deep clean water fountains





<b>Equipment List</b>	<b>Year</b>	<b>Serviced</b>	<b>Replacement Cost</b>
Scag Cheetah II - 61" Deck	2024		
eXmark E-Series - 61" Deck	2017/2018		
Landpride Finish Mower PTO			
Hose Reel - HS Practice Field			
Hose Reel - Jr. High Field			
New Holland Tractor 17LA	2000		
John Deere Tiller PTO			
Aerator 3-point hitch			
John Deere Gator 6 x 4	2003		
Enclosed Trailer			
Genie GS-1930 Lift			
Tomcat RS 24-E Ride On Floor Scrubber			
Clarke CA60 24B Walk Behind Floor Scrubber			

#	HVAC Unit	Type	Brand	Area	Purchased	Age	Replacement Projection
1		Multizone		Band/Shop/Cafeeria	2000	26	
2		Multizone		Media Center	2000	26	
3				Locker rooms		2026	
4			Lennox	Kitchen		2026	
5		Multizone		HS	2000	26	
6			Aaon	MS Science		2026	
7			Aaon	ELA/Spanish		2026	
8		Multizone		Elem/Conf.	2000	26	
9			Lennox	Elem Restrooms/Wrestling		2026	
10		Multizone		Elem East	2000	26	
11			Lennox	District Office	2025	1	
12			Dakin	New Commons		2026	
13			Dakin	New Gym	2016	10	
14				West Weight Room Unit		2026	
15				East Weight Room Unit		2026	
16						2026	
17						2026	
18				Aux Gym West Side/Stage		2026	
19				Aux Gym East Side/Stage		2026	
20				Elementary Custodial Closet		2026	

**To:** Board of Education  
**From:** Jeff Kenton  
**Date:** May 11, 2026  
**Re:** Board Report

### **Enrollment Update**

Current elementary enrollment stands at **163 students**.

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### **Celebration**

Addy Holder earned 3rd place in Buffalo County for 6th grade in the America 250 Writing Contest.

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### **Professional Development**

A team of teachers attended training on the DIBELS 8 assessment, which is our designated universal screener. This assessment will be administered throughout the school year to help identify students who may be at risk for reading difficulties. Beginning in the 2027–2028 school year, DIBELS 8 will be required for use by all districts across the state.

LETRS training continues to be a key focus area. All K–3 teachers will participate in this professional development to strengthen reading instruction and support early literacy outcomes.

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### **Assessment**

NSCAS testing has been completed. I am proud of our students for the effort they demonstrated throughout the assessment process. They took the tests seriously and put forth their best effort.

**K–2 Spring MAP testing has been completed.** We have seen positive growth across our building throughout the school year.

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### **Additional Updates**

Preschool Graduation will be held at the park on May 14th.

Letters have been sent to parents inviting selected students to attend summer school. Mrs. Gomez and Mrs. King will be teaching, with an emphasis on strengthening skills in reading and math.

We would like to extend a sincere thank you to our PTO members for their hard work and generosity during Teacher Appreciation Week. The thoughtful efforts did not go unnoticed—staff expressed a great deal of gratitude, and it was truly appreciated by all.

**Respectfully Submitted,**

**Jeff Kenton**



To: Shelton Board of Education  
From: Mrs. Hostetler  
Date: May 11, 2026  
Re: Secondary Principal Report

- **Celebrations**

- Project Wisdom Assemblies
  - April's theme: Students Who Demonstrate Integrity
  - May's theme: Students Who Personify the Golden Rule: Kindness, Courtesy, & Respect for Self & Others
- Celebrating 250 Years of the American Story, Buffalo County VFW Essay Contest
  - Overall Essay Winners was announced on May 1, 2026
    - Laurynn Andrews, 1st Place, 10th Grade, Shelton
    - Olivia Cure, 1st Place 11th Grade, Shelton
    - Award Ceremony was held at the American Legion Club, Kearney, NE on Saturday, May 2, 2026
  - Other Winners receiving special recognition:
    - Erin Gegg, 12th Grade, 3rd Place
    - Owen Scarborough-Strauss, 9th Grade, 3rd Place
    - Audrina Hall, 8th Grade, 2nd Place
    - Adeline Holder, 6th Grade, 3rd Place
- Spanish Honor Society Induction, April 13, 2026
- Academic Honors Night, 9-12, April 20, 2026
- National Honor Society Induction, April 20, 2026
- FFA Banquet, April 22, 2026
- National Administrative Professionals Day, April 22, 2026
- National Principals Appreciation Day, May 1, 2026
- [NCP Academic All-State Recipients Announced, May 4, 2026](#)
- Teacher Appreciation Week, May 4-8, 2026
- Graduation, May 9, 2026

- **Trainings/Meetings**

- ACT - Iris Owen, Nebraska Department of Education, via Zoom ([AOP](#))
  - Future Plans for 2026-27
    - ACT for Juniors
    - PreACT for Sophomores
    - PreACT8/9 for Freshmen
- [OnToCollege - Shelton](#), Joni Mason, via Zoom
  - [What Their Partners Have to Say](#)
  - Multiple Programs for CCR & Test Prep, Grades 7-12
  - Pricing (see page 29 of powerpoint) \$1,975
- Bound & AD/Admin. Weekly Meetings/Weekly MTSS Meetings

- **Items of the Month**

- Balancing & Scheduling Multiple Substitute Coverage for the Past Month
- Back-Up Banner Picture Day, Seniors Class of 2027 with Sonja Schultz
- [Class Schedules for 2026-27 School Year](#)
  - Schedule & enrollment #s first shared with staff on April 15, 2026
  - Schedule re-visited with staff on April 29, 2026
  - Schedule finalized & shared with staff on May 7, 2026
  - Individual Student Schedules with student & parent signature page & class schedule sent home with students on May 8, 2026
  - Signed schedules are to be returned to school by May 15, 2026
  - Significant Changes shared with staff: (st. halls/WBL/aides/college classes)

- **Policies**

- [Cell Phone Policy/Handbook](#)
- Drug Testing Policy
  - Changes/Additions to Policy
- Attendance/Loss of Credit –(next Month)

- **Recommendations for Purchases**

- [OnToCollege, \\$1,974 \(see page 9 of powerpoint\)](#)
- [Zeptive Vape Sensors](#)
- [NoRedInk](#)

- **Events of the Past Month**

- Shelton Track Meet April 16, 2026  
*\*School held a full-day in Session*
- Prom April 18, 2026
- Twin Valley Conference Track May 2, 2026
- Loss of Credit (Potential) Letters Sent May 5, 2026
- Teacher Appreciation Week May 4-8, 2026
- Seniors Last Day of School May 6, 2026
- Graduation May 9, 2026

- **Upcoming Events:**

- D-5 District Track @ Burwell May 13, 2026
- 7-12 Spring Concert May 14, 2026
- Activities Banquet May 15, 2026
- D-1 District Golf @ Indianhead, GI May 18, 2026
- National Speech Language Pathologist Day May 18, 2026
- Last Day of School for Students May 20, 2026
- Summer School Start Date May 26, 2026\*
- Teacher Check-Out Day May 21, 2026
- State Track May 22-23, 2026
- Gym Refinishing May 26-June 5, 2026
- State Boys Golf May 27-28, 2026
- School Safety Month June 1, 2026
- MTSS & CIP Data Review-ESU 10 June 3, 2026
- Twin Valley Conference Golf Event June 4, 2026
- Twin Valley Conference All-Star BB June 6, 2026
- Board of Education Meeting June 8, 2026
- Continuous School Improvement Team Training @ Holdrege June 9, 2026
- NASB Golf Event June 10, 2026
- Twin Valley Conference All-Start VB June 12, 2026
- Student Discipline Workshop, KSB, Lincoln June 18, 2026
- Summer School Ends June 18, 2026\*
- Safe2Help Training June 23, 2026
- D.A. Davidsen Golf Event June 25, 2026
- Board of Education Meeting July 13, 2026

Respectfully

Mrs. Hostetler, 7-12 Principal

# 2026-2027 School Calendar

## Shelton Public Schools

#BEYOU,BEBLUE

210 9th St. PO Box 610

308-647-6742 or 308-647-5459

Shelton, NE 68876

Aug 10-12 Professional Development Days

Aug 13 Teacher Workday

Aug 14 First Day of School for Students

Sep 7 Labor Day

Sep 16 Picture Day & 2:30 Dismissal

Sep 30 2:30 Dismissal

P/T Conferences 4:00-8:00 PM

Oct 3 No School - Students

P/T Conferences 8:00 AM - 12:00 PM

Oct 4 No School

Oct 16 No School Students - End of 1st Quarter

Teacher Workday

Oct 23 Fall Break

Nov 6 Fall Break

Nov 25-27 Holiday Break - Thanksgiving

Dec 22 12:30 PM Dismissal

End of 2nd Quarter/1st Semester

Dec 23-Jan 5 No School

Dec 23-27 5-day Moratorium - School Closed

Jan 5 Teacher Workday (No School)

Jan 6 School Resumes

Feb 17 P/T Conferences 4:00-8:00 PM

Feb 18 No School - Students

P/T Conferences 8:00 AM - 12:00 PM

Feb 19 No School - Students

March 5 Spring Break

March 11 No School - Students

Teacher Workday (No School)

March 12 Spring Break

March 26 & 29 Holiday Break - Easter

April 23 Teacher Workday (No School)

May 22 Last Student Day 12:30 PM Dismissal

January 2027						
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### Teacher Professional Development Days (5)

August 10, 11, 12

January 5

April 16

### End of Quarters & Semesters

Oct 16 End of 1st Quarter

Dec 21 End of 2nd Quarter/1st Semester

March 16 End of 3rd Quarter

May 24 End of 4th Quarter/2nd Semester

### Requirements - Negotiated Agreement

12 duty days: 5 PD, 4 Work, 2 PT, 1 checkout

173 Student Days

185 Teacher Contract Days

- School Start Date
- End of Quarter
- School Closed
- Early Dismissal (12:30)

- NSAA Moratorium
- 2:30 Dismissal
- Teacher Work Day - No student day
- Parent Teacher Conferences

- Picture Day
- Professional Development
- Teacher Checkout
- First & Last Day of School

# 2026-2027 School Calendar

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Shelton, NE 68876

Aug 10-12 Professional Development Days

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Sep 16 Picture Day & 2:30 Dismissal

