Board of Education Regular Meeting

Monday, June 10, 2019 12:00 PM

Gothenburg Public Schools Discovery Center
(Greenhouse Classroom)
1322 Avenue I
Gothenburg, Nebraska 69138

Agenda

1. Call to Order & Pledge of Allegiance

   Rationale:

   The mission of Gothenburg Public Schools is to prepare all students within a positive and innovative learning environment.

   A copy of the open meetings law is posted on the wall of the Board Room and is available to the public.

2. Approve the Agenda

   Rationale:

   The Board reserves the right to rearrange the order of items as needed.

3. Recognition of Visitors

   3.1. Public Participation

   Rationale:

   Opportunity for Public Expression:

- This item serves as the time entitled for public forum during which patrons may address the Board on matters of general concern per **Board Policy 8346, Opportunity for Public Expression**. (A copy of the policy is available.)

- Patrons will be allowed five (5) minutes to express their view. Board of Education Members will refrain from expressing personal opinions during the Public Forum unless asked a direct question by a patron recognized by the Board President as having the floor. The board imposed time limit may be extended by a majority vote of the Board. The board may limit collective comments on a particular topic when necessary. The Board may not take action on matters discussed in the Public Forum unless the item appears on the prepared agenda.

- All concerns and complaints should go through the chain of command beginning with the teacher/sponsor and then to the building administrator/program supervisor and finally to the Superintendent. If the initiating party is not satisfied with the response of the

Superintendent, said party may address a written appeal to the Board of Education through the Secretary of the Board.

As a meeting of the Gothenburg Board of Education is a meeting held in public and not a public meeting, visitors should refrain from comments unless recognized by the chair.

3.2. Presentations

Rationale: Student Council members Neligh Anderson, Ryan Brown and Heath Keiser would like to discuss the addition of bottle fillers.

4. Hearings

Rationale:

Nebraska School Districts are required to have annual hearings for each of the following areas:

Budget (September)

Tax Request (September)

Student Fees Policy (June)

Parental Involvement Policy (June)

Other Hearings may be scheduled as needed.

4.1. Public Hearing to discuss, consider and receive input on Student Fees Policy.

Rationale:

The Board President will declare the Hearing open.

1. Review of Student Fees Policy

2. Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fees policies of District #20 for the 2018-19 year.

3. Public comment, information, and input concerning Student Fees Policy.

The Board President will declare the Hearing closed.

4.2. Public Hearing to discuss, consider, and receive input on Parent Involvement Policy.

Rationale:

The Board President will declare the hearing open.

1. Review of Parent Involvement Policy (Policy 6400).

2. Public comment, information, and input concerning Parent Involvement Policy.

The Board President will declare the hearing closed.

5. Business Items

5.1. Action Items

5.1.1. Consent Agenda

Rationale:

1. Approval of Previous Minutes

2. Approval of the Treasurer's Report

3. Approval of the Warrants / Bills

a. Petty Cash

b. Student Activity

c. Hot Lunch

d. Bank Statement

e. Summary of Accounts and Receipts

f. Monthly Expenditure Report

g. Check Journal

4. Excuse Absent Board Members

5. Consider Option Enrollment Requests
Option In:
Corbyn Sattler - 12th from Cozad
Zachary Smith - 9th from Brady

Option Out:
Noah Hasenauer - 10th to Cozad

5.1.2. Discuss the elimination of Information Technology as a graduation requirement beginning with the Class of 2022 to keep total required credits at 240 when Personal Finance becomes a required class for final consideration in June.

Rationale: The Board of Education for Gothenburg Public Schools approved the addition of Personal Finance as a graduation requirement beginning with the Class of 2022 during the regular board meeting held in June of 2018. Leadership within Gothenburg High School would like to keep the total credits required for graduation at 240 credits by eliminating the Information Technology requirement offsetting the addition of Personal Finance.

This item is being introduced in June to be considered for approval in July.

5.1.3. Discuss, consider and approve Interlocal Agreement with Gothenburg Early Childhood Learning Coalition between Gothenburg Public Schools, the City of Gothenburg, and Gothenburg Health

Rationale: The Gothenburg Early Childhood Coalition has partnered with the three public entities to address birth to five early childhood wellness and education. The public entities are in receipt of a Community Well-Being Collaborative Work Plan for the purpose of providing a coordinated system of community resource and support to prevent adverse childhood experience and promote a cycle of well-being within the Dawson County community.

5.1.4. Designate Superintendent Rhodes as authorized district representative for federal and state programs for the remainder of the 2018-19 fiscal year and for the 2019-20 fiscal year.

Rationale:

This is done on an annual basis typically in August prior to the new fiscal year beginning in September. However, due to the transition in the District Office, it needs to be considered in June.

5.1.5. Personnel

5.1.5.1. Consider resignation of certificated staff.

5.1.5.2. Consider approval of contract(s) for certificated staff.

5.1.5.3. Consider approval of extra-duty assignments for 2019-20 year.

Rationale:

Mr. Herman has submitted a list of extra-duty assignments for the 2019-20 school year.

Coaching changes for 2019-20 (are noted in green on the attachment.)

5.1.6. Policies

5.1.6.1. Introduction of proposed policies and revisions to existing policies.

Rationale:

Dawson County School District #20, Gothenburg Public Schools, participates in a policy update and revision process with the Perry Law Firm through Educational Service Unit #10. Mr. Perry typically sends proposed revisions upon completion of the legislative session so policies may or may not be available for the June meeting. According to the bylaws of the board, while policies may typically be introduced in one meeting and approved at a second meeting, policies may be approved in a single meeting if necessary. This may become applicable if policies are proposed which impact handbooks and are not received until after the June meeting.

Internal Board Policies

Policy 8310 - Formulation of Policies

Policy 8320 - Adoption, amendment, or suspension of polices

Bylaws of the Board

Policy 9200 - Formulation, Adoption, Amendment of Policies

Introduce new policies and revisions to existing Board Policy.

The policies will be reviewed prior to the July meeting by the Policy Committee (Brundage, Jobman, Fornoff) .

A summary of the changes is attached and is titled:
"2019 Annual Policy Update - ESU 10"

Policies in need of revision or updating are "redline." The other policies are proposed new policies.

5.1.7. Proposed Handbooks and Evaluation Instruments

Rationale:

1. Junior-Senior High Student Handbook (Attachments include Handbook and proposed changes)

2. Elementary Handbook (Attachments include Handbook and proposed changes)

3. A. Faculty Handbook (Attachments include Handbook and proposed changes)

B. Certificated Employee Evaluation Instrument (Reg 4150 A)

C. Counselor Evaluation Instrument

D. School Psychologist Evaluation Instrument

E. Technology Coordinator Evaluation Instrument

4. Coach's Handbook (Attachments include Handbook and proposed changes)

5. Non-Certificated Employee Handbook (Attachments include Handbook and proposed changes)

A. Employment Agreement - Form A - Non-Certificated

B. Employee Evaluation Instrument - Non-Certificated

C. Para-Educator Evaluation Instrument - Non-Certificated

6. Administrator's Evaluation Instruments

A. Principal Evaluation Instrument

B. Activities Director Evaluation Instrument

C. Superintendent Evaluation Instrument

7. Volunteer Handbook

5.2. Reports

5.2.1. Board of Education Reports

Rationale:

Committee Reports (Chair in bold)

- Personnel Committee (**Mr. Sitorius**, Mr. Brundage, Mr. Fornoff)
- Transportation and Facilities (**Mr. Hudson**, Mrs. Jobman, Mr. Wyatt)
- Finance (**Mr. Fornoff**, Mr. Wyatt, Mr. Sitorius)
- Curriculum & Americanism (**Mrs. Jobman**, Mr. Brundage, Mr. Hudson)
- Policy Review (**Mr. Brundage,** Mr. Fornoff, Mrs. Jobman)

5.2.2. Administrative Reports

Rationale:

1. Topic Specific Administrative Reports

2. General Administrative Reports
a. Facilities & Transportation (Mr. Holmes)
b. Elementary (Mrs. Richeson)
c. High School (Mr. Ryker)
d. Activities (Mr. Herman)
e. Special Populations (Mrs. Schneider)
f. Teaching and Learning (Mrs. Jonas)
g. Superintendent (Dr. Rhodes)

6. Discussion Items

7. Executive (Closed) Session

Rationale:

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) strategy sessions with respect to collective bargaining, real estate purchases, or litigation; (b) discussion regarding deployment of security personnel or devices; (c) investigative proceedings regarding allegations or misconduct; or (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

8. Next Meeting

   Rationale: Move July 8 Board Meeting to July 15th due to the July 4th holiday.

   Hold a Finance Retreat during the week of July 22nd.

   August 12th Board Meeting will need to be at noon (or 5:00) due to the Open House scheduled for that evening.

   Budget Workshop after August 20th and before August 29th.

   Budget and Tax Request Hearings on Sept. 9th before Sept Board Meeting

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Budget Workshop after August 20th and before August 29th.

Budget and Tax Request Hearings on Sept. 9th before Sept Board Meeting.

9. Adjournment

Board of Education Regular Meeting
May 13, 2019--7:00 P.M.
Discovery Center

The mission of Gothenburg Public Schools is to prepare all students to become lifelong learners within a positive and innovative learning environment.

Attendance Taken at 5:00 P.M.

Present Board Members:	Others Present:
Jon Hudson	Michael Teahon--Superintendent
Kyle Fornoff	Kay Streeter, Business Manager
Jeremy Sitorius	Tyler Herman
Becky Jobman-Absent	Teresa Schneider
Nate Wyatt	Allison Jonas
Devin Brundage	

Call to Order & Pledge of Allegiance/Open Meetings Posted
7:00 P.M.

Approve the Agenda
Motion Passed: Motion to approve agenda as presented passed with a motion by Brundage and a second by Hudson.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

Recognition of Visitors
Casey Madsen shared information regarding Early Childhood Coalition. Moving forward, there will be openings with local providers for all registered preschool students. Community coordinator will be hired with help from grants.

Exit Wyatt--7:11 P.M.

Consent Agenda
Motion Passed: Motion to approve consent agenda as presented passed with a motion by Fornoff and a second by Sitorius.
Approval All Previous Minutes Approval of Treasurer's Report
Approval of Warrants/Bill Excuse Absent Board Members-Jobman
Option Enrollment--2019-20 Gunner Lydic from Brady, McKenna Reiman from Cozad, Jaden Bush from Callaway, Lexi Brown from Eustis-Farnam, Hannah Brown from Eustis-Farnam, Tallee Brown from Eustis-Farman, Fletcher Grabenstein from Eustis-Farman, Laine Lafleur from Callaway, Carly Jensen from Cozad.
Option out: Brett Larson to Brady, Haylie Donner to Brady, Brennan Donner to Brady, Sawyer Donner to Brady.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Absent

Certificated Staff Resignations
Motion Passed: Motion to approve the resignation of Nick Miller at the end of the 2018-2019 school year passed with a motion by Brundage and a second by Sitorius.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Absent

Enter Wyatt--7:35 P.M.

Teaching Contract
Motion Passed: Motion to approve teaching contract for Mr. Brent Streeter for the 2019-2020 school year passed with a motion by Fornoff and a second by Sitorius.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Administrative/Non-Certificated Staff Compensation
Motion Passed: Motion to approve proposed compensation for returning administrative staff and non-certificated staff passed with a motion by Brundage and a second by Fornoff.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Physical Therapy Services
Mr. Fornoff has filed a conflict of interest form and will not participate in the discussion or consideration of this agenda item. Mr. Fornoff left the Board table and sat in the visitor's area during discussion and vote on this item.
Motion Passed: Motion to approve a contract with TEAM Physical Therapy for PT services for the 2019-2020 school year passed with a motion by Hudson and a second by Sitorius.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Abstain	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Lunch Price
Motion Passed: Motion to approve proposed lunch and breakfast prices as presented passed with a motion by Sitorius and a second by Brundage.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

High School	$3.00
Jr. High	$3.00
Elementary	$2.70
Breakfast	$1.65

Surplus Items
Motion Passed: Motion to declare the following items surplus and authorize Superintendent to dispose of said items passed with a motion by Fornoff and a second by Brundage. 1998 Dodge Grand Caravan; 1991 Oldsmobile 4-door Sedan; Book of Short Stories, Volume 2; Language Network (orange volume).

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Administrative Reports

Mr. Holmes--Maintenance Supervisor

2019 Summer Projects-North Gym lighting, switchgear, wall pads. South Gym wall pads. Green space renovation, Community Building brick work. Elementary copier room/teacher lounge relocation. South Elementary sidewalk/curb repair. PAC stage floor paint.

Mrs. Jonas-Director of Teaching/Learning

Board Committee met to evaluate different models/options to help students find preschool openings with private providers. Curriculum--Science presenter will be here August 9 for training. Language Arts. Assessments complete. New staff will report July 29. PLC agenda on line for Board perusal.

Mr. Ryker--High School Principal

Hiring process complete. District was very successful in identifying and hiring great teachers to join our team. Credit Recovery begins in June. SWC Leadership Summit in Valentine May 22 & 23.

Mr. Herman-Activities Director/Asst. Principal

Dist. Track at Ogallala, Dist. Golf at Lake Maloney. State Track May 17-18 in Omaha. State Golf May 21-22 at Elks Country Club in Columbus. SWC Track in Ainsworth--Girls, team champions for 8th year. Hannah Anderson named 2019 Terri Franzen award winner. Tyce Hruza named 2019 Mark Russell winner. SWC Golf team placed 3rd. Spring Sports Banquet May 14.

Mrs. Richeson--Elementary Principal

Elementary Track meets were successful. Each grade, preschool-sixth were encouraged to plan a field trip to align with their curriculum and essential standards.

Mrs. Schneider--SPED Director

End of the year SPED numbers; SRS Training on updates to the program; Special Education department wrapping up all MDT, IEP, and IFSP.

Dr. Teahon--Superintendent

Number of staff leaving the district is unusual, but are all transiting to new adventures. Seven--Retiring; Two--Spouse Employment; Four--Closer to family; Two--Administrative Role.

Continue to monitor potential bills that will be presented in the legislature this year.

Discussion

Bus graphics

Next meeting--June 10, 2019 12:00 P.M.

Adjournment

Motion Passed: Motion to approve adjournment at 8:40 P.M. passed with a motion by Fornoff and a second by Brundage.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Kay Streeter, Business Manager/Recording Secretary

SCHOOL DISTRICT # 20

Treasurer's Report for the month of:

May 2019

GENERAL FUND

04/30/19	**Balance from last month**				$ 2,990,849.07
05/06/19	Gothenburg Dance Center bldg rent	$ 150.00			
05/10/19	Hot Lunch Payroll - March	$ 10,551.83			
05/10/19	Hot Lunch Payroll - April	$ 11,567.90			
05/14/19	Custer County Treasurer Direct Deposit	$ 167,885.87			
05/15/19	Dawson County Treasurer Direct Deposit	$ 2,473,883.24			
05/20/19	St. of Neb-Special Ed School Age FFR Reimbursement 17-18	$ 58,585.00			
05/22/19	St/Fed Withholding Taxes	$ 2,533.83			
05/29/19	Int CD xxx055 - 1410	$ 5,540.00			
05/29/19	Int CD xxx303 - 1410	$ 3,567.42			
05/29/19	credit recovery	$ 260.00			
05/29/19	art supplies	$ 24.00			
05/29/19	Lincoln Co Treasurer - 20	$ 245,641.57			
05/31/19	St. of Neb-State aid to education- May	$ 40,441.00			
05/31/19	Interest DDA xxx063	$ 1,253.35			
	Total receipts for month		**$**	**3,021,885.01**	
	Dawson County transfers to				
	Special Building Fund		**$**	**39,500.64**	
	Bond Fund		**$**	**211,810.40**	
	Custer County transfers to				
	Special Building Fund		**$**	**2,769.35**	
	Bond Fund		**$**	**9,257.92**	
	Total Warrants paid		**$**	**846,229.74**	
05/31/19	**Balance**				**$ 4,903,166.03**
05/31/19	First State Bank xxx101	$ 312,009.21			
05/31/19	First State Bank xxx063	$ 1,905,980.56			
	COD#xxx303 First State Bank 0.70% due 11-16-19	$ 1,027,708.90			
	COD#xxx055 Gothenburg State Bank 0.554% due 5-16-19	$ 1,000,000.00			
	COD#xxx839 Gothenburg State Bank 0.554% due 6-06-19	$ 234,300.35			
	COD#xxx988 First State Bank 0.70% due 6-13-19	$ 20,705.98			
	COD#xxx306 Gothenburg State Bank 0.80% due 7-8-19	$ 250,000.00			
	COD#xxx889 First State Bank 1.10% due 1-10-21	$ 82,722.09			
	COD#xxx888 First State Bank 1.10% due 1-10-21	$ 25,983.51			
	COD#xxx732 First State Bank 1.40% due 04-10-22	$ 43,755.43			
05/31/19	**Balance of investments and accounts**				**$ 4,903,166.03**

SCHOOL DISTRICT # 20

Treasurer's Report for the month of:

May 2019

SPECIAL BUILDING FUND

04/30/19	Balance				$ 1,158,771.16
05/29/19	Lincoln County Treas	$ 4,427.74			
05/31/19	Dawson County Treas - transfer from General Fund	$ 39,500.64			
05/31/19	Custer County Treas - transfer from General Fund	$ 2,769.35			
05/31/19	Interest DDA xxx866	$ 1,232.10			
	Total receipts		$	47,929.83	
	Total Warrants paid		$	-	
05/31/19	**Balance**				$ 1,206,700.99
05/31/19	First State Bank xxx866	$ 1,206,700.99			
05/31/19	First State Bank xxx321	$ -			
05/31/19	**Balance of investments and accounts**				$ 1,206,700.99

EMPLOYEE BENEFIT ACCOUNT

04/30/19	**Balance**				$ 40,227.09
05/22/19	City of Gothburg - Clymer Ins	$ 666.80			
05/22/19	Teacher Dues/Flex Plan	$ 4,027.33			
	Total Receipts		$	4,694.13	
	Total Warrants paid		$	2,032.96	
05/31/19	**Balance**				$ 42,888.26
05/31/19	First State Bank - xxx545	$ 42,888.26			
05/31/19	**Balance of investments and accounts**				$ 42,888.26

SCHOOL DISTRICT # 20

Treasurer's Report for the month of:

May 2019

DEPRECIATION FUND

04/30/19	**Balance**				**$ 298,768.10**
05/29/19	Int CD#xxx266 1410	$ 109.58			
05/31/19	Interest DDA xxx515	$ 18.87			
	Total receipts		**$ 128.45**		
	Total Warrants paid		**$ -**		
05/31/19	**Balance**				**$ 298,896.55**
05/31/19	Gothenburg State Bank xxx515	$ 88,973.91			
	COD #xxx476 Gothenburg State Bank 0.80% due 8-20-19	$ 100,000.00			
	COD#xxx266 First State Bank 0.75% due 8-24-19	$ 59,922.64			
	COD#xxx477 Gothenburg State Bank 0.80% due 8-30-19	$ 50,000.00			
05/31/19	**Balance of investments and accounts**				**$ 298,896.55**

SCHOOL DISTRICT 20 BOND FUND

04/30/19	**Balance**				**$ 456,632.60**
05/29/19	Lincoln Co-K-8	$ 6,903.73			
05/29/19	Lincoln Co-9-12	$ 8,414.70			
05/31/19	Custer Co-transfer from General Fund K-8	$ 650.57			
05/31/19	Custer Co-transfer from General Fund 9-12	$ 8,607.35			
05/31/19	Dawson Co-transfer from General Fund K-8	$ 89,039.00			
05/31/19	Dawson Co-transfer from General Fund 9-12	$ 122,771.40			
05/31/19	Interest acct xxx753	$ 493.93			
	Total Receipts		**$ 236,880.68**		
	Total paid out		**$ -**		
05/31/19	**Balance**				**$ 693,513.28**
05/31/19	First State Bank Acct xxx753	$ 693,513.28			
05/31/19	**Balance of Investments and accounts**				**$ 693,513.28**
05/31/19	**TOTAL DEPOSITS OF THE DISTRICT**				**$ 7,145,165.11**

Prepared by Randall G. Waskowiak, Treasurer Dist # 20

SCHOOL DISTRICT # 20

Treasurer's Report for the month of:

May 2019

First State Bank-total deposits		
DDA xxx101 General Fund	$	312,009.21
DDA xxx321 Special Building Fund	$	-
DDA xxx753 Bond Fund	$	693,513.28
DDA xxx063 General Fund	$	1,905,980.56
DDA xxx866 Special Building Fund	$	1,206,700.99
DDA xxx545 Employee Benefit Account	$	42,888.26
CD#xxx266 Depreciation Fund	$	59,922.64
CD#xxx732 General Fund	$	43,755.43
CD#xxx888 General Fund	$	25,983.51
CD#xxx889 General Fund	$	82,722.09
CD#xxx988 General Fund	$	20,705.98
CD#xxx303 General Fund	$	1,027,708.90
Total deposits to be covered by Insurance both FDIC and securities	$	5,421,890.85

Collateral Pledged		**Amount**	**Maturity**	**Receipt #**
First State Bank, Gothenburg, Nebraska				
Cedar Bluffs NE Muni Cusip: 15005WAL6	$	250,000.00	12/15/2036	623590
Central City NE RFDG Muni Cusip: 153091BC6	$	155,000.00	6/15/2024	606911
Colfax Cnty NE S.D. #123 Muni Cusip: 194045AU4	$	200,000.00	12/15/2025	100960
Crete NE Doane College Rev Muni Cusip: 226493AR5	$	100,000.00	2/15/2033	628131
Douglas Cnty NE SID #404 Muni Cusip: 25932KCA1	$	125,000.00	1/15/2030	605757
Douglas Cnty NE SID #473 Muni Cusip: 25933EBW7	$	200,000.00	11/15/2040	623246
Douglas Cnty NE SID #473 Muni Cusip: 25933EDB1	$	100,000.00	9/15/2036	625042
Douglas Cnty NE SID #499 Muni Cusip: 259305CL2	$	200,000.00	6/15/2035	618042
Douglas Cnty NE SID #503 Muni Cusip: 25931EET3	$	100,000.00	8/15/2025	606310
Douglas Cnty NE SID #530 Muni Cusip: 25930LAW5	$	160,000.00	8/15/2028	603612
Douglas Cnty NE SID #530 Muni Cusip: 25930LBV6	$	100,000.00	5/15/2036	618044
Douglas Cnty NE SID #539 Muni Cusip: 25932MBD2	$	150,000.00	8/15/2036	618043
Douglas Cnty NE SID #541 Muni Cusip: 25932DAC5	$	100,000.00	5/15/2032	606315
Edgar NE Muni Bldg Muni Cusip: 279763CT1	$	200,000.00	9/1/2031	603616
FNMA BD9606 Cusip: 3140FHU88	$	1,209,160.00	1/1/2028	
Furnas Cnty NE Muni Cusip: 36109PAQ1	$	240,000.00	12/15/2029	612254
Gordon NE Muni Cusip: 382779DV5	$	250,000.00	10/1/2036	623589
Gothenburg Neb Elec Rev Muni Cusip: 38347WAS0	$	205,000.00	6/15/2025	627673
Gothenburg Neb Elec Rev Muni Cusip: 38347WAU5	$	185,000.00	6/15/2032	627676
Otoe Cnty NE S.D. #27 Muni Cusip: 68905TDT3	$	200,000.00	12/15/2033	102807
Papillion Neb Muni Cusip: 698856YV7	$	115,000.00	12/15/2023	619998
Sarpy Cnty NE SID #241 Muni Cusip: 803739CA7	$	100,000.00	4/15/2026	606312
Sarpy Cnty NE SID #251 Muni Cusip: 80379VAQ9	$	260,000.00	10/15/2031	623248
Sarpy Cnty NE SID #258 Muni Cusip: 80379RAR6	$	250,000.00	8/15/2031	623247
Sarpy Cnty NE SID #261 Muni Cusip: 80376RDC9	$	100,000.00	4/15/2033	606316
Saunders Cnty NE S.D.#9 Muni Cusip: 80449PEB7	$	200,000.00	12/15/2033	105811
South Sioux City NE Muni Cusip: 840380BR9	$	200,000.00	6/15/2028	603615
Total pledged	**$**	**5,654,160.00**		

SCHOOL DISTRICT # 20

Treasurer's Report for the month of:

May 2019

Gothenburg State Bank - Total deposits		
COD#xxx839 General Fund	$	234,300.35
COD#xxx306 General Fund	$	250,000.00
COD#xxx476 Depreciation Fund	$	100,000.00
DDA xxx515 Depreciation Fund	$	88,973.91
COD#xxx477 Depreciation Fund	$	50,000.00
COD#xxx055 General Fund	$	1,000,000.00
Total	$	1,723,274.26
Reconciled by Kay Streeter		
05/31/19 DDA #xxx490 Hot Lunch Fund	$	3,109.87
05/31/19 DDA #xxx771 Student Activity Fund	$	306,030.67
05/31/19 DDA #xxx822 Petty Cash Fund	$	2,000.00
05/31/19 DDA #xxx852 Student Fees Fund	$	15,597.08
Total deposits to be covered by Insurance both FDIC and agency securities	**$**	**2,050,011.88**

Collateral Pledged		**Amount**	**Maturity**	**Receipt #**
Gothenburg State Bank, Gothenburg, Nebraska				
Dodge Cnty NE S.D.#595 Muni Cusip: 256449AZ2	$	60,000.00	12/15/15	229032880
Dodge Cnty NE S.D.#595 Muni Cusip: 256449BA6	$	70,000.00	12/15/16	229032890
Federal Farm Credit Bank Cusip: 31331KZ78	$	695,000.00	12/5/23	210004257
Federal Home Ln Bks Cusip: 3133XFPR1	$	165,000.00	6/10/16	210001558
Federal Home Ln Bks Cusip: 3130A0JR2	$	1,000,000.00	12/13/19	210003571
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	$	40,000.00	11/15/34	280021720
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	$	40,000.00	11/15/34	280021720
GNMA Pass-thru Pool 783091 Cusip: 36241LNG7	$	70,000.00	6/15/40	194023397
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	$	175,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	$	135,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	$	145,000.00	12/20/38	194023219
GNMA REMIC Trust 2009-116 Cusip: 38376PK82	$	155,000.00	11/16/38	322001361
GNMA REMIC Trust 2013-116 Cusip: 38378VJ48	$	120,000.00	2/20/43	322001384
Ord NE Rural Fire Protn Dist Muni Cusip: 68574TAF6	$	70,000.00	8/15/20	210003333
Wallace Vlg NE Muni Cusip: 93239TAC8	$	119,000.00	10/1/29	210003511
Washington Cnty NE S.D. 24 Muni Cusip: 93811RBU7	$	270,000.00	12/15/2022	210003932
Total Pledged	**$**	**3,329,000.00**		

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
Journal Number: 555 Check Journal				**Posted: 06/03/2019**			
Computer Checks							
01 - GENERAL FUND							
Bank Account :A - FSB-General Fund							
00058000	05/20/2019	BLANBAIL	Blankies by Bailey				
05/01/19	05/17/2019			05/17/2019	Blankets		
01-2-01100-610-001			SUP GENERAL ELEM			-176.00	176.00
					Invoice Total:	-176.00	176.00
					Check Total:	-176.00	176.00
00058001	05/20/2019	BONIPAIN	Bonifas Painting				
PAC Floor	05/20/2019			05/20/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-2,800.00	2,800.00
					Invoice Total:	-2,800.00	2,800.00
					Check Total:	-2,800.00	2,800.00
00058002	05/20/2019	CAROKEIS	Carol Keiser				
Mileage	05/17/2019			05/17/2019	Mileage		
01-2-02151-580-000			PSO PS TRAVEL			-4.40	4.40
					Invoice Total:	-4.40	4.40
					Check Total:	-4.40	4.40
00058003	05/20/2019	DANEANDE	Danette Anderson				
May	05/17/2019			05/17/2019	OT		
01-2-02161-340-000			PSP SPED SCHOOLAGE OT			-881.40	881.40
01-2-02162-340-000			PSP SPED OT 3-5			-1,244.10	1,244.10
					Invoice Total:	-2,125.50	2,125.50
					Check Total:	-2,125.50	2,125.50
00058004	05/20/2019	DAYDONUT	Daylight Donut Shop				
698492	05/17/2019			05/17/2019	Supplies		
01-2-01100-529-001			PSO OTHER ELEM			-46.20	46.20
					Invoice Total:	-46.20	46.20
698494	05/17/2019			05/17/2019	Supplies		
01-2-01100-529-002			PSO OTHER SEC			-12.00	12.00
					Invoice Total:	-12.00	12.00
					Check Total:	-58.20	58.20
00058005	05/20/2019	DEEWEAV	Dee Weaver				
Supplies	05/17/2019			05/17/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-117.81	117.81
					Invoice Total:	-117.81	117.81
					Check Total:	-117.81	117.81
00058006	05/20/2019	FITKIDS	Fit Kids				
Refund	05/17/2019			05/17/2019	Refund on Bldg. Rent		
01-2-01100-529-000			PSO OTHER DIST			-150.00	150.00
					Invoice Total:	-150.00	150.00
					Check Total:	-150.00	150.00
00058007	05/20/2019	HENDOORL	Henry Doorly Zoo				
31203	05/17/2019			05/17/2019	Field Trip		
01-2-01100-320-001			PSP INSTRUCTION ELEM			-455.00	455.00

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
					Invoice Total:	-455.00	455.00
					Check Total:	-455.00	455.00
00058008	05/20/2019	MELIHAAS	Melissa Haas				
Supplies	05/17/2019			05/17/2019	Supplies		
01-2-02130-610-000			SUP NURSE			-11.25	11.25
01-2-02130-610-000			SUP NURSE			-72.50	72.50
					Invoice Total:	-83.75	83.75
					Check Total:	-83.75	83.75
00058009	05/20/2019	MICHSTEV	Michelle Stevens				
Supplies	05/17/2019			05/17/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-99.96	99.96
					Invoice Total:	-99.96	99.96
					Check Total:	-99.96	99.96
00058010	05/20/2019	MJTRAIL	M J Trailers & Equipment				
10888	05/17/2019			05/17/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-21.00	21.00
					Invoice Total:	-21.00	21.00
					Check Total:	-21.00	21.00
00058011	05/20/2019	QUAVMUSI	QuaverMusic.com, LLC				
17199-1	05/20/2019			05/20/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-1,680.00	1,680.00
					Invoice Total:	-1,680.00	1,680.00
					Check Total:	-1,680.00	1,680.00
00058012	05/20/2019	SHREIT	Shred-It USA				
8127254555	05/20/2019			05/20/2019	Custodial		
01-2-02610-529-000			PSO CUSTODIAL OTHER			-118.07	118.07
					Invoice Total:	-118.07	118.07
					Check Total:	-118.07	118.07
00058013	05/20/2019	VICKKEIS	Vicki Keiser				
Mar/Apr/May	05/20/2019			05/20/2019	Mileage		
01-2-01100-580-002			PSO TRAVEL SEC			-73.70	73.70
					Invoice Total:	-73.70	73.70
					Check Total:	-73.70	73.70
00058014	05/20/2019	YANDMUSI	Yanda's Music Pro Audio				
Weight Room	05/20/2019			05/20/2019	Purchased Services		
01-2-01100-320-002			PSP INSTRUCTION SEC			-1,624.00	1,624.00
					Invoice Total:	-1,624.00	1,624.00
					Check Total:	-1,624.00	1,624.00
00058015	05/20/2019	BARBFRAN	Barb Franzen				
5/13/19	05/20/2019			05/20/2019	Purchased Service		
01-2-02190-320-002			PSP ACTIVITIES			-54.44	54.44
					Invoice Total:	-54.44	54.44
					Check Total:	-54.44	54.44
					01 - GENERAL FUND	**-9,641.83**	**9,641.83**
					Total of Computer Checks	**-9,641.83**	**9,641.83**

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date / PO Number / Account Description	Vendor ID / Vendor Name / Ereq Num / PO Date	Description	Payable	Direct Deposit / Accrued Payment
Fund Summary					
01 - GENERAL FUND				-9,641.83	9,641.83
Payroll Summary					
			Report Total:	**-9,641.83**	**9,641.83**

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued Payment
Journal Number: 574 Check Journal					**Posted: 06/05/2019**		
Computer Checks							
01 - GENERAL FUND							
Bank Account :A - FSB-General Fund							
00058016	06/05/2019	NAEA	NAEA				
Curr. Training	05/31/2019			06/05/2019	Registration		
01-2-01100-320-002			PSP INSTRUCTION SEC			-250.00	250.00
					Invoice Total:	-250.00	250.00
					Check Total:	-250.00	250.00
00058017	06/05/2019	NEAGED	Nebraska Ag Ed Assoc.				
2019-20	05/31/2019			06/05/2019	Dues/Fees		
01-2-01100-320-002			PSP INSTRUCTION SEC			-470.00	470.00
					Invoice Total:	-470.00	470.00
					Check Total:	-470.00	470.00
00058018	05/31/2019	ALLIJONA	Allison Jonas				
Travel	05/31/2019			06/05/2019	Travel		
01-2-02212-580-000			PSO T & L TRAVEL			-128.82	128.82
					Invoice Total:	-128.82	128.82
					Check Total:	-128.82	128.82
00058019	05/31/2019	AMYHARR	Amy Harrison				
Supplies	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-170.00	170.00
					Invoice Total:	-170.00	170.00
					Check Total:	-170.00	170.00
00058020	05/31/2019	BLACHILLS	Black Hills Energy				
May	05/31/2019			06/05/2019	Fuel		
01-2-02610-621-000			SUP FUEL			-1,842.41	1,842.41
					Invoice Total:	-1,842.41	1,842.41
					Check Total:	-1,842.41	1,842.41
00058021	05/31/2019	BUSITELE	Business Telecommunications				
33325	05/31/2019			06/05/2019	Telephone		
01-2-02620-730-000			CAP BUILDING EQUIP			-19,825.00	19,825.00
					Invoice Total:	-19,825.00	19,825.00
					Check Total:	-19,825.00	19,825.00
00058022	05/31/2019	CDWGOV	CDW Government , Inc.				
SHH8532/	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-1,648.99	1,648.99
01-2-01100-610-002			SUP GENERAL SEC			-522.75	522.75
					Invoice Total:	-2,171.74	2,171.74
SJZ7343	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-57.75	57.75
					Invoice Total:	-57.75	57.75
					Check Total:	-2,229.49	2,229.49
00058023	05/31/2019	CHARCOMM	Charter Communications				
229052419	05/31/2019			06/05/2019	Telephone		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-211.28	211.28

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued Payment
					Invoice Total:	-211.28	211.28
					Check Total:	-211.28	211.28
00058024	05/31/2019	CINDFICK	Cindy Fickenscher				
Supplies	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-76.53	76.53
					Invoice Total:	-76.53	76.53
					Check Total:	-76.53	76.53
00058025	05/31/2019	CULLIGAN	Culligan				
1018702	05/31/2019			06/05/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-21.00	21.00
					Invoice Total:	-21.00	21.00
					Check Total:	-21.00	21.00
00058026	05/31/2019	DASSTATE	DAS State Acctg-Central Finance				
1164339	05/31/2019			06/05/2019	Internet		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-229.49	229.49
					Invoice Total:	-229.49	229.49
					Check Total:	-229.49	229.49
00058027	05/31/2019	DAYDONUT	Daylight Donut Shop				
698493	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-46.20	46.20
					Invoice Total:	-46.20	46.20
					Check Total:	-46.20	46.20
00058028	05/31/2019	EAKEOFFI	Eakes Office Solutions				
610976	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-80.00	80.00
01-2-02320-610-000			SUP EXEC ADMIN			-562.78	562.78
					Invoice Total:	-642.78	642.78
					Check Total:	-642.78	642.78
00058029	05/31/2019	ERNEBLEC	Ernest Blecha				
Supplies	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-37.38	37.38
					Invoice Total:	-37.38	37.38
					Check Total:	-37.38	37.38
00058030	05/31/2019	ESU #10	Esu #10				
070600	05/31/2019			06/05/2019	Voc/SPED/T&L/Vision/Audi		
01-2-01200-320-000			PSP SPED CONTRACTED			-87.88	87.88
01-2-01200-320-000			PSP SPED CONTRACTED			-506.29	506.29
01-2-01200-320-002			PSP SPED CONTRACTED SEC			-923.25	923.25
01-2-01200-330-001			PSP SPED INSERVICE ELEM			-1,352.50	1,352.50
01-2-01200-330-002			PSP SPED INSERVICE SEC			-1,352.50	1,352.50
01-2-02151-340-000			PSP SPED SPEECH/AUD DIST			-438.23	438.23
01-2-02151-340-000			PSP SPED SPEECH/AUD DIST			-111.77	111.77
01-2-02151-340-000			PSP SPED SPEECH/AUD DIST			-111.77	111.77
01-2-02152-340-000			PSP SPED SPEECH/AUD 3-5			-27.94	27.94
01-2-02153-340-000			PSP SPED SPEECH/AUD 0-2			-27.94	27.94
01-2-02212-330-002			PSP PROF DEV SEC			-20.00	20.00

