

Shelton Public Schools



7-12 Activity Handbook 2023-2024

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“BECOMING THE BEST VERSION OF OURSELVES, TOGETHER”

STATEMENT OF PURPOSE

We believe that the purpose of co-curricular activities is to offer young people effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness, and self control, desires for clean, healthy living, and respect for wise discipline and authority. These characteristics properly instilled will have a long carry-over and will aid each individual connected with co-curricular activities to become a better citizen.

A co-curricular activity shall be defined as any activity involving students of the Shelton Public School, outside of the established academic discipline, at which public attendance is encouraged, or contests involving students from other schools. Co-curricular activities include but are not limited to athletics, vocal music, band and dramatics.

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CHAIN OF COMMAND

If you or your child have a problem or a concern, please contact the teacher or coach as the first step. If satisfactory results are not achieved, contact the Activity Director as the second step in cases pertaining to activities. If the situation has not been solved at the second step, contact the 7-12 Principal. The next step would be to contact the Superintendent of Schools. The fifth step in the chain of command is to be placed on the School Board Agenda at its next meeting. These steps will be adhered to in order to properly address situations as they arise.

NEBRASKA DEPARTMENT OF EDUCATION

It is the policy of the Shelton Public School not to discriminate on the basis of sex, disability, race, color, religion, marital status, or national or ethnic origin in its educational programs, admissions policies, employment policies or other agency administered programs.





I. INTRODUCTION

The Activity Program at Shelton Public School is designed to provide opportunities for those students who desire participation in School Sponsored Activities.

Any students are welcome to try out for any of the interscholastic teams available to them providing they meet the requirements established by the Nebraska School Activities Association and the school and they agree to follow the guidelines established in this booklet.

A respectable activity tradition is not built overnight. It takes the hard work and dedication of many individuals over many years. As a member of an interscholastic team, the activity person has certain responsibilities to uphold. A good participant is one who accepts these responsibilities. The responsibilities to yourself are to broaden educational experiences and develop strength of character.

By being an activities person, you have a responsibility to your school, your community, the student body, and groups from other schools on the field or court. You can contribute a great deal to our school and community image because of your leadership role. Make your school and community proud of you by your performance and your devotion to high ideals. Do not let the younger students down; they will imitate you in many ways. Give them something worth copying.

All students who wish to take part in activity programs sponsored by the Shelton Schools will have to accept the responsibilities which are set up for every member of all teams.

These guidelines are drawn from the present Board of Education, Administration, Coaching Staff, and from the policies of the Nebraska School Activities Association, and do hereby become Shelton School Board Policy.

II. GENERAL INFORMATION

A. SPORTSMANSHIP, ETHICS, AND INTEGRITY

The Board of Education of School District 19, 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 School District 19, 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.

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.

B. Belief Statements



Shelton High School
Overarching Belief Statements

These belief statements are what we, at Shelton High School, believe to be of the utmost importance, not only for athletes, but for people to lead successful lives where potential can be realized at its fullest. These will be the guiding principles of all extracurricular programs at Shelton Public Schools.

Respect

A *respectful* person is one who exercises ethical conduct at all times, both in their public and personal lives. An *ethical* person acts in line with the morals of the society, school, and family they represent. A *respectful* person is honest, even when honesty isn't easy. A *respectful* person is punctual. *Punctuality* shows respect for the time of not only coaches and teammates, but *respect* for all people who are giving their time.

Sportsmanship

Sportsmanship is winning and losing graciously. It is *supporting* teammates to better the team and better them as people. *Sportsmanship* is being *positive* about players, coaches, and the program as a whole not only in front of the team, but at home and in the community as well. *Sportsmanship* is *positive body language* and *positive eye contact*. *Sportsmanship* is seeing the team's success as more important than your own individual success.

Work Ethic

Work ethic is an abstract term that is very evident in those who have it. *Work ethic* is holding oneself to a standard that will allow the reaching of *maximum potential*. *Work ethic* is not only evident on the field of play, but also in the classroom and in life. People with great work ethic never have to defend it or qualify it. Great work ethic defends itself, and is self-evident. Where there is work ethic, there is *enthusiasm*. *Enthusiasm* is the individual's and the individual's alone. People either contribute to a *collective enthusiasm* or detract from it. There is no neutral *enthusiasm*. People with great work ethic bring *enthusiasm* about not only what they are personally *passionate* about, but also what the team is *passionate* about. *Enthusiasm* draws *self-improvement* to the surface with every opportunity. *Work ethic* is evident through *enthusiasm*, and *enthusiasm* is evident through *energy*.