Sep 30 2:30 Dismissal

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Oct 3 No School - Students

P/T Conferences 8:00 AM - 12:00 PM

Oct 4 No School

Oct 16 No School Students - End of 1st Quarter

Teacher Workday

Oct 23 Fall Break

Nov 6 Fall Break

Nov 25 12:30 Dismissal

Nov 26-27 Holiday Break - Thanksgiving

Dec 22 12:30 PM Dismissal

End of 2nd Quarter/1st Semester

Dec 23-Jan 5 No School

Dec 23-27 5-day Moratorium - School Closed

Jan 5 Teacher Workday (No School)

Jan 6 School Resumes

Feb 17 2:30 Dismissal

P/T Conferences 4:00-8:00 PM

Feb 18 No School - Students

P/T Conferences 8:00 AM - 12:00 PM

Feb 19 No School - Students

March 5 Spring Break

March 12 Spring Break

March 16 End of 3rd Quarter

March 26 & 29 Holiday Break - Easter

April 23 Teacher Workday (No School)

### Category of Events

Aug 6 New Student Registration

July 2026						
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April 2027						
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### Teacher Professional Development Days (5)

August 10, 11, 12

January 5

April 16

### End of Quarters & Semesters

Oct 16 End of 1st Quarter

Dec 21 End of 2nd Quarter/1st Semester

March 16 End of 3rd Quarter

May 24 End of 4th Quarter/2nd Semester

### Requirements - Negotiated Agreement

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# 2026-2027 School Calendar

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Shelton, NE 68876

Aug 10	New Teacher Orientation
Aug 11-12	Professional Development Days
Aug 13	Teacher Workday
Aug 14	First Day of School for Students
	12:00 Dismissal
Sep 7	Labor Day
Sep 16	Picture Day & 2:30 Dismissal
Sep 23	2:30 Dismissal
	P/T Conferences 4:00-8:00 PM
Sept 24	No School - Students
	P/T Conferences 8:00 AM - 12:00 PM
Sept 25	No School
Oct 16	No School Students - End of 1st Quarter
	Teacher Workday
Oct 23	Fall Break
Nov 6	Fall Break
Nov 20	No Students - 1/2 work day & 1/2 PD
Nov 25	12:00 Dismissal
Nov 26-27	Holiday Break - Thanksgiving
Dec 22	12:00 PM Dismissal - 1/2 PD Day
	End of 2nd Quarter/1st Semester
Dec 23-Jan 5	No School
Dec 23-27	5-day Moratorium - School Closed
Jan 5	Teacher Workday (No School)
Jan 6	School Resumes
Feb 17	2:30 Dismissal
	P/T Conferences 4:00-8:00 PM
Feb 18	No School - Students
	P/T Conferences 8:00 AM - 12:00 PM
Feb 19	No School - Students
March 5	Spring Break
March 11	No school Students - PD/Work day
March 12	Spring Break
March 16	End of 3rd Quarter
March 26 & 29	Holiday Break - Easter
April 23	No School Students - PD/Work day
May 21	Last Student Day 12:00 PM Dismissal
	1/2 PD/MTSS Day
<b>Category of Events</b>	
Aug 6	New Student Registration

July 2026						
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January 2027						
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February 2027						
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27	28	29	30			

### Teacher Professional Development Days (5)

August 11, 12	January 5 (0.5)
Sept. 11	March 11 (0.5)
Nov. 20 (0.5)	April 23 (0.5)
Dec 22 (0.5)	May 21 (0.5)

### End of Quarters & Semesters

Oct 16	End of 1st Quarter
Dec 21	End of 2nd Quarter/1st Semester
March 16	End of 3rd Quarter
May 24	End of 4th Quarter/2nd Semester

### Requirements - Negotiated Agreement

12 duty days: 5 PD, 4 Work, 2 PT, 1 checkout  
 173 Student Days  
 185 Teacher Contract Days

First & Last Day of School  
 End of Quarter  
 No School - School Closed  
 Early Dismissal (12:00)

No Students - Professional Development  
 No Students - Teacher Work Day  
 Parent Teacher Conferences

12:00 PM Student Dismissal  
 2:30 PM Dismissal (MTSS Work)  
 No Students - Teacher Checkout

# 2026-2027 School Calendar

## Shelton Public Schools

#BEYOU,BEBLUE

210 9th St. PO Box 610

308-647-6742 or 308-647-5459

Shelton, NE 68876

Aug 10	New Teacher Orientation
Aug 11-12	Professional Development Days
Aug 13	Teacher Workday
Aug 14	First Day of School for Students 12:00 Dismissal
Sep 7	Labor Day
Sep 11	No School Students - Teacher In-service
Sep 16	Picture Day
Sep 23	P/T Conferences 4:00-8:00 PM
Sep 24	No School - Students P/T Conferences 8:00 AM - 12:00 PM
Sept 25	No School
Oct 16	No School Students - End of 1st Quarter Teacher Workday
Oct 23	No School - Fall Break
Nov 6	No School - Fall Break
Nov 20	No Students - 1/2 work day & 1/2 PD
Nov 25	12:00 Dismissal
Nov 26-27	Holiday Break - Thanksgiving
Dec 22	12:00 PM Dismissal - 1/2 PD Day End of 2nd Quarter/1st Semester
Dec 23-Jan 5	No School
Dec 23-27	5-day Moratorium - School Closed
Jan 5	Teacher Workday (No School)
Jan 6	School Resumes
Feb 17	P/T Conferences 4:00-8:00 PM
Feb 18	No School - Students P/T Conferences 8:00 AM - 12:00 PM
Feb 19	No School
March 5	Spring Break
March 11	No school Students - PD/Work day
March 12	Spring Break
March 16	End of 3rd Quarter
March 26 & 29	Holiday Break - Easter
April 23	No School Students - PD/Work day
May 21	Last Student Day 12:00 PM Dismissal 1/2 PD/MTSS Day

### Category of Events

Aug 6 New Student Registration

July 2026						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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August 2026						
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September 2026						
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October 2026						
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November 2026						
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January 2027						
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February 2027						
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March 2027						
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April 2027						
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May 2027						
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30	31				16.0	15.0

June 2027						
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March 16	End of 3rd Quarter
May 21	End of 4th Quarter/2nd Semester

### Requirements - Negotiated Agreement

12 duty days: 5 PD, 4 Work, 2 PT, 1 checkout  
173 Student Days  
185 Teacher Contract Days



First & Last Day of School



End of Quarter



No School - School Closed



Early Dismissal (12:00)



No Students - Professional Development



No Students - 1/2 PD & 1/2 Work Day



No Students - Teacher Work Day



Parent Teacher Conferences



12:00 PM Student Dismissal



2:30 PM Dismissal (MTSS Work)



No Students - Teacher Checkout



NSAA Moratorium

# 2026-2027 School Calendar

## Shelton Public Schools

#BEYOU, BEBLUE

210 9th St. PO Box 610

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Jan 5	School Resumes
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Feb 19	No School
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March 12	No School - Spring Break
March 16	End of 3rd Quarter
March 26 & 29	No School -Holiday Break - Easter
April 17	Prom
April 23	No School Students - PD/Work day
May 8	Graduation Ceremony
May 21	Last Student Day 12:00 PM Dismissal 1/2 PD/MTSS Day

Category of Events	
Aug 6	New Student Registration
August 19	Preschool Start Date

July 2026						
S	M	T	W	T	F	S
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August 2026						
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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January 2027						
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April 2027						
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May 2027						
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June 2027						
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185 Teacher Contract Days	

Potential Make Days - Weather: March 29, April 23, May 25-28

First & Last Day of School

End of Quarter

No School - School Closed

Early Dismissal (12:00 PM)

No Students - Professional Development

No Students - 1/2 PD & 1/2 Work Day

No Students - Teacher Work Day

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NSAA Moratorium

# 2026-2027 School Calendar

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Aug 11-12 Professional Development Days

Aug 13 Teacher Workday

Aug 14 First Day of School for Students

**12:00 PM Dismissal**

Sep 7 **Labor Day**

Sep 11 **No School Students - Teacher In-service**

Sep 16 **Picture Day**

Sep 23 **P/T Conferences 4:00-8:00 PM**

Sept 24 **No School - Students**

**P/T Conferences 8:00 AM - 12:00 PM**

Sept 25 **No School**

Oct 16 **No School Students - End of 1st Quarter**

**Teacher Workday**

Oct 23 & Nov 6 **No School - Fall Break**

Nov 20 **No Students - 1/2 work day & 1/2 PD**

Nov 25 **12:00 PM Dismissal**

Nov 26-27 **Holiday Break - Thanksgiving**

Dec 18 **12:00 PM Dismissal - 1/2 PD Day**

**End of 2nd Quarter/1st Semester**

Dec 21-Jan 4 **No School**

Dec 23-27 **5-day Moratorium - School Closed**

Jan 4 **Teacher Workday (No School)**

Jan 5 **School Resumes**

Feb 17 **P/T Conferences 4:00-8:00 PM**

Feb 18 **No School - Students**

**P/T Conferences 8:00 AM - 12:00 PM**

Feb 19 **No School**

March 11 **No school Students - PD/Work day**

March 12 **No School - Spring Break**

March 16 **End of 3rd Quarter**

March 26 & 29 **No School -Holiday Break - Easter**

April 15 **No School Students - Teacher In-service**

April 17 **Prom**

May 8 **Graduation Ceremony**

May 21 **Last Student Day 12:00 PM Dismissal**

**1/2 PD/MTSS Day**

### Category of Events

Aug 6 **New Student Registration**

August 19 **Preschool Start Date**

July 2026						
S	M	T	W	T	F	S
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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February 2027						
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March 2027						
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April 2027						
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May 2027						
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June 2027						
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### End of Quarters & Semesters





Oct 16	End of 1st Quarter
Dec 21	End of 2nd Quarter/1st Semester
March 16	End of 3rd Quarter
May 21	End of 4th Quarter/2nd Semester




### KEY Dates to Remember

August 14 - 1st Day of School
August 19 - Preschool Start Date
December 18 - Last day before Holiday Break
December 23-27 NSAA State Moratorium
May 21 - Last Student Day (weather permitting)

**Potential Make Days - Weather: March 29, April 23, May 25-28**

-  **First & Last Day of School**
-  **End of Quarter**
-  **No School - School Closed**
-  **Early Dismissal (12:00 PM)**

-  **No Students - Professional Development**
-  **No Students - 1/2 PD & 1/2 Work Day**
-  **No Students - Teacher Work Day**
-  **Parent Teacher Conferences**

-  **2:30 PM Dismissal (MTSS Work)**
-  **No Students - Teacher Checkout**
-  **NSAA Moratorium**



# OnToCollege

Test Preparation  
College + Career Readiness

# Test Prep and College & Career Readiness Resources Proposal

prepared for

## Shelton Public Schools



Prepared by Joni Mason  
joni@ontocollege.com  
402-917-5730

*"OnToCollege has been a vehicle to create momentum and real academic success, strengthening student-teacher connections. Everyone is bought in. So OTC has meant much more to our culture than just higher scores."*

- Vikki Carlson, Director of  
Secondary Teaching & Learning for  
North Platte Public Schools

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# OnToCollege Mission Statement:

We strengthen scores, confidence, and culture so that **all** students reach their best-fit post-high school destination with minimal debt.