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
					Invoice Total:	-4,960.07	4,960.07
					Check Total:	-4,960.07	4,960.07
00058031	05/31/2019	ESU #16	ESU #16				
0252	05/31/2019			06/05/2019	Staff Development		
01-2-02212-330-002			PSP PROF DEV SEC			-200.00	200.00
					Invoice Total:	-200.00	200.00
					Check Total:	-200.00	200.00
00058032	05/31/2019	EXPLLEARN	ExploreLearning				
00082075	05/31/2019			06/05/2019	Renewal		
01-2-01100-320-001			PSP INSTRUCTION ELEM			-2,195.00	2,195.00
					Invoice Total:	-2,195.00	2,195.00
					Check Total:	-2,195.00	2,195.00
00058033	05/31/2019	FEEDSTORE	The Feed Store, Inc.				
746225	05/31/2019			06/05/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-954.00	954.00
					Invoice Total:	-954.00	954.00
					Check Total:	-954.00	954.00
00058034	05/31/2019	GOTHHOSP	Gothenburg Memorial Hospital				
105969	05/31/2019			06/05/2019	Drug Test		
01-2-02710-529-000			PSO TRANSPORTATION OTHER			-212.00	212.00
					Invoice Total:	-212.00	212.00
					Check Total:	-212.00	212.00
00058035	05/31/2019	GOTHSTAT	Gothenburg State Bank				
May	05/31/2019			06/05/2019	May Payroll		
01-2-02510-351-000			PSP BUSINESS DATA PROCESS			-77.00	77.00
					Invoice Total:	-77.00	77.00
					Check Total:	-77.00	77.00
00058036	05/31/2019	GOTHTIME	Gothenburg Times				
May	05/31/2019			06/05/2019	Advertising		
01-2-02410-529-001			PSO PRINCIPAL OTHER ELEM			-137.50	137.50
01-2-02510-540-000			PSO BUSINESS ADVRT PRNTNG			-227.61	227.61
					Invoice Total:	-365.11	365.11
					Check Total:	-365.11	365.11
00058037	05/31/2019	GOTHTIRE	Gothenburg Tire & Service				
98292	05/31/2019			06/05/2019	Tires/Parts		
01-2-02710-610-000			SUP TRANSP TIRES / PARTS			-119.95	119.95
					Invoice Total:	-119.95	119.95
					Check Total:	-119.95	119.95
00058038	05/31/2019	GOVCONN	GovConnection, Inc.				
56772738/	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-4,415.25	4,415.25
01-2-01100-640-002			SUP TEXTBOOKS SEC			-7,696.93	7,696.93
01-2-01100-650-002			SUP COMPUTER HARDWARE SEC			-38,057.62	38,057.62
					Invoice Total:	-50,169.80	50,169.80
					Check Total:	-50,169.80	50,169.80
00058039	05/31/2019	HICKLUMB	Hicken Lumber Center				

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date / Account Description	Vendor ID / PO Number / Ereq Num	Vendor Name / PO Date	Description	Payable	Direct Deposit / Accrued / Payment
383002	05/31/2019		06/05/2019	Supplies		
01-2-01100-610-002	SUP GENERAL SEC				-319.72	319.72
01-2-02610-610-000	SUP CUSTODIAL				-198.39	198.39
01-2-02620-320-000	PSP MAINTENANCE				-250.28	250.28
				Invoice Total:	-768.39	768.39
				Check Total:	-768.39	768.39
00058040	05/31/2019	HOMELEAS	Hometown Leasing			
12794001	05/31/2019		06/05/2019	Copier Lease		
01-2-02510-440-000	PSF COPIER/LEASE				-1,590.87	1,590.87
				Invoice Total:	-1,590.87	1,590.87
				Check Total:	-1,590.87	1,590.87
00058041	05/31/2019	HOTLUNCH	Hot Lunch Fund			
Meals	05/31/2019		06/05/2019	Food Sales		
01-2-01100-529-001	PSO OTHER ELEM				-300.00	300.00
01-2-01100-610-002	SUP GENERAL SEC				-35.00	35.00
01-2-02212-529-000	PSO T & L OTHER				-60.00	60.00
01-2-02410-320-002	PSP PRINCIPAL SEC				-575.00	575.00
01-2-02620-529-000	PSO MAINTENANCE OTHER				-1,545.97	1,545.97
01-2-03540-320-000	PSP PRESCH				-494.50	494.50
				Invoice Total:	-3,010.47	3,010.47
				Check Total:	-3,010.47	3,010.47
00058042	05/31/2019	HUMMINT	Hummert International			
53193	05/31/2019		06/05/2019	Supplies		
01-2-01100-610-002	SUP GENERAL SEC				-324.54	324.54
				Invoice Total:	-324.54	324.54
				Check Total:	-324.54	324.54
00058043	05/31/2019	INSTAWAR	Instrumentalist Awards LLC			
1901	05/31/2019		06/05/2019	Supplies		
01-2-01100-610-002	SUP GENERAL SEC				-294.00	294.00
				Invoice Total:	-294.00	294.00
				Check Total:	-294.00	294.00
00058044	05/31/2019	ISLASUPP	Island Supply Welding Co.			
203750	05/31/2019		06/05/2019	Supplies		
01-2-01100-610-002	SUP GENERAL SEC				-158.72	158.72
				Invoice Total:	-158.72	158.72
				Check Total:	-158.72	158.72
00058045	05/31/2019	J.W.PEPP	J.W. Pepper & Son, Inc.			
140913	05/31/2019		06/05/2019	Supplies		
01-2-01100-610-002	SUP GENERAL SEC				-139.85	139.85
				Invoice Total:	-139.85	139.85
				Check Total:	-139.85	139.85
00058046	05/31/2019	JOHNDEER	John Deere Financial			
43621	05/31/2019		06/05/2019	Supplies		
01-2-01100-610-002	SUP GENERAL SEC				-785.35	785.35
01-2-01100-730-002	CAP EQUIP / FURN SEC				-279.98	279.98
01-2-02620-320-000	PSP MAINTENANCE				-127.20	127.20

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
					Invoice Total:	-1,192.53	1,192.53
					Check Total:	-1,192.53	1,192.53
00058047	05/31/2019	JOSTENS	Jostens, Inc.				
23112439	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-1,201.52	1,201.52
					Invoice Total:	-1,201.52	1,201.52
					Check Total:	-1,201.52	1,201.52
00058048	05/31/2019	KANDDAVI	Kandace K. Davis, DPT				
May	05/31/2019			06/05/2019	PT		
01-2-02171-340-000			PSP SPED PT SCHOOLAGE			-341.25	341.25
01-2-02173-340-000			PSP SPED PT 0-2			-113.75	113.75
					Invoice Total:	-455.00	455.00
					Check Total:	-455.00	455.00
00058049	05/31/2019	MAILFINA	MailFinance				
N7735398	05/31/2019			06/05/2019	Postage Rental		
01-2-02510-531-000			PSO BUSINESS POSTAGE			-1,110.00	1,110.00
					Invoice Total:	-1,110.00	1,110.00
					Check Total:	-1,110.00	1,110.00
00058050	05/31/2019	MARVSANI	Marv's Sanitary Supply				
65616	05/31/2019			06/05/2019	Supplies		
01-2-02610-610-000			SUP CUSTODIAL			-457.58	457.58
					Invoice Total:	-457.58	457.58
					Check Total:	-457.58	457.58
00058051	05/31/2019	MICKPLAT	Mick's Platte Valley Glass				
47153	05/31/2019			06/05/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-401.00	401.00
					Invoice Total:	-401.00	401.00
					Check Total:	-401.00	401.00
00058052	05/31/2019	MIDAMRES	Mid-American Research Chemical				
664662	05/31/2019			06/05/2019	Supplies		
01-2-02610-610-000			SUP CUSTODIAL			-1,674.54	1,674.54
					Invoice Total:	-1,674.54	1,674.54
					Check Total:	-1,674.54	1,674.54
00058053	05/31/2019	MIKETEAH	Mike Teahon				
Phone	05/31/2019			06/05/2019	Telephone		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-490.81	490.81
					Invoice Total:	-490.81	490.81
					Check Total:	-490.81	490.81
00058054	05/31/2019	NASCO	Nasco				
389637	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-211.35	211.35
					Invoice Total:	-211.35	211.35
					Check Total:	-211.35	211.35
00058055	05/31/2019	NCSA	Nebraska Council of School Administrators				
Admin Days	05/31/2019			06/05/2019	Registration		
01-2-01200-529-000			PSO SPED OTHER DIST			-240.00	240.00

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued Payment
01-2-02410-810-001			DUES PRINCIPAL ELEM			-240.00	240.00
					Invoice Total:	-480.00	480.00
Dues	05/31/2019			06/05/2019	Dues/Fees		
01-2-02410-810-001			DUES PRINCIPAL ELEM			-335.00	335.00
					Invoice Total:	-335.00	335.00
					Check Total:	-815.00	815.00
00058056	05/31/2019	NCSPEARS	NCS Pearson, Inc.				
5009782/	05/31/2019			06/05/2019	Supplies		
01-2-02141-610-000			SUP PSYCH			-93.00	93.00
					Invoice Total:	-93.00	93.00
					Check Total:	-93.00	93.00
00058057	05/31/2019	NWEA	Northwest Evaluation Association				
18397	05/31/2019			06/05/2019	Renewal		
01-2-01100-320-001			PSP INSTRUCTION ELEM			-2,250.00	2,250.00
					Invoice Total:	-2,250.00	2,250.00
					Check Total:	-2,250.00	2,250.00
00058058	05/31/2019	PAPE101	Paper101				
157914160919	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-4,294.56	4,294.56
01-2-01100-610-002			SUP GENERAL SEC			-4,294.56	4,294.56
					Invoice Total:	-8,589.12	8,589.12
					Check Total:	-8,589.12	8,589.12
00058059	05/31/2019	PAYFLEX	Pay Flex				
1289494	05/31/2019			06/05/2019	Flex Plan		
01-2-02510-340-000			PSP BUSINESS FLEX PAY			-173.60	173.60
					Invoice Total:	-173.60	173.60
					Check Total:	-173.60	173.60
00058060	05/31/2019	PERFTRUC	Performance Truck & Trailer				
8157/8158/	05/31/2019			06/05/2019	Bus Maint/Repair		
01-2-02710-431-000			PSF EQUIP REPAIR MAINT			-882.00	882.00
01-2-02710-610-000			SUP TRANSP TIRES / PARTS			-287.23	287.23
					Invoice Total:	-1,169.23	1,169.23
					Check Total:	-1,169.23	1,169.23
00058061	05/31/2019	PERRGUTH	Perry,Guthery,Haase,				
90	05/31/2019			06/05/2019	Legal Services		
01-2-02310-317-000			PSP LEGAL SERVICES			-75.00	75.00
					Invoice Total:	-75.00	75.00
					Check Total:	-75.00	75.00
00058062	05/31/2019	PINPOINT	PinPoint Communications				
155005364	05/31/2019			06/05/2019	Telephone		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-627.57	627.57
					Invoice Total:	-627.57	627.57
					Check Total:	-627.57	627.57
00058063	05/31/2019	PROTCENT	Protex Central Inc.				
105760/105249	05/31/2019			06/05/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-487.60	487.60

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
					Invoice Total:	-487.60	487.60
					Check Total:	-487.60	487.60
00058064	05/31/2019	RECOUNLIM	Recognition Unlimited				
201969166/	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-58.10	58.10
					Invoice Total:	-58.10	58.10
					Check Total:	-58.10	58.10
00058065	05/31/2019	SPORSAFE	Sport Safe Testing Service, Inc.				
10580	05/31/2019			06/05/2019	Drug Testing		
01-2-02190-320-002			PSP ACTIVITIES			-609.00	609.00
					Invoice Total:	-609.00	609.00
					Check Total:	-609.00	609.00
00058066	05/31/2019	TRANE	Trane				
39897825/	05/31/2019			06/05/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-729.50	729.50
					Invoice Total:	-729.50	729.50
					Check Total:	-729.50	729.50
00058067	05/31/2019	TRI-KLAWN	Tri-K-Lawn Services				
24674	05/31/2019			06/05/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-3,046.25	3,046.25
					Invoice Total:	-3,046.25	3,046.25
					Check Total:	-3,046.25	3,046.25
00058068	05/31/2019	TSA	TSA Consulting Group, Inc.				
37884	05/31/2019			06/05/2019	Fees		
01-2-02510-320-000			PSP BUSINESS			-25.08	25.08
					Invoice Total:	-25.08	25.08
					Check Total:	-25.08	25.08
00058069	05/31/2019	TYLEHERM	Tyler Herman				
Phone	05/31/2019			06/05/2019	Telephone		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-117.63	117.63
					Invoice Total:	-117.63	117.63
					Check Total:	-117.63	117.63
00058070	05/31/2019	VERIZON	Verizon Wireless				
9830551013	05/31/2019			06/05/2019	Telephone		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-136.75	136.75
					Invoice Total:	-136.75	136.75
					Check Total:	-136.75	136.75
00058071	05/31/2019	YMCA	YMCA at Gothenburg Health				
Mar/Apr	05/31/2019			06/05/2019	After School		
01-2-03300-562-001			PSO AFTER SCHOOL TUITION			-230.00	230.00
					Invoice Total:	-230.00	230.00
					Check Total:	-230.00	230.00
					01 - GENERAL FUND	**-118,146.91**	**118,146.91**
					Total of Computer Checks	**-118,146.91**	**118,146.91**

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued Payment
Fund Summary							
01 - GENERAL FUND						-118,146.91	118,146.91
Payroll Summary							
					Report Total:	**-118,146.91**	**118,146.91**

First State Bank - Gothenburg
914 Lake Avenue PO Box 79
Gothenburg, NE 69138

TELEPHONE:308-537-3684

ACCOUNT: 100101
DOCUMENTS: 107

05/31/2019

SCHOOL DISTRICT 20
1322 AVENUE I
GOTHENBURG NE 69138

Effective March 1, 2019, our fee schedule for demand deposit accounts will change as follows: Return Item Fee, Overdraft Item Charge, 3 Day Continuous Overdraft Fee, $30.00 each.

PUBLIC FUNDS ACCOUNT 100101

		LAST STATEMENT 04/30/19	296,060.97
MINIMUM BALANCE	233,481.07	2 CREDITS	862,177.98
AVG AVAILABLE BALANCE	359,732.54	111 DEBITS	846,229.74
AVERAGE BALANCE	359,732.54	THIS STATEMENT 05/31/19	312,009.21

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
Xfer for bill from 700063; JAK	05/20	145,840.80
Xfer for payroll from 700063; JAK	05/20	716,337.18

CHECKS

CHECK #..DATE	AMOUNT	CHECK #..DATE	AMOUNT	CHECK #..DATE	AMOUNT
57128*05/28	41.00	57918 05/02	284.75	57936 05/20	211.28
57441*05/28	15.00	57919*05/10	24.98	57937 05/20	448.70
57820*05/21	3.27	57921 05/07	2,145.94	57938 05/17	13,662.10
57841*05/06	56.97	57922 05/21	795.00	57939 05/16	362.17
57874*05/14	59.99	57923 05/16	124.28	57940 05/15	4,825.89
57878*05/10	300.00	57924 05/16	606.53	57941 05/16	83.65
57899 05/03	159.00	57925*05/20	3,600.00	57942 05/16	2,518.72
57900*05/21	4.36	57927 05/14	5,470.11	57943 05/20	229.49
57902 05/01	90.60	57928 05/17	505.49	57944 05/21	517.11
57903*05/03	450.00	57929 05/21	10.43	57945 05/17	160.29
57908*05/02	312.00	57930 05/17	524.75	57946 05/20	2,074.53
57911 05/16	298.00	57931 05/17	2,209.39	57947 05/20	95.50
57912 05/01	2,250.00	57932 05/17	386.70	57948 05/16	11.90
57913 05/02	1,200.00	57933 05/20	377.52	57949 05/20	248.11
57914*05/03	337.90	57934 05/21	346.77	57950 05/22	11,180.62
57916*05/06	19.90	57935 05/28	73.80	57951 05/17	5,290.41

* * * C O N T I N U E D * * *

TELEPHONE:308-537-3684

SCHOOL DISTRICT 20

PUBLIC FUNDS ACCOUNT 100101

CHECKS

CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
57952 05/16 178.20	57972 05/20 393.29	57992 05/29 9,688.69
57953 05/17 1,590.87	57973 05/20 10.00	57993 05/23 96,693.54
57954 05/20 120.00	57974 05/16 627.77	57994 05/29 169.97
57955 05/17 246.08	57975 05/17 1,184.01	57995*05/22 3,987.33
57956 05/16 35.00	57976 05/17 479.75	57997 05/29 1,519.97
57957 05/16 49.16	57977 05/21 101.91	57998*05/29 5,969.65
57958 05/15 725.83	57978 05/17 33.75	58000 05/31 176.00
57959 05/16 142.50	57979 05/20 320.95	58001*05/20 2,800.00
57960 05/20 48.26	57980 05/21 360.00	58003 05/23 2,125.50
57961 05/16 4,520.00	57981 05/17 679.57	58004 05/23 58.20
57962 05/31 2,729.84	57982 05/20 117.55	58005 05/24 117.81
57963 05/13 18.00	57983 05/24 686.56	58006 05/22 150.00
57964 05/17 202.00	57984 05/21 363.40	58007*05/23 455.00
57965 05/21 52.38	57985 05/30 117.42	58010 05/24 21.00
57966 05/20 175.00	57986 05/17 65.00	58011 05/30 1,680.00
57967 05/20 30.00	57987 05/16 1,125.00	58012 05/28 118.07
57968 05/23 500.00	57988 05/20 136.75	58013 05/21 73.70
57969 05/28 16,246.00	57989 05/16 5,945.00	58014 05/24 1,624.00
57970 05/29 173.60	57990 05/30 4,978.68	58015 05/28 54.44
57971 05/20 3,997.04	57991 05/29 110,448.16	

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS

DESCRIPTION	DATE	AMOUNT
GOTH SCHOOLS DEBIT 1	05/20	3,373.33
GOTH SCHOOLS DEBIT 1	05/20	360,277.70
Nebraska Revenue Neb Epay NB1DORXXXXX9303	05/23	16,106.43
IRS USATAXPYMT 220954320148052	05/23	114,030.23

DAILY BALANCE

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
05/01 293,720.37	05/14 282,880.83	05/23 468,658.87
05/02 291,923.62	05/15 277,329.11	05/24 466,209.50
05/03 290,976.72	05/16 260,701.23	05/28 449,661.19
05/06 290,899.85	05/17 233,481.07	05/29 321,691.15
05/07 288,753.91	05/20 716,574.05	05/30 314,915.05
05/10 288,428.93	05/21 713,945.72	05/31 312,009.21
05/13 288,410.93	05/22 698,627.77	

Monthly Revenue Report

SELECTED Data

Date Range: YTD thru 05/31/2019

Arranged by:
Account Number

Account	Description	Budget	May Receipts	YTD Receipts	Revenue Balance	Percent Remaining
01	**GENERAL FUND**					
01-1-01100-000-000	Taxes Levied by School District	8,315,000.00	2,560,860.66	6,875,173.07	1,439,826.93	17.31
01-1-01115-000-000	Carline Taxes	0.00	0.00	0.00	0.00	0.00
01-1-01125-000-000	Motor Vehicle Taxes	410,000.00	31,976.19	357,757.54	52,242.46	12.74
01-1-01312-000-000	Tuition for Summer School	5,000.00	260.00	4,460.00	540.00	10.80
01-1-01370-000-000	Preschool Tuition	0.00	0.00	2,850.00	-2,850.00	0.00
01-1-01510-000-000	Interest on Investments	25,000.00	10,360.77	22,098.16	2,901.84	11.60
01-1-01910-000-000	Rental of School Facilities	1,000.00	150.00	450.00	550.00	55.00
01-1-01911-000-000	Local License Fees	3,000.00	25.00	250.00	2,750.00	91.66
01-1-01921-000-000	Police Court Fines	0.00	0.00	18,582.05	-18,582.05	0.00
01-1-01942-000-000	Textbook Fines	0.00	0.00	0.00	0.00	0.00
01-1-01990-000-000	Miscellaneous Local Revenue	1,000.00	0.00	0.00	1,000.00	100.00
01-1-02110-000-000	County Fines and Fees	71,000.00	4,460.86	39,126.24	31,873.76	44.89
01-1-02710-130-000	DNU*** Route Bus OT	0.00	0.00	0.00	0.00	0.00
01-1-03110-000-000	State Aid	404,409.00	40,441.00	363,969.00	40,440.00	9.99
01-1-03120-000-000	SPED (State School Age)	425,000.00	58,585.00	349,583.00	75,417.00	17.74
01-1-03125-000-000	SPED Transportation	2,500.00	0.00	0.00	2,500.00	100.00
01-1-03130-000-000	Homestead Exemption	0.00	19,920.38	59,759.06	-59,759.06	0.00
01-1-03180-000-000	Pro Rate Motor Vehicle	20,000.00	6,829.28	10,396.99	9,603.01	48.01
01-1-03400-000-000	State Apportionment	130,000.00	0.00	118,188.72	11,811.28	9.08
01-1-03500-000-000	Distance Education Incentive Paymen	0.00	0.00	0.00	0.00	0.00
01-1-03535-000-000	High Ability Learners	8,500.00	0.00	7,766.00	734.00	8.63
01-1-03540-000-000	State Early Childhood	75,000.00	0.00	75,000.00	0.00	0.00
01-1-04505-000-000	Title I A	100,000.00	0.00	54,178.00	45,822.00	45.82

SELECTED Data

Monthly Revenue Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Receipts	YTD Receipts	Revenue Balance	Percent Remaining
01-1-04506-000-000	Title I A Accountability	15,000.00	0.00	24,172.00	-9,172.00	-61.14
01-1-04509-000-000	Title II A Teacher Training Class S	25,000.00	0.00	0.00	25,000.00	100.00
01-1-04512-000-000	IDEA Part B BASE (611)	50,000.00	0.00	24,632.00	25,368.00	50.73
01-1-04516-000-000	IDEA Part B PRESCHOOl (619)	4,500.00	0.00	0.00	4,500.00	100.00
01-1-04519-000-000	IDEA Enrollment Poverty (619)	120,000.00	0.00	58,694.00	61,306.00	51.08
01-1-04525-000-000	Carl Perkins	1,500.00	0.00	1,000.00	500.00	33.33
01-1-04708-000-000	Medicaid in Public Schools	10,000.00	0.00	10,116.29	-116.29	-1.16
01-1-05200-000-000	Fund Transfers to Gen Fund from Fee	20,000.00	0.00	0.00	20,000.00	100.00
01-1-05301-000-000	Insurance Adjustments	0.00	0.00	37,004.33	-37,004.33	0.00
01-1-05690-000-000	Other Non-Revenue Receipts	7,500.00	0.00	10,335.08	-2,835.08	-37.80
01-1-06310-000-000	TITLE II-GMS PMTS	0.00	0.00	22,778.00	-22,778.00	0.00
01-2-02410-281-001	HSA PRINC ELEM	0.00	0.00	-3,054.00	3,054.00	0.00
01-8-01110-000-000	Local District Taxes	0.00	0.00	0.00	0.00	0.00
01-8-01125-000-000	Motor Vehicle Taxes	0.00	0.00	0.00	0.00	0.00
01-8-01190-000-000	Preschool Matching Funds	0.00	0.00	0.00	0.00	0.00
01-8-01210-000-000	Tuition-general District	0.00	0.00	0.00	0.00	0.00
01-8-01220-000-000	Tuition-individual General	0.00	0.00	0.00	0.00	0.00
01-8-01230-000-000	Tuition-dist. Special Ed.	0.00	0.00	0.00	0.00	0.00
01-8-01410-000-000	Interest	0.00	0.00	0.00	0.00	0.00
01-8-01610-000-000	Local Licenses	0.00	0.00	0.00	0.00	0.00
01-8-01620-000-000	Local Police/court Fines	0.00	0.00	0.00	0.00	0.00
01-8-01910-000-000	Rental And Sale Of Junk	0.00	0.00	0.00	0.00	0.00
01-8-01920-000-000	Donations	0.00	0.00	0.00	0.00	0.00

SELECTED Data

Monthly Revenue Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Receipts	YTD Receipts	Revenue Balance	Percent Remaining
01-8-04955-000-000	NSEA Title IIA Math/Science	0.00	0.00	0.00	0.00	0.00
01-8-04990-000-000	Other Federal Sources	0.00	0.00	0.00	0.00	0.00
01-8-05200-000-000	Loans	0.00	0.00	0.00	0.00	0.00
01-8-05300-000-000	Insurance Adjustments	0.00	0.00	0.00	0.00	0.00
01-8-05400-000-000	Sale Of Property	0.00	0.00	0.00	0.00	0.00
01-8-05500-000-000	Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00
01-8-05610-000-000	Cash Bal. Merged Districts	0.00	0.00	0.00	0.00	0.00
01-8-05650-000-000	Cash Bal-non-res Hs. Tuition	0.00	0.00	0.00	0.00	0.00
01-8-05690-000-000	Other Non-revenue Receipts	0.00	0.00	0.00	0.00	0.00
01-8-09000-000-000	Non-program Receipts	0.00	0.00	0.00	0.00	0.00
01	**FUND Totals:**	**10,249,909.00**	**2,733,869.14**	**8,545,265.53**	**1,704,643.47**	**16.63**
	Report Totals:	**10,249,909.00**	**2,733,869.14**	**8,545,265.53**	**1,704,643.47**	**16.63**

Monthly Expense Report

SELECTED Data

Date Range: YTD thru 05/31/2019

Arranged by:
Account Number

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01	**GENERAL FUND**						
01-2-01100-111-001	SAL TCHR ELEM	1,375,000.00	116,074.87	1,042,864.82	0.00	332,135.18	24.15
01-2-01100-111-002	SAL TCHR SEC	1,575,000.00	132,591.00	1,186,583.40	0.00	388,416.60	24.66
01-2-01100-112-001	SAL PARA ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-112-002	SAL PARA SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-122-001	SAL PARA SUBS ELEM	5,000.00	813.75	3,370.51	0.00	1,629.49	32.58
01-2-01100-122-002	SAL PARA SUBS SEC	1,500.00	0.00	107.63	0.00	1,392.37	92.82
01-2-01100-123-001	SAL SUBS ELEM	45,000.00	3,685.38	32,730.38	0.00	12,269.62	27.26
01-2-01100-123-002	SAL SUBS SEC	45,000.00	3,370.50	40,301.50	0.00	4,698.50	10.44
01-2-01100-211-001	HINS TCHRS ELEM	405,000.00	31,848.60	280,584.85	0.00	124,415.15	30.71
01-2-01100-211-002	HINS TCHRS SEC	370,000.00	25,656.45	229,418.89	0.00	140,581.11	37.99
01-2-01100-212-001	HINS PARA ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-212-002	HINS PARA SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-213-001	ELEM. DENTAL INS	0.00	-36.12	550.23	0.00	-550.23	0.00
01-2-01100-213-002	SEC. DENTAL INS	0.00	-14.48	67.08	0.00	-67.08	0.00
01-2-01100-221-001	FICA TCHRS ELEM	105,000.00	8,526.21	76,555.93	0.00	28,444.07	27.08
01-2-01100-221-002	FICA TCHRS SEC	120,000.00	9,846.37	88,159.32	0.00	31,840.68	26.53
01-2-01100-222-001	FICA PARA ELEM	500.00	62.25	257.83	0.00	242.17	48.43
01-2-01100-222-002	FICA PARA SEC	250.00	0.00	8.23	0.00	241.77	96.70
01-2-01100-223-001	FICA SUBS ELEM	3,500.00	283.02	2,485.74	0.00	1,014.26	28.97
01-2-01100-223-002	FICA SUBS SEC	3,500.00	258.18	3,080.93	0.00	419.07	11.97
01-2-01100-231-001	RET TCHRS ELEM	135,000.00	11,465.63	103,012.05	0.00	31,987.95	23.69
01-2-01100-231-002	RET TCHRS SEC	155,000.00	13,097.08	117,208.28	0.00	37,791.72	24.38
01-2-01100-232-001	RET PARA ELEM	0.00	0.00	0.00	0.00	0.00	0.00

SELECTED Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01100-232-002	RET PAR SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-233-001	SUB RET	0.00	32.11	641.11	0.00	-641.11	0.00
01-2-01100-233-002	RET OTHER	0.00	69.44	672.33	0.00	-672.33	0.00
01-2-01100-281-000	HSA ELEM TEACH	0.00	0.00	53,748.96	0.00	-53,748.96	0.00
01-2-01100-281-001	HSA TCHR ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-281-002	HSA TCHR SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-320-000	PSP INSTRUCTION DIST	40,000.00	0.00	15,068.37	0.00	24,931.63	62.32
01-2-01100-320-001	PSP INSTRUCTION ELEM	20,000.00	4,900.00	13,341.55	0.00	6,658.45	33.29
01-2-01100-320-002	PSP INSTRUCTION SEC	20,000.00	1,624.00	16,292.37	720.00	2,987.63	14.93
01-2-01100-431-001	PSF EQUIP REPAIR ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-431-002	PSF EQUIP REPAIR SEC	0.00	0.00	784.53	0.00	-784.53	0.00
01-2-01100-529-000	PSO OTHER DIST	10,000.00	150.00	1,614.98	0.00	8,385.02	83.85
01-2-01100-529-001	PSO OTHER ELEM	15,000.00	346.20	1,137.58	0.00	13,862.42	92.41
01-2-01100-529-002	PSO OTHER SEC	10,000.00	12.00	11,300.42	0.00	-1,300.42	-13.00
01-2-01100-580-001	PSO TRAVEL ELEM	5,000.00	0.00	2,296.90	0.00	2,703.10	54.06
01-2-01100-580-002	PSO TRAVEL SEC	5,000.00	73.70	12,221.28	0.00	-7,221.28	-144.42
01-2-01100-610-000	SUP GENERAL DIST	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-610-001	SUP GENERAL ELEM	35,000.00	12,620.87	21,342.77	0.00	13,657.23	39.02
01-2-01100-610-002	SUP GENERAL SEC	50,000.00	8,622.02	56,725.66	0.00	-6,725.66	-13.45
01-2-01100-640-001	SUP TEXTBOOKS ELEM	12,000.00	0.00	11,543.34	0.00	456.66	3.80
01-2-01100-640-002	SUP TEXTBOOKS SEC	6,000.00	7,696.93	10,537.95	0.00	-4,537.95	-75.63
01-2-01100-650-001	SUP COMPUTER HARDWARE ELEM	75,000.00	0.00	0.00	0.00	75,000.00	100.00
01-2-01100-650-002	SUP COMPUTER HARDWARE SEC	75,000.00	38,057.62	39,284.99	0.00	35,715.01	47.62

SELECTED Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01100-730-000	CAP EQUIP / FURN DIST	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-730-001	CAP EQUIP / FURN ELEM	2,500.00	0.00	3,490.98	0.00	-990.98	-39.63
01-2-01100-730-002	CAP EQUIP / FURN SEC	2,500.00	279.98	1,869.98	0.00	630.02	25.20
01-2-01100-810-002	DUES TCHRS	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-01160-111-001	SAL TCHR Poverty	280,000.00	24,941.00	207,831.00	0.00	72,169.00	25.77
01-2-01160-112-001	SAL PARA Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-123-001	SAL SUBS Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-211-001	HINS TCHRS Poverty	80,000.00	7,228.50	59,924.40	0.00	20,075.60	25.09
01-2-01160-212-001	HINS PARA Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-221-001	FICA TCHRS Poverty	22,500.00	1,853.01	15,409.10	0.00	7,090.90	31.51
01-2-01160-222-001	FICA PARA Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-223-001	FICA SUBS Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-231-001	RET TCHRS Poverty	27,500.00	2,463.62	20,529.11	0.00	6,970.89	25.34
01-2-01160-232-001	RET PARA Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-281-001	HSAReg	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-529-001	PSO POVERTY OTHER ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-580-001	PSO POVERTY TRAVEL ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-610-001	SUP POVERTY ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-650-001	SUP POVERTY HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-730-001	CAP POVERTY EQUIP ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01190-610-000	SUP PRESCH MATCHING	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01190-730-006	CAP PRESCH EQUIP MATCH	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-110-000	SAL CLER SPED	18,000.00	1,470.00	13,895.02	0.00	4,104.98	22.80

Monthly Expense Report

SELECTED Data

Date Range: YTD thru 05/31/2019

Arranged by:
Account Number

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01200-111-000	SAL ADMIN SPED DIR	44,000.00	8,739.00	60,392.00	0.00	-16,392.00	-37.25
01-2-01200-111-001	SAL TCHR SPED ELEM	92,000.00	4,430.75	37,006.25	0.00	54,993.75	59.77
01-2-01200-111-002	SAL TCHR SPED SEC	130,000.00	13,932.50	91,215.22	0.00	38,784.78	29.83
01-2-01200-112-001	SAL PARA SPED ELEM	130,000.00	11,343.69	109,945.52	0.00	20,054.48	15.42
01-2-01200-112-002	SAL PARA SPED SEC	65,000.00	5,902.49	61,885.21	0.00	3,114.79	4.79
01-2-01200-122-001	SAL PARA SUB SPED ELEM	0.00	84.00	2,107.89	0.00	-2,107.89	0.00
01-2-01200-122-002	SAL PARA SUB SPED SEC	0.00	202.13	485.63	0.00	-485.63	0.00
01-2-01200-123-001	SAL SUBS SPED ELEM	3,000.00	220.00	7,377.52	0.00	-4,377.52	-145.91
01-2-01200-123-002	SAL SUBS SPED SEC	2,000.00	770.00	2,227.50	0.00	-227.50	-11.37
01-2-01200-130-001	Para O.T.	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-210-000	HINS CLER SPED	7,500.00	508.94	4,378.25	0.00	3,121.75	41.62
01-2-01200-211-000	HINS ADMIN SPED DIR	10,000.00	606.20	5,455.80	0.00	4,544.20	45.44
01-2-01200-211-001	HINS TCHRS SPED ELEM	25,000.00	963.84	7,858.06	0.00	17,141.94	68.56
01-2-01200-211-002	HINS TCHRS SPED	25,000.00	2,643.26	15,110.82	0.00	9,889.18	39.55
01-2-01200-212-001	HINS PARA SPED ELEM	55,000.00	4,861.06	40,144.80	0.00	14,855.20	27.00
01-2-01200-212-002	HINS PARA SPED SEC	27,000.00	2,373.19	21,321.98	0.00	5,678.02	21.02
01-2-01200-220-000	FICA CLER SPED	1,500.00	101.18	980.28	0.00	519.72	34.64
01-2-01200-221-000	FICA ADMIN SPED DIR	3,500.00	578.55	3,909.92	0.00	-409.92	-11.71
01-2-01200-221-001	FICA TCHRS SPED ELEM	7,000.00	334.93	2,801.82	0.00	4,198.18	59.97
01-2-01200-221-002	FICA TCHRS SPED SEC	10,000.00	1,040.13	6,863.62	0.00	3,136.38	31.36
01-2-01200-222-001	FICA PARA SPED ELEM	10,000.00	784.51	7,752.87	0.00	2,247.13	22.47
01-2-01200-222-002	FICA PARA SPED SEC	5,000.00	329.04	3,521.59	0.00	1,478.41	29.56
01-2-01200-223-001	FICA SUBS SPED ELEM	250.00	16.83	564.40	0.00	-314.40	-125.76