Communication

Communication is vital to any *successful* organization. *Communication* should be a *constant* between all athletes, parents, and coaches. *Communication* is *positive* and *informational*, never negative or confrontational. *Communication* should be *relentless*. *Communication* shows *purpose* and *pride*, *ownership* and *responsibility*. *Communication* should be *direct*, and never delegated. *Communication* is *consistency*. *Communication* is *expectations*.

Ownership

Ownership is taking *responsibility* for not only yourself, but for those around you. *Ownership* is *leadership*. If effort is substandard, we are either substandard ourselves or allowing those around us to be substandard. *Ownership* is never pointing fingers at another, but bringing them up to our level. *Ownership* is *achieving* more as a group than ever could be achieved individually. *Ownership* is not just accepting a role, but *excelling* in a role, and helping others do the same. *Ownership* is *never a wasted practice*. *Never a wasted opportunity*. *Ownership* is admitting mistakes, fixing mistakes, and *getting better* from mistakes. *Ownership* is *problem-solving* and being part of the solution, and never part of the problem. *Ownership* is *constant* and *relentless* improvement. *Ownership* is *success*.

C. SPORTS SEASON

All interscholastic sports are divided into three seasons---fall, winter, and spring. No individual may participate simultaneously in more than one sport per season. The division of sports, the date of the first organized practice, and the closing of the season shall be as follows:

1. **Fall sports** -- Football, Volleyball, Cross Country

High School Season -- Fall sports practices will begin on the date set by the NSAA. These dates may vary, according to NSAA Calendar. The fall season ends with the State Championships in these sports.

2. **Winter Sports** -- Boys/Girls Basketball and Wrestling

Winter Sports practices will begin on the date set by the NSAA. These dates may vary, according to the NSAA Calendar. The winter season ends with the State Tournaments in each sport.

3. **Spring Sports** – Boys/Girls Track and Golf

Track/Golf practice will begin on a date set by the Activity Department and Head Coaches before the first meet for both boys and girls, as long as it is on or after the starting date set by the NSAA. The opening date for meets in track/golf is the third Thursday in March. The season ends with the State meet. The opening date may vary according to NSAA Calendar.

D. SPORTS OFFERED At the discretion of the school board – Evaluated on a year to year basis

1. VARSITY SPORTS GRADES 9-12

Boys Football
Girls Volleyball
Boys/Girls Basketball
Boys / Girls Wrestling
Boys/Girls Track
Boys/Girls Cross Country

2. JUNIOR HIGH SPORTS GRADES 7-8

Boys football
Girls Volleyball
Boys/Girls Basketball
Boys/Girls Track
Boys / Girls Wrestling
JH Cross Country

The NSAA has determined that Jr. High School includes grades 7 and 8. The varsity shall be grades 9-12.

E. LETTERING REQUIREMENTS

1. In all cases a player must complete the season to receive a letter. Exception -- If an athlete is injured during a season, and in the opinion of the coach, would have earned a letter, and the athlete remains active with the team (as the injury allows), he/she may also earn a letter.

2. A senior team member, who is active and loyal to the team throughout his/her high school years as a participant, may also be awarded a letter even though the specific requirements are not met, provided he/she ends the season in good standing.

F. LETTERMAN'S RESPONSIBILITY

The coaching staff of Shelton High School believes that with the honor of being a letterman, there go certain responsibilities. We feel very strongly about the importance of these responsibilities.

1. Activity people should conduct themselves in such a manner so as not to cause embarrassment to themselves, their teammates, their school, or their community.
2. Activity people should abide by established training rules year round, not just when their sport is in season.
3. Activity people should always set a good example for the youngsters who idolize them and pattern their lives after them.
4. Requirements to be met for all activities:
 - Participant must complete the season
 - Participant must attend all practices and contests unless excused by the coach
 - Participant must comply with all school and extra curricular policies and training requirements
 - Participant must comply with specific playing time requirements of the Head Coach
 - The coach may recommend the granting of a letter in case of injury or other extenuating circumstances

Each head coach will develop and inform participants of any additional criteria for earning a varsity letter. These should be included in the player handbook. Letter certificates, certificates of participation, and bars will be presented at the Athletic Banquet or Honors Program.