# Students Need a “Why to Try”

5

OnToCollege teaches them why the **Big Three** - grades, scores, and one extra-curricular are so important to their future.



# Methodology + Outcomes

6

*Our trademarked strategies help students to achieve success in one of these 4 preferred outcomes.*



**Four-Year  
College  
Degree**



**Two-Year  
Associate's  
Degree**



**Certification  
in a Trade**



**Career in  
the  
Military**



About OnToCollege



## Four-Year College Degree

Engineers, lawyers, accountants, teachers, architects, entrepreneurs, doctors, nurses, advertising executives



## Two-Year Associate's Degree

Dental hygienists, power plant managers, mechanics, lab technicians, aviation mechanics, health care



## Certification in a Trade

Electricians, welders, pipe-fitters, plumbers, carpenters



## Military Career

Air-traffic controllers, cyber security specialists, nuclear engineers, logistics, military health specialists

# What Makes OnToCollege Unique?

*Our keys to success over 25 years...*

8



Engaging



Our courses are entertaining, encouraging, and fun. We provide students with a **“Why to Try”**.



Efficient



Students aren't overwhelmed by our 9-page curriculum, and each course can be completed in only 5-6 weeks.



Easy-to-Use



Teachers just have to **push “play”**. They don't have to create or teach the materials. Course schedules are already built.



Effective



Our 600+ Partner Schools routinely see school-wide **increases of 1-3 points on the ACT® and 50-150 points on the SAT®**.



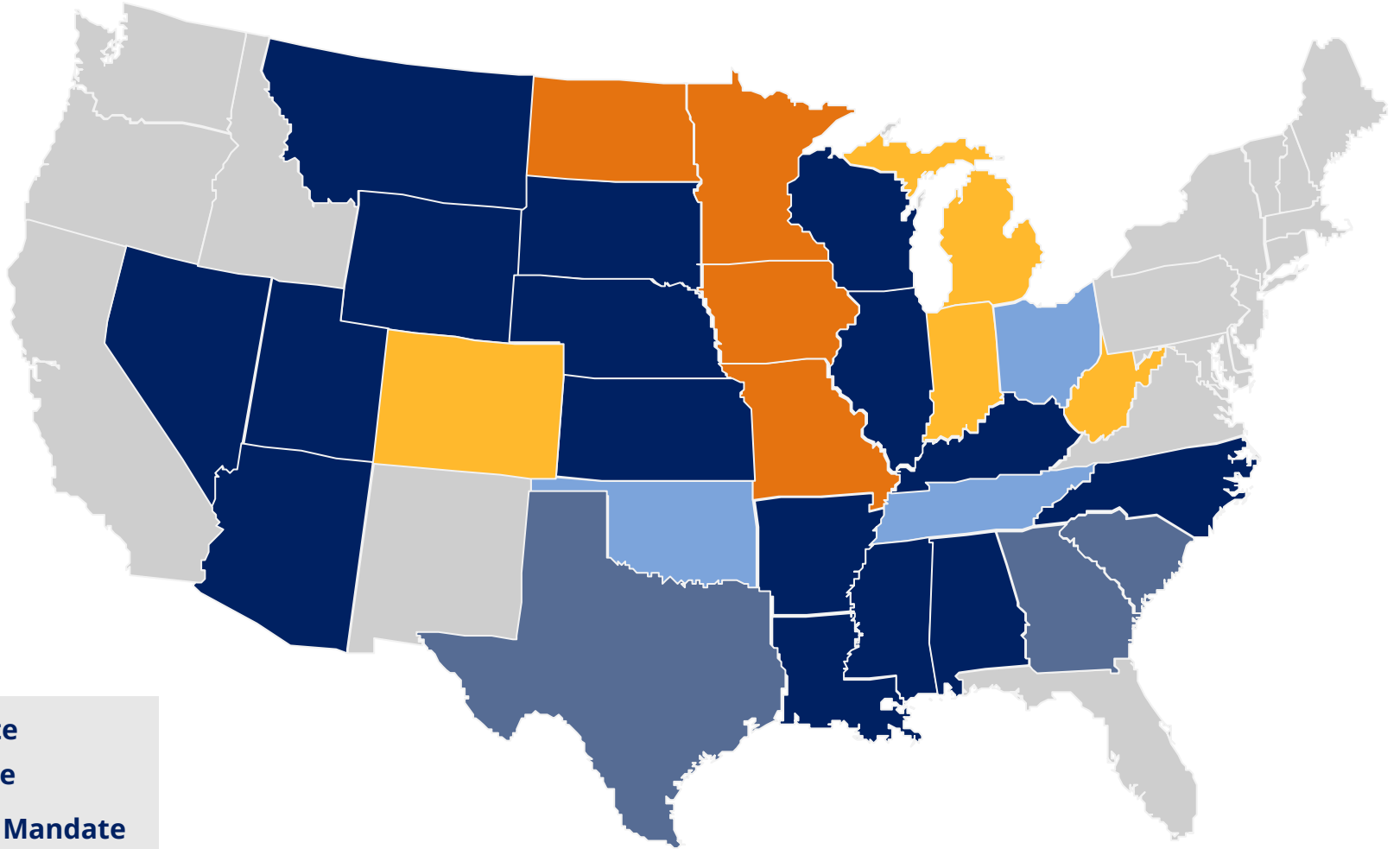
Equitable



All of your students - not just the highly-motivated or affluent - deserve the best test prep. **Demographics should not determine destiny.**

# OTC Service Map

We serve hundreds of schools in 30 states across the nation.

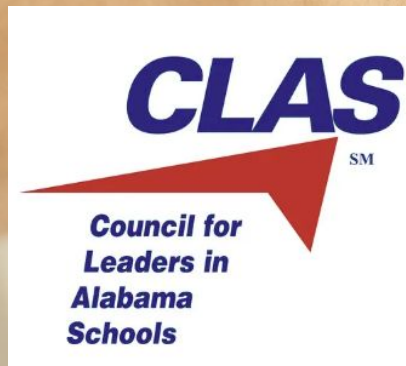
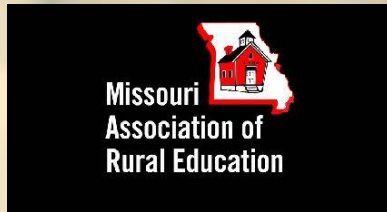
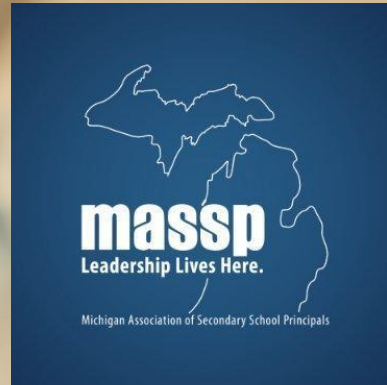


- ACT® Mandate
- SAT® Mandate
- ACT® or SAT® Mandate
- No Mandate/ACT® Pref.
- ACT® or SAT® Offered

# Valued Partnerships



Texas Association  
of Secondary  
School Principals



*OTC partners with these and many other statewide organizations and co-ops.*

# OnToCollege Supports Your State & National Standards

## COMMON MATHEMATICS STANDARDS

**25+ direct instructional topics**

### Number & Quantity

- ACT Math Session 2 → Imaginary Numbers
- SAT Math Session 2 → Exponents

### Algebra

- ACT/SAT Math Session 1 → Word Problems
- ACT/SAT Math Session 1 → FOIL & Factoring

### Functions

- ACT Math Session 1 → Functions
- SAT Math Session 1 → Functions & Graphs

### Modeling

- ACT Math Session 3 → Unit Conversions
- SAT Math Session 3 → Distance Formulas

### Geometry

- ACT Math Session 2 → Imaginary Numbers
- SAT Math Session 2 → Exponents

### Statistics & Probability

- ACT Math Session 2 → Imaginary Numbers
- SAT Math Session 2 → Exponents

*\*National Council of Teachers of Mathematics*

## COMMON ENGLISH LANGUAGE ARTS STANDARDS

**30+ direct instructional topics**

### Demonstrate Command of the Conventions of Standard English Grammar & Usage

- ACT English Session 1 → Grammar Rule Review
- Grammar Rule Focus → GR 2 Commas

### Key Ideas & Details

- ACT Reading Session 1 → Reading Strategy 1

*\*National Council of Teachers of English*

# Why OTC Test Prep?

12

We believe that excellent test prep is just the means to an even more important end - increasing students' 2 and 4-year college graduation rates without saddling any with burdensome debt.