SELECTED Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01200-223-002	FICA SUBS SPED SEC	150.00	58.91	170.41	0.00	-20.41	-13.60
01-2-01200-230-000	RET CLER SPED	1,800.00	145.20	1,372.51	0.00	427.49	23.74
01-2-01200-231-000	RET ADMIN SPED DIR	4,400.00	863.22	5,965.40	0.00	-1,565.40	-35.57
01-2-01200-231-001	RET TCHRS SPED ELEM	9,000.00	437.66	3,655.40	0.00	5,344.60	59.38
01-2-01200-231-002	RET TCHRS SPED SEC	13,000.00	1,376.23	9,010.04	0.00	3,989.96	30.69
01-2-01200-232-001	RET PARA SPED ELEM	13,000.00	1,120.51	10,826.24	0.00	2,173.76	16.72
01-2-01200-232-002	RET PARA SPED SEC	6,500.00	583.03	6,112.88	0.00	387.12	5.95
01-2-01200-280-000	HSA CLER SPED	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-281-001	HSA TCHR SPED ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-281-002	HSA TCHR SPED SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-282-001	HSA PARA SPED ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-282-002	HSA PARA SPED SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-320-000	PSP SPED CONTRACTED	15,000.00	594.17	2,210.58	0.00	12,789.42	85.26
01-2-01200-320-001	PSP SPED CONTRACTED ELEM	2,500.00	0.00	0.00	0.00	2,500.00	100.00
01-2-01200-320-002	PSP SPED CONTRACTED SEC	0.00	923.25	9,454.71	0.00	-9,454.71	0.00
01-2-01200-330-000	PSP SPED INSERVICE DIST	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-330-001	PSP SPED INSERVICE ELEM	1,500.00	1,352.50	1,352.50	0.00	147.50	9.83
01-2-01200-330-002	PSP SPED INSERVICE SEC	1,500.00	1,352.50	1,352.50	0.00	147.50	9.83
01-2-01200-529-000	PSO SPED OTHER DIST	0.00	240.00	360.35	0.00	-360.35	0.00
01-2-01200-529-001	PSO SPED OTHER ELEM	0.00	0.00	360.00	0.00	-360.00	0.00
01-2-01200-529-002	PSO SPED OTHER SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-562-001	PSO SPED TUITION SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-562-002	PSO SPED TUITION -SEC	10,000.00	0.00	0.00	0.00	10,000.00	100.00

SELECTED Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01200-580-000	PSO SPED TRAVEL DIST	100.00	0.00	156.65	0.00	-56.65	-56.65
01-2-01200-580-001	PSO SPED TRAVEL ELEM	1,000.00	0.00	139.37	0.00	860.63	86.06
01-2-01200-580-002	PSO SPED TRAVEL SEC	500.00	0.00	0.00	0.00	500.00	100.00
01-2-01200-610-001	SUP SPED ELEM	1,500.00	0.00	494.33	0.00	1,005.67	67.04
01-2-01200-610-002	SUP SPED SEC	1,500.00	0.00	511.32	0.00	988.68	65.91
01-2-01200-640-001	SUP SPED TEXTBOOKS ELEM	0.00	0.00	5.00	0.00	-5.00	0.00
01-2-01200-640-002	SUP SPED TEXTBOOKS SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-730-001	CAP SPED FURN/EQUIP ELEM	500.00	0.00	0.00	0.00	500.00	100.00
01-2-01200-730-002	CAP SPED FURN/EQUIP SEC	500.00	0.00	448.00	0.00	52.00	10.40
01-2-01300-152-001	SAL PARA SUM ELEM	10,000.00	0.00	0.00	0.00	10,000.00	100.00
01-2-01300-159-001	SAL STIP TCHR SUM ELEM	15,000.00	0.00	0.00	0.00	15,000.00	100.00
01-2-01300-159-002	SAL STIP TCHR SUM SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01300-221-001	FICA TCHRS SUM ELEM	2,000.00	0.00	0.00	0.00	2,000.00	100.00
01-2-01300-221-002	FICA TCHRS SUM SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01300-222-001	FICA PARA SUM ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01300-231-001	RET TCHRS SUM ELEM	2,500.00	0.00	0.00	0.00	2,500.00	100.00
01-2-01300-231-002	RET TCHRS SUM SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01300-232-001	RET PARA SUM ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01390-151-002	SAL ADDT DRIV ED	6,000.00	586.25	5,276.25	0.00	723.75	12.06
01-2-01390-221-002	FICA ADDT DRIV ED	500.00	43.69	393.21	0.00	106.79	21.35
01-2-01390-231-002	RET ADDT DRIV ED	600.00	57.91	521.19	0.00	78.81	13.13
01-2-01390-529-002	PSO DRIVER ED OTHER	0.00	0.00	100.00	0.00	-100.00	0.00
01-2-01390-610-002	SUP DRIVER ED	0.00	0.00	0.00	0.00	0.00	0.00

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01390-626-002	SUP DRIVER ED GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01390-640-002	SUP DRIVER ED TEXTBOOKS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02120-111-001	SAL TCHR GUIDANCE ELEM	62,500.00	5,220.00	46,980.00	0.00	15,520.00	24.83
01-2-02120-111-002	SAL TCHR GUIDANCE SEC	135,000.00	11,368.00	102,312.00	0.00	32,688.00	24.21
01-2-02120-211-001	HINS TCHR GUIDANCE ELEM	7,250.00	606.20	5,455.80	0.00	1,794.20	24.74
01-2-02120-211-002	HINS TCHR GUIDANCE SEC	30,000.00	2,704.30	27,248.53	0.00	2,751.47	9.17
01-2-02120-221-001	FICA TCHR GUIDANCE ELEM	4,750.00	390.92	3,518.28	0.00	1,231.72	25.93
01-2-02120-221-002	FICA TCHR GUIDANCE SEC	10,500.00	831.31	7,470.73	0.00	3,029.27	28.85
01-2-02120-231-001	RET TCHR GUIDANCE ELEM	6,000.00	515.62	4,640.58	0.00	1,359.42	22.65
01-2-02120-231-002	RET TCHR GUIDANCE SEC	13,500.00	1,122.90	10,106.10	0.00	3,393.90	25.14
01-2-02120-320-001	PSP GUIDANCE ELEM	500.00	0.00	423.28	0.00	76.72	15.34
01-2-02120-320-002	PSP GUIDANCE SEC	2,500.00	0.00	0.00	0.00	2,500.00	100.00
01-2-02120-529-001	PSO GUIDANCE OTHER ELEM	500.00	0.00	0.00	0.00	500.00	100.00
01-2-02120-529-002	PSO GUIDANCE OTHER SEC	500.00	0.00	0.00	0.00	500.00	100.00
01-2-02120-580-001	PSO GUIDANCE TRAVEL ELEM	250.00	0.00	887.84	0.00	-637.84	-255.13
01-2-02120-580-002	PSO GUIDANCE TRAVEL SEC	250.00	0.00	0.00	0.00	250.00	100.00
01-2-02120-610-001	SUP GUIDANCE ELEM	500.00	0.00	69.38	0.00	430.62	86.12
01-2-02120-610-002	SUP GUIDANCE SEC	1,200.00	0.00	84.86	0.00	1,115.14	92.92
01-2-02120-730-001	CAP GUIDANCE EQUIP ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02120-730-002	CAP GUIDANCE EQUIP SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02130-116-000	SAL PROF NURSE	40,000.00	3,333.00	29,997.00	0.00	10,003.00	25.00
01-2-02130-126-000	SAL SUB NURSE	500.00	0.00	375.00	0.00	125.00	25.00
01-2-02130-216-000	HINS PROF NURSE	20,000.00	1,402.68	13,642.12	0.00	6,357.88	31.78

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01-2-02130-226-000	FICA PROF NURSE	3,000.00	242.63	2,212.36	0.00	787.64	26.25
01-2-02130-236-000	RET PROF NURSE	4,000.00	329.23	2,963.07	0.00	1,036.93	25.92
01-2-02130-281-000	HSA NURSE	0.00	0.00	3,054.00	0.00	-3,054.00	0.00
01-2-02130-529-000	PSO NURSE OTHER	500.00	0.00	289.99	0.00	210.01	42.00
01-2-02130-580-000	PSO NURSE TRAVEL	500.00	0.00	185.20	0.00	314.80	62.96
01-2-02130-610-000	SUP NURSE	1,500.00	83.75	1,055.37	0.00	444.63	29.64
01-2-02130-730-000	CAP NURSE EQUIP	1,500.00	0.00	0.00	0.00	1,500.00	100.00
01-2-02141-111-000	SAL TCHR SPED PSYCH	67,000.00	5,579.00	50,211.00	0.00	16,789.00	25.05
01-2-02141-211-000	HINS TCHR SPED PSYCH	20,000.00	1,241.49	11,173.41	0.00	8,826.59	44.13
01-2-02141-221-000	FICA TCHR SPED PSYCH	5,200.00	420.95	3,788.55	0.00	1,411.45	27.14
01-2-02141-231-000	RET TCHR SPED PSYCH	6,600.00	551.08	4,959.72	0.00	1,640.28	24.85
01-2-02141-320-000	PSP PSYCH DIAGNOSTICS	0.00	0.00	449.54	0.00	-449.54	0.00
01-2-02141-340-000	PSP PSYCH SUPERVISON	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02141-580-000	PSO PSYCH TRAVEL	0.00	0.00	1,161.60	0.00	-1,161.60	0.00
01-2-02141-610-000	SUP PSYCH	1,000.00	93.00	1,550.30	0.00	-550.30	-55.03
01-2-02141-730-000	CAP PSYCH EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02151-111-000	SAL TCHR SPED SPEECH	62,000.00	5,191.00	46,364.87	0.00	15,635.13	25.21
01-2-02151-123-000	SAL SUBS SPED SPEECH	750.00	0.00	1,320.00	0.00	-570.00	-76.00
01-2-02151-211-000	HINS TCHR SPED SPEECH	13,100.00	845.16	7,509.14	0.00	5,590.86	42.67
01-2-02151-221-000	FICA TCHR SPED SPEECH	4,750.00	382.56	3,417.26	0.00	1,332.74	28.05
01-2-02151-223-000	FICA SUBS SPED SPEECH	100.00	0.00	101.00	0.00	-1.00	-1.00
01-2-02151-231-000	RET TCHR SPED SPEECH	6,200.00	512.76	4,579.86	0.00	1,620.14	26.13
01-2-02151-281-000	HSA SPED SPEECH DIST	0.00	0.00	2,003.64	0.00	-2,003.64	0.00

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01-2-02151-340-000	PSP SPED SPEECH/AUD DIST	20,000.00	661.77	6,137.11	0.00	13,862.89	69.31
01-2-02151-580-000	PSO PS TRAVEL	500.00	4.40	45.04	0.00	454.96	90.99
01-2-02151-610-000	SUP SPEECH	1,000.00	0.00	1,025.43	0.00	-25.43	-2.54
01-2-02151-730-000	CAP SPEECH FURN/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02152-340-000	PSP SPED SPEECH/AUD 3-5	500.00	27.94	378.38	0.00	121.62	24.32
01-2-02153-340-000	PSP SPED SPEECH/AUD 0-2	1,000.00	27.94	264.66	0.00	735.34	73.53
01-2-02161-340-000	PSP SPED SCHOOLAGE OT	30,000.00	881.40	9,684.35	0.00	20,315.65	67.71
01-2-02162-340-000	PSP SPED OT 3-5	0.00	1,244.10	2,483.65	0.00	-2,483.65	0.00
01-2-02163-340-000	PSP PRESCH OT 0-2	6,000.00	0.00	4,971.38	0.00	1,028.62	17.14
01-2-02171-340-000	PSP SPED PT SCHOOLAGE	0.00	341.25	3,342.08	0.00	-3,342.08	0.00
01-2-02172-340-000	PSP SPED PT 3-5	1,000.00	0.00	552.50	0.00	447.50	44.75
01-2-02173-340-000	PSP SPED PT 0-2	1,000.00	113.75	422.50	0.00	577.50	57.75
01-2-02181-340-000	PSP SPED VISION SCHOOLAGE	1,000.00	0.00	4,830.78	0.00	-3,830.78	-383.07
01-2-02182-340-000	PSP SPED VISION 3-5	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-02183-340-000	PSP SPED VISION 0-2	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-02190-111-002	SAL ADMIN ACT DIR	90,500.00	7,542.00	67,878.00	0.00	22,622.00	24.99
01-2-02190-123-002	SAL SUBS ACTIVITIES	1,500.00	1,925.00	10,340.00	0.00	-8,840.00	-589.33
01-2-02190-150-002	SAL NONCERT COACH	35,000.00	8,433.00	36,876.00	0.00	-1,876.00	-5.36
01-2-02190-151-002	SAL TCHR COACH	250,000.00	20,200.50	183,317.50	0.00	66,682.50	26.67
01-2-02190-211-002	HINS TCHR COACH /AD	20,000.00	6,261.09	56,550.10	0.00	-36,550.10	-182.75
01-2-02190-220-002	FICA NONCERT COACH	2,700.00	645.13	2,821.05	0.00	-121.05	-4.48
01-2-02190-221-002	FICA TCHR COACH /AD	26,000.00	2,085.39	18,884.56	0.00	7,115.44	27.36
01-2-02190-223-002	FICA SUBS ACTIVITIES	1,200.00	147.29	791.07	0.00	408.93	34.07

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01-2-02190-230-002	RET NONCERT COACH	0.00	0.00	159.13	0.00	-159.13	0.00
01-2-02190-231-002	RET TCHR COACH /AD	35,000.00	2,740.35	24,653.56	0.00	10,346.44	29.56
01-2-02190-233-002	ACTIVITY SUB RETIRE	0.00	21.73	57.04	0.00	-57.04	0.00
01-2-02190-320-002	PSP ACTIVITIES	0.00	663.44	5,585.57	0.00	-5,585.57	0.00
01-2-02190-580-002	PSO TRAVEL	10,000.00	0.00	473.89	0.00	9,526.11	95.26
01-2-02190-610-002	SUP ACTIVITIES	0.00	0.00	251.28	0.00	-251.28	0.00
01-2-02190-730-002	CAP ACTIVITIES EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02212-111-000	SAL ADMIN T & L	82,520.00	6,906.00	62,154.00	0.00	20,366.00	24.68
01-2-02212-211-000	HINS ADMIN T & L	17,000.00	1,408.55	12,676.95	0.00	4,323.05	25.42
01-2-02212-221-000	FICA ADMIN T & L	6,300.00	490.87	4,417.83	0.00	1,882.17	29.87
01-2-02212-231-000	RET ADMIN T & L	8,200.00	682.16	6,139.44	0.00	2,060.56	25.12
01-2-02212-320-000	PSP T & L	5,000.00	0.00	1,540.03	0.00	3,459.97	69.19
01-2-02212-330-000	PSP PROF DEV DIST	1,000.00	0.00	2,050.00	0.00	-1,050.00	-105.00
01-2-02212-330-001	PSP PROF DEV ELEM	1,000.00	0.00	2,228.00	0.00	-1,228.00	-122.80
01-2-02212-330-002	PSP PROF DEV SEC	1,000.00	220.00	3,129.00	0.00	-2,129.00	-212.90
01-2-02212-529-000	PSO T & L OTHER	2,500.00	60.00	302.40	0.00	2,197.60	87.90
01-2-02212-580-000	PSO T & L TRAVEL	1,000.00	128.82	828.12	0.00	171.88	17.18
01-2-02212-610-000	SUP T & L	1,000.00	0.00	264.99	0.00	735.01	73.50
01-2-02212-730-000	CAP T & L EQUIP	500.00	0.00	5,470.11	0.00	-4,970.11	-994.02
01-2-02220-111-001	SAL TCHR LIBRARY ELEM	22,500.00	1,887.00	16,983.00	0.00	5,517.00	24.52
01-2-02220-111-002	SAL TCHR LIBRARY SEC	70,500.00	5,880.00	52,920.00	0.00	17,580.00	24.93
01-2-02220-112-001	SAL PARA LIBRARY ELEM	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-02220-112-002	SAL PARA LIBRARY SEC	1,000.00	0.00	0.00	0.00	1,000.00	100.00

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01-2-02220-123-001	SAL SUB LIBRARY ELEM	250.00	110.00	1,430.00	0.00	-1,180.00	-472.00
01-2-02220-123-002	SAL SUB LIBRARY SEC	250.00	247.50	907.50	0.00	-657.50	-263.00
01-2-02220-211-001	HINS TCHR LIBRARY ELEM	150.00	14.34	129.06	0.00	20.94	13.96
01-2-02220-211-002	HINS TCHR LIBRARY SEC	20,000.00	1,258.96	11,330.64	0.00	8,669.36	43.34
01-2-02220-212-001	HINS PARA LIBRARY ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-212-002	HINS PARA LIBRARY SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-001	FICA TCHR LIBRARY ELEM	1,750.00	141.29	1,271.61	0.00	478.39	27.33
01-2-02220-221-002	FICA TCHR LIBRARY SEC	5,400.00	423.71	3,813.39	0.00	1,586.61	29.38
01-2-02220-222-001	FICA PARA LIBRARY ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-222-002	FICA PARA LIBRARY SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-223-001	FICA SUB LIBRARY ELEM	50.00	8.40	109.37	0.00	-59.37	-118.74
01-2-02220-223-002	FICA SUB LIBRARY SEC	50.00	18.94	69.43	0.00	-19.43	-38.86
01-2-02220-231-001	RET TCHR LIBRARY ELEM	2,250.00	186.40	1,677.60	0.00	572.40	25.44
01-2-02220-231-002	RET TCHR LIBRARY SEC	7,000.00	580.82	5,227.38	0.00	1,772.62	25.32
01-2-02220-232-001	RET PARA LIBRARY ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-232-002	RET PARA LIBRARY SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-281-002	HSA TCHR LIBRARY SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-320-001	PSP LIBRARY ELEM	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-02220-320-002	PSP LIBRARY SEC	7,000.00	0.00	0.00	0.00	7,000.00	100.00
01-2-02220-529-001	PSO LIBRARY OTHER ELEM	250.00	0.00	20.00	0.00	230.00	92.00
01-2-02220-529-002	PSO LIBRARY OTHER SEC	250.00	0.00	35.00	0.00	215.00	86.00
01-2-02220-580-001	PSO LIBRARY TRAVEL ELEM	100.00	0.00	159.00	0.00	-59.00	-59.00
01-2-02220-580-002	PSO LIBRARY TRAVEL SEC	100.00	0.00	579.03	0.00	-479.03	-479.03

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01-2-02220-610-001	SUP LIBRARY ELEM	1,500.00	0.00	2,829.31	0.00	-1,329.31	-88.62
01-2-02220-610-002	SUP LIBRARY SEC	1,500.00	0.00	361.64	0.00	1,138.36	75.89
01-2-02220-640-001	SUP LIBRARY BOOKS/PERS ELEM	2,500.00	0.00	2,035.79	0.00	464.21	18.56
01-2-02220-640-002	SUP LIBRARY BOOKS/PERS SEC	5,000.00	0.00	3,047.47	0.00	1,952.53	39.05
01-2-02220-730-001	CAP LIBRARY EQUIP ELEM	250.00	0.00	0.00	0.00	250.00	100.00
01-2-02220-730-002	CAP LIBRARY EQUIP SEC	250.00	0.00	0.00	0.00	250.00	100.00
01-2-02230-111-000	SAL ADMIN TECH DIR	70,000.00	5,958.00	53,622.00	0.00	16,378.00	23.39
01-2-02230-114-000	SAL PARA TECH AID	26,800.00	2,102.13	21,875.51	0.00	4,924.49	18.37
01-2-02230-130-000	Para Tech OT	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02230-134-000	SAL PARA Tech OT	0.00	0.00	56.54	0.00	-56.54	0.00
01-2-02230-211-000	HINS ADMIN TECH DIR	10,250.00	0.00	0.00	0.00	10,250.00	100.00
01-2-02230-214-000	HINS PARA TECH AID	7,250.00	606.20	5,455.80	0.00	1,794.20	24.74
01-2-02230-221-000	FICA ADMIN TECH DIR	5,300.00	455.79	4,102.11	0.00	1,197.89	22.60
01-2-02230-224-000	FICA PARA TECH AID	2,000.00	145.79	1,542.58	0.00	457.42	22.87
01-2-02230-231-000	RET ADMIN TECH DIR	6,800.00	588.52	5,296.68	0.00	1,503.32	22.10
01-2-02230-234-000	RET PARA TECH AID	2,500.00	207.64	2,166.40	0.00	333.60	13.34
01-2-02310-271-000	PSO Alicap WORK COMP OTHERS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02310-315-000	PSP AUDIT	6,000.00	0.00	6,925.00	0.00	-925.00	-15.41
01-2-02310-317-000	PSP LEGAL SERVICES	3,000.00	75.00	2,203.50	0.00	796.50	26.55
01-2-02310-520-000	PSO Alicap LIABILITY INS	200,000.00	0.00	2,655.00	0.00	197,345.00	98.67
01-2-02310-520-000	PSO Alicap PROPERTY INS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02310-529-000	PSO BOE OTHER	500.00	0.00	1,836.83	0.00	-1,336.83	-267.36
01-2-02310-580-000	PSO BOE TRAVEL	2,000.00	0.00	201.07	0.00	1,798.93	89.94

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02310-810-000	DUES BOE	7,500.00	0.00	6,691.00	0.00	809.00	10.78
01-2-02320-105-000	SAL ADMIN SUPT	180,000.00	14,935.00	134,415.00	0.00	45,585.00	25.32
01-2-02320-110-000	SAL CLER SUPT	18,200.00	1,470.00	13,895.02	0.00	4,304.98	23.65
01-2-02320-130-000	OT ClarSAL	0.00	98.44	2,237.84	0.00	-2,237.84	0.00
01-2-02320-210-000	HINS CLER SUPT	7,500.00	543.02	5,089.39	0.00	2,410.61	32.14
01-2-02320-215-000	HINS ADMIN SUPT	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02320-220-000	FICA CLER SUPT	1,400.00	107.96	1,137.79	0.00	262.21	18.72
01-2-02320-225-000	FICA ADMIN SUPT	13,750.00	1,134.88	7,245.77	0.00	6,504.23	47.30
01-2-02320-230-000	RET CLER SUPT	1,750.00	154.93	1,593.57	0.00	156.43	8.93
01-2-02320-235-000	RET ADMIN SUPT	17,800.00	1,475.25	13,277.25	0.00	4,522.75	25.40
01-2-02320-280-000	HSA CLER SUPT	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02320-529-000	PSO EXEC ADMIN OTHER	5,000.00	0.00	6,563.78	0.00	-1,563.78	-31.27
01-2-02320-580-000	PSO EXEC ADMIN TRAVEL	3,000.00	0.00	3,889.55	0.00	-889.55	-29.65
01-2-02320-610-000	SUP EXEC ADMIN	7,500.00	562.78	6,954.26	0.00	545.74	7.27
01-2-02320-730-000	CAP EXEC ADMIN EQUIP	250.00	0.00	385.20	0.00	-135.20	-54.08
01-2-02320-810-000	DUES EXEC ADMIN	2,500.00	0.00	12,076.60	0.00	-9,576.60	-383.06
01-2-02410-110-001	SAL CLER PRINC ELEM	20,500.00	1,650.00	17,820.01	0.00	2,679.99	13.07
01-2-02410-110-002	SAL CLER PRINC SEC	21,500.00	1,803.60	18,741.60	0.00	2,758.40	12.82
01-2-02410-111-001	SAL ADMIN PRINC ELEM	88,000.00	7,333.00	65,997.00	0.00	22,003.00	25.00
01-2-02410-111-002	SAL ADMIN PRINC SEC	106,500.00	8,875.00	79,875.00	0.00	26,625.00	25.00
01-2-02410-120-001	SAL CLER SUB PRINC ELEM	0.00	60.38	553.89	0.00	-553.89	0.00
01-2-02410-120-002	SAL CLER SUB PRINC SEC	0.00	0.00	498.75	0.00	-498.75	0.00
01-2-02410-130-001	OT Clarical	0.00	0.00	0.00	0.00	0.00	0.00

SELECTED Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02410-130-002	Sec. CLAR OT	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02410-210-001	HINS CLER PRINC ELEM	7,250.00	606.20	5,455.80	0.00	1,794.20	24.74
01-2-02410-210-002	HINS CLER PRINC SEC	7,250.00	606.20	5,455.80	0.00	1,794.20	24.74
01-2-02410-211-001	HINS ADMIN PRINC ELEM	20,000.00	1,402.68	13,642.12	0.00	6,357.88	31.78
01-2-02410-211-002	HINS ADMIN PRINC SEC	20,000.00	1,402.68	12,624.12	0.00	7,375.88	36.87
01-2-02410-220-001	FICA CLER PRINC ELEM	1,500.00	130.22	1,399.95	0.00	100.05	6.67
01-2-02410-220-002	FICA CLER PRINC SEC	1,650.00	130.32	1,403.05	0.00	246.95	14.96
01-2-02410-221-001	FICA ADMIN PRINC ELEM	6,700.00	495.82	4,640.90	0.00	2,059.10	30.73
01-2-02410-221-002	FICA ADMIN PRINC SEC	8,200.00	653.67	5,883.03	0.00	2,316.97	28.25
01-2-02410-230-001	RET CLER PRINC ELEM	2,000.00	162.98	1,760.22	0.00	239.78	11.98
01-2-02410-230-002	RET CLER PRINC RET	2,000.00	178.16	1,851.25	0.00	148.75	7.43
01-2-02410-231-001	RET ADMIN PRINC ELEM	8,500.00	724.34	6,519.06	0.00	1,980.94	23.30
01-2-02410-231-002	RET ADMIN PRINC SEC	10,500.00	876.65	7,889.85	0.00	2,610.15	24.85
01-2-02410-281-002	HSA PRINC SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02410-320-001	PSP PRINCIPAL ELEM	1,000.00	0.00	217.00	0.00	783.00	78.30
01-2-02410-320-002	PSP PRINCIPAL SEC	3,500.00	575.00	1,346.00	0.00	2,154.00	61.54
01-2-02410-529-001	PSO PRINCIPAL OTHER ELEM	1,000.00	137.50	166.86	0.00	833.14	83.31
01-2-02410-529-002	PSO PRINCIPAL OTHER SEC	1,000.00	0.00	68.30	0.00	931.70	93.17
01-2-02410-580-001	PSO PRINCIPAL TRAVEL ELEM	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-02410-580-002	PSO PRINCIPAL TRAVEL SEC	1,000.00	0.00	139.00	0.00	861.00	86.10
01-2-02410-610-001	SUP PRINCIPAL ELEM	1,500.00	0.00	135.36	0.00	1,364.64	90.97
01-2-02410-610-002	SUP PRINCIPAL SEC	1,500.00	0.00	4,417.76	0.00	-2,917.76	-194.51
01-2-02410-730-001	CAP PRINCIPAL FURN ELEM	250.00	0.00	0.00	0.00	250.00	100.00

SELECTED Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02410-730-002	CAP PRINCIPAL FURN SEC	250.00	0.00	0.00	0.00	250.00	100.00
01-2-02410-810-001	DUES PRINCIPAL ELEM	1,000.00	575.00	575.00	0.00	425.00	42.50
01-2-02410-810-002	DUES PRINCIPAL SEC	1,000.00	0.00	185.00	0.00	815.00	81.50
01-2-02510-116-000	SAL PROF BUSINESS MNGR	53,500.00	4,458.00	40,122.00	0.00	13,378.00	25.00
01-2-02510-216-000	HINS PROF BUSINESS MNGR	15,000.00	1,273.00	11,457.00	0.00	3,543.00	23.62
01-2-02510-226-000	FICA PROF BUSINESS MNGR	4,100.00	329.15	2,962.35	0.00	1,137.65	27.74
01-2-02510-236-000	RET PROF BUSINESS MNGR	5,300.00	440.35	3,963.15	0.00	1,336.85	25.22
01-2-02510-320-000	PSP BUSINESS	6,000.00	25.08	5,365.65	0.00	634.35	10.57
01-2-02510-340-000	PSP BUSINESS FLEX PAY	2,500.00	173.60	1,876.20	0.00	623.80	24.95
01-2-02510-351-000	PSP BUSINESS DATA PROCESS	1,000.00	77.00	1,306.20	0.00	-306.20	-30.62
01-2-02510-382-000	PSP BUSINESS TELECOMMUNIC	20,000.00	1,813.53	14,802.92	0.00	5,197.08	25.98
01-2-02510-440-000	PSF COPIER/LEASE	40,000.00	1,590.87	28,596.25	0.00	11,403.75	28.50
01-2-02510-529-000	PSO BUSINESS OTHER	0.00	0.00	510.79	0.00	-510.79	0.00
01-2-02510-531-000	PSO BUSINESS POSTAGE	10,000.00	1,110.00	7,595.30	0.00	2,404.70	24.04
01-2-02510-540-000	PSO BUSINESS ADVRT PRNTNG	6,000.00	227.61	3,260.16	0.00	2,739.84	45.66
01-2-02510-610-000	SUP BUSINESS	0.00	0.00	-53.49	0.00	53.49	0.00
01-2-02510-730-000	CAP BUSINESS EQUIP	250.00	0.00	0.00	0.00	250.00	100.00
01-2-02610-110-000	SAL NONCRT CUST	215,000.00	13,742.01	135,095.43	0.00	79,904.57	37.16
01-2-02610-120-000	SAL NONCRT CUST SUMMER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02610-130-000	SAL OT NONCRT CUST	50,000.00	2,169.33	20,937.97	0.00	29,062.03	58.12
01-2-02610-210-000	HINS NONCRT CUST	62,000.00	4,027.30	36,245.70	0.00	25,754.30	41.53
01-2-02610-220-000	FICA NONCRT CUST	16,500.00	1,206.36	11,838.73	0.00	4,661.27	28.25
01-2-02610-230-000	RET NONCRT CUST	21,500.00	1,571.70	15,412.67	0.00	6,087.33	28.31

SELECTED Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02610-270-000	PSO Alicap WORK COMP CUST	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02610-410-000	PSF WATER & SEWER	9,000.00	0.00	6,417.41	0.00	2,582.59	28.69
01-2-02610-529-000	PSO CUSTODIAL OTHER	17,500.00	118.07	15,634.28	0.00	1,865.72	10.66
01-2-02610-610-000	SUP CUSTODIAL	45,000.00	2,330.51	36,545.32	0.00	8,454.68	18.78
01-2-02610-621-000	SUP FUEL	50,000.00	1,842.41	27,988.45	0.00	22,011.55	44.02
01-2-02610-622-000	SUP ELECTRICITY	150,000.00	0.00	112,264.70	0.00	37,735.30	25.15
01-2-02610-730-000	CAP CUSTODIAL EQUIP	0.00	0.00	15,426.00	0.00	-15,426.00	0.00
01-2-02620-110-000	SAL NONCRT MAINT	88,000.00	5,846.90	55,094.80	0.00	32,905.20	37.39
01-2-02620-120-000	SAL NONCRT MAINT SUMMER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02620-130-000	SAL OT NONCRT MAINT	0.00	995.40	9,610.37	0.00	-9,610.37	0.00
01-2-02620-210-000	HINS NONCRT MAINT	27,500.00	2,982.36	26,841.24	0.00	658.76	2.39
01-2-02620-220-000	FICA NONCRT MAINT	6,700.00	510.19	4,840.46	0.00	1,859.54	27.75
01-2-02620-230-000	RET NONCRT MAINT	8,700.00	675.86	6,391.43	0.00	2,308.57	26.53
01-2-02620-270-000	PSO Alicap WORK COMP MAINT	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02620-320-000	PSP MAINTENANCE	100,000.00	8,816.83	179,001.81	0.00	-79,001.81	-79.00
01-2-02620-529-000	PSO MAINTENANCE OTHER	1,000.00	1,545.97	11,363.84	0.00	-10,363.84	-1,036.38
01-2-02620-730-000	CAP BUILDING EQUIP	75,000.00	19,825.00	148,630.39	0.00	-73,630.39	-98.17
01-2-02660-320-000	PSP SECURITY	1,000.00	0.00	2,284.00	0.00	-1,284.00	-128.40
01-2-02660-610-000	SUP SECURITY	1,000.00	0.00	1,125.44	0.00	-125.44	-12.54
01-2-02660-730-000	CAP SECURITY EQUIP	0.00	0.00	55,077.98	0.00	-55,077.98	0.00
01-2-02670-320-000	PSP SAFETY	1,000.00	0.00	980.00	0.00	20.00	2.00
01-2-02670-610-000	SUP SAFETY	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02670-730-000	CAP SAFETY EQUIP	0.00	0.00	0.00	0.00	0.00	0.00

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Monthly Expense Report

Arranged by:
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Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02710-110-000	SAL NONCRT ROUTE DRIVER	60,000.00	6,405.63	62,511.57	0.00	-2,511.57	-4.18
01-2-02710-111-000	SAL CERT ACT DRIVER	0.00	0.00	268.25	0.00	-268.25	0.00
01-2-02710-120-000	SAL NONCRT ACT DRIVER	35,000.00	5,365.00	31,820.04	0.00	3,179.96	9.08
01-2-02710-130-000	Route Bus OT	0.00	999.01	8,338.92	0.00	-8,338.92	0.00
01-2-02710-210-000	HINS NONCRT TRANPO	21,000.00	1,818.60	16,445.98	0.00	4,554.02	21.68
01-2-02710-211-000	HINS CERT ACT DRIVER	0.00	0.00	73.78	0.00	-73.78	0.00
01-2-02710-220-000	FICA NONCRT TRANPO	7,200.00	976.16	7,849.15	0.00	-649.15	-9.01
01-2-02710-221-000	FICA CERT ACT DRIVER	0.00	0.00	20.52	0.00	-20.52	0.00
01-2-02710-230-000	RET NONCRT TRANPO	9,300.00	731.41	7,026.79	0.00	2,273.21	24.44
01-2-02710-231-000	RETIRE CERT ACT DRIVER	0.00	0.00	26.50	0.00	-26.50	0.00
01-2-02710-270-000	PSO Alicap WORK COMP DRIVERS	0.00	0.00	-4,606.00	0.00	4,606.00	0.00
01-2-02710-320-000	PSP TRANSPORTATION	5,000.00	0.00	57.50	0.00	4,942.50	98.85
01-2-02710-332-000	PSP MILEAGE PARENTS	4,000.00	0.00	2,833.27	0.00	1,166.73	29.16
01-2-02710-430-000	PSF EQUIP REPAIR BUS	20,000.00	0.00	13,620.35	0.00	6,379.65	31.89
01-2-02710-431-000	PSF EQUIP REPAIR MAINT	1,000.00	882.00	8,856.04	0.00	-7,856.04	-785.60
01-2-02710-520-000	PSO Alicap VEHICLE INS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02710-529-000	PSO TRANSPORTATION OTHER	2,500.00	212.00	1,000.33	0.00	1,499.67	59.98
01-2-02710-610-000	SUP TRANSP TIRES / PARTS	20,000.00	407.18	23,945.97	0.00	-3,945.97	-19.72
01-2-02710-626-000	SUP GAS AND OIL	55,000.00	0.00	39,280.03	0.00	15,719.97	28.58
01-2-02710-732-000	CAP TRANSP BUS REPLACE	25,000.00	0.00	0.00	0.00	25,000.00	100.00
01-2-02792-332-000	PSP SPED MILGE PRNTS SA	500.00	0.00	468.69	0.00	31.31	6.26
01-2-02793-332-000	PSP SPED MLGE PRNTS B-5	500.00	0.00	0.00	0.00	500.00	100.00
01-2-03300-159-001	SAL STIP After School	1,000.00	0.00	0.00	0.00	1,000.00	100.00