G. ELIGIBILITY

The Shelton Schools will follow the eligibility requirements established by the Nebraska School Activities Association. In order to be eligible for participation in a semester a student must have passed 20 hours of school work in the preceding semester. (20 hours = 4 Academic subjects)

In addition, a down list will be put out by the principal's office on Monday of each week. Any student who is failing (not maintaining at least a 70% average) in ANY TWO or more classes anytime will be ineligible for that THAT week's activities. A warning week will be given before any week(s) of ineligibility in which the athlete will be eligible to participate.

Individual activities may have heightened eligibility requirements, as per their individual handbook. Individual activities may not have lower eligibility requirements than the activity handbook.

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

A student must be in attendance for all periods on the next school day following a competition unless excused by doctor's note or the principal to be eligible to participate in the next contest carrying over seasons if necessary.

All transfer students new to the school system must have their eligibility verified before they may compete in a contest. This verification must come from the principal's office.

H. USE OF FACILITIES

Because of the limited facilities, in the case of two teams in the season using the same facilities, a practice schedule will be made out by the coaches and Activity Director.

No student will be allowed to use school facilities unless supervised by a member of the school staff or his/her parent or legal guardian.

I. USE OF EQUIPMENT

The athletic department will attempt to furnish all athletes with good sound equipment for all sports. We are confident that we have such equipment and in the case of contact sports, our athletes are well protected.

All equipment will be checked out to individuals by the coach in charge, and this will be recorded by the coach. The athlete is then responsible for this equipment. If this equipment is lost, damaged (other than normal use), or not checked in at the end of the season, the athlete should be prepared to pay for the cost of replacement. It is the responsibility of the athlete to check in all equipment as soon as the season ends or immediately, if that athlete should quit a sport before the end of the season.

At no time should an athlete wear equipment checked out to him/her except for practices or contests. Anyone found wearing school equipment outside of practice or contest or possessing school athletic equipment other than during the sponsored activity time period can be expected to be treated as possessing property not belonging to him or her.

Proper care of athletic equipment and clothing includes keeping it clean. Athletic clothing is expected to be washed at least weekly, if not more often.

J. PRACTICE SESSION

All starting times for practices will be set by the individual coach with the approval of the A.D. These times will generally be directly at the end of the school day, except when teams must share facilities. For special practice sessions the coach and A.D. will generally set a time which is suitable for the largest number of participants in the activity.

Participants are expected to be on the field, court, or mat at the set starting time. Pre-practice preparation and dressing time should be taken into consideration by the athlete. An athlete who lingers in the locker room is holding back the entire team.

In order that athletes and their parents may plan ahead the time limits listed below will generally be followed:

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|-------------------------|-----------------------------|
| Senior High Practices - | 2 hours (exception is golf) |
| Junior High Practices - | 1 1/2 hours |

Parents at Practice

Parents are welcome to watch practices in which their child is a participant. However, this must be arranged appropriately, much like parents observing school classes because of the sensitive nature of the learning process for all of the student/athletes involved. Parents who are interested in observing practice must contact the Activities Director at least 24 hours before the practice to be observed in order to arrange for such observation. The parent(s) must observe within the parameters set forth in the expressed arrangements to be permitted to observe practice.

Recording Practices

Coaches may record practices as a coaching tool. Under no circumstances is it appropriate for an athlete or parent to record practice sessions (video or audio) without the expressed written consent of the Activities Director. Student athletes have an expectation of privacy during these practice sessions, just as they do in the classroom.

K. ATTENDANCE AND PARTICIPATION:

A team member should be in school at least ½ the periods to practice or participate in a contest. Exception - If the student is absent for a school sponsored activity or has the approval of the Principal. Activity people are expected to attend all practices scheduled by the coach. Should an activity person not be able to attend a practice session, he or she must contact the coach in advance. Exception - when an activity person is absent from school he or she need not notify the coach. However, coaches appreciate knowing the reason for an absence.