Increase your students' ACT® scores by 1-3 points and SAT® scores by 50-150 points



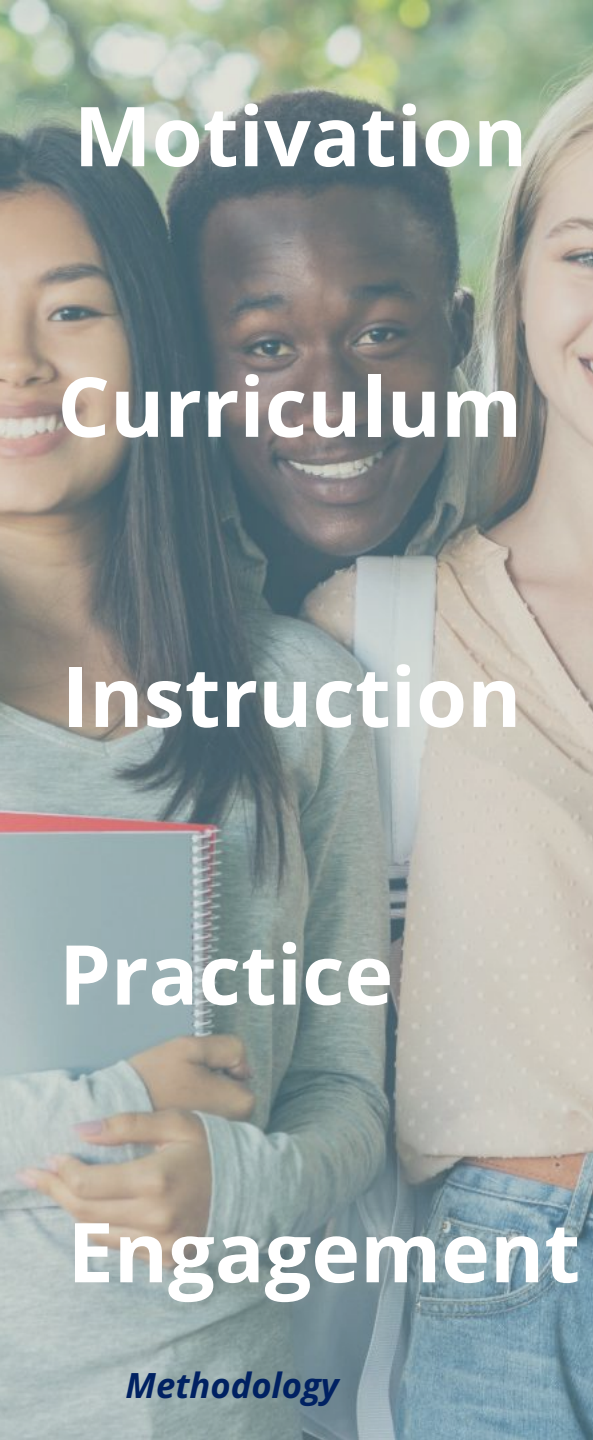
Lift the burden of test prep from hard-working teachers and counselors



Easy-to-use and engaging online courses. Just press "play"!

We also believe that excellent test prep is something that should be available to *all* students - *not just the affluent* - which is why our recommended implementation is school-wide.

**About OnToCollege**



# Motivation

# Curriculum

# Instruction

# Practice

# Engagement

*Methodology*

## 01

We give students a “Why to Try”. OTC teaches them WHY the Big Three - grades, scores, and one extra-curricular - are so important to their future.

## 02

The English and Math sections are content-driven: students are taught WHAT is on the exam through OTC Grammar Rules and extensive math curriculum. Reading and Science are strategy-driven: students learn trademarked OTC strategies to tackle these passages. Curriculum and strategies are updated annually in response to changes made to the ACT® and SAT®.

## 03

Video lessons are taught by John Baylor and other OTC Instructors. Utilizing video instruction reduces workload/stress on already busy teachers and counselors, saves time and money on training school staff on ACT® & SAT® trends, and creates a turnkey solution that can be deployed in a matter of days.

## 04

Students work through two full-length practice exams within the course. After each video session, a set of questions is assigned for practice and/or students take a short online quiz. When they are finished with a subject area, they’ll complete a full section test for that subject.

## 05

John Baylor and our staff have spent years developing the content of our courses and researching the ACT® and SAT®. We know the curriculum is excellent, but delivery method is just as important. John’s entertaining style ensures that your students are engaged — a key factor in test prep effectiveness. Students must be engaged in order to learn. OTC makes test prep entertaining — even fun!

“Using OnToCollege has transformed how we prepare our students for the ACT®. We have been using OTC for five years and the results are incredible. **Our students' composite scores grow by an average of 2.76 points compared to their predicted scores.** Many of our students' scores increase by 5, 6, 7, and 8 points. OTC is a game-changer and we are thrilled with the work that OTC does to prepare our students.”

---

*- David Moody, Principal, Westfield Area High School, WI*

# What's Included



Courses for Grades 6-12



At-Home Access



Solution Videos  
& Kahoot!



Assignments & Online  
Assessments



Reports, Data, &  
Additional Content



College & Career Readiness Resources

*Included Assets*

***"OnToCollege is a great one-stop shop to assist your school and students in achieving their best on the ACT/SAT. We implemented the program and our composite score on the schoolwide ACT went from 20.0 to 21.6. It was a great jump for our school as all juniors take the ACT. OnToCollege is easy to navigate and implement for students."***

- Geoff Parks, Principal, Andrada Polytechnic High School, AZ

# What's Included

17

## Courses for Grades 6-12

OTC's Prep for the SAT® & ACT® are designed to be used by juniors. Refresher courses are perfect for seniors. Many school partners utilize our grade-appropriate course for grades 6-10 to motivate students to begin considering their post-secondary options..

## At-Home Access

Each student has an individual account, giving them access to all video content, online assessments, printable items, etc. Students can access OTC resources anytime on-demand, including summer use outside of school.

## Solution Videos and Kahoot!

Detailed video solutions are available for EVERY question on assignments and online assessments. Students enjoy the gamification included in Kahoot!

## Assignments and Online Assessments

Online and paper & pencil assessments give students important practice. Online assessments provide immediate feedback.

## Additional Content

A collection of shorter videos further preparing students for each section of the exams.. This content dives deeper into specific topics where remediation may be needed, identified through reporting.

## Reports

Track the data that matters most, in real time. Generate reports by student or by group at the click of a button. Identify exam category areas where students excel or could use some extra work.

***Included Assets***

[www.ontocollege.com](http://www.ontocollege.com)

# Courses by Grade Level

Assignments ✓

Quizzes ⌚

Tests 📄

Solution Videos 🏆

Closed Captioning 🗨️

Spanish CC 🇪🇸

	12th Grade	11th Grade	10th Grade	9th Grade	8th Grade	7th Grade	6th Grade
OTC Prep for ACT® ✓ ⌚ 📄 🏆 🗨️ 🇪🇸	●	●					
OTC Refresher Course - ACT® ✓ 📄 🏆 🗨️ 🇪🇸	●	●					
OTC Prep for PreACT® 📄 🏆 🗨️ 🇪🇸			●				
OTC Prep for PreACT® 8/9 📄 🏆 🗨️ 🇪🇸				●	●		
OTC Prep for the ACT® WorkKeys 🗨️ 🇪🇸	●	●					
OTC Prep for SAT® ✓ ⌚ 📄 🏆 🗨️ 🇪🇸	●	●	●				
OTC Refresher Course - SAT® 📄 🏆 🗨️ 🇪🇸	●	●					
OTC Prep for PSAT/NMSQT® ✓ 📄 🏆 🗨️ 🇪🇸		●	●				
OTC Prep for PSAT™ 8/9 (coming soon) 📄 🏆 🗨️ 🇪🇸				●	●		
Middle School Matters 📄 🏆 🗨️ 🇪🇸					●	●	●
Study Skills & Test-Taking Strategies 🗨️ 🇪🇸	●	●	●	●	●	●	●
College & Career Readiness Resources 🗨️ 🇪🇸	●	●	●	●	●	●	●

*“OnToCollege has certainly been a boon for our school when it comes to test preparation, both in skill development and culture building. They have created an easy-to-follow plan with excellent skills and techniques to be prepared for the test. Mr. Baylor breathes excitement into lessons that often bore students. I appreciate all he has done to make the SAT® come alive in our building!”*

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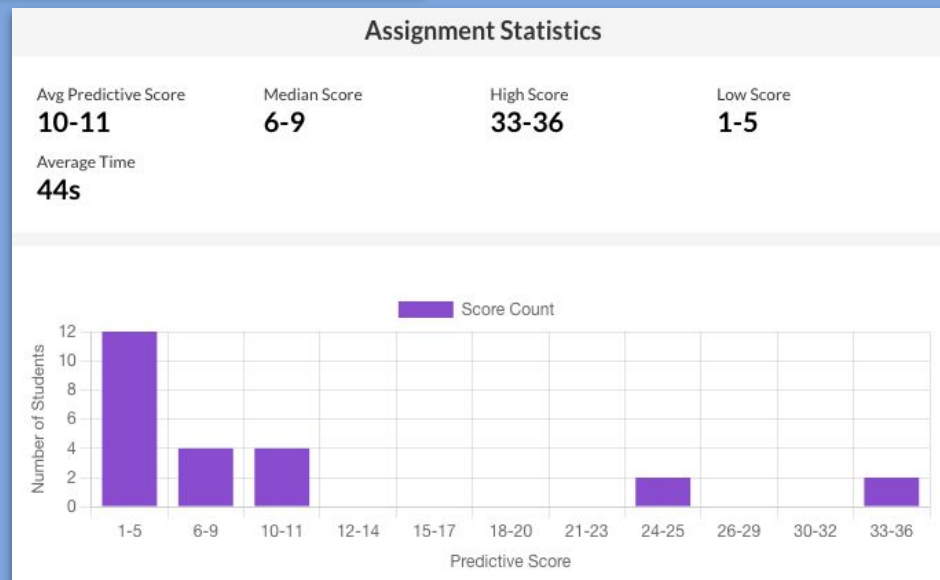
**- Dr. Art Vallicelli, Principal, Woodstock High School, IL**

# Access to Online Reports

Teachers have online access to real-time reporting for test and student activity data.

Student	Avg Percent Correct	Algebra	Functions	Lines	Percent	Proportions & Ratios
<b>Number of Occurrences</b>		2	1	1	1	1
<b>Average</b>	50%	57%	57%	43%	14%	71%
Test Name	67%	50%	100%	0%	100%	100%
Test User 7	83%	100%	100%	100%	0%	100%
Suzy Guinn	17%	50%	0%	0%	0%	0%
Jon Student	33%	50%	0%	0%	0%	100%
Test 3	83%	100%	100%	100%	0%	100%
Ken Student	67%	50%	100%	100%	0%	100%

STUDENT	TIMESPENT	PREDICTIVE SCORE	Question 1 -/1	Question 2 -/1
<b>Average</b>	2m	10-11	36%	32%
Betsy Student	-	-		
Bonnie Paschold	23m ⓘ	33-36	✓ 1	✓ 1
Dan Student	42s ⓘ	24-25	✓ 1	✓ 1
FF	7s ⓘ	1-5	✓ 1	
Janet T	1m ⓘ	10-11	✓ 1	✓ 1
Jennifer Allen	28s ⓘ	6-9		
John Student	31s ⓘ	10-11	✗ 0	✗ 0
Joni Student	13s ⓘ	1-5	✗ 0	
Jump Your Score	29s ⓘ	6-9	✗ 0	✗ 0
Ken Student	19s ⓘ	6-9	✓ 1	✓ 1



**Included Assets**

“We had 3x the number of students score a 30 or above on the ACT® this past year after implementing OnToCollege. One parent called me and said '***My baby girl's going to college for free***'. That speaks volumes. And it also warms your heart, knowing that we're doing what's best for children.”