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-03300-221-001	FICA AFTER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03300-231-001	RET AFTER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03300-529-000	PSO AFTER SCHOOL OTHER	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-03300-562-001	PSO AFTER SCHOOL TUITION	1,000.00	230.00	1,667.00	0.00	-667.00	-66.70
01-2-03300-610-000	SUP AFTER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03300-730-000	CAP AFTER SCHOOL EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03535-111-001	SAL TCHR HAL	22,500.00	1,887.00	16,983.00	0.00	5,517.00	24.52
01-2-03535-123-001	SAL SUBS HAL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03535-211-001	HINS TCHR HAL	150.00	14.33	128.97	0.00	21.03	14.02
01-2-03535-221-001	FICA TCHRS HAL	1,700.00	141.28	1,271.52	0.00	428.48	25.20
01-2-03535-223-001	FICA SUBS HAL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03535-231-001	RET TCHRS HAL	2,300.00	186.39	1,677.51	0.00	622.49	27.06
01-2-03540-111-006	SAL ADMIN PRESCH DIR	14,700.00	1,219.00	10,971.00	0.00	3,729.00	25.36
01-2-03540-111-006	SAL TCHR PRESCH STATE	47,000.00	3,893.25	35,039.25	0.00	11,960.75	25.44
01-2-03540-112-006	SAL PARA PRESCH STATE	13,650.00	1,145.94	10,401.14	0.00	3,248.86	23.80
01-2-03540-120-006	SAL PARA SUB PRESCH STATE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03540-123-006	SAL SUBS PRESCH STATE	750.00	110.00	1,936.00	0.00	-1,186.00	-158.13
01-2-03540-211-006	HINS ADMIN PRESCH DIR	3,000.00	1,491.51	13,423.59	0.00	-10,423.59	-347.45
01-2-03540-211-006	HINS TCHR PRESCH STATE	15,000.00	0.00	0.00	0.00	15,000.00	100.00
01-2-03540-212-006	HINS PARA PRESCH STATE	5,500.00	465.83	4,042.55	0.00	1,457.45	26.49
01-2-03540-220-006	FICA PARA SUB PRESCH STATE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03540-221-006	FICA ADMIN PRESCH DIR	1,200.00	374.14	3,367.24	0.00	-2,167.24	-180.60
01-2-03540-221-006	FICA TCHR PRESCH STATE	3,500.00	0.00	0.00	0.00	3,500.00	100.00

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-03540-222-006	FICA PARA PRESCH STATE	1,000.00	33.28	376.77	0.00	623.23	62.32
01-2-03540-223-006	FICA SUBS PRESCH STATE	0.00	8.41	148.10	0.00	-148.10	0.00
01-2-03540-231-006	RET ADMIN PRESCH DIR	1,500.00	504.98	4,544.82	0.00	-3,044.82	-202.98
01-2-03540-231-006	RET TCHR PRESCH STATE	4,500.00	0.00	0.00	0.00	4,500.00	100.00
01-2-03540-232-006	RET PARA PRESCH STATE	1,400.00	113.19	1,027.38	0.00	372.62	26.61
01-2-03540-320-000	PSP PRESCH	500.00	494.50	3,011.76	0.00	-2,511.76	-502.35
01-2-03540-529-006	PSO PRESCH OTHER	0.00	0.00	76.38	0.00	-76.38	0.00
01-2-03540-580-006	PSO PRESCH TRAVEL	500.00	0.00	564.00	0.00	-64.00	-12.80
01-2-03540-610-000	SUP PRESCH	2,500.00	0.00	388.46	0.00	2,111.54	84.46
01-2-03540-730-006	CAP PRESCH EQUIP	500.00	0.00	48.99	0.00	451.01	90.20
01-2-03541-320-000	PSP PRESCH STARTUP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03541-529-000	PSO PRESCH STARTUP OTHER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03541-610-000	SUP PRESCH STARTUP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03541-640-000	SUP PRESCH START TEXTS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03541-730-000	CAP PRESCH STARTUP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-04700-450-000	PSF CONTRACT BLDNG IMPROV	150,000.00	0.00	0.00	0.00	150,000.00	100.00
01-2-06200-111-001	SAL TCHR TITLE IA	72,500.00	5,579.00	54,228.00	0.00	18,272.00	25.20
01-2-06200-123-001	SAL SUBS TITLE IA	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-211-001	HINS TCHR TITLE IA	16,500.00	1,241.49	12,195.74	0.00	4,304.26	26.08
01-2-06200-221-001	FICA TCHR TITLE IA	5,500.00	412.61	4,001.30	0.00	1,498.70	27.24
01-2-06200-223-001	FICA SUBS TITLE IA	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-231-001	RET TCHR TITLE IA	7,100.00	551.08	5,356.51	0.00	1,743.49	24.55
01-2-06200-281-001	HSA TITLE IA ELEM	0.00	0.00	0.00	0.00	0.00	0.00

SELECTED Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-06200-320-001	PSP TITLE IA	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-529-001	PSO TITLE IA OTHER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-580-001	PSO TITLE IA TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-610-001	SUP TITLE IA	0.00	0.00	50.95	0.00	-50.95	0.00
01-2-06200-640-001	SUP TITLE IA TEXTBOOKS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-650-001	SUP TITLE IA HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-730-001	CAP TITLE IA EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-735-001	CAP TITLE IA SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06210-320-001	PSP TITLE I ACCNTBLTY	2,000.00	0.00	0.00	0.00	2,000.00	100.00
01-2-06210-650-001	SUP TITLE I ACCNTBLTY	10,000.00	0.00	0.00	0.00	10,000.00	100.00
01-2-06210-735-001	CAP TITLE I ACCNTBLTY SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06310-111-001	SAL TCHR TITLE IIA	15,000.00	0.00	16,639.00	0.00	-1,639.00	-10.92
01-2-06310-123-001	SAL SUBS TITLE IIA	250.00	0.00	0.00	0.00	250.00	100.00
01-2-06310-211-001	HINS TCHR TITLE IIA	2,500.00	0.00	4,888.11	0.00	-2,388.11	-95.52
01-2-06310-221-001	FICA TCHR TITLE IIA	1,100.00	0.00	1,272.87	0.00	-172.87	-15.71
01-2-06310-223-001	FICA SUBS TITLE IIA	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06310-231-001	RET TCHR TITLE IIA	1,500.00	0.00	1,643.57	0.00	-143.57	-9.57
01-2-06310-529-000	PSO TITLE IIA OTHER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06403-111-000	SAL TCHR IDEA BASE	34,000.00	0.00	34,067.28	0.00	-67.28	-0.19
01-2-06403-211-000	HINS TCHR IDEA BASE	10,300.00	0.00	8,776.08	0.00	1,523.92	14.79
01-2-06403-221-000	FICA TCHR IDEA BASE	2,600.00	0.00	2,487.82	0.00	112.18	4.31
01-2-06403-231-000	RET TCHR IDEA BASE	3,300.00	0.00	3,365.11	0.00	-65.11	-1.97
01-2-06403-281-000	HSA IDEA BASE ELEM	0.00	0.00	0.00	0.00	0.00	0.00

SELECTED Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-06403-320-000	PSP IDEA BASE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06403-580-000	PSO IDEA BASE TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06403-610-000	SUP IDEA BASE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06406-111-000	SAL TCHR IDEA PS BASE	2,900.00	0.00	2,595.50	0.00	304.50	10.50
01-2-06406-211-000	HINS TCHR IDEA PS BASE	900.00	0.00	828.60	0.00	71.40	7.93
01-2-06406-221-000	FICA TCHR IDEA PS BASE	200.00	0.00	191.68	0.00	8.32	4.16
01-2-06406-231-000	RET TCHR IDEA PS BASE	300.00	0.00	256.38	0.00	43.62	14.54
01-2-06406-610-000	SUP IDEA PRESCH	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06410-111-000	SAL TCHR IDEA ENR POV	80,000.00	4,952.00	62,827.00	0.00	17,173.00	21.46
01-2-06410-211-000	HINS TCHR IDEA ENR POV	26,500.00	2,898.67	26,088.03	0.00	411.97	1.55
01-2-06410-221-000	FICA TCHR IDEA ENR POV	6,000.00	363.07	4,564.66	0.00	1,435.34	23.92
01-2-06410-231-000	RET TCHR IDEA ENR POV	8,000.00	489.15	6,205.93	0.00	1,794.07	22.42
01-2-06410-340-000	PSP IDEA ENR POV	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06410-529-000	PSO IDEA ENR POV OTHER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06410-610-000	SUP IDEA ENR POV	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06410-730-000	CAP IDEA ENR POV EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06412-300-000	PSP IDEA NON-PUBLIC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06450-320-000	PSP MEDICAID OUTREACH	250.00	0.00	0.00	0.00	250.00	100.00
01-2-06700-529-000	PSO CARL PERKINS OTHER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06700-610-002	SUP CARL PERKINS	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-06700-730-002	CAP CARL PERKINS EQUIP	1,000.00	0.00	1,088.72	0.00	-88.72	-8.87
01-2-06969-610-000	Title IV A Supplies	0.00	0.00	10,000.00	0.00	-10,000.00	0.00
01-2-08000-900-000	TRANS TO DEPRECIATION	25,000.00	0.00	0.00	0.00	25,000.00	100.00

SELECTED Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-08000-912-000	TRANS TO LUNCH	25,000.00	0.00	0.00	0.00	25,000.00	100.00
01-2-08000-913-000	TRANS TO ACTIVITIES	25,000.00	0.00	0.00	0.00	25,000.00	100.00
01-9-01100-110-001	Teachers Salaries Elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-110-002	Teachers Salaries Secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-112-001	High Ability Learner	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-120-001	Sub Salaries Elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-120-002	Sub Salaries Secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-140-001	Aides & Supervisory-elem.	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-140-002	Aide-secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-142-001	Para Subs	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-142-002	Para Subs	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-210-001	Fica-elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-210-002	Fica-secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-212-001	Social Secirity -high Ability	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-220-001	Retirement-elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-220-002	Retirement-secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-222-001	Retirement-high Ability Learn	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-230-001	Health Insurance-elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-230-002	Health Insurance-secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-232-001	Health Insurance-high Ability	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-240-001	Workmans Comp.-elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-240-002	Workmans Comp.-secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-283-001	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	0.00

Monthly Expense Report

SELECTED Data

Date Range: YTD thru 05/31/2019

Arranged by:
Account Number

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-9-09000-690-000	Non-program Expenditures						
		0.00	0.00	0.00	0.00	0.00	0.00
01-9-09001-690-000	Energy Grants						
		0.00	0.00	0.00	0.00	0.00	0.00
01 Current Year Account Totals:		**10,291,420.00**	**843,381.92**	**7,636,394.50**	**720.00**	**2,654,305.50**	**25.79**
01	**FUND Totals:**	**10,291,420.00**	**843,381.92**	**7,636,394.50**	**720.00**	**2,654,305.50**	**25.79**
	Report Totals:	**10,291,420.00**	**843,381.92**	**7,636,394.50**	**720.00**	**2,654,305.50**	**25.79**

Petty Cash Fund

Gothenburg School District #20
Gothenburg, Nebraska

May 31, 2019

TO WHOM ISSUED	AMOUNT
TOTAL	$0.00

Beginning Balance			$	2,000.00
Receipts			$	-
			$	2,000.00
Expenditures			$	-
			$	2,000.00
Statement Balance	$	2,000.00		
Outstanding Deposits	$	-		
Total	$	2,000.00		
Outstanding Checks			$	-
			$	-
Balance May 31, 2019			**$**	**2,000.00**

Current Cash Balance Report

ALL Data

Date: 05/01/2019 thru 05/31/2019

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A Athletics					
1000 Activities Account	282,496.06	0.00	0.00	0.00	282,496.06
1010 Activity Tickets	173,487.51	0.00	0.00	0.00	173,487.51
1015 Gates	762,376.11	0.00	0.00	0.00	762,376.11
1020 Sale of Equipment	14,077.78	5.00	0.00	0.00	14,082.78
1025 Meals/Lodging	-216,364.18	0.00	5,228.92	0.00	-221,593.10
1030 Officials	-356,255.68	0.00	0.00	0.00	-356,255.68
1035 Football Equipment	-142,647.83	0.00	4,295.00	0.00	-146,942.83
1040 Basketball Equipment	-58,355.35	0.00	330.00	0.00	-58,685.35
1045 Track Equipment	-147,178.27	500.00	5,143.12	0.00	-151,821.39
1050 Wrestling Equipment	-46,505.17	0.00	276.66	0.00	-46,781.83
1055 Golf Equipment	-19,976.85	0.00	294.80	0.00	-20,271.65
1060 Softball Equipment	-34,151.37	0.00	0.00	0.00	-34,151.37
1065 Misc. Athletic	-71,299.53	20,306.24	17,493.97	0.00	-68,487.26
1070 Entry Fees	35,252.65	80.00	400.00	0.00	34,932.65
1075 Vollyball Equipment	-30,549.14	0.00	0.00	0.00	-30,549.14
1080 Cross Country Equip.	-17,886.51	0.00	111.59	0.00	-17,998.10
1085 Supplies/Equipment	-97,211.57	0.00	1,288.03	0.00	-98,499.60
A Athletics Totals:	29,308.66	20,891.24	34,862.09	0.00	15,337.81
B Adult Ed.					
1100 Adult Ed.	1,942.88	0.00	0.00	0.00	1,942.88
B Adult Ed. Totals:	1,942.88	0.00	0.00	0.00	1,942.88
C School					
1200 Yearbook	3,239.41	0.00	2,712.50	0.00	526.91
1210 Helping Hands	6,228.23	0.00	0.00	0.00	6,228.23
1215 History Grant	1,435.07	0.00	0.00	0.00	1,435.07
1220 FCS	464.60	0.00	443.76	0.00	20.84
1225 Industrial Tech	11,519.07	2,265.33	1,407.02	0.00	12,377.38
1229 Life Skills	165.13	9.80	89.10	0.00	85.83
1230 Renaissance	14,600.59	0.00	2,686.96	0.00	11,913.63
1240 Band	7,325.64	600.00	0.00	0.00	7,925.64
1241 Flag Corp	695.09	0.00	0.00	0.00	695.09
1245 Vocal	13,909.89	120.00	44.40	0.00	13,985.49
1246 Special Music	2,723.93	0.00	0.00	0.00	2,723.93
1250 Art Club	4,054.06	62.50	0.00	0.00	4,116.56
1251 Jr. Hi. Art Club	-6.29	10.00	0.00	0.00	3.71
1255 Pop/Lounge	-3,554.02	8.41	0.00	0.00	-3,545.61
1260 General	21,861.59	409.08	1,705.54	0.00	20,565.13
1261 Chromebook Repair	10,973.13	925.00	247.60	0.00	11,650.53
C School Totals:	95,635.12	4,410.12	9,336.88	0.00	90,708.36
D Candy					
1300 Candy Fund	-6,088.69	2,062.65	2,807.77	0.00	-6,833.81
D Candy Totals:	-6,088.69	2,062.65	2,807.77	0.00	-6,833.81
E Classes					
1400 Senior Class	2,654.07	187.00	0.00	0.00	2,841.07
1410 Junior Class	279.84	20.00	303.57	0.00	-3.73
1415 Sophomore Class	1,660.00	130.00	0.00	0.00	1,790.00
1420 Freshmen Class	500.00	20.00	0.00	0.00	520.00
1425 8th Class	0.00	0.00	0.00	0.00	0.00
1430 7th Class	0.00	0.00	0.00	0.00	0.00
E Classes Totals:	5,093.91	357.00	303.57	0.00	5,147.34

Current Cash Balance Report

ALL Data

Date: 05/01/2019 thru 05/31/2019

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F Clubs					
1500 Cheerleaders	13,264.79	2,216.96	3,134.76	0.00	12,346.99
1505 Elem. Circle of Friends	-78.77	0.00	0.00	0.00	-78.77
1506 H.S. Circle of Friends	-194.62	0.00	39.59	0.00	-234.21
1510 Drama	0.00	0.00	0.00	0.00	0.00
1511 English Activities	-71.71	0.00	0.00	0.00	-71.71
1512 Entrepreneurship	1,738.62	855.97	258.61	0.00	2,335.98
1515 FFA	11,686.35	0.00	1,107.30	0.00	10,579.05
1516 Fit Kids	125.00	0.00	0.00	0.00	125.00
1520 Sr. Hi Quiz Bowl	221.49	0.00	0.00	0.00	221.49
1521 Jr. Hi Quiz Bowl	300.85	0.00	0.00	0.00	300.85
1522 Media Production	5,397.03	0.00	0.00	0.00	5,397.03
1525 NFL	3,541.23	0.00	250.00	0.00	3,291.23
1530 NHS	658.60	0.00	0.00	0.00	658.60
1531 One Act	5,993.12	1,925.00	1,843.80	0.00	6,074.32
1535 D.I.	-219.58	0.00	0.00	0.00	-219.58
1540 SPB	2,063.38	0.00	0.00	0.00	2,063.38
1545 SADD	1,155.33	0.00	0.00	0.00	1,155.33
1550 Student Council	5,364.68	0.00	65.00	0.00	5,299.68
1555 Donations to School	0.00	0.00	0.00	0.00	0.00
1560 Driver's Ed.	4,290.00	0.00	0.00	0.00	4,290.00
1565 School Gala	-989.33	0.00	0.00	0.00	-989.33
1570 Improv	757.07	0.00	0.00	0.00	757.07
1575 Math A.P.	-4,369.54	0.00	0.00	0.00	-4,369.54
1580 Media	4,045.19	263.99	0.00	0.00	4,309.18
1585 Post Prom	100.00	0.00	0.00	0.00	100.00
1590 Science Club	1,148.97	0.00	0.00	0.00	1,148.97
1595 Walk Fit	105.00	0.00	0.00	0.00	105.00
1647 C.Country Club	2,130.00	0.00	0.00	0.00	2,130.00
1718 6th Grade	1,091.45	0.00	0.00	0.00	1,091.45
F Clubs Totals:	59,254.60	5,261.92	6,699.06	0.00	57,817.46
G Sports					
1600 Boys Future B.Ball	708.32	2,430.00	720.00	0.00	2,418.32
1610 Football Club	3,979.11	1,590.00	157.20	0.00	5,411.91
1620 Girls Future B.Ball	4,809.08	3,242.00	411.86	0.00	7,639.22
1625 Boys Golf	894.94	0.00	0.00	0.00	894.94
1626 Girls Golf	2,738.21	0.00	0.00	0.00	2,738.21
1627 Gothenburg B.Ball Club	-1,023.99	118.00	0.00	0.00	-905.99
1628 Jr. Hi Football Club	644.11	0.00	0.00	0.00	644.11
1629 Jr. Power Wt. Lifting	-668.74	0.00	0.00	0.00	-668.74
1630 Softball	2,446.34	3,665.00	0.00	0.00	6,111.34
1635 Mat Maids	219.56	0.00	0.00	0.00	219.56
1640 VolleyBall	-4,674.45	5,304.06	210.00	0.00	419.61
1643 7-8th Volleyball	43.07	0.00	0.00	0.00	43.07
1645 Youth Volleyball	836.76	0.00	0.00	0.00	836.76
1650 Wrestling Boosters	505.28	0.00	116.77	0.00	388.51
1651 Summer Wrestling	50,976.64	22,305.00	14,070.49	0.00	59,211.15
G Sports Totals:	62,434.24	38,654.06	15,686.32	0.00	85,401.98
H Elementary					
1700 Elem. Book Fair	3,756.31	0.00	0.00	0.00	3,756.31
1701 Elem. Art Program	2,040.00	840.00	0.00	0.00	2,880.00
1710 Elem. Fund Raising	22,687.33	139.50	435.84	0.00	22,390.99

Current Cash Balance Report

ALL Data

Date: 05/01/2019 thru 05/31/2019

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1711 1st Grade	4,384.19	0.00	13.72	0.00	4,370.47
1712 2nd Grade	3,040.36	0.00	0.00	0.00	3,040.36
1713 4th Grade	261.74	0.00	95.89	0.00	165.85
1714 5th Grade	8,826.88	558.00	2,514.00	0.00	6,870.88
1715 Elem. Lounge	2,500.86	0.00	36.59	0.00	2,464.27
1716 3rd Grade	1,059.88	0.00	0.00	0.00	1,059.88
1717 Kindergarten	698.21	0.00	90.34	0.00	607.87
1720 Elem. Stu. Co.	234.43	0.00	0.00	0.00	234.43
1725 Elem. O.D. Ed.	-4,560.50	0.00	0.00	0.00	-4,560.50
H Elementary Totals:	44,929.69	1,537.50	3,186.38	0.00	43,280.81
I **Interest**					
1800 DDA Interest	3,897.67	12.79	0.00	0.00	3,910.46
1810 CD Interest	8,788.13	0.00	0.00	0.00	8,788.13
I Interest Totals:	12,685.80	12.79	0.00	0.00	12,698.59
J **Scholarships**					
1900 Athletics Count	210.75	0.00	0.00	0.00	210.75
1910 Alberts Memorial	197.90	0.00	0.00	0.00	197.90
1915 Alumni	0.00	0.00	0.00	0.00	0.00
1920 Greene Memorial	2,776.10	0.00	0.00	0.00	2,776.10
1925 Uehling Scholarship	-1,950.51	48.26	0.00	0.00	-1,902.25
1930 J.L. Brock Scholarship	105.00	0.00	0.00	0.00	105.00
1935 Pioneer Seed Scholarship	0.00	0.00	0.00	0.00	0.00
J Scholarships Totals:	1,339.24	48.26	0.00	0.00	1,387.50
Report Totals:	306,535.45	73,235.54	72,882.07	0.00	306,888.92

ALL Data

Check Summary Report

Arranged by:
Check Number

Date: 05/01/2019 thru 05/31/2019

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
021675	C	05/06/2019	Pizza Hut		HS Circle of Friends	39.59
021676	C	05/08/2019	Chesterman Company		Candy	1,191.33
021677	C	05/08/2019	Holdrege High Schools		Athletic-Golf	80.00
021678	C	05/08/2019	Hot Lunch		Cheer/Athletic	976.52
021679	C	05/08/2019	Kearney High School		Athletic-Track	75.00
021680	C	05/08/2019	Mary Meisinger		4th Grade	40.55
021681	C	05/08/2019	Mid Plains Community College		General	272.00
021682	O	05/08/2019	North Platte High School		Athletic-Dist. Golf	75.00
021683	O	05/08/2019	Ogallala High School		Athletic-Dist. Track	50.00
021684	C	05/08/2019	Peterson's Supermarket		Elem. Lounge/FFA/Cheer/Jr.	991.24
021685	C	05/08/2019	Subway Sandwiches & Salads		Renaissance	145.96
021686	C	05/08/2019	Universal Cheerleaders Assoc.		Cheerleaders	1,500.00
021687	C	05/09/2019	Nebraska State 4-H Camp		5th Grade	2,487.00
021688	C	05/10/2019	Black Squirrel Timing		Athletic-JH Championship	1,941.90
021689	C	05/10/2019	Bonnie Cizek		JH Track Championship	100.00
021690	O	05/10/2019	Brian Pierce		JH Track Championship	100.00
021691	C	05/10/2019	David Mroczek		JH Track Championship	100.00
021692	O	05/10/2019	Dick Strand		JH Track Championship	100.00
021693	C	05/10/2019	Eppley Hamilton		JH Track Championship	100.00
021694	C	05/10/2019	Jim Crosby		JH Track Championship	250.00
021695	C	05/10/2019	John Chaplin		JH Track Championship	100.00
021696	O	05/10/2019	Kay Frudenberg		JH Track Championship	100.00
021697	C	05/10/2019	Larry Rutar		JH Track Championship	250.00
021698	C	05/10/2019	Mark Cizek		JH Track Championship	100.00
021699	C	05/10/2019	Marusa Cernjul		JH Track Championship	100.00
021700	C	05/10/2019	Paul Hamilton		JH Track Championship	100.00
021701	O	05/10/2019	Richard Frudenberg		JH Track Championship	100.00
021702	O	05/10/2019	Suzie Pierce		JH Track Championship	100.00
021703	C	05/10/2019	David Cooper		NFL	250.00
021704	C	05/10/2019	Jordan Burroughs LLC		Summer Wrestling	12,720.00
021705	C	05/13/2019	Edgerton Explorit Center		Elem. Fund Raising	427.00
021706	C	05/15/2019	CASH		Athletic-St. Track	502.00
021707	C	05/15/2019	Pizza Hut		5th Grade	27.00
021708	C	05/15/2019	Sandy Zoucha		Summer Wrestling	170.00
021709	C	05/20/2019	American Red Cross		Entrepreneurship	258.61
021710	C	05/20/2019	Angela Piper		Life Skills	89.10
021711	C	05/20/2019	Awards Unlimited, Inc.		Renaissance	10.00
021712	O	05/20/2019	College Entrance Examination		General	85.00
021713	C	05/20/2019	Craig Haake		Football Club	79.50
021714	C	05/20/2019	Daylight Donut		Football Club	77.70
021715	C	05/20/2019	Dee's Floral & Gifts		FFA	81.50
021716	O	05/20/2019	Educational Travel		One Act	1,610.00

ALL Data

Check Summary Report

Arranged by:
Check Number

Date: 05/01/2019 thru 05/31/2019

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
021717	C	05/20/2019	Ellerbrock Norris		Summer Wrestling	1,155.00
021718	C	05/20/2019	Ginny Peterson		Cheerleaders	555.86
021719	O	05/20/2019	Helene Keiser		Renaissance	25.00
021720	C	05/20/2019	Kelly Ninas		Renaissance	50.00
021721	O	05/20/2019	Marty Leidal		General	13.98
021722	O	05/20/2019	Neligh Anderson		FFA	117.63
021723	C	05/20/2019	Nicole Rubenthaler		4th Grade	55.34
021724	C	05/20/2019	Nebraska School Activities		One Act	20.00
021725	O	05/20/2019	Pinpoint Monograms		FFA	623.07
021726	C	05/20/2019	Roxanne Whiting		Renaissance	200.00
021727	O	05/20/2019	rSchool Today		Athletic-	398.08
021728	C	05/22/2019	CASH		Athletic-St. Golf	204.00
021729	O	05/31/2019	Drake Beranek		Boys Future B.Ball	600.00
021730	O	05/31/2019	North Platte Team Camp		Boys Future B.Ball	80.00
021731	O	05/31/2019	Angela Piper		General-Costa Rica	987.24
021732	O	05/31/2019	AssetGenie, Inc.		Chromebook Repair	247.60
021733	O	05/31/2019	Awards Unlimited, Inc.		Athletic	1,382.35
021734	O	05/31/2019	Bryson Kennedy		Ind. Tech	218.92
021735	O	05/31/2019	Chesterman Company		Candy	1,186.02
021736	O	05/31/2019	Cindermates		Athletic-Misc.	12,767.07
021737	O	05/31/2019	Crane River Theater		One Act	125.00
021738	O	05/31/2019	Dan Scherer		Athletic	214.79
021739	O	05/31/2019	Daylight Donut		One Act/Renaissance	133.20
021740	O	05/31/2019	Days Inn Omaha		Athletic-St. Track	3,220.00
021741	O	05/31/2019	Gothenburg Schools		Student Co.	65.00
021742	O	05/31/2019	Hicken Lumber		Ind. Tech	1,188.10
021743	O	05/31/2019	Holdrege High Schools		Athletic-JH Track	120.00
021744	O	05/31/2019	Hot Lunch		Cheer/Ath/FFA	1,601.79
021745	O	05/31/2019	Jami Stotenbecker		Athletic	500.00
021746	O	05/31/2019	Kennedy Landscape Services		General-1/2 Trees	347.32
021747	O	05/31/2019	Kristen Butterfield		1st Grade	13.72
021748	O	05/31/2019	Kurt Stevens		Boys Future B.Ball	40.00
021749	O	05/31/2019	Misko Sports		Ath/Girl B.Ball/Wrest Boost	12,890.97
021750	O	05/31/2019	Nick Miller		Girls Future B.Ball	261.86
021751	O	05/31/2019	Suzanne Neels		Kindergarten	71.24
021752	O	05/31/2019	The Thompson Co.		Candy	430.42
021753	O	05/31/2019	Tom Scott		Summer Wrestling	13.73
021754	O	05/31/2019	Walsworth Publishing		Yearbook	2,712.50
021755	O	05/31/2019	Wild Horse Golf Course		Athletic	80.01
021756	O	05/31/2019	Zane Platter		Summer Wrestling	11.76

Report Total: **72,882.07**

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
Journal Number: 561 Check Journal				**Posted: 06/04/2019**			
Computer Checks							
06 - LUNCH FUND							
Bank Account :B - GSB-Hot Lunch							
00004141	05/31/2019	CASHWA	Cash-Wa Distributing				
122080	03/31/2019			06/03/2019	Food/Supplies		
06-2-03100-610-000			SUP SUPPLIES			-511.02	511.02
06-2-03100-630-000			SUP FOOD			-3,479.06	3,479.06
					Invoice Total:	-3,990.08	3,990.08
					Check Total:	-3,990.08	3,990.08
00004142	05/31/2019	CHESTCO	Chesterman Co.				
10096412/	03/31/2019			06/03/2019	Food		
06-2-03100-630-000			SUP FOOD			-363.54	363.54
					Invoice Total:	-363.54	363.54
					Check Total:	-363.54	363.54
00004143	05/31/2019	ECOLABPEST	Ecolab Pest Elimination				
6958253	03/31/2019			06/03/2019	Misc.		
06-2-03100-529-000			MISCELLANEOUS			-69.82	69.82
					Invoice Total:	-69.82	69.82
					Check Total:	-69.82	69.82
00004144	05/31/2019	HILADAIRY	Hiland Dairy				
14345	05/31/2019			06/03/2019	Milk		
06-2-03100-630-000			SUP FOOD			-1,900.55	1,900.55
					Invoice Total:	-1,900.55	1,900.55
					Check Total:	-1,900.55	1,900.55
00004145	05/31/2019	JACKHEAD	Jackie Headley				
Cake	05/31/2019			06/03/2019	Purchased Service		
06-2-03100-529-000			MISCELLANEOUS			-75.00	75.00
					Invoice Total:	-75.00	75.00
					Check Total:	-75.00	75.00
00004146	05/31/2019	JONIJACO	Joni Jacobsen				
Supplies	05/31/2019			06/03/2019	Supplies		
06-2-03100-610-000			SUP SUPPLIES			-150.41	150.41
					Invoice Total:	-150.41	150.41
					Check Total:	-150.41	150.41
00004147	05/31/2019	PETESUPE	Peterson's Supermarket				
May	05/31/2019			06/03/2019	Food		
06-2-03100-630-000			SUP FOOD			-126.07	126.07
					Invoice Total:	-126.07	126.07
					Check Total:	-126.07	126.07
00004148	05/31/2019	THOMCO	The Thompson Co.				
954934	05/31/2019			06/03/2019	Food/Supplies		
06-2-03100-610-000			SUP SUPPLIES			-202.81	202.81
06-2-03100-630-000			SUP FOOD			-2,828.33	2,828.33
					Invoice Total:	-3,031.14	3,031.14
					Check Total:	-3,031.14	3,031.14

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date / Account Description	Vendor ID / PO Number	Vendor Name / Ereq Num	PO Date	Description	Payable	Direct Deposit / Accrued Payment
					06 - LUNCH FUND	**-9,706.61**	**9,706.61**
					Total of Computer Checks	**-9,706.61**	**9,706.61**

Fund Summary

06 - LUNCH FUND	-9,706.61	9,706.61

Payroll Summary

Report Total:	**-9,706.61**	**9,706.61**

Monthly Revenue Report

SELECTED Data
Date Range: YTD thru 05/31/2019

Arranged by:
Account Number

Account	Description	Budget	May Receipts	YTD Receipts	Revenue Balance	Percent Remaining
06	**LUNCH FUND**					
06-1-01510-000-000	Interest for Lunch Fund	500.00	0.92	21.06	478.94	95.78
06-1-01610-000-000	Daily Sales for Reimbursable Meals	350,000.00	13,930.45	222,258.69	127,741.31	36.49
06-1-01630-000-000	Special Functions Food Sales	5,000.00	1,629.73	11,239.66	-6,239.66	-124.79
06-1-01990-000-000	Miscellaneous for Lunch Fund	1,000.00	0.00	1,262.60	-262.60	-26.26
06-1-03150-000-000	State Reimbursement	10,000.00	0.00	4,984.69	5,015.31	50.15
06-1-04210-000-000	Federal Nutrition Programs	210,000.00	21,254.95	187,742.54	22,257.46	10.59
06-1-05200-000-000	Fund Transfers to School Nutrition	25,000.00	0.00	0.00	25,000.00	100.00
06-8-01000-000-000	Reimbursement	0.00	0.00	0.00	0.00	0.00
06-8-02000-000-000	Milk	0.00	0.00	0.00	0.00	0.00
06-8-03000-000-000	Food Sales	0.00	0.00	0.00	0.00	0.00
06-8-04000-000-000	Student Ticket Sales	0.00	0.00	0.00	0.00	0.00
06-8-04500-000-000	Adult Ticket Sales	0.00	0.00	0.00	0.00	0.00
06-8-05000-000-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
06-8-06000-000-000	Change Box	0.00	0.00	0.00	0.00	0.00
06	**FUND Totals:**	**601,500.00**	**36,816.05**	**427,509.24**	**173,990.76**	**28.92**
	Report Totals:	**601,500.00**	**36,816.05**	**427,509.24**	**173,990.76**	**28.92**

STUDENT FEES POLICY

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

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

A. Definitions.

1. "Students" shall mean students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.
3. "Postsecondary education costs" shall mean tuition and other fees associated with obtaining credit from a postsecondary educational institution.

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

The District will provide students with facilities, equipment, materials and supplies, including books. *Personal consumable items may be suggested but will not be required.* Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

4. Materials Required for Course Projects.

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.

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. The coach or sponsor will provide students with 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.

6. Postsecondary Education Costs.

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

7. Transportation Costs.

The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.

8. Copies of Student Files or Records.

The District will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School or Pre-kindergarten Services.

The District will charge reasonable fees for participation in before-and-after-school or prekindergarten services offered by the District pursuant to statute.

10. Participation in Summer School or Night School.

The District will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.

11. Charges for Food Consumed by Students.

The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar 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) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) 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.

D. Distribution of Policy.

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

E. Student Fee Fund.

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

Legal Reference:

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation
79-2,104 Student files or records
79-715 Eye-protective devices
79-737 Liability of students for damages to school books
79-1,104 Before-and-after-school or prekindergarten services.
79-1106 to 79-1108.03 Accelerated or differential curriculum

CERTIFICATION

On the 10th day of June, 2019, the Board of Education of Gothenburg Public Schools held a public hearing on the student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2018-19 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

_____
Superintendent

Policy Adopted: July 8, 2002
Policy Amended: July 14, 2003
Renumbered: December 10, 2007
Policy Reaffirmed: July 8, 2019

GOTHENBURG PUBLIC SCHOOLS
Gothenburg, Nebraska

STUDENT FEES ADMINISTRATIVE REGULATION

The following list details the fees POSSIBLY charged to students and the kinds of supplies and materials students are expected to provide for participation in various programs and activities. Students will be notified by the instructor or sponsor if or when fees are to be submitted. Donations may be requested by the district but are not required.

Students who wish to have particular fees waived must submit a fee waiver application to the office of Superintendent of Schools. According to statute, not all of the following fees are subject to waiver. Additional details and the fee waiver form are available in the Superintendent's office.