Unexcused absences will not be tolerated. The disciplinary measures taken for an unexcused absence will be determined by the coach in charge with the approval of the A.D.

A student must be in attendance for all periods on the next school day following a competition unless excused by doctor's note or the principal to be eligible to participate in the next contest carrying over seasons if necessary.

In case of injury, an athlete is advised to follow his doctor's advice with regard to participation. An injured player is, however, still part of the team and is expected to attend practices and contests with the team, if the injury allows, unless excused by the coach.

L. DRESSING ROOM POLICY

The dressing room is a place for dressing, showering and preparation for practice or contest. It is not a student lounge, and students should be in the dressing rooms only at appropriate times. Participants will be provided with lockers and locks and these should be closed and locked whenever the athlete is not present. All clothing, valuables and equipment should be kept in the locker at all times. Rowdy behavior and horseplay in the dressing room or shower area will not be tolerated as it endangers the safety of others. All cases of misconduct in the dressing room will be dealt with by the coach in charge. The school is not responsible for lost or stolen articles.

M. EQUIPMENT ROOM

Athletes will not enter or use the equipment room without permission or supervision of the coach in charge. Athletes will not handle training supplies. This will be done by coaches or student managers.

N. TEAM TRAVEL

Activity teams will travel to and from activity events by school bus or school vehicles. All members of a team will return from a contest in the manner they arrived in. Exception - An activities person may return with a parent provided permission is gained by the parent or legal guardian making personal contact with the coach and supplying a written note after the contest.

O. WEIGHT ROOM

The weight room and other weight lifting equipment should be closely supervised by a coach especially for those who are beginners. If this equipment is not used carefully, serious injury could result.

P. ACTIVITIES ON WEDNESDAYS AND SUNDAYS

According to the NSAA, no athletic contest may be scheduled on Sunday. As a general rule, practice sessions will also not be scheduled on Sunday.

Exception: When an athletic team is required to play a Monday contest (such as Conference or District Tournament), a short Sunday afternoon practice may be called. Attendance will not be compulsory if this should occur.

Wednesday night practices are to be over by 7:00 p.m. All students are to be off the practice area at that time.

Q. CHRISTMAS PRACTICES

The school will be closed during Christmas Vacation for five days as set by the NSAA. Practice dates over Christmas Vacation are non-mandatory. The administration will set the practice dates prior to the closing of school for Christmas Vacation. Times will be set by coaches with approval of Activities Director.

R. COMMUNICATION

Positive communication is essential to creating and maintaining a productive and enriching environment. Please see the following guidelines for communication between parents & coaches.

- 24 hour rule – Parents may not address a grievance with a coach until 24 hours have passed after the grievance has first been brought to light. They will be in at a time and place agreeable to both parties. The Activities Director may sit in as a mediator if deemed appropriate.
- Off Limits all of the time– Other players
- Off Limits in season – Playing time, level, position, strategy, game plans
- Chain of Command
 - The chain of command is a necessary communication tool to ensure effective and appropriate communication at appropriate level.
 - Level 1 – Athlete Meeting with Coach
 - Level 2 – Parent & Athlete (Together) Meeting with Coach
 - Level 3 – Parent Meeting with Coach
 - Level 4 – Parent Meeting with Activities Director
 - Level 5 – Parent Meeting with Principal
 - Level 6 – Parent Meeting with Superintendent
 - Level 7 – Appeal to the Board of Education
 - If a level is skipped, the issue may be sent back to that level for attempted resolution at the discretion of the administration

If any of these levels is the same person, they may be combined – ex. Levels 4 & 5

S. STUDENT FEES

This section addresses each of the fees that pertain only to extracurricular activities. The entire student fee policy 9003 can be found in the student handbook.

POLICY 9003: STUDENT FEES

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

5. Extracurricular Activities.

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

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

Cheerleading, Drill Team, Flag Corps

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

Football

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

Golf

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

Track, Volleyball, Wrestling, and Basketball

students must provide their own shoes and undergarments

12. Charges for Musical Extracurricular Activities.

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

Band

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

Swing Choir

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

13. Fundraising for Extracurricular Activities.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

III. CODE OF CONDUCT

The coaching staff, sponsoring staff, and school administration expect our activity people to be something special. Activity people are always on public display whether they know it or not. They also receive a great deal of recognition. For this reason, activity people must live up to certain high standards that perhaps the normal student does not. Also, because being an activity person is very demanding upon an individual both mentally and physically, this code of conduct shall be followed in order that the benefits of activities can be realized.