---

- ***Anita Clarke, Secondary Curriculum Director, Decatur City Schools, AL***



# College & Career Readiness Resources

OTC College & Career Readiness Resources are the busy high school counselor's secret weapon for providing great college/career counseling to average of 455:1. This program will help your busy counselor be more effective and efficient so that every student can find their best-fit post-secondary destination at the lowest cost.

# Customized Scholarship Guide

23

*Every state has a customized scholarship guide.*



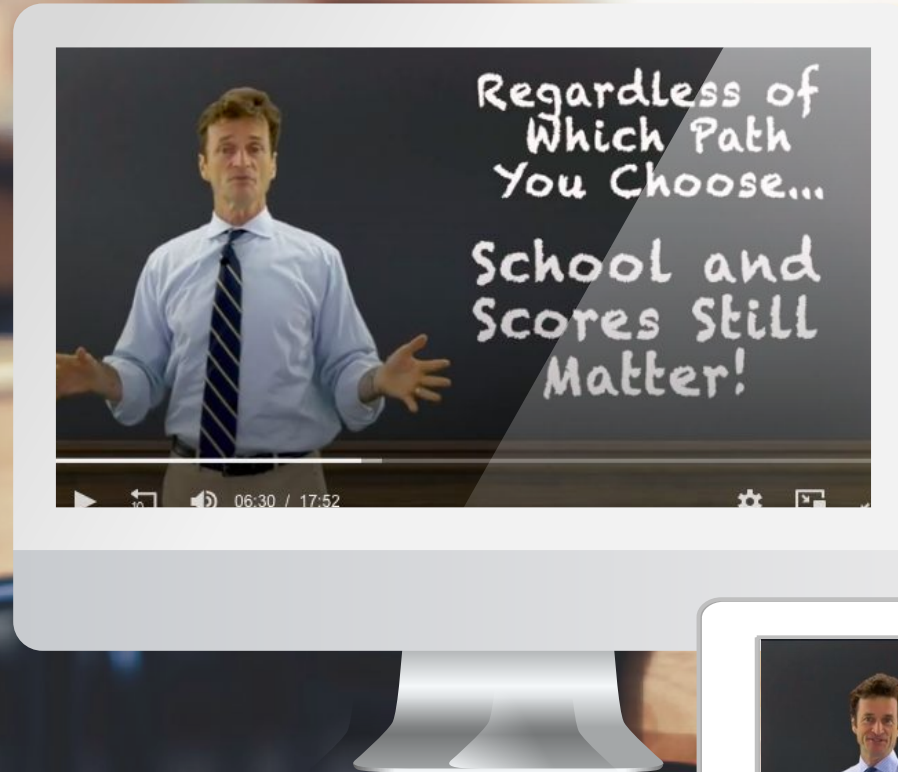
## The Power of the Test in Nebraska

**OnToCollege Scholarship Guides clearly illustrate to students the significance of jumping that test score. The first chart shows how tuition decreases as scores increase. Guides also include a complete list of scholarships at each public, private, 4-year and 2-year college in the state.**

# College & Career Readiness Videos

## VIDEOS

- Understand Your College Options: Here are Three Big Ones
- All You Need to Know About Standardized Tests
- You Can Afford College: Merit-Based Aid
- You Can Definitely Afford College: Need-Based Aid
- Writing Great Essays & Recommendation Letters
- Math for the Trades
- Maximizing Your College Experience
- Certification in a Trade & Final Thoughts for Career Success
- **WorkKeys® Prep coming early 2025!**





# Planning Materials



## Family Checklists

*For middle school, freshmen, sophomores, juniors and seniors. Also available in Spanish.*



## Deciphering Your Financial Aid Package



## How to Find Your Best-Fit College



## College Comparison Worksheet



## Community College Guide



## The True Cost of College



## FAFSA



## Customized State Scholarship Guide

# OTC Prep for the ACT WorkKeys® Career Assessments

27

Available to Demo Beginning May 15, 2025



**Workplace  
Docs**

Two  
22-minute  
sessions

**Applied  
Math**

Three  
22-minute  
sessions

**Graphic  
Literacy**

Two  
22-minute  
sessions



**Essential  
Skills**

Two sessions,  
including interviews  
with professionals

**Plus  
Kahoots!**

Practice Tests,  
and Solution  
Videos

"We have used OnToCollege for the past 4 years. I like the ability for our teachers to provide their Test Prep through the OTC videos, rather than feeling like they have to be the content experts."

*- Dr. Michele Webb, Principal, Henry County High School, TN*

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"We went from an 18.7 to 20.4 overall composite score. I have sung OTC's praises all over the region!"

*- Dr. Justin Calhoun, Dean of Academics, West Ridge High School, TN*

# Implementation

OTC Instructional Videos are designed for use in class, during the school day. Mandating that students watch the videos while in school ensures that not just the highly motivated students benefit from Test Preparation.



45 Min. Class Periods

23 Class Periods  
for ACT®  
13 Class Periods  
for SAT®



22 Min. Class Periods

44 Class Periods  
for ACT®  
25 Class Periods  
for SAT®



Boot Camp

4 Three-Hour Class  
Periods for ACT®  
3 Three-Hour Class  
Periods for SAT®

Assigning videos for at-home viewing often results in fewer than 10% of students accessing course resources on their own.

## School-Wide Pricing

Based upon current enrollment, the annual investment for OnToCollege Test Prep and College & Career Readiness for **all 6-12 students and all staff**

**\$1,975**  
(**\$1,750 without CCR**)  
(**add \$395 for WorkKeys**)

## Per-Student Pricing\*

An additional option to purchase annual site licenses for **SAT® & ACT® Prep, Refresher Courses, and College & Career Readiness** for smaller groups of students.

\*Minimum 20 students per school. No discounts on PSL groups.

### # of STUDENTS

- 20-49 Students = **\$84 per student**
- 50-99 Students = **\$72 per student**
- 100+ Students = **\$60 per student**

### DISCOUNTS

- With a **two-year commitment**, an additional **5%** discount will be applied.
- With a **three-year commitment**, an additional **10%** discount will be applied.

## Discount Opportunities

“I wanted to share our ACT<sup>®</sup> results with you. This is the first group to have gone through the OnToCollege program. We tested more students than ever before and outperformed the state. *Our state rank in MN increased from 159th to 118th in ONE year!*”

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- *Brian Jones, Principal, Marshall High School, MN*

# Additional Uses



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Weather closures  
or  
e-learning days



---

Terrific resource  
when a content  
area sub isn't  
available



---

Prepare students  
for any state  
standardized  
tests

# REFERENCES

**Darwin Lehmann - Superintendent  
Forest City Schools, IA  
dlehmann@forestcity.k12.ia.us 641-585-2323 ext. 238**

**Brent Harrison - Principal  
Saraland High School, AL  
bharrison@saralandboe.org 251-602-8970**

**David Moody - Principal  
Westfield Area High School, WI  
david.moody@westfieldpioneers.org 608-296-2141**

**Monica Morris - Assistant Director  
Southwest AR Education Cooperative, AR  
monica.morris@swaec.org 870-777-3076**

**Patrick Moriarty - Principal  
Springfield High School, MN  
pat.moriarty@mntm.org 507-723-4288**

**Matt Blomenkamp - Principal  
Bennington High School, NE  
mblomenkamp@bennps.org 402-238-2447**

# Potential Funding Sources

**GearUp Grant**

**Elective Course Fee**

**Chamber of  
Commerce**

**Carl Perkins  
Grant**

**Technology Fee**

**High School Alum**

**Title I Funds**

**School Foundation**

**Local Business  
Sponsors\***

**Title IV Funds**

**PTA**

**Booster Club**

**Local Service  
Organizations\***

*\* Local sponsors who provide all or some funding can be recognized on customized Cover Pages for students' Curriculum Binders, during announcements at sporting/school events, and through information sent home to parents.*



**On To College**

HS ELA Room Remodel	Quote #1	Quote #2
Carpet	Ask Supply	Carpet Pros
	\$5,074.24	\$6,240.96
Electrical (Lighting)	M & K	
	\$5,871.00	
Grid Work - Ceiling	Amax	
	\$4,995.00	

**LEARN AND LIVE**

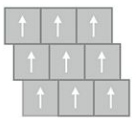
**Side Stripe GT419**

24 in x 24 in Carpet Tile

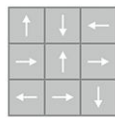


<b>Collection</b>	Learn and Live
<b>Style</b>	Side Stripe (GT419)
<b>Product Type</b>	Carpet Tile
<b>Size</b>	24 in x 24 in
<b>Construction</b>	Tufted
<b>Surface Appearance</b>	Textured Patterned Loop
<b>Fiber</b>	Duracolor® Tricor Premium Nylon
<b>Dye Method</b>	Solution Dyed
<b>Stain Release Technology</b>	Permanent, Built into Fiber
<b>Soil Release Technology</b>	EcoSentry Soil Protection
<b>Backing</b>	Ecoflex One
<b>Tufted Pile Weight</b>	17 oz/yd <sup>2</sup> (576 g/m <sup>2</sup> )
<b>Pile Height</b>	0.080
<b>Gauge</b>	1/12 (47.00 rows per 10 cm)
<b>Stitches per Inch</b>	12.4 (48.8 per 10cm)
<b>Pile Thickness</b>	0.080
<b>Density</b>	7650
<b>Installation</b>	Glue Down, FlexLok
<b>Recommended Adhesive</b>	Enpress, M700 Plus, FlexLok+ Tabs, Total Bond