Students may be provided a Chromebook or other electronic device for their use and are responsible for any damage that may occur. Optional insurance is available.

MAXIMUM POSSIBLE Fees Charged Within the District:

- Prior to the commencement of the school year, the school district publishes a listing of personal and consumable supplies that elementary students in each grade must provide for his/her use.

- Students in middle school and high school must provide their own personal and consumable supplies including paper, pens, erasers, computer discs, calculators and the like.

- Non-academic field trips $50.00

- Student activity card $40.00
  Covers admission to all extracurricular events

- Student participation fee $40.00
  Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.

- Student individual activity admission $5.00 maximum

- Summer School students must pay the summer school tuition set by the district

- Dual Credit Courses students must pay the tuition fees set by the post-secondary institution

LAB Classes

- Classes in Industrial Tech, Art, FCS, PE, and Science $50.00

(student who elect to do projects that require supplies beyond this amount are responsible for the cost of those supplies.)

Organizations or activities

▪ Band	students must provide their own instruments, shoes, personal and consumable supplies.
▪ Cheerleading	students must purchase uniforms and shoes selected by the sponsor and/or student group
▪ Football	students must provide their own shoes and undergarments
▪ Softball	students must provide their own shoes, undergarments, and gloves
▪ Golf	students must provide their own shoes, undergarments, and clubs
▪ Track, Volleyball, Wrestling, Basketball and Cross Country	students must provide their own shoes and undergarments
▪ Swing Choir	students must purchase outfits and shoes selected by the sponsor/group
▪ Future Farmers of America	student must purchase jackets. $25.00 dues
▪ National Honor Society	$25.00
▪ Sigma Phi Beta	$25.00
▪ Student Council	$25.00
▪ Thespians / NFL	$25.00
▪ Speech	$25.00
▪ Art Club	$25.00

Lunch Program

▪ Breakfast Program Maximum	$2.00
▪ Lunch Program Maximum	$3.00

Regulation Adopted: July 8, 2002
Regulation Amended: Annually (July 2019)
Renumbered: December 10, 2007

GOTHENBURG PUBLIC SCHOOLS
Gothenburg, Nebraska

Student Fees Fund
2018/2019

$8,445.00	05/31/19	Athletics	Student Activity Ticket Sales
$5.06	05/31/19	Interest	Interest on DDA Account
$4,350	05/31/19	Drivers Education	Driver Ed. Fees
$111.00	05/31/19	Science Fair Boards	Projects/Supplies
$12,911.06		Total of Student Fees Revenue 9/1/18 through 05/31/19	

Instruction

Parental/Community Involvement in Schools

Dawson School District #24-0020, Gothenburg Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the district to encourage communications from the parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Section 79-2,104, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the student of the District.

Date of Adoption: February 11, 2008

INTERLOCAL AGREEMENT FOR EARLY CHILDHOOD FUNDING

This Agreement is entered into and becomes effective on the ___ day of _____, 2019, by and between the City of Gothenburg, Nebraska (the "City"), Nebraska School District No. 20 (the "School"), and the Gothenburg, Nebraska, Memorial Hospital District (the "Hospital"), collectively referred to herein as the Public Entity(ies).

RECITALS:

1. The City, School and Hospital desire to enter into this Agreement pursuant to the Nebraska Interlocal Cooperation Act for purposes by each of the lawful exercise of powers of each separate Public Entity.
2. The City provides various services to the public, including police and fire, and is further charged with promoting the economic development of the community for the benefit of the residents and businesses within the city boundaries, and it is beneficial to promote the advancement and success of the City's early childhood population; and
3. The School is engaged in the education of community youth and as a major component of such education has and will continue to seek to implement effective solutions to the provision of early childhood education in the community; and
4. The Hospital is charged with providing health care services to its patients, with seeking to provide access to health care services in rural Nebraska, and with promoting healthy lifestyles within the community as a whole; and
5. Each Public Entity desires to enhance, coordinate and promote effective solutions and collaborations in the area of early childhood for the benefit of the Public Entities and their respective patrons; and
6. The Public Entities are in receipt of a Community Well-Being Collaborative Work Plan (the "Work Plan"), which Work Plan seeks to form the Dawson County Community Collaborative for the purpose of providing a coordinated system of community resources and support to prevent adverse childhood experience and promote a cycle of well-being within the Dawson County community; and
7. The strategic plan set forth in the Work Plan includes a specific focus on the promotion and development of early childhood in Gothenburg for Year 1 and Year 2; and
8. In order to eliminate duplication of effort and cost and to provide for a coordinated approach to maximizing the effectiveness of early childhood for the greater Gothenburg, Nebraska, area the parties to this agreement desire to establish a joint public entity for the purpose of funding a Community Coordinator (the "Community Coordinator").

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL BENEFITS PROVIDED HEREBY, THE PARTIES AGREE AS FOLLOWS:

1. The Public Entities hereby form the Gothenburg Early Childhood Agency (the "GECA"). The GECA shall be administered by a board consisting of the City Administrator of the City, the School Superintendent, and the Chief Executive Officer of the Hospital, which shall all have an equal vote in matters before the GECA.

2. The GECA is formed for the purposes of providing financing for the joint contracting of services with an entity for providing consultation, training and outreach to the individual Public Entities by the Community Coordinator.
3. The GECA will fund, for the period of May 20, 2019, through May 19, 2021, to Career Services, Inc., as fiscal agent under the Work Plan, for the purpose of funding the Community Coordinator position and operating costs related to such efforts.
4. The City and Hospital shall contribute the sum of $10,000 each per annum, and the School shall contribute the sum of $20,000 per annum, for services provided by the Community Coordinator. Said contributions shall be utilized for professional services rendered, for expenses incurred for equipment, programs and other expenses in delivering services to the Public Entities and their patrons. Funds remaining on hand after the term of this agreement shall be reimbursed pro rata to the Public Entities.
5. The Community Coordinator shall consult with each Public Entity and establish a program of work for the benefit each Public Entity and its patrons and taxpayers and make appropriate reports to each Public Entity from time to time.
6. The Community Coordinator shall not make public any data deemed confidential by any Public Entity or any of its Patrons or taxpayers.
7. The parties to this agreement may extend and amend the terms and provisions of this agreement with the consent of their respective governing boards.

City of Gothenburg

_____
Joyce Hudson, Mayor

School District #20

_____
Michael Teahon, Phd.
Superintendent

Gothenburg Memorial Hospital District

_____
Michael Brant, CEO

[redacted]

Volleyball

Head Coach	Bryson Mahlberg
Asst. Coach	Jami Fowler
9th/Asst.	Becky Costello
[redacted]	[redacted]
Asst. Coach	Jim Clark
Head 7th	Nicole Rubenthaler
Asst.	??????

Cross Country

Head Coach	Tony Neels
[redacted]	[redacted]

Football

Head Coach	Craig Haake
Asst. Coach	Jerry Wiggins
[redacted]	[redacted]
Asst. Coach	Tom Scott
Asst. Coach	Jessie Kincheloe
Asst. Coach	Justin Dowdy

Junior High

Head Coach	Dan Scherer
[redacted]	[redacted]
Asst. Coach	Jonathan Meyer

Wrestling

[redacted]	[redacted]
Co-Head Coach	Tom Scott
Junior High	Jerry Wiggins
Asst.	Craig Haake

Girls Golf

Head Coach	Tara Foster
Assistant	??????

Boys Golf

Head Coach	Dan Scherer
Asst.	Don Graham

Track

Co-Head Coach	Steve Reeves
Co-Head Coach	Bryson Mahlberg
Asst. Coach	Scott Carlin
Asst. Coach	Tim Peterson
Asst. Coach	Tony Neels
Asst. Coach	Dan Yilk
Asst. Coach	Jillian Dowdy
Volunteer	Barry McDiarmid
Volunteer	Jessie Ambler

Junior High

JH Head Coach	Jim Clark & Nicole Rubenthaler
JH Asst Coach	Jonathan Meyer
[redacted]	[redacted]

Girls Basketball

[redacted]	[redacted]
9th/Asst.	Jena Rahjes
Head 8th	Jonathan Meyer
Asst.	Joe Weaver
Head 7th	Jami Stortenbecker
Assistant	Sara Bullock

Boys Basketball

Head Coach	Scott Carlin
Asst. Coach	Seth Schaeffer
9th Head Coach	Luke Dea
Head 8th	Jonathan Meyer
Asst.	Dustin Walker
Head 7th	Justin Dowdy
Asst.	Joe Weaver

Cheerleading Sponsor

Head	Sharon Andres
Head	Ginny Peterson

Play Production

Head	Lori Long
Assistant	Erin Feather
Assistant	Jim Long

Speech

Head	Kaitlyn Clark
Assistant	Kaitlyn Mason & [redacted] (½ Pay)

Softball

Head	Luke Dea
Assistant	Corey Beachel
Assistant	*Kully Harrison*
	(Corey & Kully will split pay)

Musical

Head	Erin Beavers
Assistant	Kaitlyn Clark
Assistant	Erin Feather
Assistant	??????

Quiz Bowl

Co-Head	Cindy Moore
Co-Head	Kaitlyn Mason

James B. Gessford
Rex R. Schultze***
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann*
R. J. Shortridge*
Joshua J. Schauer*
Derek A. Aldridge**
Justin J. Knight****
Charles Kaplan
Haleigh B. Carlson
Daniel K. Kaplan

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** Also admitted in Kansas
***Also admitted in Wyoming
****Also admitted in Colorado

Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
Edwin C. Perry (1931-2012)

Perry Law Firm Annual Policy Update Service

To: Melissa Wheelock, Administrator, ESU 10
From: Gregory H. Perry and Justin J. Knight
Date: June 5, 2019
Re: Annual Policy Update

REQUIRED POLICY UPDATES

Policies 1120, 5101, 5103, 5104 and 5305: LBs 149 and 397 targeted the use and possession of vaping products (including Juuling) by minors under Nebraska's criminal statutes. In so doing, the Legislature included the term "electronic nicotine delivery systems" in these statutes. To maintain consistency, we have revised Policies 1120, 5101, 5103, 5104 and 5305 to reflect this same terminology.

Policy 3130: The Nebraska Department of Administrative Services competitively bids and purchases various property for the benefit of political subdivisions. We understand that this service is becoming more popular with school districts. In turn, we have updated Policy 3130 to exempt the purchasing requirements for schools that purchase through the Nebraska Department of Administrative Services.

Policy 3131: There are a few minor edits to Policy 3131 to comply with federal purchasing requirements.

Policy 4030: LB 217 prohibits discrimination against an employee who "has inquired about, discussed, or disclosed information regarding employee wages, benefits, or other compensation." In other words, if employees discuss their pay, they cannot be terminated on that basis. In the public employment setting (where most employee pay information may be a matter of public record), this may not seem like a big deal. However, there are aspects of employee compensation that should remain confidential. As a result, Policy 4030 establishes criteria for distributing employee pay information and LB 217's discrimination prohibitions.

Policy 5001: LB 115 requires school districts to enroll students in military families with military orders to be stationed in Nebraska. Policy 5001 incorporates this new requirement.

Policy 5012: LB 575 requires that each school district adopt a policy to provide access to military recruiters. Policy 5012 satisfies this new requirement and includes the bill's provisions.

LB 575 also requires that, "within thirty days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within thirty days following such enrollment," each school district must notify parents and guardians of high school students of their ability to withhold information from military recruiters. As such, we recommend that you include a provision in your student handbook that notifies parents of the ability to opt out of military recruiters receiving information about their student.

Policy 6211: The reference to the NeSA assessment has been changed to the NSCAS assessment.

Policy 6410: In 2015, we provided a "Parental and Family Engagement Policy" pursuant to the Every Student Succeeds Act. Since then, NDE has been rejecting virtually all of these policies except for their own version. It has become easier for schools to simply adopt NDE's version.

Policy 8151 and 8153: We previously distributed a memo on LB 399. Policies 8151 and 8153 have been revised to reflect that the Americanism Committee is now referred to as the Committee on American Civics. Please refer to the prior memo that outlines the Committee's requirements in more detail.

OTHER COMMENTS

LB 212: LB 212 amended the Open Meetings Act. However, the changes to the Open Meetings Act do not affect school districts. The NCSA will distribute updated Open Meetings Act posters at Administrator Days.

LB 269: LB 269 changes the student driving permit rules. Of note, under LB 269, a student may now travel to a different school if the student's "home" school co-ops with a different school for extracurricular activities.

LB 281: LB 281 permits schools to post a sign in a school building or on the school's website that provides information about reporting child abuse or neglect. NDE may contract with a third party to produce and distribute the signage. However, LB 281 does not require any school to post anything.

LB 390: Each school district that contracts with a law enforcement agency to provide School Resource Officers (SRO's) will be required to enter into a Memorandum of Understanding with the law enforcement agency. This MOU will delineate each party's responsibilities. NDE has until December 1, 2019 to distribute a model MOU that schools may consider. Once we receive NDE's model MOU, we will provide our analysis and recommendations.

LB 619: LB 619 prohibits a health insurance company from denying a claim because an individual was treated in a school building. Your staff should be made aware that this activity is no longer lawful under LB 619.

LB 675: LB 675 extends a school district's ability to enter into multi-year agreements. Previously, schools could only contract with most vendors for up to four years. LB 675 amended the law to allow for schools to contract for up to seven years. We asked NDE to consider this change due to the cost savings that many schools could receive by entering into longer contracts with technology companies that offer substantial discounts for lengthier agreements.

JR/SR High School

HS Handbook Changes 2019-20

Staffing changes – pages 3 & 4
Graduation changes – page 5 (dropping Information Technology – requiring Personal Finance)
ACT Test dates – page 13
Closed Campus (lunch) requirement of parent permission paperwork – page 15
Vaping first offense – 1 day OOS suspension – page 21
Fighting first offense removal of contact police – page 22
Saturday School – 1 day OOS suspension (this was 2) – page 23
Dress Code – open back shirts & tank tops – page 23

Summary
2019-2020 Elementary Handbook Changes

- Surface level editing was done throughout the document to create a more clear and concise message.
- Added Teresa Schneider as the Assistant Principal
- Updated Faculty and Staff
- Removed the statement about students using an assigned phone (down by Peyton's desk) to make phone calls home.
- Changed the number of tardies each quarter to match the number of absences each quarter (i.e. parents / guardians will be notified after 5, 10, 15 and 20 tardies / absences)
- Took out the information about Detention as the elementary no longer has an after school detention option. We only offer an After School Study Hall (for academic needs) and take care of all behavioral consequences during the school day.
- Removed the specific grade-level homework expectations as homework looks very different in 2019-2020 with our most recent curriculum updates.
- Updated lunch and brunch prices
- Added information to the handbook about the School Wellness Policy, particularly information about not sharing food brought from home (for lunch) and that soda / large sports drinks are discouraged.
- Added information to the handbook about elementary student behavior expectations at sporting events and activities.
- Updated (and and added more specific) language for Discipline (Levels and Consequences) - removing After School Study Hall as a consequence.

TECHNOLOGY COORDINATOR'S PERFORMANCE APPRAISAL

Name_____ **Year** _____

DEFINITIONS OF EVALUATIVE TERMS:

Outstanding:	Exceeds standards expected of an administrator
Satisfactory:	Meets standards expected of an administrator
Need to improve:	Meets only minimum standards expected
Unsatisfactory:	Fails to meet minimum standards

O=Outstanding S=Satisfactory N=Needs Improvement U=Unsatisfactory

I.	**ADMINISTRATIVE SKILLS**	**O**	**S**	**N**	**U**
A.	Organization: Clearly delineates responsibilities and authority; establishes direct lines of communication; schedules responsibilities efficiently; adequately supervises technology related activities				
B.	Consultant/provider selection: Works to assure that strong consultants and service providers are selected; cooperates with the Principals and Superintendent in securing support				
C.	Technology evaluation: Works to improve the use of technology by frequent observation and conferences; renders fair appraisal of technology in the schools				
D.	Decision making: Is professional in working with others and, when appropriate, involves them in making decisions				
COMMENTS:					
II.	**LEADERSHIP SKILLS**	**O**	**S**	**N**	**U**
A.	Knowledge of technology: Demonstrates knowledge of technology; shows a balanced concern for all buildings				
B.	Instructional improvement: Is familiar with appropriate technology; assists faculty and staff to improve use of technology in the classroom and on the job				
C.	Facilitator of meetings: Organizes periodic meetings with appropriate individuals; meetings are effective in clarifying problems and policies and providing professional guidance				

D.	Adaptability: Cultivates among the faculty and staff an interest in and awareness of new technology				
E.	Rapport: Secures the cooperation of the faculty, staff and the community in achieving the goals of the schools				
F.	Achieving objectives: Strives to clarify the objectives of the school and accomplishes significant improvement each year				
G.	Evaluation: Systematically evaluates the technology program; uses the results to plan program improvements				
COMMENTS:					
III.	**COMMUNICATION AND INTERPERSONAL SKILLS**	**O**	**S**	**N**	**U**
A.	Faculty and staff: Demonstrates concern for the technological problems experienced by the faculty and staff; encourages open discussion of issues				
B.	Students: Strives to understand students, considers any reasonable request, communicates to students the reasons for school policies				
C.	Morale: Develops high staff morale; operates in democratic manner; encourages excellence in staff performance through constructive suggestion; comments achievements of staff members				
D.	Support: Protects faculty and staff from the frustration often associated with technology; respects the professional judgment of faculty and staff				
COMMENTS:					

IV.	PERSONAL QUALITIES	O	S	N	U
A	Appearance: Appearance and demeanor set an appropriate example teachers and pupils				
B.	Initiative: Shows sustained effort and enthusiasm in the quality and quantity of work accomplished				
C.	Communications skills: Communicates effectively in front of group; speaks distinctly; uses standard oral and written English				
D.	Professional growth: Continues professional study; attends professional meetings regularly; reads current professional literature				
COMMENTS:					

Signature of Technology Coordinator _____ Date _____

Signature of Evaluator _____ Date _____

Board of Education Report

June Board Meeting Date: 6/10/19

Jay Holmes, Maintenance Supervisor

Summer Projects update

1. North Gym lighting	Estimated Cost	$7,500.00
Completed		
2. North Gym switchgear		$2,000.00
Completed		
3. North Gym wall pads - mid July		$9,000.00
Prep work done, ready for new pads		
4. South Gym wall pads - June		$3,000.00
Prep work done, ready for new pads		
5. Green space renovation - ongoing		$10,0000.00
6. Community Building brick work - June		
7. Elem. Copier room/T lounge relocation		$1500.00
Contractor shown work		
8. South Elementary sidewalk/Curb repair		$16,000.00
June		
9. P.A.C. stage floor, Labor paid for, paint cost		$500.00
Scheduled for week of June 24-28		
10. Gate for SW corner varsity practice field		$1,174.00
Completed		
11. Phone System upgrade		?
July 8th start		
12. Track Long Jump pits, Discus	To be divided between school and Cindermates	

Administrator Report
Meeting: June Board Meeting
Date: 6/10/19
Mrs. Angie Richeson

Title I Schoolwide Plan: The Title I Schoolwide Self-Review for Dudley Elementary was submitted to the Nebraska Department of Education (NDE) at the end of April. We received good news that we have met all of the requirements for a Schoolwide Title I school and may continue operating our Title I program for the 2019-2020 school year. Next year we will be revising and updating our Schoolwide Title I plan and will submit it to NDE in April (2020) to be reviewed by peers (other school-districts across the state).

Boys Town Education Model: Our PK-12 counseling team spent quality time researching a "best fit" behavior intervention and support program to be implemented district-wide at Gothenburg Public Schools for the 2019-2020 school year. The program that has been chosen is the Boys Town Education Model (BTEM). This is the same program that was implemented years ago in our district so it will be recognizable and relatable for many. The BTEM has been revised and updated since the last implementation in our district and with the new updates, it overlaps with our PLC (Professional Learning Communities) and MTSS (Multi-Tiered Systems of Support) models exceptionally well. The goal of BTEM is to create a healthy school environment through effective classroom management techniques, relationship building, and social skills instruction. GPS staff will be trained (or retrained for many) during inservice days in August.

Changes and Transitions in the Elementary: We had an "All-Hands-On-Deck" moving party in the elementary on Tuesday, May 21st. With multiple teacher changes, as well as moving from four sections to three sections in all grade levels except kindergarten (which will remain in four sections), we took this opportunity to shift some classrooms, learning spaces and offices around throughout the elementary. I was thoroughly impressed with the hard work, determination, patience and humor I saw during the moving party. The custodial staff is now hard at work getting the rooms cleaned and ready for the new school year.

Administrator Report
Meeting: September Board Meeting
Date: 6/10/19
Mr. Seth Ryker, Jr/Sr. High Principal
==========

Topics:

Credit Recovery
Social Studies Curriculum alignment
SWC Leadership Summit

I. Credit Recovery

a. We have 7 HS students and 4 JH students working on credit recovery throughout the month of June.

II. Social Studies Curriculum alignment

a. Collection of teachers from both Dudley and JH/HS met on May 22nd to look at Social Studies curriculum and ensure alignment.
    i. Partially driven by the new requirement of a civics exam to be administered to students.
        1. The test will be administered to 8th graders and seniors.
        2. The test is extensive and requires some realigning of curriculum across the board.

III. SWC Leadership Summit - Valentine - May 22nd and 23rd

b. The GPS Leadership team attended a leadership summit in Valentine.

Administrator Report
Meeting: June Board Meeting
Date: 6/8/19
Mr. Tyler Herman, Activities Director
==========
Topics:
2019-20 Coaching Assignments

I. Coaching Assignments

The following is a list of changes to the 2019-20 Coaching Assignments:

Head 8th Volleyball- Angela Piper
Assistant 7th Volleyball- Jordan Ehlers
Assistant Varsity Football- Seth Schaeffer
Assistant JH Football- Scott Carlin
Head Wrestling- Tim Negley
Assistant Cross Country- Josh Clark
Assistant JH Track- Angela Piper
Head Varsity Girls Basketball- Brent Streeter
Head Softball- Luke Dea
Assistant Varsity Boys Basketball- Luke Dea

Administrator Report
Meeting: June Board Meeting
Date: 6/10/19
Mrs. Allison Jonas

Pk Programs: Jump Start will begin July 8th and run through July 26th. Mrs. Michelle Stienike and Mrs. Anne Ostendorf will run this program again this year with the help of several paras and high school/college students who enjoy working with children. If parents would like to sign their child up, please send them to the Dudley front desk.

Swede Preschool Academy is full for 2019-2020.

Curriculum:

Math & Science: Materials will arrive in July. On-site PD will take place for both in July/August.

Language Arts: We'll begin the materials evaluation process this fall. We'll need to purchase new materials as we're no longer able to purchase Treasures materials. There are several excellent options available that align to our collaborative process quite well. I look forward to seeing what each program has to offer.

Social Studies - We spent a day at the end of May evaluating scope and sequence. A huge thank you to Kaitlyn Clark for really diving in and assessing the changes to the proposed standards. Our discussion focused on alignment and shifting focus from recollection to application of knowledge. The outcome was a vertically aligned scope and sequence that can be used K-12.

Mentor Program: With 12 new staff members, July/August will be very busy. You can view a draft schedule here. Mark your calendars: Swede Orientation Luncheon on Wednesday, July 31st at the Nebraska Barn and Grill. Please RSVP to me.

Professional Development: Agendas for our professional development will be available at the next board meeting as well as our Early Out draft agendas.

Administrator Report
Meeting: May Board Meeting
Date: 6/10/19
Dr. Todd Rhodes, Superintendent
==========

Transition: I am excited about joining Gothenburg Public Schools. I will be moving into the office later this week after the custodial staff completes the cleaning. Dr. Teahon and I have spent time together and will be in touch throughout the summer and Fall as we complete the transition.

Legislature: We continue to monitor potential bills that will be presented in the legislature this year. We are active in the following organizations:

- **Schools Taking Action for Nebraska Children's Education** (STANCE-19 schools): Ashland-Greenwood, Aurora, Beatrice, Blair, Chadron, Columbus, Crete, Fairbury, Gothenburg, Holdrege, Lakeview, Nebraska City, Norris, Plattsmouth, Seward, South Sioux City, Wahoo, Waverly, and York.

Gothenburg Public Schools will remain in STANCE as one of the original founders. I have attended a meeting in Lincoln with Dr. Teahon and have participated in Zoom meetings the last couple of months.

Internal Board Policies - Methods of Operation

Agenda Construction and Control

A. Written meeting agendas will be prepared by the Superintendent of Schools in corroboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.

B. Control of the agenda is the responsibility of the Board President.

C. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting.

D. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of School of the Gothenburg School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered.

Legal Reference: § 84-1411

Date of Adoption: November 13, 2006

Internal Board Policies - Methods of Operation

Procedures During Meetings

In the absence of the President and the Vice President of the Board of Education at any meeting, the Board shall choose a President pro tempore. In the absence of the Secretary at any meeting, the Board shall also choose a Secretary pro tempore.

Any action taken on a question or a motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or abstained.

The vote to elect the leadership of the Board of Education at the reorganization meeting shall be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

Legal Reference: §79-569
§79-520
§84-1413

Date of Adoption: April 14, 2008

Bylaws of the Board - Meetings

Regular Meetings

The Board shall meet in regular session on the second Monday of each calendar month, unless otherwise designated by the president with the approval of the Board. All meetings shall be held in the boardroom at the Gothenburg Schools unless otherwise designated by the president with the approval of the Board. In each odd-numbered year, the January meeting will be held on or after the first Thursday after the first Tuesday.

Legal Reference: §79-554 §79-555 §84-1401

Special Meetings

A special meeting of the Board may be called by the president when in his opinion it is necessary, or upon recommendation of the Superintendent of Schools, or any two (2) Board members. No business shall be transacted at any special meeting, which does not come within the purpose, or purposes set forth in the call for the meeting unless it is of an emergency nature. Special Board sessions may be adjourned to a definite date and time.

Legal Reference: §79-520 §79-554 §79-555 §84-1401

Advance Delivery of Meeting Materials

The Board shall require the Superintendent to prepare an agenda which, with the minutes, shall be mailed or delivered to the Board members on Friday or prior to each regular monthly Board meeting.

Items not placed on the regular agenda may be tabled until the regular meeting on the following month to provide the Board adequate time to research the item in question. All citizens in the district boundary are permitted to place an item on the agenda. Those persons outside the district may place an item on the agenda by permission of the President of the Board or the Superintendent of Schools.

Order of Business

The following shall be the order of business for the regular meetings. The order of business may be changed by consent of all members present.

Meeting call to order, Pledge of Allegiance, Approval/Changes to Agenda, Recognition of Visitors, Business Items (Consent Agenda, Action Items, Policy Review, and Reports), Discussion Items, Time/Date of Next Meeting, Adjournment.

Parliamentary Procedure

The rules of parliamentary procedures as embodied in Robert's Rules of Order shall govern the school Board in its deliberation when the issue in question is not covered by these policies and bylaws.

Minutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved. The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

Legal Reference: §79-577 §79-555 §§ 84-1408-1414

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirement of a roll call or viva voce vote may be satisfied by used of an electronic voting device, which allows the yeas and nays of each member of the board to be readily seen by the public.

Date of Adoption: May 12, 2008
Date of Revision: August 8, 2016

Internal Board Policies - Methods of Operation

Opportunity for Public Expression

The Board of Education as a representative body, recognizes the importance of the public's viewpoint relative to the direction of the educational programs in Gothenburg Public Schools. Therefore, the following guidelines have been established for patrons to efficiently and effectively give expression to their suggestions, concerns, and grievances:

A. Public Forum - Each Board meeting shall have on its agenda a specific time entitled Public Forum, during which patrons may address the Board on matters of general concern. Patrons wishing to address the Board during the Public Forum will be allowed five (5) minutes to express their view. Board of Education members will refrain from expressing personal opinions during the Public Forum unless asked a direct question by a patron recognized by the Board President as having the floor. The Board imposed time limit may be extended by a majority vote of the Board following a request to do so. Board action may not be taken on matters discussed during the Public Forum unless the matter specifically appears on the prepared agenda. In the discretion of the Board President, the Public Forum may be omitted or bypassed at some, but not all, meetings of the Board of Education.

B. Concerns and Complaints - Board action shall not be taken regarding a concern or complaint unless the following procedure has been followed:

Step 1. All Complaints concerning a particular school situation shall be submitted to the Principal of the building. They should be submitted in writing when practical. If the party involved is other than an individual, then the organization or persons represented shall be identified. If the problem involves other than an individual building, then the matter shall be directed to the Superintendent.

Step 2. Should the matter not be resolved to the satisfaction of the parties involved, they may appeal to the Superintendent.

Step 3. If the initiating party is not satisfied with the response of the Superintendent, said party may address a written appeal to the Board of Education through the Secretary of the Board.

C. Speak to Agenda Item - Patrons or visitors who desire to have an item placed on the monthly Board meeting agenda and speak on that item should make their wishes known to the Superintendent prior to the distribution of the meeting agenda. Upon receipt of a request to be heard the Superintendent may, in the discretion of the Superintendent, place the item on the agenda. The Board President shall then allow the patron or visitors to address the Board at the appropriate time. The length of this presentation will be determined at the discretion of the Board President. Persons who wish to speak to an agenda item will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Legal Reference: §84-1412

Date of Adoption: July 14, 2008

STUDENT FEES POLICY

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

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

A. Definitions.

1. "Students" shall mean students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.
3. "Postsecondary education costs" shall mean tuition and other fees associated with obtaining credit from a postsecondary educational institution.

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

The District will provide students with facilities, equipment, materials and supplies, including books. *Personal consumable items may be suggested but will not be required.* Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

4. Materials Required for Course Projects.

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.

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. The coach or sponsor will provide students with 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.

6. Postsecondary Education Costs.

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

7. Transportation Costs.

The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.

8. Copies of Student Files or Records.

The District will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School or Pre-kindergarten Services.

The District will charge reasonable fees for participation in before-and-after-school or prekindergarten services offered by the District pursuant to statute.

10. Participation in Summer School or Night School.

The District will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.

11. Charges for Food Consumed by Students.

The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar 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) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) 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.

D. Distribution of Policy.

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

E. Student Fee Fund.

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

Legal Reference:

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation
79-2,104 Student files or records
79-715 Eye-protective devices
79-737 Liability of students for damages to school books
79-1,104 Before-and-after-school or prekindergarten services.
79-1106 to 79-1108.03 Accelerated or differential curriculum

CERTIFICATION

On the 10th day of June, 2019, the Board of Education of Gothenburg Public Schools held a public hearing on the student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2018-19 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

_____
Superintendent

Policy Adopted: July 8, 2002
Policy Amended: July 14, 2003
Renumbered: December 10, 2007
Policy Reaffirmed: July 8, 2019

GOTHENBURG PUBLIC SCHOOLS
Gothenburg, Nebraska

STUDENT FEES ADMINISTRATIVE REGULATION

The following list details the fees POSSIBLY charged to students and the kinds of supplies and materials students are expected to provide for participation in various programs and activities. Students will be notified by the instructor or sponsor if or when fees are to be submitted. Donations may be requested by the district but are not required.

Students who wish to have particular fees waived must submit a fee waiver application to the office of Superintendent of Schools. According to statute, not all of the following fees are subject to waiver. Additional details and the fee waiver form are available in the Superintendent's office.

Students may be provided a Chromebook or other electronic device for their use and are responsible for any damage that may occur. Optional insurance is available.

MAXIMUM POSSIBLE Fees Charged Within the District:

- Prior to the commencement of the school year, the school district publishes a listing of personal and consumable supplies that elementary students in each grade must provide for his/her use.

- Students in middle school and high school must provide their own personal and consumable supplies including paper, pens, erasers, computer discs, calculators and the like.

- Non-academic field trips $50.00

- Student activity card $40.00
  Covers admission to all extracurricular events

- Student participation fee $40.00
  Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.

- Student individual activity admission $5.00 maximum

- Summer School students must pay the summer school tuition set by the district

- Dual Credit Courses students must pay the tuition fees set by the post-secondary institution

LAB Classes

- Classes in Industrial Tech, Art, FCS, PE, and Science $50.00

(student who elect to do projects that require supplies beyond this amount are responsible for the cost of those supplies.)

Organizations or activities

▪ Band	students must provide their own instruments, shoes, personal and consumable supplies.
▪ Cheerleading	students must purchase uniforms and shoes selected by the sponsor and/or student group
▪ Football	students must provide their own shoes and undergarments
▪ Softball	students must provide their own shoes, undergarments, and gloves
▪ Golf	students must provide their own shoes, undergarments, and clubs
▪ Track, Volleyball, Wrestling, Basketball and Cross Country	students must provide their own shoes and undergarments
▪ Swing Choir	students must purchase outfits and shoes selected by the sponsor/group
▪ Future Farmers of America	student must purchase jackets. $25.00 dues
▪ National Honor Society	$25.00
▪ Sigma Phi Beta	$25.00
▪ Student Council	$25.00
▪ Thespians / NFL	$25.00
▪ Speech	$25.00
▪ Art Club	$25.00

Lunch Program

▪ Breakfast Program Maximum	$2.00
▪ Lunch Program Maximum	$3.00

Regulation Adopted: July 8, 2002 GOTHENBURG PUBLIC SCHOOLS
Regulation Amended: Annually (July 2019) Gothenburg, Nebraska
Renumbered: December 10, 2007

Student Fees Fund
2018/2019

$8,445.00	05/31/19	Athletics	Student Activity Ticket Sales
$5.06	05/31/19	Interest	Interest on DDA Account
$4,350	05/31/19	Drivers Education	Driver Ed. Fees
$111.00	05/31/19	Science Fair Boards	Projects/Supplies
$12,911.06		Total of Student Fees Revenue 9/1/18 through 05/31/19	

Instruction

Parental/Community Involvement in Schools

Dawson School District #24-0020, Gothenburg Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the district to encourage communications from the parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Section 79-2,104, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the student of the District.

Date of Adoption: February 11, 2008

Board of Education Regular Meeting
May 13, 2019--7:00 P.M.
Discovery Center

The mission of Gothenburg Public Schools is to prepare all students to become lifelong learners within a positive and innovative learning environment.

Attendance Taken at 5:00 P.M.

Present Board Members:	**Others Present:**
Jon Hudson	Michael Teahon--Superintendent
Kyle Fornoff	Kay Streeter, Business Manager
Jeremy Sitorius	Tyler Herman
Becky Jobman-Absent	Teresa Schneider
Nate Wyatt	Allison Jonas
Devin Brundage	

Call to Order & Pledge of Allegiance/Open Meetings Posted
7:00 P.M.

Approve the Agenda
Motion Passed: Motion to approve agenda as presented passed with a motion by Brundage and a second by Hudson.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

Recognition of Visitors
Casey Madsen shared information regarding Early Childhood Coalition. Moving forward, there will be openings with local providers for all registered preschool students. Community coordinator will be hired with help from grants.

Exit Wyatt--7:11 P.M.

Consent Agenda
Motion Passed: Motion to approve consent agenda as presented passed with a motion by Fornoff and a second by Sitorius.
Approval All Previous Minutes Approval of Treasurer's Report
Approval of Warrants/Bill Excuse Absent Board Members-Jobman
Option Enrollment--2019-20 Gunner Lydic from Brady, McKenna Reiman from Cozad, Jaden Bush from Callaway, Lexi Brown from Eustis-Farnam, Hannah Brown from Eustis-Farnam, Tallee Brown from Eustis-Farman, Fletcher Grabenstein from Eustis-Farman, Laine Lafleur from Callaway, Carly Jensen from Cozad.
Option out: Brett Larson to Brady, Haylie Donner to Brady, Brennan Donner to Brady, Sawyer Donner to Brady.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Absent

Certificated Staff Resignations
Motion Passed: Motion to approve the resignation of Nick Miller at the end of the 2018-2019 school year passed with a motion by Brundage and a second by Sitorius.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Absent

Enter Wyatt--7:35 P.M.