A. Appearance - Activity people will always be neat, clean and well groomed, and will take pride in their appearance at all times.

B. Misconduct -- An activity person who is guilty of gross misconduct which reflects badly on the team, school, and community, may be suspended from that team. Length of suspension will be determined by the coach in charge and Activities Director.

C. TRAINING RESPONSIBILITIES

Regular hours -- All activity people will be expected to follow the hours established by their respective coach. Regular and adequate sleep and a well-balanced diet are of the utmost importance for athletes (and students) to perform at their peak potential.

D. ALCOHOL, TOBACCO AND DRUG POLICY

POLICY 9022: STANDARDS OF CONDUCT FOR PARTICIPATION IN EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

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

1. Academic and Attendance Requirements.

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

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

2. Prohibited Conduct

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

- a. Violations of Local, State and Federal Laws.
 - i. Whenever the school district has reasonable cause to believe that a student has violated any local, state or federal law (other than any municipal curfew or a traffic ordinance which is classified as an infraction) the student shall be ineligible to represent the school in any performance, scheduled contest, program or trip according to the schedule of consequences set forth in this policy.
- b. Suspensions and Expulsions from School.
 - i. Any student suspended from school (in or out) through in school or out of school suspension for violation of school rules will be ineligible to participate in any extracurricular or co-curricular activities until reinstated by the high school principal.
- c. Use of Tobacco, Alcohol and Other Dangerous Drugs.
 - i. No student who is involved in extracurricular or co-curricular activities shall use, possess, or transmit any alcoholic beverage, tobacco product or illegal drug or be at or remain at the site of any party, or be in any vehicle, residence or other building where any minor is using or possessing an alcoholic beverage, a tobacco product or an illegal drug. Provided, this rule shall not apply to activities in which a student attends a gathering with his or her parent(s) where alcohol is consumed as long as the student does not personally consume alcohol, use tobacco or an illegal drug.

3. Schedule of Consequences

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

a. First Offense

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

b. Second Offense

- v. The student shall be required to attend practice.
- vi. The student will be ineligible to publicly perform in any extracurricular activity for 30 calendar days. The day of the positive test result is received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- vii. The student shall attend additional drug and alcohol counseling or educational program provided by the district. The counseling will be arranged by the Guidance Counselor in conjunction with the student's parents or guardians.
- viii. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 9 months or end upon graduation.

c. Third Offense

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

d. Fourth Offense

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

4. Appeal Process.

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

Section 2 Drug Dog Policy

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

Section 3 Drug Testing Policy

POLICY 9023 Extracurricular Drug Testing Program

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

1. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, drug-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.

- e. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.
- 2. **Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy either in written form or included in the student and activities handbook. The policy and all forms will be posted on the district’s website.
- 3. **Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Elementary Principal or his or her designee unless otherwise indicated.
- 4. **Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district, which includes but is not necessarily limited to the following:

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

5. Students Who Are Required to Submit to Drug Testing

- 1. **Grades.** All students in grades 9-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
- 2. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- 3. **Selection Pool Eligibility. Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district.**
- 4. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

6. Drugs. Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. “Drugs” means:

- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b. Any substance, which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in Neb. Rev. Stat. § 48-1902(1).

7. Testing Procedures

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

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

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

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

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

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

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

h. Request for a Retest. A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test can be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the

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

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

9. **Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 9-12**):
 - a. **First Offense**
 - i. The student shall be required to attend practices but not participate.
 - ii. The student will be ineligible to publicly perform in any extracurricular activity for 14 calendar days. The day of the positive test result are received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days.
 - iii.
 - iv. The student shall obtain a drug and alcohol assessment and counseling from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The drug and alcohol assessment and counseling will be provided to the student by the district. This will be arranged and approved by the Guidance Counselor and the student's parents or guardians. The student shall provide written proof of obtaining the assessment to the guidance counselor. The student is strongly encouraged to comply with the assessment and counselor's recommendations.
 - v. The student will be subject to follow-up drug tests at least one time per month for the next 6 months when school is in session or end upon graduation.
 - b. **Second Offense**
 - i. The student shall be required to attend practice but not participate.
 - ii. The student will be ineligible to publicly perform in any extracurricular activity for 30 calendar days. The day of the positive test result is received by the district shall be the first day for counting purposes. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so the student completes the required number of days.
 - iii. The student shall attend additional drug and alcohol counseling or educational program provided by the district. The counseling will be arranged by the Guidance Counselor in conjunction with the student's parents or guardians.
 - iv. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 9 months when school is in session or end upon graduation.
 - c. **Third Offense**