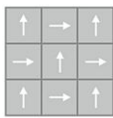
**Recommended Installation Methods**



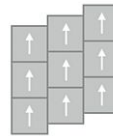
Brick Ashlar



Multi Directional

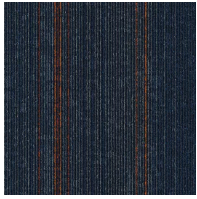


Quarter Turn

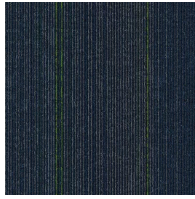


Vertical Ashlar

## Colorways



**City Park**  
Color: 562



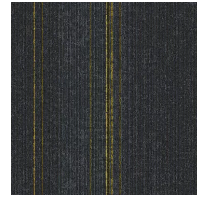
**Central**  
Color: 566



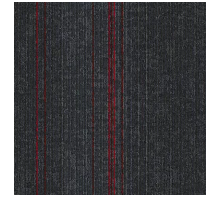
**Fairview**  
Color: 853



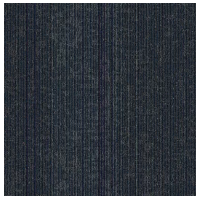
**Franklin**  
Color: 859



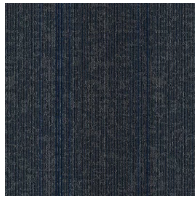
**Eastside**  
Color: 961



**Heritage**  
Color: 963



**Southeast**  
Color: 964



**Westpoint**  
Color: 965

## Testing

<b>TARR Rating</b>	Severe
<b>GSA Stain Release</b>	Pass
<b>Flammability</b>	(ASTM E648) Class 1 - Glue Down
<b>Static Propensity</b>	(AATC 134) Under 3.5 KV
<b>Smoke Density</b>	(ASTM E662) Less than 450

## Sustainability

<b>Embodied Carbon</b>	4.72 kg CO <sub>2</sub> e/m <sup>2</sup>
<b>Carbon Handprint</b>	-4.96 kg CO <sub>2</sub> e/m <sup>2</sup>
<b>Beyond Carbon Neutral</b>	-0.24 kg CO <sub>2</sub> e/m <sup>2</sup>
<b>Total Recycled Content</b>	72.75%
<b>Pre-Consumer Recycled Content</b>	63.56%
<b>Post-Consumer Recycled Content</b>	9.19%
<b>EPD</b>	<a href="#">EcoFlex ONE EPD</a>
<b>HPD</b>	<a href="#">EcoFlex ONE HPD</a>
<b>Material Health</b>	Declare Red List Free
<b>NSF 140</b>	<a href="#">EcoFlex ONE - NSF 140 Platinum</a>
<b>LEED</b>	<a href="#">Calculate LEED on Ecomedes</a>
<b>Indoor Air Quality</b>	GLP 1171
<b>Mindful Materials</b>	Participates
<b>MindClick Rating</b>	Achiever

End of Life

[ReCover](#)

Country Of Origin

USA

## Packaging

---

Square Yards Per Carton

8.00

Pieces Per Carton

18

Cartons Per Pallet

22

## Warranties

---

[Lifetime Limited Carpet Tile Warranty](#)

[Lifetime Limited Duracolor Stain Warranty](#)

Seth,

For the next 30 days this quote will hold.

All items are Mohawk.

CARPET TILE LEARN AND LIVE SIDE STRIPE #965 WEST POINT DURACOLOR  
8/YARDS/BOX EACH YARD \$25.99 (176 Yards = \$4,574.24)

FLEXLOK + TABS (APPROX) 150 YARDS/BOX EACH BOX \$169.00 (2 Boxes = \$338.00)

DURACOLOR ECOFLEX ONE ADHESIVE PAIL 4-GALLON PAIL (APPROX) 150YARD/PAIL  
EACH PAIL \$195.00 (2 Pails = \$390.00)

FREIGHT ESTIMATE QUOTE (\$500.00) (could be more, could be less, should be close)

\$4,574.24

\$338.00

\$390.00

\$500.00

-----

\$5,802.24

Kirby L Wilson  
President  
ASK Supply Co. LLC  
2116 N Ave.  
P.O. Box 624  
Kearney, NE. 68848  
PH:308-234-5166  
CELL:308-627-7114  
E-MAIL: [Kirby@asksupply.com](mailto:Kirby@asksupply.com)

Carpet Pros

# Estimate

1100 E. 25th St. Suite A  
Kearney, NE. 68847

Date	Estimate #
4/27/2026	3704

Name / Address
Shelton Public School 210 9th St. P.O. Box 610 Shelton, Ne 68876

Ship To
Shelton Public School 210 9th St. P.O. Box 610 Shelton, NE 68876 Seth 308-440-3662

Project

Qty	Description	Cost	Total
1,584	CARPET MOHAWK GROUP SIDE STRIPE CARPET TILE WESTPOINT 24'X24' 22CS@72SF	3.94	6,240.96
2	4 GAL CARPET ADHESIVE	175.00	350.00
240	VINYL BASE TBD	1.10	264.00
3	3 TUBES OF VINYL ADHESIVE	7.99	23.97
<p>Thank you for choosing Carpet Pros !!! "Transforming your town,one floor at a time!" Tom Fuller {Owner} &amp; Bill Faucett {Sales Mgr} &amp; Steve Lush {Sales}</p>			

50%or100%Down,Pls MAKE CHECKS to:Carpet Pros  
CREDIT CARD payments 3% surcharge fee.

**Total** \$6,878.93

Phone #	Fax #
308-234-2231	308-236-7679

# M & K Electric

P.O. Box 402

Shelton, NE 68876

# Estimate

Date	Estimate #
4/6/2026	1372

Name / Address
Shelton Public School P.O. Box 610 Shelton, Ne 68876

Project	
CONCESSONS, KRO...	
Description	Total
> ESTIMATE INCLUDES MATERIAL AND LABOR	5,871.00
> REMOVE OLD LIGHTING AND WIRING	
> INSTALL 12 LED FLAT PANEL LED, CONDUIT, WIRING AND OCCUPANCY SENSOR. (ALIE KROPP ROOM)	
> TROUBLE SHOOT 1 INOPERATIVE CIRCUIT OUTSIDE CONCESSION STAND	<del>1,400.00</del>
> INSTALL 4 NEW CIRCUITS IN OUTSIDE CONCESSION STAND	
Estimate is active 30 days after issue date.	<b>Total</b> <u>\$5,871.00</u>
	<del>\$7,271.00</del>

Phone #
308-216-0447

E-mail
sandt@charter.net

# Proposal



3509 Antelope Ave  
Kearney, NE 68847  
Phone: (308)236-5667  
Fax: (308)237-9569

Date: 05/06/26

To: Seth

Of (company): Shelton School

City, State, Zip: \_\_\_\_\_

Good Until: Thirty days from bid date

Project Name: Classrom 30x42

Project Location: Shelton NE

Furnish & install acoustical ceilings per jobsite visit.

1. Project is tax exempt.

2. We do not include painting of hanger wires, unistrut, screws, etc.

3. Our price is based on rooms being clear of furnishings, equipment, other trades materials, etc.

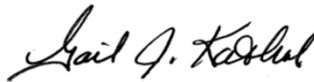
4. Our price is based on 24x48x5/8 #PBT197 Baroque Fire Rated Square Edge tile in a white fire rated grid system.

5. We will install grid. Ceiling tile installed by the school.

We propose to furnish material and labor, complete in accordance with above specifications for the sum of Four Thousand Nine Hundred Ninety Five Dollars \$ 4,995.00

Payments to be made as follows: Per contract documents.

Contractor's Signature:

  
Gail Kathol, Estimator

**Acceptance of proposal** - The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Highway 65 South, Conway, AR 72032 - orders@virco.com  
2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

**QUOTATION #8334765**  
r.4

**Sold To:**  
SHELTON SCHOOL DISTRICT 19  
9TH & C STREET  
SHELTON NE 68876

**Ship To:**  
SHELTON PUBLIC SCHOOL  
210 9TH ST  
SHELTON NE 68876  
REFERENCE: 05.01.2026 | TABLE OPTIONS

Quotation Date: 5/8/2026

We appreciate the opportunity to quote the enclosed prices for our products. Unless otherwise indicated, prices are net and do not include sales tax. Please refer to the above referenced Quotation Number when corresponding with Virco regarding this quote. We offer our quotation priced from the US COMMUNITIES 2026 CONTRACT #R-TC-18004 CLASSROOM FURNITURE Contract. You will need to be registered for US Communities and provide your TIN number prior to acceptance of your purchase order. We offer our quotation subject to the following terms and conditions:

- 1) FOB Point: FOB Destination - Tailgate Delivery
- 2) Payment Terms: Net 30 days (subject to credit approval)
- 3) Prices Are Firm: For Orders Received By 12/31/2026
- 4) For Shipment By: Please note that prices are for orders placed prior to 12/31/2026 and shippable no later than 01/31/2027. Orders requiring delivery after this date will not be processed and will require a requote.
- 5) Shipment from Virco: Quick Ship: 10 business days or less  
Campus Basics: 4 to 6 weeks  
Made to Order: 8 weeks +

Models not included in Quick Ship or Campus Basics are Made to Order and typically ready in 8 weeks. Extended lead times may apply; contact your Virco Territory Sales Manager for more information. Variety of lead times on same sales order will carry longest lead time on entire order. Additional shipping and handling charges will apply to orders that are requested to partial ship before Virco's acknowledged due date. Orders requiring delivery date after expiration of quote will require revised quote and may include additional storage fees.