Teaching Contract
Motion Passed: Motion to approve teaching contract for Mr. Brent Streeter for the 2019-2020 school year passed with a motion by Fornoff and a second by Sitorius.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Administrative/Non-Certificated Staff Compensation
Motion Passed: Motion to approve proposed compensation for returning administrative staff and non-certificated staff passed with a motion by Brundage and a second by Fornoff.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Physical Therapy Services
Mr. Fornoff has filed a conflict of interest form and will not participate in the discussion or consideration of this agenda item. Mr. Fornoff left the Board table and sat in the visitor's area during discussion and vote on this item.
Motion Passed: Motion to approve a contract with TEAM Physical Therapy for PT services for the 2019-2020 school year passed with a motion by Hudson and a second by Sitorius.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Abstain	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Lunch Price
Motion Passed: Motion to approve proposed lunch and breakfast prices as presented passed with a motion by Sitorius and a second by Brundage.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

High School	$3.00
Jr. High	$3.00
Elementary	$2.70
Breakfast	$1.65

Surplus Items
Motion Passed: Motion to declare the following items surplus and authorize Superintendent to dispose of said items passed with a motion by Fornoff and a second by Brundage. 1998 Dodge Grand Caravan; 1991 Oldsmobile 4-door Sedan; Book of Short Stories, Volume 2; Language Network (orange volume).

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Administrative Reports

Mr. Holmes--Maintenance Supervisor

2019 Summer Projects-North Gym lighting, switchgear, wall pads. South Gym wall pads. Green space renovation, Community Building brick work. Elementary copier room/teacher lounge relocation. South Elementary sidewalk/curb repair. PAC stage floor paint.

Mrs. Jonas-Director of Teaching/Learning

Board Committee met to evaluate different models/options to help students find preschool openings with private providers. Curriculum--Science presenter will be here August 9 for training. Language Arts. Assessments complete. New staff will report July 29. PLC agenda on line for Board perusal.

Mr. Ryker--High School Principal

Hiring process complete. District was very successful in identifying and hiring great teachers to join our team. Credit Recovery begins in June. SWC Leadership Summit in Valentine May 22 & 23.

Mr. Herman-Activities Director/Asst. Principal

Dist. Track at Ogallala, Dist. Golf at Lake Maloney. State Track May 17-18 in Omaha. State Golf May 21-22 at Elks Country Club in Columbus. SWC Track in Ainsworth--Girls, team champions for 8th year. Hannah Anderson named 2019 Terri Franzen award winner. Tyce Hruza named 2019 Mark Russell winner. SWC Golf team placed 3rd. Spring Sports Banquet May 14.

Mrs. Richeson--Elementary Principal

Elementary Track meets were successful. Each grade, preschool-sixth were encouraged to plan a field trip to align with their curriculum and essential standards.

Mrs. Schneider--SPED Director

End of the year SPED numbers; SRS Training on updates to the program; Special Education department wrapping up all MDT, IEP, and IFSP.

Dr. Teahon--Superintendent

Number of staff leaving the district is unusual, but are all transiting to new adventures. Seven--Retiring; Two--Spouse Employment; Four--Closer to family; Two--Administrative Role.

Continue to monitor potential bills that will be presented in the legislature this year.

Discussion

Bus graphics

Next meeting--June 10, 2019 12:00 P.M.

Adjournment

Motion Passed: Motion to approve adjournment at 8:40 P.M. passed with a motion by Fornoff and a second by Brundage.

Devin Brundage	Yes	Becky Jobman	Absent
Kyle Fornoff	Yes	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Kay Streeter, Business Manager/Recording Secretary

SCHOOL DISTRICT # 20

Treasurer's Report for the month of:

May 2019

GENERAL FUND

04/30/19	**Balance from last month**				$ 2,990,849.07
05/06/19	Gothenburg Dance Center bldg rent	$ 150.00			
05/10/19	Hot Lunch Payroll - March	$ 10,551.83			
05/10/19	Hot Lunch Payroll - April	$ 11,567.90			
05/14/19	Custer County Treasurer Direct Deposit	$ 167,885.87			
05/15/19	Dawson County Treasurer Direct Deposit	$ 2,473,883.24			
05/20/19	St. of Neb-Special Ed School Age FFR Reimbursement 17-18	$ 58,585.00			
05/22/19	St/Fed Withholding Taxes	$ 2,533.83			
05/29/19	Int CD xxx055 - 1410	$ 5,540.00			
05/29/19	Int CD xxx303 - 1410	$ 3,567.42			
05/29/19	credit recovery	$ 260.00			
05/29/19	art supplies	$ 24.00			
05/29/19	Lincoln Co Treasurer - 20	$ 245,641.57			
05/31/19	St. of Neb-State aid to education- May	$ 40,441.00			
05/31/19	Interest DDA xxx063	$ 1,253.35			
	Total receipts for month		**$**	**3,021,885.01**	
	Dawson County transfers to				
	Special Building Fund		**$**	**39,500.64**	
	Bond Fund		**$**	**211,810.40**	
	Custer County transfers to				
	Special Building Fund		**$**	**2,769.35**	
	Bond Fund		**$**	**9,257.92**	
	Total Warrants paid		**$**	**846,229.74**	
05/31/19	**Balance**				**$ 4,903,166.03**
05/31/19	First State Bank xxx101	$ 312,009.21			
05/31/19	First State Bank xxx063	$ 1,905,980.56			
	COD#xxx303 First State Bank 0.70% due 11-16-19	$ 1,027,708.90			
	COD#xxx055 Gothenburg State Bank 0.554% due 5-16-19	$ 1,000,000.00			
	COD#xxx839 Gothenburg State Bank 0.554% due 6-06-19	$ 234,300.35			
	COD#xxx988 First State Bank 0.70% due 6-13-19	$ 20,705.98			
	COD#xxx306 Gothenburg State Bank 0.80% due 7-8-19	$ 250,000.00			
	COD#xxx889 First State Bank 1.10% due 1-10-21	$ 82,722.09			
	COD#xxx888 First State Bank 1.10% due 1-10-21	$ 25,983.51			
	COD#xxx732 First State Bank 1.40% due 04-10-22	$ 43,755.43			
05/31/19	**Balance of investments and accounts**				**$ 4,903,166.03**

SCHOOL DISTRICT # 20

Treasurer's Report for the month of:

May 2019

SPECIAL BUILDING FUND

04/30/19	Balance				$ 1,158,771.16
05/29/19	Lincoln County Treas	$ 4,427.74			
05/31/19	Dawson County Treas - transfer from General Fund	$ 39,500.64			
05/31/19	Custer County Treas - transfer from General Fund	$ 2,769.35			
05/31/19	Interest DDA xxx866	$ 1,232.10			
	Total receipts		$	47,929.83	
	Total Warrants paid		$	-	
05/31/19	**Balance**				$ 1,206,700.99
05/31/19	First State Bank xxx866	$ 1,206,700.99			
05/31/19	First State Bank xxx321	$ -			
05/31/19	**Balance of investments and accounts**				$ 1,206,700.99

EMPLOYEE BENEFIT ACCOUNT

04/30/19	**Balance**				$ 40,227.09
05/22/19	City of Gothburg - Clymer Ins	$ 666.80			
05/22/19	Teacher Dues/Flex Plan	$ 4,027.33			
	Total Receipts		$	4,694.13	
	Total Warrants paid		$	2,032.96	
05/31/19	**Balance**				$ 42,888.26
05/31/19	First State Bank - xxx545	$ 42,888.26			
05/31/19	**Balance of investments and accounts**				$ 42,888.26

SCHOOL DISTRICT # 20

Treasurer's Report for the month of:

May 2019

DEPRECIATION FUND

04/30/19	**Balance**				**$ 298,768.10**
05/29/19	Int CD#xxx266 1410	$ 109.58			
05/31/19	Interest DDA xxx515	$ 18.87			
	Total receipts		**$ 128.45**		
	Total Warrants paid		**$ -**		
05/31/19	**Balance**				**$ 298,896.55**
05/31/19	Gothenburg State Bank xxx515	$ 88,973.91			
	COD #xxx476 Gothenburg State Bank 0.80% due 8-20-19	$ 100,000.00			
	COD#xxx266 First State Bank 0.75% due 8-24-19	$ 59,922.64			
	COD#xxx477 Gothenburg State Bank 0.80% due 8-30-19	$ 50,000.00			
05/31/19	**Balance of investments and accounts**				**$ 298,896.55**

SCHOOL DISTRICT 20 BOND FUND

04/30/19	**Balance**				**$ 456,632.60**
05/29/19	Lincoln Co-K-8	$ 6,903.73			
05/29/19	Lincoln Co-9-12	$ 8,414.70			
05/31/19	Custer Co-transfer from General Fund K-8	$ 650.57			
05/31/19	Custer Co-transfer from General Fund 9-12	$ 8,607.35			
05/31/19	Dawson Co-transfer from General Fund K-8	$ 89,039.00			
05/31/19	Dawson Co-transfer from General Fund 9-12	$ 122,771.40			
05/31/19	Interest acct xxx753	$ 493.93			
	Total Receipts		**$ 236,880.68**		
	Total paid out		**$ -**		
05/31/19	**Balance**				**$ 693,513.28**
05/31/19	First State Bank Acct xxx753	$ 693,513.28			
05/31/19	**Balance of Investments and accounts**				**$ 693,513.28**
05/31/19	**TOTAL DEPOSITS OF THE DISTRICT**				**$ 7,145,165.11**

Prepared by Randall G. Waskowiak, Treasurer Dist # 20

SCHOOL DISTRICT # 20

Treasurer's Report for the month of:

May 2019

First State Bank-total deposits		
DDA xxx101 General Fund	$	312,009.21
DDA xxx321 Special Building Fund	$	-
DDA xxx753 Bond Fund	$	693,513.28
DDA xxx063 General Fund	$	1,905,980.56
DDA xxx866 Special Building Fund	$	1,206,700.99
DDA xxx545 Employee Benefit Account	$	42,888.26
CD#xxx266 Depreciation Fund	$	59,922.64
CD#xxx732 General Fund	$	43,755.43
CD#xxx888 General Fund	$	25,983.51
CD#xxx889 General Fund	$	82,722.09
CD#xxx988 General Fund	$	20,705.98
CD#xxx303 General Fund	$	1,027,708.90
Total deposits to be covered by Insurance both FDIC and securities	$	5,421,890.85

Collateral Pledged		**Amount**	**Maturity**	**Receipt #**
First State Bank, Gothenburg, Nebraska				
Cedar Bluffs NE Muni Cusip: 15005WAL6	$	250,000.00	12/15/2036	623590
Central City NE RFDG Muni Cusip: 153091BC6	$	155,000.00	6/15/2024	606911
Colfax Cnty NE S.D. #123 Muni Cusip: 194045AU4	$	200,000.00	12/15/2025	100960
Crete NE Doane College Rev Muni Cusip: 226493AR5	$	100,000.00	2/15/2033	628131
Douglas Cnty NE SID #404 Muni Cusip: 25932KCA1	$	125,000.00	1/15/2030	605757
Douglas Cnty NE SID #473 Muni Cusip: 25933EBW7	$	200,000.00	11/15/2040	623246
Douglas Cnty NE SID #473 Muni Cusip: 25933EDB1	$	100,000.00	9/15/2036	625042
Douglas Cnty NE SID #499 Muni Cusip: 259305CL2	$	200,000.00	6/15/2035	618042
Douglas Cnty NE SID #503 Muni Cusip: 25931EET3	$	100,000.00	8/15/2025	606310
Douglas Cnty NE SID #530 Muni Cusip: 25930LAW5	$	160,000.00	8/15/2028	603612
Douglas Cnty NE SID #530 Muni Cusip: 25930LBV6	$	100,000.00	5/15/2036	618044
Douglas Cnty NE SID #539 Muni Cusip: 25932MBD2	$	150,000.00	8/15/2036	618043
Douglas Cnty NE SID #541 Muni Cusip: 25932DAC5	$	100,000.00	5/15/2032	606315
Edgar NE Muni Bldg Muni Cusip: 279763CT1	$	200,000.00	9/1/2031	603616
FNMA BD9606 Cusip: 3140FHU88	$	1,209,160.00	1/1/2028	
Furnas Cnty NE Muni Cusip: 36109PAQ1	$	240,000.00	12/15/2029	612254
Gordon NE Muni Cusip: 382779DV5	$	250,000.00	10/1/2036	623589
Gothenburg Neb Elec Rev Muni Cusip: 38347WAS0	$	205,000.00	6/15/2025	627673
Gothenburg Neb Elec Rev Muni Cusip: 38347WAU5	$	185,000.00	6/15/2032	627676
Otoe Cnty NE S.D. #27 Muni Cusip: 68905TDT3	$	200,000.00	12/15/2033	102807
Papillion Neb Muni Cusip: 698856YV7	$	115,000.00	12/15/2023	619998
Sarpy Cnty NE SID #241 Muni Cusip: 803739CA7	$	100,000.00	4/15/2026	606312
Sarpy Cnty NE SID #251 Muni Cusip: 80379VAQ9	$	260,000.00	10/15/2031	623248
Sarpy Cnty NE SID #258 Muni Cusip: 80379RAR6	$	250,000.00	8/15/2031	623247
Sarpy Cnty NE SID #261 Muni Cusip: 80376RDC9	$	100,000.00	4/15/2033	606316
Saunders Cnty NE S.D.#9 Muni Cusip: 80449PEB7	$	200,000.00	12/15/2033	105811
South Sioux City NE Muni Cusip: 840380BR9	$	200,000.00	6/15/2028	603615
Total pledged	**$**	**5,654,160.00**		

SCHOOL DISTRICT # 20

Treasurer's Report for the month of:

May 2019

	Gothenburg State Bank - Total deposits		
	COD#xxx839 General Fund	$	234,300.35
	COD#xxx306 General Fund	$	250,000.00
	COD#xxx476 Depreciation Fund	$	100,000.00
	DDA xxx515 Depreciation Fund	$	88,973.91
	COD#xxx477 Depreciation Fund	$	50,000.00
	COD#xxx055 General Fund	$	1,000,000.00
	Total	$	1,723,274.26
	Reconciled by Kay Streeter		
05/31/19	DDA #xxx490 Hot Lunch Fund	$	3,109.87
05/31/19	DDA #xxx771 Student Activity Fund	$	306,030.67
05/31/19	DDA #xxx822 Petty Cash Fund	$	2,000.00
05/31/19	DDA #xxx852 Student Fees Fund	$	15,597.08
	Total deposits to be covered by Insurance both FDIC and agency securities	**$**	**2,050,011.88**

Collateral Pledged		**Amount**	**Maturity**	**Receipt #**
Gothenburg State Bank, Gothenburg, Nebraska				
Dodge Cnty NE S.D.#595 Muni Cusip: 256449AZ2	$	60,000.00	12/15/15	229032880
Dodge Cnty NE S.D.#595 Muni Cusip: 256449BA6	$	70,000.00	12/15/16	229032890
Federal Farm Credit Bank Cusip: 31331KZ78	$	695,000.00	12/5/23	210004257
Federal Home Ln Bks Cusip: 3133XFPR1	$	165,000.00	6/10/16	210001558
Federal Home Ln Bks Cusip: 3130A0JR2	$	1,000,000.00	12/13/19	210003571
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	$	40,000.00	11/15/34	280021720
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	$	40,000.00	11/15/34	280021720
GNMA Pass-thru Pool 783091 Cusip: 36241LNG7	$	70,000.00	6/15/40	194023397
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	$	175,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	$	135,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	$	145,000.00	12/20/38	194023219
GNMA REMIC Trust 2009-116 Cusip: 38376PK82	$	155,000.00	11/16/38	322001361
GNMA REMIC Trust 2013-116 Cusip: 38378VJ48	$	120,000.00	2/20/43	322001384
Ord NE Rural Fire Protn Dist Muni Cusip: 68574TAF6	$	70,000.00	8/15/20	210003333
Wallace Vlg NE Muni Cusip: 93239TAC8	$	119,000.00	10/1/29	210003511
Washington Cnty NE S.D. 24 Muni Cusip: 93811RBU7	$	270,000.00	12/15/2022	210003932
Total Pledged	**$**	**3,329,000.00**		

Petty Cash Fund

Gothenburg School District #20
Gothenburg, Nebraska

May 31, 2019

TO WHOM ISSUED	AMOUNT
TOTAL	$0.00

Beginning Balance			$	2,000.00
Receipts			$	-
			$	2,000.00
Expenditures			$	-
			$	2,000.00
Statement Balance	$	2,000.00		
Outstanding Deposits	$	-		
Total	$	2,000.00		
Outstanding Checks			$	-
			$	-
Balance May 31, 2019			**$**	**2,000.00**

Current Cash Balance Report

ALL Data

Date: 05/01/2019 thru 05/31/2019

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A Athletics					
1000 Activities Account	282,496.06	0.00	0.00	0.00	282,496.06
1010 Activity Tickets	173,487.51	0.00	0.00	0.00	173,487.51
1015 Gates	762,376.11	0.00	0.00	0.00	762,376.11
1020 Sale of Equipment	14,077.78	5.00	0.00	0.00	14,082.78
1025 Meals/Lodging	-216,364.18	0.00	5,228.92	0.00	-221,593.10
1030 Officials	-356,255.68	0.00	0.00	0.00	-356,255.68
1035 Football Equipment	-142,647.83	0.00	4,295.00	0.00	-146,942.83
1040 Basketball Equipment	-58,355.35	0.00	330.00	0.00	-58,685.35
1045 Track Equipment	-147,178.27	500.00	5,143.12	0.00	-151,821.39
1050 Wrestling Equipment	-46,505.17	0.00	276.66	0.00	-46,781.83
1055 Golf Equipment	-19,976.85	0.00	294.80	0.00	-20,271.65
1060 Softball Equipment	-34,151.37	0.00	0.00	0.00	-34,151.37
1065 Misc. Athletic	-71,299.53	20,306.24	17,493.97	0.00	-68,487.26
1070 Entry Fees	35,252.65	80.00	400.00	0.00	34,932.65
1075 Vollyball Equipment	-30,549.14	0.00	0.00	0.00	-30,549.14
1080 Cross Country Equip.	-17,886.51	0.00	111.59	0.00	-17,998.10
1085 Supplies/Equipment	-97,211.57	0.00	1,288.03	0.00	-98,499.60
A Athletics Totals:	29,308.66	20,891.24	34,862.09	0.00	15,337.81
B Adult Ed.					
1100 Adult Ed.	1,942.88	0.00	0.00	0.00	1,942.88
B Adult Ed. Totals:	1,942.88	0.00	0.00	0.00	1,942.88
C School					
1200 Yearbook	3,239.41	0.00	2,712.50	0.00	526.91
1210 Helping Hands	6,228.23	0.00	0.00	0.00	6,228.23
1215 History Grant	1,435.07	0.00	0.00	0.00	1,435.07
1220 FCS	464.60	0.00	443.76	0.00	20.84
1225 Industrial Tech	11,519.07	2,265.33	1,407.02	0.00	12,377.38
1229 Life Skills	165.13	9.80	89.10	0.00	85.83
1230 Renaissance	14,600.59	0.00	2,686.96	0.00	11,913.63
1240 Band	7,325.64	600.00	0.00	0.00	7,925.64
1241 Flag Corp	695.09	0.00	0.00	0.00	695.09
1245 Vocal	13,909.89	120.00	44.40	0.00	13,985.49
1246 Special Music	2,723.93	0.00	0.00	0.00	2,723.93
1250 Art Club	4,054.06	62.50	0.00	0.00	4,116.56
1251 Jr. Hi. Art Club	-6.29	10.00	0.00	0.00	3.71
1255 Pop/Lounge	-3,554.02	8.41	0.00	0.00	-3,545.61
1260 General	21,861.59	409.08	1,705.54	0.00	20,565.13
1261 Chromebook Repair	10,973.13	925.00	247.60	0.00	11,650.53
C School Totals:	95,635.12	4,410.12	9,336.88	0.00	90,708.36
D Candy					
1300 Candy Fund	-6,088.69	2,062.65	2,807.77	0.00	-6,833.81
D Candy Totals:	-6,088.69	2,062.65	2,807.77	0.00	-6,833.81
E Classes					
1400 Senior Class	2,654.07	187.00	0.00	0.00	2,841.07
1410 Junior Class	279.84	20.00	303.57	0.00	-3.73
1415 Sophomore Class	1,660.00	130.00	0.00	0.00	1,790.00
1420 Freshmen Class	500.00	20.00	0.00	0.00	520.00
1425 8th Class	0.00	0.00	0.00	0.00	0.00
1430 7th Class	0.00	0.00	0.00	0.00	0.00
E Classes Totals:	5,093.91	357.00	303.57	0.00	5,147.34

Current Cash Balance Report

ALL Data

Date: 05/01/2019 thru 05/31/2019

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F Clubs					
1500 Cheerleaders	13,264.79	2,216.96	3,134.76	0.00	12,346.99
1505 Elem. Circle of Friends	-78.77	0.00	0.00	0.00	-78.77
1506 H.S. Circle of Friends	-194.62	0.00	39.59	0.00	-234.21
1510 Drama	0.00	0.00	0.00	0.00	0.00
1511 English Activities	-71.71	0.00	0.00	0.00	-71.71
1512 Entrepreneurship	1,738.62	855.97	258.61	0.00	2,335.98
1515 FFA	11,686.35	0.00	1,107.30	0.00	10,579.05
1516 Fit Kids	125.00	0.00	0.00	0.00	125.00
1520 Sr. Hi Quiz Bowl	221.49	0.00	0.00	0.00	221.49
1521 Jr. Hi Quiz Bowl	300.85	0.00	0.00	0.00	300.85
1522 Media Production	5,397.03	0.00	0.00	0.00	5,397.03
1525 NFL	3,541.23	0.00	250.00	0.00	3,291.23
1530 NHS	658.60	0.00	0.00	0.00	658.60
1531 One Act	5,993.12	1,925.00	1,843.80	0.00	6,074.32
1535 D.I.	-219.58	0.00	0.00	0.00	-219.58
1540 SPB	2,063.38	0.00	0.00	0.00	2,063.38
1545 SADD	1,155.33	0.00	0.00	0.00	1,155.33
1550 Student Council	5,364.68	0.00	65.00	0.00	5,299.68
1555 Donations to School	0.00	0.00	0.00	0.00	0.00
1560 Driver's Ed.	4,290.00	0.00	0.00	0.00	4,290.00
1565 School Gala	-989.33	0.00	0.00	0.00	-989.33
1570 Improv	757.07	0.00	0.00	0.00	757.07
1575 Math A.P.	-4,369.54	0.00	0.00	0.00	-4,369.54
1580 Media	4,045.19	263.99	0.00	0.00	4,309.18
1585 Post Prom	100.00	0.00	0.00	0.00	100.00
1590 Science Club	1,148.97	0.00	0.00	0.00	1,148.97
1595 Walk Fit	105.00	0.00	0.00	0.00	105.00
1647 C.Country Club	2,130.00	0.00	0.00	0.00	2,130.00
1718 6th Grade	1,091.45	0.00	0.00	0.00	1,091.45
F Clubs Totals:	59,254.60	5,261.92	6,699.06	0.00	57,817.46
G Sports					
1600 Boys Future B.Ball	708.32	2,430.00	720.00	0.00	2,418.32
1610 Football Club	3,979.11	1,590.00	157.20	0.00	5,411.91
1620 Girls Future B.Ball	4,809.08	3,242.00	411.86	0.00	7,639.22
1625 Boys Golf	894.94	0.00	0.00	0.00	894.94
1626 Girls Golf	2,738.21	0.00	0.00	0.00	2,738.21
1627 Gothenburg B.Ball Club	-1,023.99	118.00	0.00	0.00	-905.99
1628 Jr. Hi Football Club	644.11	0.00	0.00	0.00	644.11
1629 Jr. Power Wt. Lifting	-668.74	0.00	0.00	0.00	-668.74
1630 Softball	2,446.34	3,665.00	0.00	0.00	6,111.34
1635 Mat Maids	219.56	0.00	0.00	0.00	219.56
1640 VolleyBall	-4,674.45	5,304.06	210.00	0.00	419.61
1643 7-8th Volleyball	43.07	0.00	0.00	0.00	43.07
1645 Youth Volleyball	836.76	0.00	0.00	0.00	836.76
1650 Wrestling Boosters	505.28	0.00	116.77	0.00	388.51
1651 Summer Wrestling	50,976.64	22,305.00	14,070.49	0.00	59,211.15
G Sports Totals:	62,434.24	38,654.06	15,686.32	0.00	85,401.98
H Elementary					
1700 Elem. Book Fair	3,756.31	0.00	0.00	0.00	3,756.31
1701 Elem. Art Program	2,040.00	840.00	0.00	0.00	2,880.00
1710 Elem. Fund Raising	22,687.33	139.50	435.84	0.00	22,390.99

Current Cash Balance Report

ALL Data

Date: 05/01/2019 thru 05/31/2019

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1711 1st Grade	4,384.19	0.00	13.72	0.00	4,370.47
1712 2nd Grade	3,040.36	0.00	0.00	0.00	3,040.36
1713 4th Grade	261.74	0.00	95.89	0.00	165.85
1714 5th Grade	8,826.88	558.00	2,514.00	0.00	6,870.88
1715 Elem. Lounge	2,500.86	0.00	36.59	0.00	2,464.27
1716 3rd Grade	1,059.88	0.00	0.00	0.00	1,059.88
1717 Kindergarten	698.21	0.00	90.34	0.00	607.87
1720 Elem. Stu. Co.	234.43	0.00	0.00	0.00	234.43
1725 Elem. O.D. Ed.	-4,560.50	0.00	0.00	0.00	-4,560.50
H Elementary Totals:	44,929.69	1,537.50	3,186.38	0.00	43,280.81
I **Interest**					
1800 DDA Interest	3,897.67	12.79	0.00	0.00	3,910.46
1810 CD Interest	8,788.13	0.00	0.00	0.00	8,788.13
I Interest Totals:	12,685.80	12.79	0.00	0.00	12,698.59
J **Scholarships**					
1900 Athletics Count	210.75	0.00	0.00	0.00	210.75
1910 Alberts Memorial	197.90	0.00	0.00	0.00	197.90
1915 Alumni	0.00	0.00	0.00	0.00	0.00
1920 Greene Memorial	2,776.10	0.00	0.00	0.00	2,776.10
1925 Uehling Scholarship	-1,950.51	48.26	0.00	0.00	-1,902.25
1930 J.L. Brock Scholarship	105.00	0.00	0.00	0.00	105.00
1935 Pioneer Seed Scholarship	0.00	0.00	0.00	0.00	0.00
J Scholarships Totals:	1,339.24	48.26	0.00	0.00	1,387.50
Report Totals:	306,535.45	73,235.54	72,882.07	0.00	306,888.92

ALL Data

Check Summary Report

Arranged by:
Check Number

Date: 05/01/2019 thru 05/31/2019

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
021675	C	05/06/2019	Pizza Hut		HS Circle of Friends	39.59
021676	C	05/08/2019	Chesterman Company		Candy	1,191.33
021677	C	05/08/2019	Holdrege High Schools		Athletic-Golf	80.00
021678	C	05/08/2019	Hot Lunch		Cheer/Athletic	976.52
021679	C	05/08/2019	Kearney High School		Athletic-Track	75.00
021680	C	05/08/2019	Mary Meisinger		4th Grade	40.55
021681	C	05/08/2019	Mid Plains Community College		General	272.00
021682	O	05/08/2019	North Platte High School		Athletic-Dist. Golf	75.00
021683	O	05/08/2019	Ogallala High School		Athletic-Dist. Track	50.00
021684	C	05/08/2019	Peterson's Supermarket		Elem. Lounge/FFA/Cheer/Jr.	991.24
021685	C	05/08/2019	Subway Sandwiches & Salads		Renaissance	145.96
021686	C	05/08/2019	Universal Cheerleaders Assoc.		Cheerleaders	1,500.00
021687	C	05/09/2019	Nebraska State 4-H Camp		5th Grade	2,487.00
021688	C	05/10/2019	Black Squirrel Timing		Athletic-JH Championship	1,941.90
021689	C	05/10/2019	Bonnie Cizek		JH Track Championship	100.00
021690	O	05/10/2019	Brian Pierce		JH Track Championship	100.00
021691	C	05/10/2019	David Mroczek		JH Track Championship	100.00
021692	O	05/10/2019	Dick Strand		JH Track Championship	100.00
021693	C	05/10/2019	Eppley Hamilton		JH Track Championship	100.00
021694	C	05/10/2019	Jim Crosby		JH Track Championship	250.00
021695	C	05/10/2019	John Chaplin		JH Track Championship	100.00
021696	O	05/10/2019	Kay Frudenberg		JH Track Championship	100.00
021697	C	05/10/2019	Larry Rutar		JH Track Championship	250.00
021698	C	05/10/2019	Mark Cizek		JH Track Championship	100.00
021699	C	05/10/2019	Marusa Cernjul		JH Track Championship	100.00
021700	C	05/10/2019	Paul Hamilton		JH Track Championship	100.00
021701	O	05/10/2019	Richard Frudenberg		JH Track Championship	100.00
021702	O	05/10/2019	Suzie Pierce		JH Track Championship	100.00
021703	C	05/10/2019	David Cooper		NFL	250.00
021704	C	05/10/2019	Jordan Burroughs LLC		Summer Wrestling	12,720.00
021705	C	05/13/2019	Edgerton Explorit Center		Elem. Fund Raising	427.00
021706	C	05/15/2019	CASH		Athletic-St. Track	502.00
021707	C	05/15/2019	Pizza Hut		5th Grade	27.00
021708	C	05/15/2019	Sandy Zoucha		Summer Wrestling	170.00
021709	C	05/20/2019	American Red Cross		Entrepreneurship	258.61
021710	C	05/20/2019	Angela Piper		Life Skills	89.10
021711	C	05/20/2019	Awards Unlimited, Inc.		Renaissance	10.00
021712	O	05/20/2019	College Entrance Examination		General	85.00
021713	C	05/20/2019	Craig Haake		Football Club	79.50
021714	C	05/20/2019	Daylight Donut		Football Club	77.70
021715	C	05/20/2019	Dee's Floral & Gifts		FFA	81.50
021716	O	05/20/2019	Educational Travel		One Act	1,610.00

ALL Data

Check Summary Report

Arranged by:
Check Number

Date: 05/01/2019 thru 05/31/2019

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
021717	C	05/20/2019	Ellerbrock Norris		Summer Wrestling	1,155.00
021718	C	05/20/2019	Ginny Peterson		Cheerleaders	555.86
021719	O	05/20/2019	Helene Keiser		Renaissance	25.00
021720	C	05/20/2019	Kelly Ninas		Renaissance	50.00
021721	O	05/20/2019	Marty Leidal		General	13.98
021722	O	05/20/2019	Neligh Anderson		FFA	117.63
021723	C	05/20/2019	Nicole Rubenthaler		4th Grade	55.34
021724	C	05/20/2019	Nebraska School Activities		One Act	20.00
021725	O	05/20/2019	Pinpoint Monograms		FFA	623.07
021726	C	05/20/2019	Roxanne Whiting		Renaissance	200.00
021727	O	05/20/2019	rSchool Today		Athletic-	398.08
021728	C	05/22/2019	CASH		Athletic-St. Golf	204.00
021729	O	05/31/2019	Drake Beranek		Boys Future B.Ball	600.00
021730	O	05/31/2019	North Platte Team Camp		Boys Future B.Ball	80.00
021731	O	05/31/2019	Angela Piper		General-Costa Rica	987.24
021732	O	05/31/2019	AssetGenie, Inc.		Chromebook Repair	247.60
021733	O	05/31/2019	Awards Unlimited, Inc.		Athletic	1,382.35
021734	O	05/31/2019	Bryson Kennedy		Ind. Tech	218.92
021735	O	05/31/2019	Chesterman Company		Candy	1,186.02
021736	O	05/31/2019	Cindermates		Athletic-Misc.	12,767.07
021737	O	05/31/2019	Crane River Theater		One Act	125.00
021738	O	05/31/2019	Dan Scherer		Athletic	214.79
021739	O	05/31/2019	Daylight Donut		One Act/Renaissance	133.20
021740	O	05/31/2019	Days Inn Omaha		Athletic-St. Track	3,220.00
021741	O	05/31/2019	Gothenburg Schools		Student Co.	65.00
021742	O	05/31/2019	Hicken Lumber		Ind. Tech	1,188.10
021743	O	05/31/2019	Holdrege High Schools		Athletic-JH Track	120.00
021744	O	05/31/2019	Hot Lunch		Cheer/Ath/FFA	1,601.79
021745	O	05/31/2019	Jami Stotenbecker		Athletic	500.00
021746	O	05/31/2019	Kennedy Landscape Services		General-1/2 Trees	347.32
021747	O	05/31/2019	Kristen Butterfield		1st Grade	13.72
021748	O	05/31/2019	Kurt Stevens		Boys Future B.Ball	40.00
021749	O	05/31/2019	Misko Sports		Ath/Girl B.Ball/Wrest Boost	12,890.97
021750	O	05/31/2019	Nick Miller		Girls Future B.Ball	261.86
021751	O	05/31/2019	Suzanne Neels		Kindergarten	71.24
021752	O	05/31/2019	The Thompson Co.		Candy	430.42
021753	O	05/31/2019	Tom Scott		Summer Wrestling	13.73
021754	O	05/31/2019	Walsworth Publishing		Yearbook	2,712.50
021755	O	05/31/2019	Wild Horse Golf Course		Athletic	80.01
021756	O	05/31/2019	Zane Platter		Summer Wrestling	11.76
					Report Total:	**72,882.07**

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
Journal Number: 561 Check Journal				**Posted: 06/04/2019**			
Computer Checks							
06 - LUNCH FUND							
Bank Account :B - GSB-Hot Lunch							
00004141	05/31/2019	CASHWA	Cash-Wa Distributing				
122080	03/31/2019			06/03/2019	Food/Supplies		
06-2-03100-610-000			SUP SUPPLIES			-511.02	511.02
06-2-03100-630-000			SUP FOOD			-3,479.06	3,479.06
					Invoice Total:	-3,990.08	3,990.08
					Check Total:	-3,990.08	3,990.08
00004142	05/31/2019	CHESTCO	Chesterman Co.				
10096412/	03/31/2019			06/03/2019	Food		
06-2-03100-630-000			SUP FOOD			-363.54	363.54
					Invoice Total:	-363.54	363.54
					Check Total:	-363.54	363.54
00004143	05/31/2019	ECOLABPEST	Ecolab Pest Elimination				
6958253	03/31/2019			06/03/2019	Misc.		
06-2-03100-529-000			MISCELLANEOUS			-69.82	69.82
					Invoice Total:	-69.82	69.82
					Check Total:	-69.82	69.82
00004144	05/31/2019	HILADAIRY	Hiland Dairy				
14345	05/31/2019			06/03/2019	Milk		
06-2-03100-630-000			SUP FOOD			-1,900.55	1,900.55
					Invoice Total:	-1,900.55	1,900.55
					Check Total:	-1,900.55	1,900.55
00004145	05/31/2019	JACKHEAD	Jackie Headley				
Cake	05/31/2019			06/03/2019	Purchased Service		
06-2-03100-529-000			MISCELLANEOUS			-75.00	75.00
					Invoice Total:	-75.00	75.00
					Check Total:	-75.00	75.00
00004146	05/31/2019	JONIJACO	Joni Jacobsen				
Supplies	05/31/2019			06/03/2019	Supplies		
06-2-03100-610-000			SUP SUPPLIES			-150.41	150.41
					Invoice Total:	-150.41	150.41
					Check Total:	-150.41	150.41
00004147	05/31/2019	PETESUPE	Peterson's Supermarket				
May	05/31/2019			06/03/2019	Food		
06-2-03100-630-000			SUP FOOD			-126.07	126.07
					Invoice Total:	-126.07	126.07
					Check Total:	-126.07	126.07
00004148	05/31/2019	THOMCO	The Thompson Co.				
954934	05/31/2019			06/03/2019	Food/Supplies		
06-2-03100-610-000			SUP SUPPLIES			-202.81	202.81
06-2-03100-630-000			SUP FOOD			-2,828.33	2,828.33
					Invoice Total:	-3,031.14	3,031.14
					Check Total:	-3,031.14	3,031.14

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
					06 - LUNCH FUND	**-9,706.61**	**9,706.61**
					Total of Computer Checks	**-9,706.61**	**9,706.61**

Fund Summary

06 - LUNCH FUND	-9,706.61	9,706.61

Payroll Summary

Report Total:	**-9,706.61**	**9,706.61**

Monthly Revenue Report

SELECTED Data
Date Range: YTD thru 05/31/2019

Arranged by:
Account Number

Account	Description	Budget	May Receipts	YTD Receipts	Revenue Balance	Percent Remaining
06	**LUNCH FUND**					
06-1-01510-000-000	Interest for Lunch Fund	500.00	0.92	21.06	478.94	95.78
06-1-01610-000-000	Daily Sales for Reimbursable Meals	350,000.00	13,930.45	222,258.69	127,741.31	36.49
06-1-01630-000-000	Special Functions Food Sales	5,000.00	1,629.73	11,239.66	-6,239.66	-124.79
06-1-01990-000-000	Miscellaneous for Lunch Fund	1,000.00	0.00	1,262.60	-262.60	-26.26
06-1-03150-000-000	State Reimbursement	10,000.00	0.00	4,984.69	5,015.31	50.15
06-1-04210-000-000	Federal Nutrition Programs	210,000.00	21,254.95	187,742.54	22,257.46	10.59
06-1-05200-000-000	Fund Transfers to School Nutrition	25,000.00	0.00	0.00	25,000.00	100.00
06-8-01000-000-000	Reimbursement	0.00	0.00	0.00	0.00	0.00
06-8-02000-000-000	Milk	0.00	0.00	0.00	0.00	0.00
06-8-03000-000-000	Food Sales	0.00	0.00	0.00	0.00	0.00
06-8-04000-000-000	Student Ticket Sales	0.00	0.00	0.00	0.00	0.00
06-8-04500-000-000	Adult Ticket Sales	0.00	0.00	0.00	0.00	0.00
06-8-05000-000-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00
06-8-06000-000-000	Change Box	0.00	0.00	0.00	0.00	0.00
06	**FUND Totals:**	**601,500.00**	**36,816.05**	**427,509.24**	**173,990.76**	**28.92**
	Report Totals:	**601,500.00**	**36,816.05**	**427,509.24**	**173,990.76**	**28.92**

First State Bank - Gothenburg
914 Lake Avenue PO Box 79
Gothenburg, NE 69138

TELEPHONE:308-537-3684

ACCOUNT: 100101
DOCUMENTS: 107
05/31/2019

SCHOOL DISTRICT 20
1322 AVENUE I
GOTHENBURG NE 69138

Effective March 1, 2019, our fee schedule for demand deposit accounts will change as follows: Return Item Fee, Overdraft Item Charge, 3 Day Continuous Overdraft Fee, $30.00 each.