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

10. Refusal to Test

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

11. Tampering

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

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

12. Maintenance of Records

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

13. Appeal

A student participating in extracurricular activities who has been determined by school district officials to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). The request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her

designee(s), in consultation with the Drug Program Administrator and the Medical Review Officer, shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be final in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent, which shall be final and non-appealable to the School Board.

14. Severability

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

Adopted on: 8/12/19

Revised on: 9/16/19

Reviewed on: 7/15/19

**SHELTON PUBLIC SCHOOL
CONSENT TO PERFORM RANDOM DRUG TESTING
2023-2024**

Student Name _____ Grade _____

As a student and parent:

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

CONSENT TO PERFORM DRUG TESTING

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

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

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

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

SHELTON PUBLIC SCHOOL
WITHDRAWAL OF STUDENT FROM ACTIVITY
2023-2024 SCHOOL YEAR

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

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

Student's Printed Name: _____

Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____

Signature: _____ Date: _____

IV. DUE PROCESS

In the cases of disciplinary action or suspension, the activity person is guaranteed due process of law and right of appeal. This due process is outlined in the board policy and the school handbook.

STUDENT PARTICIPATION AND PARENTAL APPROVAL FORM

Date _____ School **Shelton Public School**

Name of Student _____ Grade ____

Date of Birth _____ Place of Birth _____

This application to compete in interscholastic activities for the above named high school is entirely voluntary on my part and is made with the understanding that I have read the eligibility rules and regulations of the State Association and of the school and I am not in violation of such rules.

Signature of Student _____

I hereby give my consent for the above-named student (1) to represent his/her school in activities, except those crossed out on this form by the examining health care provider, provided that such activities are approved by the State Association; (2) the above named student is allowed to accompany any school team of which he/she is a member on any of its local or out-of-town trips. I acknowledge that I have selected the health care provider who has examined the student and assume full responsibility for the selection of such examiner. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above-named student in the course of such activities or such travel.

The purpose of the **warning** is to bring to your attention the existence of potential dangers associated with athletic participation. Participation in any athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscles strains, to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death.

Even with the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility.

I have read the warning and understand the potential risk of injury.

Knowing the risk, I hereby give my permission for my son/daughter to practice and compete for Shelton High School in activities approved by Nebraska School Activities Association.

BASKETBALL
BAND
VOCAL MUSIC
GOLF

FOOTBALL
DRAMATICS
WRESTLING

TRACK
VOLLEYBALL
CROSS COUNTRY

(Continued on the back page)

Any cost associated with injuries are the responsibility of the parents or legal guardians and their insurance company. The Shelton School is not liable.

Signature of Parent or Guardian: _____

GRADE _____

Home address _____ Tel. No. _____

Parent's name _____ Tel. No. _____

Family physician _____ Tel. No. _____

Do you know of any reason why this individual should not participate in all sports/activities? Yes No

Please explain any "yes" answers to above question:

We have read the Activity Handbook of the Shelton Junior-Senior High and understand them fully. We agree that our son/daughter will abide by them while he/she is out for activities and that the school and its coaches will follow these guidelines as nearly as possible.

Signed _____ Date _____

(mother's signature)

Signed _____ Date _____

(father's signature)

I, the above student, have read the Activity guidelines of the Shelton Junior-Senior High and understand them fully. I agree I will abide by them while out for activities and that the school and its coaches follow these guidelines as nearly as possible.

Signed _____ Date _____

(Activity person's name)

Note: This form must be on file in the respective school office before you will be allowed to check out for any sport/activity. Students participating in athletics must also have a ***physical*** and it shall be on file in the school office.