- 6) Color: Standard Virco colors only unless specified otherwise
- 7) Purchase Order: We require customer approval by purchase order or signed quote to be emailed to Orders@virco.com or faxed to (800) 258-7367 or (800) 396-8232
- 8) Acknowledgement: Final acceptance and acknowledgement of orders will be as stated on the standard Virco Purchase Order Acknowledgment



Highway 65 South, Conway, AR 72032 - orders@virco.com  
2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

**QUOTATION #8334765**  
r.4

9) Quantity: Any change in quantities may result in a price change



**QUOTATION #8334765**  
r.4

**Shipping To: SHELTON PUBLIC SCHOOL**

Item #	Supplier/Model #	Description	Unit Price	Qty	Extension
1	Virco Inc #50NEST60ADJ	<p>Nest Shaped 5000 Series Table - 60" X 1-1/8" High-Pressure Laminate Particleboard-Core Surface With Three 2-1/4" Diameter Legs With A Powder Coat Upper And Chrome Lower, Adjustable In Height From From 24" - 32", ABS Plastic Glides.</p> <p>6 ea Laminate-&gt;Grey Nebula (GRY091) Edge Banding-&gt;Char Black (BLK01) Frame-&gt;Char Black (BLK01)</p> <p style="text-align: center;">* Promo Price * Promo Pricing may be Cancelled or Modified Without Notice</p>	\$301.08	6	\$1,806.48
2	Virco Inc #50SL3060ADJ	<p>Slide Shaped 5000 Series Table - 30" X 60" X 1-1/8" High-Pressure Laminate Particleboard-Core Surface With Four 2-1/4" Diameter Legs With A Powder Coat Upper And Chrome Lower, Adjustable In Height From From 24" - 32", ABS Plastic Glides.</p> <p>9 ea Laminate-&gt;Grey Nebula (GRY091) Edge Banding-&gt;Char Black (BLK01) Frame-&gt;Char Black (BLK01)</p> <p style="text-align: center;">* Promo Price * Promo Pricing may be Cancelled or Modified Without Notice</p>	\$314.60	9	\$2,831.40
3	Virco Inc #9018	<p>Chair, 9000 Classic Series, 4-Leg, 18" H Seat, Stackable, Nylon Glides</p> <p>25 ea Soft Plastic Seat-&gt;Black (BLK01) Frame-&gt;Chrome (CHRM)</p> <p style="text-align: center;">* Promo Price * Promo Pricing may be Cancelled or Modified Without Notice</p>	\$55.38	25	\$1,384.50
<b>Total</b>					<b>\$6,022.38</b>



**QUOTATION #8334765**  
r.4

Shipping To: SHELTON PUBLIC SCHOOL

Item #	Supplier/Model #	Description	Unit Price	Qty	Extension
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**The undersigned certifies understanding and agreement of this Quote Letter and has authority to sign for purchase.**

SHELTON SCHOOL DISTRICT 19  
9TH & C STREET  
SHELTON NE 68876

X \_\_\_\_\_  
PO # (if available)

X \_\_\_\_\_  
Name (Print)

X \_\_\_\_\_  
Authorized Signature

If paying by credit card, please call 877-311-9157. The credit specialist will be pleased to assist with your payment.

# How To Place Your Order With Virco

## 3 Ways To Order:

1. Email your PDF quote from Virco to [orders@virco.com](mailto:orders@virco.com) (please make sure the quote is signed before submitting)
2. Email your standard PO to [orders@virco.com](mailto:orders@virco.com)
3. Order online at [Shop.Virco.com](http://Shop.Virco.com)

## What to Expect Once Order Is Placed *(see below to complete the order process)*

- We will respond to let you know your order was received.
- Once we process your order, an electronic or paper acknowledgment will be sent

## In Order to Complete the Order Process, Virco Must Receive The Following Information

### Account Info

- "Sold To" Information
- "Ship To" Information
- Pricing source

### Delivery Info

- Delivery contact information (name and phone number for a call before delivery)
- Special delivery requests such as specific delivery hours
- Requested delivery date if applicable (orders without requested delivery dates will be entered under ASAP priority and will be shipped as soon as product is ready)

**\*\*Please note - our system only allows 8 lines of 30 characters each so please make sure to prioritize any delivery info\*\***

### Product Info

- Model (Ex: 9018, ZBOOMMFG)

### Color/Finish for the Following:

#### CHAIRS

- Seat Color
  - Frame Color
  - Glide
- (Ex: Navy/Chrome/Nylon Glides)

#### TABLES/DESKS

- Top/Edge Banding
  - Frame Color
  - Glide
- (Ex: Dry Creek Plum/Adobe/Silver Mist/Felt Glides)

#### FILING CABINETS

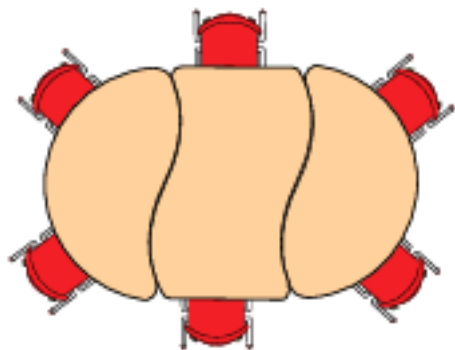
- Frame Color
- (Ex: Moonstone)



**QUOTE #8334765**

r.4

Item #	Supplier/Model #	Description	
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2	Virco Inc #50SL3060ADJ	<p>Slide Shaped 5000 Series Table - 30" X 60" X 1-1/8" High-Pressure Laminate Particleboard-Core Surface With Four 2-1/4" Diameter Legs With A Powder Coat Upper And Chrome Lower, Adjustable In Height From From 24" - 32", ABS Plastic Glides.</p> <p>9 ea Laminate-&gt;Grey Nebula (GRY091) Edge Banding-&gt;Char Black (BLK01) Frame-&gt;Char Black (BLK01)</p>	
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## 5000 Series Activity Tables

Virco's 5000 Series tables with 1<sup>1</sup>/<sub>8</sub>" thick tops are available with three leg style options - one 30" high fixed-height table and two adjustable-height tables. Standard adjustable models adjust top height from 24"-32". Caster models have an adjustable top height of 26"-34".



50SL306030

Maintenance/Custodial Requested	Priority	Maintenance or Custodial
INSIDE	INSIDE	
Gym floor prep for sanding & Refinishing	High	maintenance
Old gym cove base/floor - stairs Fix/replace - before refinishing?	High	maintenance
Bleacher Preventive Maintenance - both gyms	High	maintenance
Room #61 Remodel (Demo,Lighting, ceiling, carpet, paint, base)	High	maintenance
Fix stalls in new commons	Medium	maintenance
Fix stalls in elementary bathrooms	Medium	maintenance
Replace ceiling tiles and grids in elementary bathrooms ?	Low	maintenance
Paint bathrooms in new commons	High	maintenance
Fix sheetrock and paint new commons	High	maintenance
Fix block in new gym	High	maintenance
Shampoo carpets (See Room Cleaning Tab)	Medium	Custodial
Strip and coat tile floors (?)	High	Custodial
Apply another coat of 3m floor finish (hallways, cafeteria)	Medium	Custodial
Pull up tile in the old commons and fix terazzo floor		
Go through locker rooms, check and fix lockers	Medium	maintenance
Make room and move freezer in Concession stand	Medium	
P.M. Both Bleachers in old and new gym	High	maintenance
Clean duct work off in new gym	High	maintenance
R.O. and new fountain with bottle fill in elementary entry	Low	maintenance
Fix/Replace all damaged, missing, stained, water damaged ceiling tiles - all classrooms	High	maintenance
Fix/Replace all damaged, missing, stained, water damaged ceiling tiles - all common areas (bathrooms, hallways, etc.)	High	maintenance
Covebase update - replacing	Low	maintenance
OUTSIDE	OUTSIDE	
Add underground sprinklers to the HS Practice Field (\$8,500)	High	maintenance
Clean out Maintenance Garage & Discard excess inventory	High	maintenance
Sprinkler Check, repair, replacement	High	maintenance
Re-seeding of playground	High	maintenance
Edging around building - repair or replace?	Medium	maintenance
Gas Line - new fence	High	maintenance
Wet area west side of building by main gym entrance	Medium	maintenance
Trim all trees above walking height	Low	maintenance
Dig out low areas, back fill with dirt, build up then put the safety mats back down (swings and play equipment)	Medium	maintenance
Paint Parking lines - ALL parking lots	High	maintenance
Repair barriers playground - parking lot	Medium	maintenance
Replace boarder and add mulch to outside workout area	Medium	
Pad for Gaga pit	Medium	maintenance
New Pad, Fence and manifold for the well area	Low	maintenance
Level, grade, and add gravel to alley behind school as well as parking lot	Low	maintenance

Add dirt, grade and plant grass east side of Elementary	Low	maintenance
Till, drag and plant grass in elementary playground	High	maintenance
Trim trees back on east side of elementary, elementary playground	Medium	maintenance
Clean up behind shop	High	maintenance
Spray, till, grade, sprinklers, plant grass on southeast (jr high)practice field.	High	maintenance
Fix gates around football field	Low	maintenance
Pull rocks and boarder, grade, plant grass, southwest & west side of high school wing	Medium	maintenance
Trim trees and clean rocks out, West high school entrance	High	maintenance
Clean rocks out, trim and thin out plants in front of the school	High	maintenance
Side Pre-school shed	Medium	maintenance
New Fence around gas meter	High	maintenance



Missy Meyer <mmeyer@sheltonbulldogs.org>

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## Fwd: Resignation letter

1 message

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**fire dragon** <rlauber1959@gmail.com>  
To: "mmeyer@sheltonbulldogs.org" <mmeyer@sheltonbulldogs.org>

Mon, May 4, 2026 at 1:45 PM

----- Forwarded message -----

From: **fire dragon** <rlauber1959@gmail.com>  
Date: Mon, May 4, 2026, 12:24 PM  
Subject: Resignation letter  
To: fire dragon <rlauber1959@gmail.com>

Dear board of education and administrators of Shelton Public Schools,

I am writing my resignation letter to formally resign from my position as custodian/bus driver. My last day will be June 30, 2026.

I have appreciated and enjoyed all the staff and students at Shelton Public Schools. Thank you to everyone who warmly welcomed my family to this community. It has been a joy to work here.