PUBLIC FUNDS ACCOUNT 100101

		LAST STATEMENT 04/30/19	296,060.97
MINIMUM BALANCE	233,481.07	2 CREDITS	862,177.98
AVG AVAILABLE BALANCE	359,732.54	111 DEBITS	846,229.74
AVERAGE BALANCE	359,732.54	THIS STATEMENT 05/31/19	312,009.21

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
Xfer for bill from 700063; JAK	05/20	145,840.80
Xfer for payroll from 700063; JAK	05/20	716,337.18

CHECKS

CHECK #..DATE	AMOUNT	CHECK #..DATE	AMOUNT	CHECK #..DATE	AMOUNT
57128*05/28	41.00	57918 05/02	284.75	57936 05/20	211.28
57441*05/28	15.00	57919*05/10	24.98	57937 05/20	448.70
57820*05/21	3.27	57921 05/07	2,145.94	57938 05/17	13,662.10
57841*05/06	56.97	57922 05/21	795.00	57939 05/16	362.17
57874*05/14	59.99	57923 05/16	124.28	57940 05/15	4,825.89
57878*05/10	300.00	57924 05/16	606.53	57941 05/16	83.65
57899 05/03	159.00	57925*05/20	3,600.00	57942 05/16	2,518.72
57900*05/21	4.36	57927 05/14	5,470.11	57943 05/20	229.49
57902 05/01	90.60	57928 05/17	505.49	57944 05/21	517.11
57903*05/03	450.00	57929 05/21	10.43	57945 05/17	160.29
57908*05/02	312.00	57930 05/17	524.75	57946 05/20	2,074.53
57911 05/16	298.00	57931 05/17	2,209.39	57947 05/20	95.50
57912 05/01	2,250.00	57932 05/17	386.70	57948 05/16	11.90
57913 05/02	1,200.00	57933 05/20	377.52	57949 05/20	248.11
57914*05/03	337.90	57934 05/21	346.77	57950 05/22	11,180.62
57916*05/06	19.90	57935 05/28	73.80	57951 05/17	5,290.41

* * * C O N T I N U E D * * *

TELEPHONE:308-537-3684

SCHOOL DISTRICT 20

PUBLIC FUNDS ACCOUNT 100101

CHECKS

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
57952	05/16	178.20	57972	05/20	393.29	57992	05/29	9,688.69
57953	05/17	1,590.87	57973	05/20	10.00	57993	05/23	96,693.54
57954	05/20	120.00	57974	05/16	627.77	57994	05/29	169.97
57955	05/17	246.08	57975	05/17	1,184.01	57995*	05/22	3,987.33
57956	05/16	35.00	57976	05/17	479.75	57997	05/29	1,519.97
57957	05/16	49.16	57977	05/21	101.91	57998*	05/29	5,969.65
57958	05/15	725.83	57978	05/17	33.75	58000	05/31	176.00
57959	05/16	142.50	57979	05/20	320.95	58001*	05/20	2,800.00
57960	05/20	48.26	57980	05/21	360.00	58003	05/23	2,125.50
57961	05/16	4,520.00	57981	05/17	679.57	58004	05/23	58.20
57962	05/31	2,729.84	57982	05/20	117.55	58005	05/24	117.81
57963	05/13	18.00	57983	05/24	686.56	58006	05/22	150.00
57964	05/17	202.00	57984	05/21	363.40	58007*	05/23	455.00
57965	05/21	52.38	57985	05/30	117.42	58010	05/24	21.00
57966	05/20	175.00	57986	05/17	65.00	58011	05/30	1,680.00
57967	05/20	30.00	57987	05/16	1,125.00	58012	05/28	118.07
57968	05/23	500.00	57988	05/20	136.75	58013	05/21	73.70
57969	05/28	16,246.00	57989	05/16	5,945.00	58014	05/24	1,624.00
57970	05/29	173.60	57990	05/30	4,978.68	58015	05/28	54.44
57971	05/20	3,997.04	57991	05/29	110,448.16			

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS

DESCRIPTION	DATE	AMOUNT
GOTH SCHOOLS DEBIT 1	05/20	3,373.33
GOTH SCHOOLS DEBIT 1	05/20	360,277.70
Nebraska Revenue Neb Epay NB1DORXXXXX9303	05/23	16,106.43
IRS USATAXPYMT 220954320148052	05/23	114,030.23

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05/01	293,720.37	05/14	282,880.83	05/23	468,658.87
05/02	291,923.62	05/15	277,329.11	05/24	466,209.50
05/03	290,976.72	05/16	260,701.23	05/28	449,661.19
05/06	290,899.85	05/17	233,481.07	05/29	321,691.15
05/07	288,753.91	05/20	716,574.05	05/30	314,915.05
05/10	288,428.93	05/21	713,945.72	05/31	312,009.21
05/13	288,410.93	05/22	698,627.77		

SELECTED Data

Monthly Revenue Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Receipts	YTD Receipts	Revenue Balance	Percent Remaining
01	**GENERAL FUND**					
01-1-01100-000-000	Taxes Levied by School District	8,315,000.00	2,560,860.66	6,875,173.07	1,439,826.93	17.31
01-1-01115-000-000	Carline Taxes	0.00	0.00	0.00	0.00	0.00
01-1-01125-000-000	Motor Vehicle Taxes	410,000.00	31,976.19	357,757.54	52,242.46	12.74
01-1-01312-000-000	Tuition for Summer School	5,000.00	260.00	4,460.00	540.00	10.80
01-1-01370-000-000	Preschool Tuition	0.00	0.00	2,850.00	-2,850.00	0.00
01-1-01510-000-000	Interest on Investments	25,000.00	10,360.77	22,098.16	2,901.84	11.60
01-1-01910-000-000	Rental of School Facilities	1,000.00	150.00	450.00	550.00	55.00
01-1-01911-000-000	Local License Fees	3,000.00	25.00	250.00	2,750.00	91.66
01-1-01921-000-000	Police Court Fines	0.00	0.00	18,582.05	-18,582.05	0.00
01-1-01942-000-000	Textbook Fines	0.00	0.00	0.00	0.00	0.00
01-1-01990-000-000	Miscellaneous Local Revenue	1,000.00	0.00	0.00	1,000.00	100.00
01-1-02110-000-000	County Fines and Fees	71,000.00	4,460.86	39,126.24	31,873.76	44.89
01-1-02710-130-000	DNU*** Route Bus OT	0.00	0.00	0.00	0.00	0.00
01-1-03110-000-000	State Aid	404,409.00	40,441.00	363,969.00	40,440.00	9.99
01-1-03120-000-000	SPED (State School Age)	425,000.00	58,585.00	349,583.00	75,417.00	17.74
01-1-03125-000-000	SPED Transportation	2,500.00	0.00	0.00	2,500.00	100.00
01-1-03130-000-000	Homestead Exemption	0.00	19,920.38	59,759.06	-59,759.06	0.00
01-1-03180-000-000	Pro Rate Motor Vehicle	20,000.00	6,829.28	10,396.99	9,603.01	48.01
01-1-03400-000-000	State Apportionment	130,000.00	0.00	118,188.72	11,811.28	9.08
01-1-03500-000-000	Distance Education Incentive Paymen	0.00	0.00	0.00	0.00	0.00
01-1-03535-000-000	High Abillty Learners	8,500.00	0.00	7,766.00	734.00	8.63
01-1-03540-000-000	State Early Childhood	75,000.00	0.00	75,000.00	0.00	0.00
01-1-04505-000-000	Title I A	100,000.00	0.00	54,178.00	45,822.00	45.82

SELECTED Data

Monthly Revenue Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Receipts	YTD Receipts	Revenue Balance	Percent Remaining
01-1-04506-000-000	Title I A Accountability	15,000.00	0.00	24,172.00	-9,172.00	-61.14
01-1-04509-000-000	Title II A Teacher Training Class S	25,000.00	0.00	0.00	25,000.00	100.00
01-1-04512-000-000	IDEA Part B BASE (611)	50,000.00	0.00	24,632.00	25,368.00	50.73
01-1-04516-000-000	IDEA Part B PRESCHOOl (619)	4,500.00	0.00	0.00	4,500.00	100.00
01-1-04519-000-000	IDEA Enrollment Poverty (619)	120,000.00	0.00	58,694.00	61,306.00	51.08
01-1-04525-000-000	Carl Perkins	1,500.00	0.00	1,000.00	500.00	33.33
01-1-04708-000-000	Medicaid in Public Schools	10,000.00	0.00	10,116.29	-116.29	-1.16
01-1-05200-000-000	Fund Transfers to Gen Fund from Fee	20,000.00	0.00	0.00	20,000.00	100.00
01-1-05301-000-000	Insurance Adjustments	0.00	0.00	37,004.33	-37,004.33	0.00
01-1-05690-000-000	Other Non-Revenue Receipts	7,500.00	0.00	10,335.08	-2,835.08	-37.80
01-1-06310-000-000	TITLE II-GMS PMTS	0.00	0.00	22,778.00	-22,778.00	0.00
01-2-02410-281-001	HSA PRINC ELEM	0.00	0.00	-3,054.00	3,054.00	0.00
01-8-01110-000-000	Local District Taxes	0.00	0.00	0.00	0.00	0.00
01-8-01125-000-000	Motor Vehicle Taxes	0.00	0.00	0.00	0.00	0.00
01-8-01190-000-000	Preschool Matching Funds	0.00	0.00	0.00	0.00	0.00
01-8-01210-000-000	Tuition-general District	0.00	0.00	0.00	0.00	0.00
01-8-01220-000-000	Tuition-individual General	0.00	0.00	0.00	0.00	0.00
01-8-01230-000-000	Tuition-dist. Special Ed.	0.00	0.00	0.00	0.00	0.00
01-8-01410-000-000	Interest	0.00	0.00	0.00	0.00	0.00
01-8-01610-000-000	Local Licenses	0.00	0.00	0.00	0.00	0.00
01-8-01620-000-000	Local Police/court Fines	0.00	0.00	0.00	0.00	0.00
01-8-01910-000-000	Rental And Sale Of Junk	0.00	0.00	0.00	0.00	0.00
01-8-01920-000-000	Donations	0.00	0.00	0.00	0.00	0.00

Monthly Revenue Report

SELECTED Data

Date Range: YTD thru 05/31/2019

Arranged by:
Account Number

Account	Description	Budget	May Receipts	YTD Receipts	Revenue Balance	Percent Remaining
01-8-04955-000-000	NSEA Title IIA Math/Science	0.00	0.00	0.00	0.00	0.00
01-8-04990-000-000	Other Federal Sources	0.00	0.00	0.00	0.00	0.00
01-8-05200-000-000	Loans	0.00	0.00	0.00	0.00	0.00
01-8-05300-000-000	Insurance Adjustments	0.00	0.00	0.00	0.00	0.00
01-8-05400-000-000	Sale Of Property	0.00	0.00	0.00	0.00	0.00
01-8-05500-000-000	Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00
01-8-05610-000-000	Cash Bal. Merged Districts	0.00	0.00	0.00	0.00	0.00
01-8-05650-000-000	Cash Bal-non-res Hs. Tuition	0.00	0.00	0.00	0.00	0.00
01-8-05690-000-000	Other Non-revenue Receipts	0.00	0.00	0.00	0.00	0.00
01-8-09000-000-000	Non-program Receipts	0.00	0.00	0.00	0.00	0.00
01	**FUND Totals:**	**10,249,909.00**	**2,733,869.14**	**8,545,265.53**	**1,704,643.47**	**16.63**
	Report Totals:	**10,249,909.00**	**2,733,869.14**	**8,545,265.53**	**1,704,643.47**	**16.63**

Monthly Expense Report

SELECTED Data

Date Range: YTD thru 05/31/2019

Arranged by: Account Number

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01	**GENERAL FUND**						
01-2-01100-111-001	SAL TCHR ELEM	1,375,000.00	116,074.87	1,042,864.82	0.00	332,135.18	24.15
01-2-01100-111-002	SAL TCHR SEC	1,575,000.00	132,591.00	1,186,583.40	0.00	388,416.60	24.66
01-2-01100-112-001	SAL PARA ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-112-002	SAL PARA SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-122-001	SAL PARA SUBS ELEM	5,000.00	813.75	3,370.51	0.00	1,629.49	32.58
01-2-01100-122-002	SAL PARA SUBS SEC	1,500.00	0.00	107.63	0.00	1,392.37	92.82
01-2-01100-123-001	SAL SUBS ELEM	45,000.00	3,685.38	32,730.38	0.00	12,269.62	27.26
01-2-01100-123-002	SAL SUBS SEC	45,000.00	3,370.50	40,301.50	0.00	4,698.50	10.44
01-2-01100-211-001	HINS TCHRS ELEM	405,000.00	31,848.60	280,584.85	0.00	124,415.15	30.71
01-2-01100-211-002	HINS TCHRS SEC	370,000.00	25,656.45	229,418.89	0.00	140,581.11	37.99
01-2-01100-212-001	HINS PARA ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-212-002	HINS PARA SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-213-001	ELEM. DENTAL INS	0.00	-36.12	550.23	0.00	-550.23	0.00
01-2-01100-213-002	SEC. DENTAL INS	0.00	-14.48	67.08	0.00	-67.08	0.00
01-2-01100-221-001	FICA TCHRS ELEM	105,000.00	8,526.21	76,555.93	0.00	28,444.07	27.08
01-2-01100-221-002	FICA TCHRS SEC	120,000.00	9,846.37	88,159.32	0.00	31,840.68	26.53
01-2-01100-222-001	FICA PARA ELEM	500.00	62.25	257.83	0.00	242.17	48.43
01-2-01100-222-002	FICA PARA SEC	250.00	0.00	8.23	0.00	241.77	96.70
01-2-01100-223-001	FICA SUBS ELEM	3,500.00	283.02	2,485.74	0.00	1,014.26	28.97
01-2-01100-223-002	FICA SUBS SEC	3,500.00	258.18	3,080.93	0.00	419.07	11.97
01-2-01100-231-001	RET TCHRS ELEM	135,000.00	11,465.63	103,012.05	0.00	31,987.95	23.69
01-2-01100-231-002	RET TCHRS SEC	155,000.00	13,097.08	117,208.28	0.00	37,791.72	24.38
01-2-01100-232-001	RET PARA ELEM	0.00	0.00	0.00	0.00	0.00	0.00

Monthly Expense Report

SELECTED Data
Date Range: YTD thru 05/31/2019

Arranged by:
Account Number

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01100-232-002	RET PAR SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-233-001	SUB RET	0.00	32.11	641.11	0.00	-641.11	0.00
01-2-01100-233-002	RET OTHER	0.00	69.44	672.33	0.00	-672.33	0.00
01-2-01100-281-000	HSA ELEM TEACH	0.00	0.00	53,748.96	0.00	-53,748.96	0.00
01-2-01100-281-001	HSA TCHR ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-281-002	HSA TCHR SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-320-000	PSP INSTRUCTION DIST	40,000.00	0.00	15,068.37	0.00	24,931.63	62.32
01-2-01100-320-001	PSP INSTRUCTION ELEM	20,000.00	4,900.00	13,341.55	0.00	6,658.45	33.29
01-2-01100-320-002	PSP INSTRUCTION SEC	20,000.00	1,624.00	16,292.37	720.00	2,987.63	14.93
01-2-01100-431-001	PSF EQUIP REPAIR ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-431-002	PSF EQUIP REPAIR SEC	0.00	0.00	784.53	0.00	-784.53	0.00
01-2-01100-529-000	PSO OTHER DIST	10,000.00	150.00	1,614.98	0.00	8,385.02	83.85
01-2-01100-529-001	PSO OTHER ELEM	15,000.00	346.20	1,137.58	0.00	13,862.42	92.41
01-2-01100-529-002	PSO OTHER SEC	10,000.00	12.00	11,300.42	0.00	-1,300.42	-13.00
01-2-01100-580-001	PSO TRAVEL ELEM	5,000.00	0.00	2,296.90	0.00	2,703.10	54.06
01-2-01100-580-002	PSO TRAVEL SEC	5,000.00	73.70	12,221.28	0.00	-7,221.28	-144.42
01-2-01100-610-000	SUP GENERAL DIST	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-610-001	SUP GENERAL ELEM	35,000.00	12,620.87	21,342.77	0.00	13,657.23	39.02
01-2-01100-610-002	SUP GENERAL SEC	50,000.00	8,622.02	56,725.66	0.00	-6,725.66	-13.45
01-2-01100-640-001	SUP TEXTBOOKS ELEM	12,000.00	0.00	11,543.34	0.00	456.66	3.80
01-2-01100-640-002	SUP TEXTBOOKS SEC	6,000.00	7,696.93	10,537.95	0.00	-4,537.95	-75.63
01-2-01100-650-001	SUP COMPUTER HARDWARE ELEM	75,000.00	0.00	0.00	0.00	75,000.00	100.00
01-2-01100-650-002	SUP COMPUTER HARDWARE SEC	75,000.00	38,057.62	39,284.99	0.00	35,715.01	47.62

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01100-730-000	CAP EQUIP / FURN DIST	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01100-730-001	CAP EQUIP / FURN ELEM	2,500.00	0.00	3,490.98	0.00	-990.98	-39.63
01-2-01100-730-002	CAP EQUIP / FURN SEC	2,500.00	279.98	1,869.98	0.00	630.02	25.20
01-2-01100-810-002	DUES TCHRS	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-01160-111-001	SAL TCHR Poverty	280,000.00	24,941.00	207,831.00	0.00	72,169.00	25.77
01-2-01160-112-001	SAL PARA Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-123-001	SAL SUBS Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-211-001	HINS TCHRS Poverty	80,000.00	7,228.50	59,924.40	0.00	20,075.60	25.09
01-2-01160-212-001	HINS PARA Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-221-001	FICA TCHRS Poverty	22,500.00	1,853.01	15,409.10	0.00	7,090.90	31.51
01-2-01160-222-001	FICA PARA Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-223-001	FICA SUBS Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-231-001	RET TCHRS Poverty	27,500.00	2,463.62	20,529.11	0.00	6,970.89	25.34
01-2-01160-232-001	RET PARA Poverty	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-281-001	HSAReg	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-529-001	PSO POVERTY OTHER ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-580-001	PSO POVERTY TRAVEL ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-610-001	SUP POVERTY ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-650-001	SUP POVERTY HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01160-730-001	CAP POVERTY EQUIP ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01190-610-000	SUP PRESCH MATCHING	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01190-730-006	CAP PRESCH EQUIP MATCH	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-110-000	SAL CLER SPED	18,000.00	1,470.00	13,895.02	0.00	4,104.98	22.80

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01-2-01200-111-000	SAL ADMIN SPED DIR	44,000.00	8,739.00	60,392.00	0.00	-16,392.00	-37.25
01-2-01200-111-001	SAL TCHR SPED ELEM	92,000.00	4,430.75	37,006.25	0.00	54,993.75	59.77
01-2-01200-111-002	SAL TCHR SPED SEC	130,000.00	13,932.50	91,215.22	0.00	38,784.78	29.83
01-2-01200-112-001	SAL PARA SPED ELEM	130,000.00	11,343.69	109,945.52	0.00	20,054.48	15.42
01-2-01200-112-002	SAL PARA SPED SEC	65,000.00	5,902.49	61,885.21	0.00	3,114.79	4.79
01-2-01200-122-001	SAL PARA SUB SPED ELEM	0.00	84.00	2,107.89	0.00	-2,107.89	0.00
01-2-01200-122-002	SAL PARA SUB SPED SEC	0.00	202.13	485.63	0.00	-485.63	0.00
01-2-01200-123-001	SAL SUBS SPED ELEM	3,000.00	220.00	7,377.52	0.00	-4,377.52	-145.91
01-2-01200-123-002	SAL SUBS SPED SEC	2,000.00	770.00	2,227.50	0.00	-227.50	-11.37
01-2-01200-130-001	Para O.T.	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-210-000	HINS CLER SPED	7,500.00	508.94	4,378.25	0.00	3,121.75	41.62
01-2-01200-211-000	HINS ADMIN SPED DIR	10,000.00	606.20	5,455.80	0.00	4,544.20	45.44
01-2-01200-211-001	HINS TCHRS SPED ELEM	25,000.00	963.84	7,858.06	0.00	17,141.94	68.56
01-2-01200-211-002	HINS TCHRS SPED	25,000.00	2,643.26	15,110.82	0.00	9,889.18	39.55
01-2-01200-212-001	HINS PARA SPED ELEM	55,000.00	4,861.06	40,144.80	0.00	14,855.20	27.00
01-2-01200-212-002	HINS PARA SPED SEC	27,000.00	2,373.19	21,321.98	0.00	5,678.02	21.02
01-2-01200-220-000	FICA CLER SPED	1,500.00	101.18	980.28	0.00	519.72	34.64
01-2-01200-221-000	FICA ADMIN SPED DIR	3,500.00	578.55	3,909.92	0.00	-409.92	-11.71
01-2-01200-221-001	FICA TCHRS SPED ELEM	7,000.00	334.93	2,801.82	0.00	4,198.18	59.97
01-2-01200-221-002	FICA TCHRS SPED SEC	10,000.00	1,040.13	6,863.62	0.00	3,136.38	31.36
01-2-01200-222-001	FICA PARA SPED ELEM	10,000.00	784.51	7,752.87	0.00	2,247.13	22.47
01-2-01200-222-002	FICA PARA SPED SEC	5,000.00	329.04	3,521.59	0.00	1,478.41	29.56
01-2-01200-223-001	FICA SUBS SPED ELEM	250.00	16.83	564.40	0.00	-314.40	-125.76

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01-2-01200-223-002	FICA SUBS SPED SEC	150.00	58.91	170.41	0.00	-20.41	-13.60
01-2-01200-230-000	RET CLER SPED	1,800.00	145.20	1,372.51	0.00	427.49	23.74
01-2-01200-231-000	RET ADMIN SPED DIR	4,400.00	863.22	5,965.40	0.00	-1,565.40	-35.57
01-2-01200-231-001	RET TCHRS SPED ELEM	9,000.00	437.66	3,655.40	0.00	5,344.60	59.38
01-2-01200-231-002	RET TCHRS SPED SEC	13,000.00	1,376.23	9,010.04	0.00	3,989.96	30.69
01-2-01200-232-001	RET PARA SPED ELEM	13,000.00	1,120.51	10,826.24	0.00	2,173.76	16.72
01-2-01200-232-002	RET PARA SPED SEC	6,500.00	583.03	6,112.88	0.00	387.12	5.95
01-2-01200-280-000	HSA CLER SPED	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-281-001	HSA TCHR SPED ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-281-002	HSA TCHR SPED SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-282-001	HSA PARA SPED ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-282-002	HSA PARA SPED SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-320-000	PSP SPED CONTRACTED	15,000.00	594.17	2,210.58	0.00	12,789.42	85.26
01-2-01200-320-001	PSP SPED CONTRACTED ELEM	2,500.00	0.00	0.00	0.00	2,500.00	100.00
01-2-01200-320-002	PSP SPED CONTRACTED SEC	0.00	923.25	9,454.71	0.00	-9,454.71	0.00
01-2-01200-330-000	PSP SPED INSERVICE DIST	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-330-001	PSP SPED INSERVICE ELEM	1,500.00	1,352.50	1,352.50	0.00	147.50	9.83
01-2-01200-330-002	PSP SPED INSERVICE SEC	1,500.00	1,352.50	1,352.50	0.00	147.50	9.83
01-2-01200-529-000	PSO SPED OTHER DIST	0.00	240.00	360.35	0.00	-360.35	0.00
01-2-01200-529-001	PSO SPED OTHER ELEM	0.00	0.00	360.00	0.00	-360.00	0.00
01-2-01200-529-002	PSO SPED OTHER SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-562-001	PSO SPED TUITION SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-562-002	PSO SPED TUITION -SEC	10,000.00	0.00	0.00	0.00	10,000.00	100.00

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01200-580-000	PSO SPED TRAVEL DIST	100.00	0.00	156.65	0.00	-56.65	-56.65
01-2-01200-580-001	PSO SPED TRAVEL ELEM	1,000.00	0.00	139.37	0.00	860.63	86.06
01-2-01200-580-002	PSO SPED TRAVEL SEC	500.00	0.00	0.00	0.00	500.00	100.00
01-2-01200-610-001	SUP SPED ELEM	1,500.00	0.00	494.33	0.00	1,005.67	67.04
01-2-01200-610-002	SUP SPED SEC	1,500.00	0.00	511.32	0.00	988.68	65.91
01-2-01200-640-001	SUP SPED TEXTBOOKS ELEM	0.00	0.00	5.00	0.00	-5.00	0.00
01-2-01200-640-002	SUP SPED TEXTBOOKS SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01200-730-001	CAP SPED FURN/EQUIP ELEM	500.00	0.00	0.00	0.00	500.00	100.00
01-2-01200-730-002	CAP SPED FURN/EQUIP SEC	500.00	0.00	448.00	0.00	52.00	10.40
01-2-01300-152-001	SAL PARA SUM ELEM	10,000.00	0.00	0.00	0.00	10,000.00	100.00
01-2-01300-159-001	SAL STIP TCHR SUM ELEM	15,000.00	0.00	0.00	0.00	15,000.00	100.00
01-2-01300-159-002	SAL STIP TCHR SUM SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01300-221-001	FICA TCHRS SUM ELEM	2,000.00	0.00	0.00	0.00	2,000.00	100.00
01-2-01300-221-002	FICA TCHRS SUM SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01300-222-001	FICA PARA SUM ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01300-231-001	RET TCHRS SUM ELEM	2,500.00	0.00	0.00	0.00	2,500.00	100.00
01-2-01300-231-002	RET TCHRS SUM SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01300-232-001	RET PARA SUM ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01390-151-002	SAL ADDT DRIV ED	6,000.00	586.25	5,276.25	0.00	723.75	12.06
01-2-01390-221-002	FICA ADDT DRIV ED	500.00	43.69	393.21	0.00	106.79	21.35
01-2-01390-231-002	RET ADDT DRIV ED	600.00	57.91	521.19	0.00	78.81	13.13
01-2-01390-529-002	PSO DRIVER ED OTHER	0.00	0.00	100.00	0.00	-100.00	0.00
01-2-01390-610-002	SUP DRIVER ED	0.00	0.00	0.00	0.00	0.00	0.00

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01-2-01390-626-002	SUP DRIVER ED GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-01390-640-002	SUP DRIVER ED TEXTBOOKS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02120-111-001	SAL TCHR GUIDANCE ELEM	62,500.00	5,220.00	46,980.00	0.00	15,520.00	24.83
01-2-02120-111-002	SAL TCHR GUIDANCE SEC	135,000.00	11,368.00	102,312.00	0.00	32,688.00	24.21
01-2-02120-211-001	HINS TCHR GUIDANCE ELEM	7,250.00	606.20	5,455.80	0.00	1,794.20	24.74
01-2-02120-211-002	HINS TCHR GUIDANCE SEC	30,000.00	2,704.30	27,248.53	0.00	2,751.47	9.17
01-2-02120-221-001	FICA TCHR GUIDANCE ELEM	4,750.00	390.92	3,518.28	0.00	1,231.72	25.93
01-2-02120-221-002	FICA TCHR GUIDANCE SEC	10,500.00	831.31	7,470.73	0.00	3,029.27	28.85
01-2-02120-231-001	RET TCHR GUIDANCE ELEM	6,000.00	515.62	4,640.58	0.00	1,359.42	22.65
01-2-02120-231-002	RET TCHR GUIDANCE SEC	13,500.00	1,122.90	10,106.10	0.00	3,393.90	25.14
01-2-02120-320-001	PSP GUIDANCE ELEM	500.00	0.00	423.28	0.00	76.72	15.34
01-2-02120-320-002	PSP GUIDANCE SEC	2,500.00	0.00	0.00	0.00	2,500.00	100.00
01-2-02120-529-001	PSO GUIDANCE OTHER ELEM	500.00	0.00	0.00	0.00	500.00	100.00
01-2-02120-529-002	PSO GUIDANCE OTHER SEC	500.00	0.00	0.00	0.00	500.00	100.00
01-2-02120-580-001	PSO GUIDANCE TRAVEL ELEM	250.00	0.00	887.84	0.00	-637.84	-255.13
01-2-02120-580-002	PSO GUIDANCE TRAVEL SEC	250.00	0.00	0.00	0.00	250.00	100.00
01-2-02120-610-001	SUP GUIDANCE ELEM	500.00	0.00	69.38	0.00	430.62	86.12
01-2-02120-610-002	SUP GUIDANCE SEC	1,200.00	0.00	84.86	0.00	1,115.14	92.92
01-2-02120-730-001	CAP GUIDANCE EQUIP ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02120-730-002	CAP GUIDANCE EQUIP SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02130-116-000	SAL PROF NURSE	40,000.00	3,333.00	29,997.00	0.00	10,003.00	25.00
01-2-02130-126-000	SAL SUB NURSE	500.00	0.00	375.00	0.00	125.00	25.00
01-2-02130-216-000	HINS PROF NURSE	20,000.00	1,402.68	13,642.12	0.00	6,357.88	31.78

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01-2-02130-226-000	FICA PROF NURSE	3,000.00	242.63	2,212.36	0.00	787.64	26.25
01-2-02130-236-000	RET PROF NURSE	4,000.00	329.23	2,963.07	0.00	1,036.93	25.92
01-2-02130-281-000	HSA NURSE	0.00	0.00	3,054.00	0.00	-3,054.00	0.00
01-2-02130-529-000	PSO NURSE OTHER	500.00	0.00	289.99	0.00	210.01	42.00
01-2-02130-580-000	PSO NURSE TRAVEL	500.00	0.00	185.20	0.00	314.80	62.96
01-2-02130-610-000	SUP NURSE	1,500.00	83.75	1,055.37	0.00	444.63	29.64
01-2-02130-730-000	CAP NURSE EQUIP	1,500.00	0.00	0.00	0.00	1,500.00	100.00
01-2-02141-111-000	SAL TCHR SPED PSYCH	67,000.00	5,579.00	50,211.00	0.00	16,789.00	25.05
01-2-02141-211-000	HINS TCHR SPED PSYCH	20,000.00	1,241.49	11,173.41	0.00	8,826.59	44.13
01-2-02141-221-000	FICA TCHR SPED PSYCH	5,200.00	420.95	3,788.55	0.00	1,411.45	27.14
01-2-02141-231-000	RET TCHR SPED PSYCH	6,600.00	551.08	4,959.72	0.00	1,640.28	24.85
01-2-02141-320-000	PSP PSYCH DIAGNOSTICS	0.00	0.00	449.54	0.00	-449.54	0.00
01-2-02141-340-000	PSP PSYCH SUPERVISON	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02141-580-000	PSO PSYCH TRAVEL	0.00	0.00	1,161.60	0.00	-1,161.60	0.00
01-2-02141-610-000	SUP PSYCH	1,000.00	93.00	1,550.30	0.00	-550.30	-55.03
01-2-02141-730-000	CAP PSYCH EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02151-111-000	SAL TCHR SPED SPEECH	62,000.00	5,191.00	46,364.87	0.00	15,635.13	25.21
01-2-02151-123-000	SAL SUBS SPED SPEECH	750.00	0.00	1,320.00	0.00	-570.00	-76.00
01-2-02151-211-000	HINS TCHR SPED SPEECH	13,100.00	845.16	7,509.14	0.00	5,590.86	42.67
01-2-02151-221-000	FICA TCHR SPED SPEECH	4,750.00	382.56	3,417.26	0.00	1,332.74	28.05
01-2-02151-223-000	FICA SUBS SPED SPEECH	100.00	0.00	101.00	0.00	-1.00	-1.00
01-2-02151-231-000	RET TCHR SPED SPEECH	6,200.00	512.76	4,579.86	0.00	1,620.14	26.13
01-2-02151-281-000	HSA SPED SPEECH DIST	0.00	0.00	2,003.64	0.00	-2,003.64	0.00