Sincerely yours,

Roxane Lauber

## **POLICY 5013: EXTRACURRICULAR DRUG TESTING PROGRAM**

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

### **1. Purpose of Random Drug Testing**

- a. The school district has recognized that observed and suspected drug and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
  - b. The school district seeks to provide safe, drug-free schools.
  - c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
  - d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
  - e. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.
2. **Notice:** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy either in written form or included in the student and activities handbook. The policy and all forms will be posted on the district's website
  3. **Drug Testing Coordinator:** The Drug Testing Coordinator shall be the Principal or his or her designee unless otherwise indicated.
  4. **Extracurricular Activities:** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district, which includes but is not necessarily limited to the following:

Basketball	Dance	
Football		
Musicals	Quiz Bowl	Wrestling
Cheerleading	FFA	

Golf  
Track  
Flag Team  
Mock Trial  
Volleyball

One Act Play  
Cross-country

Band

Choir  
  
Speech/Debate

## 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.
  - 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:

*Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 et seq. Any substance, which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other*

*prescription drugs; Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).*

## **7. Testing Procedures**

- a. **Student Selection:** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
  - b. **Parental Request:** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental/guardian request and filling out the forms. If a parent requests that they have their student drug tested, the parent/guardian, not the district, will pay the cost of that test.
8. **Type of Test:** The school district reserves the right to utilize breath or a 12-panel urinalysis testing procedures. Urine samples, which screen positive, will be confirmed by either a Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) confirmatory test. Positive breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
9. **Collection Site:** The Drug Testing Coordinator will designate the varsity locker room's outer restroom as the collection sites at which the student will provide specimens.
10. **Collection Procedures:** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list of the active students participating in extracurricular activities at the time of the test. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request. The Drug Testing Coordinator will determine the time of day for testing to be completed.
- a. **Drugs:** Students may be randomly tested for any drugs, including but not limited alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, metabolites, LSD, marijuana, metabolites, methadone, methaqualone, opiates, phencyclidine,

propoxyphene, and ecstasy.

- b. **Results:** The Drug Program Administrator or their representative shall notify the student's parent/guardian of any positive test after the initial screening. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). An MRO accreditation body will certify the MRO. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will only report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.
  - c. **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.
11. **Negative Tests:** Students and their parents will receive verbal or written notice when the student's test result is negative by the district's Drug Testing Coordinator.
  12. **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

The student shall be required to attend practices but not participate.

The student will be ineligible to publicly perform in any extracurricular activity for 14 calendar days. The day of the positive test results received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days.

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

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

#### **Second Offense**

The student shall be required to attend practice but not participate.

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.

The student shall attend additional drug and alcohol counseling or educational program provided by the district. The counseling will be arranged by the Guidance Counselor in conjunction with the student's parents or guardians.

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

### **Third Offense**

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 received by the district shall be the first day for counting purposes.

The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months when school is in session or end upon graduation.

### **Fourth Offense**

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

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

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

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

set forth in Section 9 of this Policy.

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

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

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

Adopted on: 8/12/19

Revised on: 9/16/19, 10/11/21, 8/14/23, 11/10/25

Reviewed on: 7/15/19, 8/12/24

**6025**  
**Student Cell Phone and Other Electronic Devices**

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

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 any electronic device, including any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: 7/17/23

Revised on: \_\_\_\_\_

Reviewed on: 7/15/24, 9/10/25

**6025**  
**Student Cell Phone and Other Electronic Devices**

**[THIS POLICY CONTAINS SEVERAL OPTIONS. THERE ARE MORE PERMISSIVE OPTIONS AND MORE RESTRICTIVE OPTIONS. YOU SHOULD SELECT AND MAKE ANY NECESSARY CHANGES TO ONLY ONE OPTION AND DELETE THE REST]**

**(USE AT SCHOOL OPTION)**

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

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 any electronic device, including any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

**(ONLY BEFORE/AFTER SCHOOL AND DURING PASSING AND LUNCH OPTION)**

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. Students who violate this policy may, at the discretion of the

school's administration, be subject to additional discipline, up to and including suspension or expulsion.

### **(YONDR BAG OR OTHER STORAGE SYSTEM OPTION)**

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Students may not use cellular phones in any classroom unless deemed appropriate by a student's education team. [INSERT YOUR STORAGE SYSTEM HERE; FOR EXAMPLE: The District will provide each student with a Yondr bag, and students must lock their cellular phone in the Yondr bag upon entering a classroom. The student may unlock the bag upon exiting the classroom at the end of the class period.]

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

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 any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who

violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6025**  
**Student Cell Phone and Other Electronic Devices**

**[THIS POLICY CONTAINS SEVERAL OPTIONS. THERE ARE MORE PERMISSIVE OPTIONS AND MORE RESTRICTIVE OPTIONS. YOU SHOULD SELECT AND MAKE ANY NECESSARY CHANGES TO ONLY ONE OPTION AND DELETE THE REST]**

**(USE AT SCHOOL OPTION)**

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

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 any electronic device, including any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

**(ONLY BEFORE/AFTER SCHOOL AND DURING PASSING AND LUNCH OPTION)**

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. Students who violate this policy may, at the discretion of the

school's administration, be subject to additional discipline, up to and including suspension or expulsion.

### **(YONDR BAG OR OTHER STORAGE SYSTEM OPTION)**

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Students may not use cellular phones in any classroom unless deemed appropriate by a student's education team. [INSERT YOUR STORAGE SYSTEM HERE; FOR EXAMPLE: The District will provide each student with a Yondr bag, and students must lock their cellular phone in the Yondr bag upon entering a classroom. The student may unlock the bag upon exiting the classroom at the end of the class period.]

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

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 any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who

violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

**(COMPLETE BAN OPTION)**

Students may NOT use cellular phones or other electronic devices while at school during school hours.

Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, personally-owned tablet, gaming device, etc.) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

In addition to the disciplinary consequences imposed, a parent or legal guardian of the offending student must pick up the confiscated devices from the office in person. The administration will return the device to the parent or guardian, after meeting with the parent or guardian to discuss the rule violation.

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including expulsion.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

# **Shelton Public School Activities Handbook Rules and Regulations 2025-2026**



210 9th Street  
Shelton, NE 68876  
Phone: (308) 647-6742

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## INTRODUCTION

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

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

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

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

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

## **NOTICE OF NONDISCRIMINATION**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

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

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

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

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

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

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

## **SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM**

### **Academic Eligibility**

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

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

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

### **Attendance at Practices and Contests**

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

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

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the

participant from the activity for the remainder of the season or length of the activity.

### **Closings**

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

### **Colors**

The Shelton School colors are blue and white.

### **Complaint Procedure**

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

### **Concussion Awareness**

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

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses once every three years per NSAA guidelines on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
  - Heads UP Concussions in Youth Sports
  - Concussion in Sports—What You Need to Know
  - Sports Safety International
  - ConcussionWise
  - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
  - 1 The signs and symptoms of a concussion;

- 2 The risks posed by sustaining a concussion; and
- 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

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

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

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

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

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

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

## **Dances**

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

### **Junior High/Middle School Dances**

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

### **High School Dances**

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

### **Homecoming and Prom**

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

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

### **Electronic Communication**

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). The district uses SportsYou for communication between coaches, activity sponsors, and parents. Please see the Social Media Policy For School District Employees for further explanation.

## **Equipment**

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

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

## **Fundraising**

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

## **Individual Training Rules and Rules of Conduct**

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

## **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued

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

### **Injuries**

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

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

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

### **Insurance**

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

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

### **Lettering Requirements**

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

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

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

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

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

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

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

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

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

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

**Speech:** The criteria for receiving a letter for Speech Competition will be based on the participant's commitment to preparation and participation. **LETTERING:** To letter in speech, you must 1. Practice every week AND participate in at least four regular season tournaments or 2. Practice every week AND place at a tournament. (*Practice every week means attending the regular Monday practices or scheduling (and attending) a practice with Mrs. Pope at a different time.*)

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

### **Mascot**

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

### **Practices**

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

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

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

### **Secret Organizations**

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

### **Student Manager, Helpers, or Activity Aids**

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook. Each team will be allowed up to 3 student managers. If the team has 20 or more participants on the team, the team may be allowed a 4th student manager.

### **Sunday and Wednesday Night Activities**

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m.

on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

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

### **Transportation**

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

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

### **Weight Room**

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

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

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

## **SECTION TWO: AVAILABLE ACTIVITIES**

### **Athletic Teams**

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

### **Art Club**

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

### **Band**

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

### **Cheer Squad**

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

### **One Act**

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

### **Future Farmers of America (FFA)**

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

## **National Honor Society**

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

Eligibility:

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

## **Student Council**

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

## **Spanish Club**

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

## **Speech Team**

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

## **Journalism**

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

## **SECTION THREE: CODE OF CONDUCT**

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

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

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

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

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

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

6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newbies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message

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

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

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

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

reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

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

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

### **Sportsmanship, Ethics, and Integrity.**

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

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

Spectators are permitted to attend extracurricular activities only as guests of the school district. Accordingly, as a condition of this permission, they must

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

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

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

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

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

### **Student and Coach Sportsmanship**

Student and coach conduct is a reflection of the climate and culture of the school district. As a result, students and coaches are expected to display sportsmanship at all times. Unsportsmanlike conduct is defined as a technical or unsportsmanlike call from a game official.

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

An unsportsmanlike technical foul is not a technical foul due to a game rules violation. It is due to unsportsmanlike conduct during a competition.

- The first unsportsmanlike technical foul will result in a meeting with the coach to review sportsmanship expectations. The athlete will complete an online sportsmanship course.
- The second unsportsmanlike technical foul will result in the athlete being benched for the remainder of the game and for the game immediately following the unsportsmanlike conduct.
- The third unsportsmanlike technical foul will result in the athlete being removed from the team.

This will reset with each new sports season and will not accumulate.

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

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

This will reset with each new sports season and will not accumulate.

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

It is the responsibility of the spectator to:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.

2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better-informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the extracurricular activity.

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

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

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

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

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

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

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

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

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

# A PARENT'S GUIDE TO A CONCUSSION

## **WHAT IS A CONCUSSION?**

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

## **CONCUSSION FACTS**

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

## **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

### Signs Observed by Parents or Guardians

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

- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### Symptoms Reported by Athlete

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

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

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

### **WHEN IN DOUBT – SIT THEM OUT!**

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

## **WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?**

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

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

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

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

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

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

*Step 4:* Full contact practice or training.

*Step 5:* Game play.

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

## **HOW CAN A CONCUSSION AFFECT SCHOOLWORK?**

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

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

## **WHAT CAN YOU DO?**

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

## **OTHER FREQUENTLY ASKED QUESTIONS:**

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

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

## **Is a “CT scan” or MRI needed to diagnose a concussion?**

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

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

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

## **How long do the symptoms of a concussion usually last?**

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

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

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

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

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

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

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

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

## AUTHORIZATION AND ACKNOWLEDGEMENT

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

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

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

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

### **ACKNOWLEDGEMENT OF CONDUCT CODE**

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

\_\_\_\_\_  
Signature of Student

Printed Name of Student

Date

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

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Signature of Parent

---

Printed Name of Parent

---

Date

### **Sportsmanship, Ethics, and Integrity.**

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after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

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2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

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

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

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

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