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01-2-02151-340-000	PSP SPED SPEECH/AUD DIST	20,000.00	661.77	6,137.11	0.00	13,862.89	69.31
01-2-02151-580-000	PSO PS TRAVEL	500.00	4.40	45.04	0.00	454.96	90.99
01-2-02151-610-000	SUP SPEECH	1,000.00	0.00	1,025.43	0.00	-25.43	-2.54
01-2-02151-730-000	CAP SPEECH FURN/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02152-340-000	PSP SPED SPEECH/AUD 3-5	500.00	27.94	378.38	0.00	121.62	24.32
01-2-02153-340-000	PSP SPED SPEECH/AUD 0-2	1,000.00	27.94	264.66	0.00	735.34	73.53
01-2-02161-340-000	PSP SPED SCHOOLAGE OT	30,000.00	881.40	9,684.35	0.00	20,315.65	67.71
01-2-02162-340-000	PSP SPED OT 3-5	0.00	1,244.10	2,483.65	0.00	-2,483.65	0.00
01-2-02163-340-000	PSP PRESCH OT 0-2	6,000.00	0.00	4,971.38	0.00	1,028.62	17.14
01-2-02171-340-000	PSP SPED PT SCHOOLAGE	0.00	341.25	3,342.08	0.00	-3,342.08	0.00
01-2-02172-340-000	PSP SPED PT 3-5	1,000.00	0.00	552.50	0.00	447.50	44.75
01-2-02173-340-000	PSP SPED PT 0-2	1,000.00	113.75	422.50	0.00	577.50	57.75
01-2-02181-340-000	PSP SPED VISION SCHOOLAGE	1,000.00	0.00	4,830.78	0.00	-3,830.78	-383.07
01-2-02182-340-000	PSP SPED VISION 3-5	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-02183-340-000	PSP SPED VISION 0-2	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-02190-111-002	SAL ADMIN ACT DIR	90,500.00	7,542.00	67,878.00	0.00	22,622.00	24.99
01-2-02190-123-002	SAL SUBS ACTIVITIES	1,500.00	1,925.00	10,340.00	0.00	-8,840.00	-589.33
01-2-02190-150-002	SAL NONCERT COACH	35,000.00	8,433.00	36,876.00	0.00	-1,876.00	-5.36
01-2-02190-151-002	SAL TCHR COACH	250,000.00	20,200.50	183,317.50	0.00	66,682.50	26.67
01-2-02190-211-002	HINS TCHR COACH /AD	20,000.00	6,261.09	56,550.10	0.00	-36,550.10	-182.75
01-2-02190-220-002	FICA NONCERT COACH	2,700.00	645.13	2,821.05	0.00	-121.05	-4.48
01-2-02190-221-002	FICA TCHR COACH /AD	26,000.00	2,085.39	18,884.56	0.00	7,115.44	27.36
01-2-02190-223-002	FICA SUBS ACTIVITIES	1,200.00	147.29	791.07	0.00	408.93	34.07

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02190-230-002	RET NONCERT COACH	0.00	0.00	159.13	0.00	-159.13	0.00
01-2-02190-231-002	RET TCHR COACH /AD	35,000.00	2,740.35	24,653.56	0.00	10,346.44	29.56
01-2-02190-233-002	ACTIVITY SUB RETIRE	0.00	21.73	57.04	0.00	-57.04	0.00
01-2-02190-320-002	PSP ACTIVITIES	0.00	663.44	5,585.57	0.00	-5,585.57	0.00
01-2-02190-580-002	PSO TRAVEL	10,000.00	0.00	473.89	0.00	9,526.11	95.26
01-2-02190-610-002	SUP ACTIVITIES	0.00	0.00	251.28	0.00	-251.28	0.00
01-2-02190-730-002	CAP ACTIVITIES EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02212-111-000	SAL ADMIN T & L	82,520.00	6,906.00	62,154.00	0.00	20,366.00	24.68
01-2-02212-211-000	HINS ADMIN T & L	17,000.00	1,408.55	12,676.95	0.00	4,323.05	25.42
01-2-02212-221-000	FICA ADMIN T & L	6,300.00	490.87	4,417.83	0.00	1,882.17	29.87
01-2-02212-231-000	RET ADMIN T & L	8,200.00	682.16	6,139.44	0.00	2,060.56	25.12
01-2-02212-320-000	PSP T & L	5,000.00	0.00	1,540.03	0.00	3,459.97	69.19
01-2-02212-330-000	PSP PROF DEV DIST	1,000.00	0.00	2,050.00	0.00	-1,050.00	-105.00
01-2-02212-330-001	PSP PROF DEV ELEM	1,000.00	0.00	2,228.00	0.00	-1,228.00	-122.80
01-2-02212-330-002	PSP PROF DEV SEC	1,000.00	220.00	3,129.00	0.00	-2,129.00	-212.90
01-2-02212-529-000	PSO T & L OTHER	2,500.00	60.00	302.40	0.00	2,197.60	87.90
01-2-02212-580-000	PSO T & L TRAVEL	1,000.00	128.82	828.12	0.00	171.88	17.18
01-2-02212-610-000	SUP T & L	1,000.00	0.00	264.99	0.00	735.01	73.50
01-2-02212-730-000	CAP T & L EQUIP	500.00	0.00	5,470.11	0.00	-4,970.11	-994.02
01-2-02220-111-001	SAL TCHR LIBRARY ELEM	22,500.00	1,887.00	16,983.00	0.00	5,517.00	24.52
01-2-02220-111-002	SAL TCHR LIBRARY SEC	70,500.00	5,880.00	52,920.00	0.00	17,580.00	24.93
01-2-02220-112-001	SAL PARA LIBRARY ELEM	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-02220-112-002	SAL PARA LIBRARY SEC	1,000.00	0.00	0.00	0.00	1,000.00	100.00

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02220-123-001	SAL SUB LIBRARY ELEM	250.00	110.00	1,430.00	0.00	-1,180.00	-472.00
01-2-02220-123-002	SAL SUB LIBRARY SEC	250.00	247.50	907.50	0.00	-657.50	-263.00
01-2-02220-211-001	HINS TCHR LIBRARY ELEM	150.00	14.34	129.06	0.00	20.94	13.96
01-2-02220-211-002	HINS TCHR LIBRARY SEC	20,000.00	1,258.96	11,330.64	0.00	8,669.36	43.34
01-2-02220-212-001	HINS PARA LIBRARY ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-212-002	HINS PARA LIBRARY SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-001	FICA TCHR LIBRARY ELEM	1,750.00	141.29	1,271.61	0.00	478.39	27.33
01-2-02220-221-002	FICA TCHR LIBRARY SEC	5,400.00	423.71	3,813.39	0.00	1,586.61	29.38
01-2-02220-222-001	FICA PARA LIBRARY ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-222-002	FICA PARA LIBRARY SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-223-001	FICA SUB LIBRARY ELEM	50.00	8.40	109.37	0.00	-59.37	-118.74
01-2-02220-223-002	FICA SUB LIBRARY SEC	50.00	18.94	69.43	0.00	-19.43	-38.86
01-2-02220-231-001	RET TCHR LIBRARY ELEM	2,250.00	186.40	1,677.60	0.00	572.40	25.44
01-2-02220-231-002	RET TCHR LIBRARY SEC	7,000.00	580.82	5,227.38	0.00	1,772.62	25.32
01-2-02220-232-001	RET PARA LIBRARY ELEM	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-232-002	RET PARA LIBRARY SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-281-002	HSA TCHR LIBRARY SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02220-320-001	PSP LIBRARY ELEM	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-02220-320-002	PSP LIBRARY SEC	7,000.00	0.00	0.00	0.00	7,000.00	100.00
01-2-02220-529-001	PSO LIBRARY OTHER ELEM	250.00	0.00	20.00	0.00	230.00	92.00
01-2-02220-529-002	PSO LIBRARY OTHER SEC	250.00	0.00	35.00	0.00	215.00	86.00
01-2-02220-580-001	PSO LIBRARY TRAVEL ELEM	100.00	0.00	159.00	0.00	-59.00	-59.00
01-2-02220-580-002	PSO LIBRARY TRAVEL SEC	100.00	0.00	579.03	0.00	-479.03	-479.03

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02220-610-001	SUP LIBRARY ELEM	1,500.00	0.00	2,829.31	0.00	-1,329.31	-88.62
01-2-02220-610-002	SUP LIBRARY SEC	1,500.00	0.00	361.64	0.00	1,138.36	75.89
01-2-02220-640-001	SUP LIBRARY BOOKS/PERS ELEM	2,500.00	0.00	2,035.79	0.00	464.21	18.56
01-2-02220-640-002	SUP LIBRARY BOOKS/PERS SEC	5,000.00	0.00	3,047.47	0.00	1,952.53	39.05
01-2-02220-730-001	CAP LIBRARY EQUIP ELEM	250.00	0.00	0.00	0.00	250.00	100.00
01-2-02220-730-002	CAP LIBRARY EQUIP SEC	250.00	0.00	0.00	0.00	250.00	100.00
01-2-02230-111-000	SAL ADMIN TECH DIR	70,000.00	5,958.00	53,622.00	0.00	16,378.00	23.39
01-2-02230-114-000	SAL PARA TECH AID	26,800.00	2,102.13	21,875.51	0.00	4,924.49	18.37
01-2-02230-130-000	Para Tech OT	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02230-134-000	SAL PARA Tech OT	0.00	0.00	56.54	0.00	-56.54	0.00
01-2-02230-211-000	HINS ADMIN TECH DIR	10,250.00	0.00	0.00	0.00	10,250.00	100.00
01-2-02230-214-000	HINS PARA TECH AID	7,250.00	606.20	5,455.80	0.00	1,794.20	24.74
01-2-02230-221-000	FICA ADMIN TECH DIR	5,300.00	455.79	4,102.11	0.00	1,197.89	22.60
01-2-02230-224-000	FICA PARA TECH AID	2,000.00	145.79	1,542.58	0.00	457.42	22.87
01-2-02230-231-000	RET ADMIN TECH DIR	6,800.00	588.52	5,296.68	0.00	1,503.32	22.10
01-2-02230-234-000	RET PARA TECH AID	2,500.00	207.64	2,166.40	0.00	333.60	13.34
01-2-02310-271-000	PSO Alicap WORK COMP OTHERS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02310-315-000	PSP AUDIT	6,000.00	0.00	6,925.00	0.00	-925.00	-15.41
01-2-02310-317-000	PSP LEGAL SERVICES	3,000.00	75.00	2,203.50	0.00	796.50	26.55
01-2-02310-520-000	PSO Alicap LIABILITY INS	200,000.00	0.00	2,655.00	0.00	197,345.00	98.67
01-2-02310-520-000	PSO Alicap PROPERTY INS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02310-529-000	PSO BOE OTHER	500.00	0.00	1,836.83	0.00	-1,336.83	-267.36
01-2-02310-580-000	PSO BOE TRAVEL	2,000.00	0.00	201.07	0.00	1,798.93	89.94

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02310-810-000	DUES BOE	7,500.00	0.00	6,691.00	0.00	809.00	10.78
01-2-02320-105-000	SAL ADMIN SUPT	180,000.00	14,935.00	134,415.00	0.00	45,585.00	25.32
01-2-02320-110-000	SAL CLER SUPT	18,200.00	1,470.00	13,895.02	0.00	4,304.98	23.65
01-2-02320-130-000	OT ClarSAL	0.00	98.44	2,237.84	0.00	-2,237.84	0.00
01-2-02320-210-000	HINS CLER SUPT	7,500.00	543.02	5,089.39	0.00	2,410.61	32.14
01-2-02320-215-000	HINS ADMIN SUPT	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02320-220-000	FICA CLER SUPT	1,400.00	107.96	1,137.79	0.00	262.21	18.72
01-2-02320-225-000	FICA ADMIN SUPT	13,750.00	1,134.88	7,245.77	0.00	6,504.23	47.30
01-2-02320-230-000	RET CLER SUPT	1,750.00	154.93	1,593.57	0.00	156.43	8.93
01-2-02320-235-000	RET ADMIN SUPT	17,800.00	1,475.25	13,277.25	0.00	4,522.75	25.40
01-2-02320-280-000	HSA CLER SUPT	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02320-529-000	PSO EXEC ADMIN OTHER	5,000.00	0.00	6,563.78	0.00	-1,563.78	-31.27
01-2-02320-580-000	PSO EXEC ADMIN TRAVEL	3,000.00	0.00	3,889.55	0.00	-889.55	-29.65
01-2-02320-610-000	SUP EXEC ADMIN	7,500.00	562.78	6,954.26	0.00	545.74	7.27
01-2-02320-730-000	CAP EXEC ADMIN EQUIP	250.00	0.00	385.20	0.00	-135.20	-54.08
01-2-02320-810-000	DUES EXEC ADMIN	2,500.00	0.00	12,076.60	0.00	-9,576.60	-383.06
01-2-02410-110-001	SAL CLER PRINC ELEM	20,500.00	1,650.00	17,820.01	0.00	2,679.99	13.07
01-2-02410-110-002	SAL CLER PRINC SEC	21,500.00	1,803.60	18,741.60	0.00	2,758.40	12.82
01-2-02410-111-001	SAL ADMIN PRINC ELEM	88,000.00	7,333.00	65,997.00	0.00	22,003.00	25.00
01-2-02410-111-002	SAL ADMIN PRINC SEC	106,500.00	8,875.00	79,875.00	0.00	26,625.00	25.00
01-2-02410-120-001	SAL CLER SUB PRINC ELEM	0.00	60.38	553.89	0.00	-553.89	0.00
01-2-02410-120-002	SAL CLER SUB PRINC SEC	0.00	0.00	498.75	0.00	-498.75	0.00
01-2-02410-130-001	OT Clarical	0.00	0.00	0.00	0.00	0.00	0.00

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02410-130-002	Sec. CLAR OT	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02410-210-001	HINS CLER PRINC ELEM	7,250.00	606.20	5,455.80	0.00	1,794.20	24.74
01-2-02410-210-002	HINS CLER PRINC SEC	7,250.00	606.20	5,455.80	0.00	1,794.20	24.74
01-2-02410-211-001	HINS ADMIN PRINC ELEM	20,000.00	1,402.68	13,642.12	0.00	6,357.88	31.78
01-2-02410-211-002	HINS ADMIN PRINC SEC	20,000.00	1,402.68	12,624.12	0.00	7,375.88	36.87
01-2-02410-220-001	FICA CLER PRINC ELEM	1,500.00	130.22	1,399.95	0.00	100.05	6.67
01-2-02410-220-002	FICA CLER PRINC SEC	1,650.00	130.32	1,403.05	0.00	246.95	14.96
01-2-02410-221-001	FICA ADMIN PRINC ELEM	6,700.00	495.82	4,640.90	0.00	2,059.10	30.73
01-2-02410-221-002	FICA ADMIN PRINC SEC	8,200.00	653.67	5,883.03	0.00	2,316.97	28.25
01-2-02410-230-001	RET CLER PRINC ELEM	2,000.00	162.98	1,760.22	0.00	239.78	11.98
01-2-02410-230-002	RET CLER PRINC RET	2,000.00	178.16	1,851.25	0.00	148.75	7.43
01-2-02410-231-001	RET ADMIN PRINC ELEM	8,500.00	724.34	6,519.06	0.00	1,980.94	23.30
01-2-02410-231-002	RET ADMIN PRINC SEC	10,500.00	876.65	7,889.85	0.00	2,610.15	24.85
01-2-02410-281-002	HSA PRINC SEC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02410-320-001	PSP PRINCIPAL ELEM	1,000.00	0.00	217.00	0.00	783.00	78.30
01-2-02410-320-002	PSP PRINCIPAL SEC	3,500.00	575.00	1,346.00	0.00	2,154.00	61.54
01-2-02410-529-001	PSO PRINCIPAL OTHER ELEM	1,000.00	137.50	166.86	0.00	833.14	83.31
01-2-02410-529-002	PSO PRINCIPAL OTHER SEC	1,000.00	0.00	68.30	0.00	931.70	93.17
01-2-02410-580-001	PSO PRINCIPAL TRAVEL ELEM	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-02410-580-002	PSO PRINCIPAL TRAVEL SEC	1,000.00	0.00	139.00	0.00	861.00	86.10
01-2-02410-610-001	SUP PRINCIPAL ELEM	1,500.00	0.00	135.36	0.00	1,364.64	90.97
01-2-02410-610-002	SUP PRINCIPAL SEC	1,500.00	0.00	4,417.76	0.00	-2,917.76	-194.51
01-2-02410-730-001	CAP PRINCIPAL FURN ELEM	250.00	0.00	0.00	0.00	250.00	100.00

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01-2-02410-730-002	CAP PRINCIPAL FURN SEC	250.00	0.00	0.00	0.00	250.00	100.00
01-2-02410-810-001	DUES PRINCIPAL ELEM	1,000.00	575.00	575.00	0.00	425.00	42.50
01-2-02410-810-002	DUES PRINCIPAL SEC	1,000.00	0.00	185.00	0.00	815.00	81.50
01-2-02510-116-000	SAL PROF BUSINESS MNGR	53,500.00	4,458.00	40,122.00	0.00	13,378.00	25.00
01-2-02510-216-000	HINS PROF BUSINESS MNGR	15,000.00	1,273.00	11,457.00	0.00	3,543.00	23.62
01-2-02510-226-000	FICA PROF BUSINESS MNGR	4,100.00	329.15	2,962.35	0.00	1,137.65	27.74
01-2-02510-236-000	RET PROF BUSINESS MNGR	5,300.00	440.35	3,963.15	0.00	1,336.85	25.22
01-2-02510-320-000	PSP BUSINESS	6,000.00	25.08	5,365.65	0.00	634.35	10.57
01-2-02510-340-000	PSP BUSINESS FLEX PAY	2,500.00	173.60	1,876.20	0.00	623.80	24.95
01-2-02510-351-000	PSP BUSINESS DATA PROCESS	1,000.00	77.00	1,306.20	0.00	-306.20	-30.62
01-2-02510-382-000	PSP BUSINESS TELECOMMUNIC	20,000.00	1,813.53	14,802.92	0.00	5,197.08	25.98
01-2-02510-440-000	PSF COPIER/LEASE	40,000.00	1,590.87	28,596.25	0.00	11,403.75	28.50
01-2-02510-529-000	PSO BUSINESS OTHER	0.00	0.00	510.79	0.00	-510.79	0.00
01-2-02510-531-000	PSO BUSINESS POSTAGE	10,000.00	1,110.00	7,595.30	0.00	2,404.70	24.04
01-2-02510-540-000	PSO BUSINESS ADVRT PRNTNG	6,000.00	227.61	3,260.16	0.00	2,739.84	45.66
01-2-02510-610-000	SUP BUSINESS	0.00	0.00	-53.49	0.00	53.49	0.00
01-2-02510-730-000	CAP BUSINESS EQUIP	250.00	0.00	0.00	0.00	250.00	100.00
01-2-02610-110-000	SAL NONCRT CUST	215,000.00	13,742.01	135,095.43	0.00	79,904.57	37.16
01-2-02610-120-000	SAL NONCRT CUST SUMMER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02610-130-000	SAL OT NONCRT CUST	50,000.00	2,169.33	20,937.97	0.00	29,062.03	58.12
01-2-02610-210-000	HINS NONCRT CUST	62,000.00	4,027.30	36,245.70	0.00	25,754.30	41.53
01-2-02610-220-000	FICA NONCRT CUST	16,500.00	1,206.36	11,838.73	0.00	4,661.27	28.25
01-2-02610-230-000	RET NONCRT CUST	21,500.00	1,571.70	15,412.67	0.00	6,087.33	28.31

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02610-270-000	PSO Alicap WORK COMP CUST	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02610-410-000	PSF WATER & SEWER	9,000.00	0.00	6,417.41	0.00	2,582.59	28.69
01-2-02610-529-000	PSO CUSTODIAL OTHER	17,500.00	118.07	15,634.28	0.00	1,865.72	10.66
01-2-02610-610-000	SUP CUSTODIAL	45,000.00	2,330.51	36,545.32	0.00	8,454.68	18.78
01-2-02610-621-000	SUP FUEL	50,000.00	1,842.41	27,988.45	0.00	22,011.55	44.02
01-2-02610-622-000	SUP ELECTRICITY	150,000.00	0.00	112,264.70	0.00	37,735.30	25.15
01-2-02610-730-000	CAP CUSTODIAL EQUIP	0.00	0.00	15,426.00	0.00	-15,426.00	0.00
01-2-02620-110-000	SAL NONCRT MAINT	88,000.00	5,846.90	55,094.80	0.00	32,905.20	37.39
01-2-02620-120-000	SAL NONCRT MAINT SUMMER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02620-130-000	SAL OT NONCRT MAINT	0.00	995.40	9,610.37	0.00	-9,610.37	0.00
01-2-02620-210-000	HINS NONCRT MAINT	27,500.00	2,982.36	26,841.24	0.00	658.76	2.39
01-2-02620-220-000	FICA NONCRT MAINT	6,700.00	510.19	4,840.46	0.00	1,859.54	27.75
01-2-02620-230-000	RET NONCRT MAINT	8,700.00	675.86	6,391.43	0.00	2,308.57	26.53
01-2-02620-270-000	PSO Alicap WORK COMP MAINT	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02620-320-000	PSP MAINTENANCE	100,000.00	8,816.83	179,001.81	0.00	-79,001.81	-79.00
01-2-02620-529-000	PSO MAINTENANCE OTHER	1,000.00	1,545.97	11,363.84	0.00	-10,363.84	-1,036.38
01-2-02620-730-000	CAP BUILDING EQUIP	75,000.00	19,825.00	148,630.39	0.00	-73,630.39	-98.17
01-2-02660-320-000	PSP SECURITY	1,000.00	0.00	2,284.00	0.00	-1,284.00	-128.40
01-2-02660-610-000	SUP SECURITY	1,000.00	0.00	1,125.44	0.00	-125.44	-12.54
01-2-02660-730-000	CAP SECURITY EQUIP	0.00	0.00	55,077.98	0.00	-55,077.98	0.00
01-2-02670-320-000	PSP SAFETY	1,000.00	0.00	980.00	0.00	20.00	2.00
01-2-02670-610-000	SUP SAFETY	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02670-730-000	CAP SAFETY EQUIP	0.00	0.00	0.00	0.00	0.00	0.00

Monthly Expense Report

SELECTED Data

Date Range: YTD thru 05/31/2019

Arranged by:
Account Number

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02710-110-000	SAL NONCRT ROUTE DRIVER	60,000.00	6,405.63	62,511.57	0.00	-2,511.57	-4.18
01-2-02710-111-000	SAL CERT ACT DRIVER	0.00	0.00	268.25	0.00	-268.25	0.00
01-2-02710-120-000	SAL NONCRT ACT DRIVER	35,000.00	5,365.00	31,820.04	0.00	3,179.96	9.08
01-2-02710-130-000	Route Bus OT	0.00	999.01	8,338.92	0.00	-8,338.92	0.00
01-2-02710-210-000	HINS NONCRT TRANPO	21,000.00	1,818.60	16,445.98	0.00	4,554.02	21.68
01-2-02710-211-000	HINS CERT ACT DRIVER	0.00	0.00	73.78	0.00	-73.78	0.00
01-2-02710-220-000	FICA NONCRT TRANPO	7,200.00	976.16	7,849.15	0.00	-649.15	-9.01
01-2-02710-221-000	FICA CERT ACT DRIVER	0.00	0.00	20.52	0.00	-20.52	0.00
01-2-02710-230-000	RET NONCRT TRANPO	9,300.00	731.41	7,026.79	0.00	2,273.21	24.44
01-2-02710-231-000	RETIRE CERT ACT DRIVER	0.00	0.00	26.50	0.00	-26.50	0.00
01-2-02710-270-000	PSO Alicap WORK COMP DRIVERS	0.00	0.00	-4,606.00	0.00	4,606.00	0.00
01-2-02710-320-000	PSP TRANSPORTATION	5,000.00	0.00	57.50	0.00	4,942.50	98.85
01-2-02710-332-000	PSP MILEAGE PARENTS	4,000.00	0.00	2,833.27	0.00	1,166.73	29.16
01-2-02710-430-000	PSF EQUIP REPAIR BUS	20,000.00	0.00	13,620.35	0.00	6,379.65	31.89
01-2-02710-431-000	PSF EQUIP REPAIR MAINT	1,000.00	882.00	8,856.04	0.00	-7,856.04	-785.60
01-2-02710-520-000	PSO Alicap VEHICLE INS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-02710-529-000	PSO TRANSPORTATION OTHER	2,500.00	212.00	1,000.33	0.00	1,499.67	59.98
01-2-02710-610-000	SUP TRANSP TIRES / PARTS	20,000.00	407.18	23,945.97	0.00	-3,945.97	-19.72
01-2-02710-626-000	SUP GAS AND OIL	55,000.00	0.00	39,280.03	0.00	15,719.97	28.58
01-2-02710-732-000	CAP TRANSP BUS REPLACE	25,000.00	0.00	0.00	0.00	25,000.00	100.00
01-2-02792-332-000	PSP SPED MILGE PRNTS SA	500.00	0.00	468.69	0.00	31.31	6.26
01-2-02793-332-000	PSP SPED MLGE PRNTS B-5	500.00	0.00	0.00	0.00	500.00	100.00
01-2-03300-159-001	SAL STIP After School	1,000.00	0.00	0.00	0.00	1,000.00	100.00

Monthly Expense Report

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-03300-221-001	FICA AFTER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03300-231-001	RET AFTER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03300-529-000	PSO AFTER SCHOOL OTHER	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-03300-562-001	PSO AFTER SCHOOL TUITION	1,000.00	230.00	1,667.00	0.00	-667.00	-66.70
01-2-03300-610-000	SUP AFTER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03300-730-000	CAP AFTER SCHOOL EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03535-111-001	SAL TCHR HAL	22,500.00	1,887.00	16,983.00	0.00	5,517.00	24.52
01-2-03535-123-001	SAL SUBS HAL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03535-211-001	HINS TCHR HAL	150.00	14.33	128.97	0.00	21.03	14.02
01-2-03535-221-001	FICA TCHRS HAL	1,700.00	141.28	1,271.52	0.00	428.48	25.20
01-2-03535-223-001	FICA SUBS HAL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03535-231-001	RET TCHRS HAL	2,300.00	186.39	1,677.51	0.00	622.49	27.06
01-2-03540-111-006	SAL ADMIN PRESCH DIR	14,700.00	1,219.00	10,971.00	0.00	3,729.00	25.36
01-2-03540-111-006	SAL TCHR PRESCH STATE	47,000.00	3,893.25	35,039.25	0.00	11,960.75	25.44
01-2-03540-112-006	SAL PARA PRESCH STATE	13,650.00	1,145.94	10,401.14	0.00	3,248.86	23.80
01-2-03540-120-006	SAL PARA SUB PRESCH STATE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03540-123-006	SAL SUBS PRESCH STATE	750.00	110.00	1,936.00	0.00	-1,186.00	-158.13
01-2-03540-211-006	HINS ADMIN PRESCH DIR	3,000.00	1,491.51	13,423.59	0.00	-10,423.59	-347.45
01-2-03540-211-006	HINS TCHR PRESCH STATE	15,000.00	0.00	0.00	0.00	15,000.00	100.00
01-2-03540-212-006	HINS PARA PRESCH STATE	5,500.00	465.83	4,042.55	0.00	1,457.45	26.49
01-2-03540-220-006	FICA PARA SUB PRESCH STATE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03540-221-006	FICA ADMIN PRESCH DIR	1,200.00	374.14	3,367.24	0.00	-2,167.24	-180.60
01-2-03540-221-006	FICA TCHR PRESCH STATE	3,500.00	0.00	0.00	0.00	3,500.00	100.00

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-03540-222-006	FICA PARA PRESCH STATE	1,000.00	33.28	376.77	0.00	623.23	62.32
01-2-03540-223-006	FICA SUBS PRESCH STATE	0.00	8.41	148.10	0.00	-148.10	0.00
01-2-03540-231-006	RET ADMIN PRESCH DIR	1,500.00	504.98	4,544.82	0.00	-3,044.82	-202.98
01-2-03540-231-006	RET TCHR PRESCH STATE	4,500.00	0.00	0.00	0.00	4,500.00	100.00
01-2-03540-232-006	RET PARA PRESCH STATE	1,400.00	113.19	1,027.38	0.00	372.62	26.61
01-2-03540-320-000	PSP PRESCH	500.00	494.50	3,011.76	0.00	-2,511.76	-502.35
01-2-03540-529-006	PSO PRESCH OTHER	0.00	0.00	76.38	0.00	-76.38	0.00
01-2-03540-580-006	PSO PRESCH TRAVEL	500.00	0.00	564.00	0.00	-64.00	-12.80
01-2-03540-610-000	SUP PRESCH	2,500.00	0.00	388.46	0.00	2,111.54	84.46
01-2-03540-730-006	CAP PRESCH EQUIP	500.00	0.00	48.99	0.00	451.01	90.20
01-2-03541-320-000	PSP PRESCH STARTUP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03541-529-000	PSO PRESCH STARTUP OTHER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03541-610-000	SUP PRESCH STARTUP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03541-640-000	SUP PRESCH START TEXTS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-03541-730-000	CAP PRESCH STARTUP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-04700-450-000	PSF CONTRACT BLDNG IMPROV	150,000.00	0.00	0.00	0.00	150,000.00	100.00
01-2-06200-111-001	SAL TCHR TITLE IA	72,500.00	5,579.00	54,228.00	0.00	18,272.00	25.20
01-2-06200-123-001	SAL SUBS TITLE IA	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-211-001	HINS TCHR TITLE IA	16,500.00	1,241.49	12,195.74	0.00	4,304.26	26.08
01-2-06200-221-001	FICA TCHR TITLE IA	5,500.00	412.61	4,001.30	0.00	1,498.70	27.24
01-2-06200-223-001	FICA SUBS TITLE IA	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-231-001	RET TCHR TITLE IA	7,100.00	551.08	5,356.51	0.00	1,743.49	24.55
01-2-06200-281-001	HSA TITLE IA ELEM	0.00	0.00	0.00	0.00	0.00	0.00

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-06200-320-001	PSP TITLE IA	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-529-001	PSO TITLE IA OTHER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-580-001	PSO TITLE IA TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-610-001	SUP TITLE IA	0.00	0.00	50.95	0.00	-50.95	0.00
01-2-06200-640-001	SUP TITLE IA TEXTBOOKS	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-650-001	SUP TITLE IA HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-730-001	CAP TITLE IA EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06200-735-001	CAP TITLE IA SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06210-320-001	PSP TITLE I ACCNTBLTY	2,000.00	0.00	0.00	0.00	2,000.00	100.00
01-2-06210-650-001	SUP TITLE I ACCNTBLTY	10,000.00	0.00	0.00	0.00	10,000.00	100.00
01-2-06210-735-001	CAP TITLE I ACCNTBLTY SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06310-111-001	SAL TCHR TITLE IIA	15,000.00	0.00	16,639.00	0.00	-1,639.00	-10.92
01-2-06310-123-001	SAL SUBS TITLE IIA	250.00	0.00	0.00	0.00	250.00	100.00
01-2-06310-211-001	HINS TCHR TITLE IIA	2,500.00	0.00	4,888.11	0.00	-2,388.11	-95.52
01-2-06310-221-001	FICA TCHR TITLE IIA	1,100.00	0.00	1,272.87	0.00	-172.87	-15.71
01-2-06310-223-001	FICA SUBS TITLE IIA	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06310-231-001	RET TCHR TITLE IIA	1,500.00	0.00	1,643.57	0.00	-143.57	-9.57
01-2-06310-529-000	PSO TITLE IIA OTHER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06403-111-000	SAL TCHR IDEA BASE	34,000.00	0.00	34,067.28	0.00	-67.28	-0.19
01-2-06403-211-000	HINS TCHR IDEA BASE	10,300.00	0.00	8,776.08	0.00	1,523.92	14.79
01-2-06403-221-000	FICA TCHR IDEA BASE	2,600.00	0.00	2,487.82	0.00	112.18	4.31
01-2-06403-231-000	RET TCHR IDEA BASE	3,300.00	0.00	3,365.11	0.00	-65.11	-1.97
01-2-06403-281-000	HSA IDEA BASE ELEM	0.00	0.00	0.00	0.00	0.00	0.00

SELECTED Data

Monthly Expense Report

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-06403-320-000	PSP IDEA BASE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06403-580-000	PSO IDEA BASE TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06403-610-000	SUP IDEA BASE	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06406-111-000	SAL TCHR IDEA PS BASE	2,900.00	0.00	2,595.50	0.00	304.50	10.50
01-2-06406-211-000	HINS TCHR IDEA PS BASE	900.00	0.00	828.60	0.00	71.40	7.93
01-2-06406-221-000	FICA TCHR IDEA PS BASE	200.00	0.00	191.68	0.00	8.32	4.16
01-2-06406-231-000	RET TCHR IDEA PS BASE	300.00	0.00	256.38	0.00	43.62	14.54
01-2-06406-610-000	SUP IDEA PRESCH	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06410-111-000	SAL TCHR IDEA ENR POV	80,000.00	4,952.00	62,827.00	0.00	17,173.00	21.46
01-2-06410-211-000	HINS TCHR IDEA ENR POV	26,500.00	2,898.67	26,088.03	0.00	411.97	1.55
01-2-06410-221-000	FICA TCHR IDEA ENR POV	6,000.00	363.07	4,564.66	0.00	1,435.34	23.92
01-2-06410-231-000	RET TCHR IDEA ENR POV	8,000.00	489.15	6,205.93	0.00	1,794.07	22.42
01-2-06410-340-000	PSP IDEA ENR POV	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06410-529-000	PSO IDEA ENR POV OTHER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06410-610-000	SUP IDEA ENR POV	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06410-730-000	CAP IDEA ENR POV EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06412-300-000	PSP IDEA NON-PUBLIC	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06450-320-000	PSP MEDICAID OUTREACH	250.00	0.00	0.00	0.00	250.00	100.00
01-2-06700-529-000	PSO CARL PERKINS OTHER	0.00	0.00	0.00	0.00	0.00	0.00
01-2-06700-610-002	SUP CARL PERKINS	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01-2-06700-730-002	CAP CARL PERKINS EQUIP	1,000.00	0.00	1,088.72	0.00	-88.72	-8.87
01-2-06969-610-000	Title IV A Supplies	0.00	0.00	10,000.00	0.00	-10,000.00	0.00
01-2-08000-900-000	TRANS TO DEPRECIATION	25,000.00	0.00	0.00	0.00	25,000.00	100.00

SELECTED Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 05/31/2019

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-08000-912-000	TRANS TO LUNCH	25,000.00	0.00	0.00	0.00	25,000.00	100.00
01-2-08000-913-000	TRANS TO ACTIVITIES	25,000.00	0.00	0.00	0.00	25,000.00	100.00
01-9-01100-110-001	Teachers Salaries Elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-110-002	Teachers Salaries Secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-112-001	High Ability Learner	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-120-001	Sub Salaries Elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-120-002	Sub Salaries Secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-140-001	Aides & Supervisory-elem.	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-140-002	Aide-secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-142-001	Para Subs	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-142-002	Para Subs	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-210-001	Fica-elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-210-002	Fica-secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-212-001	Social Secirity -high Ability	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-220-001	Retirement-elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-220-002	Retirement-secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-222-001	Retirement-high Ability Learn	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-230-001	Health Insurance-elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-230-002	Health Insurance-secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-232-001	Health Insurance-high Ability	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-240-001	Workmans Comp.-elementary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-240-002	Workmans Comp.-secondary	0.00	0.00	0.00	0.00	0.00	0.00
01-9-01100-283-001	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	0.00

SELECTED Data

Monthly Expense Report

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Account Number

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-9-09000-690-000	Non-program Expenditures						
		0.00	0.00	0.00	0.00	0.00	0.00
01-9-09001-690-000	Energy Grants						
		0.00	0.00	0.00	0.00	0.00	0.00
01 Current Year Account Totals:		**10,291,420.00**	**843,381.92**	**7,636,394.50**	**720.00**	**2,654,305.50**	**25.79**
01	**FUND Totals:**	**10,291,420.00**	**843,381.92**	**7,636,394.50**	**720.00**	**2,654,305.50**	**25.79**
	Report Totals:	**10,291,420.00**	**843,381.92**	**7,636,394.50**	**720.00**	**2,654,305.50**	**25.79**

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date / Account Description	Vendor ID / PO Number	Vendor Name / Ereq Num	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
Journal Number: 555 Check Journal				**Posted: 06/03/2019**			
Computer Checks							
01 - GENERAL FUND							
Bank Account :A - FSB-General Fund							
00058000	05/20/2019	BLANBAIL	Blankies by Bailey				
05/01/19	05/17/2019			05/17/2019	Blankets		
01-2-01100-610-001			SUP GENERAL ELEM			-176.00	176.00
					Invoice Total:	-176.00	176.00
					Check Total:	-176.00	176.00
00058001	05/20/2019	BONIPAIN	Bonifas Painting				
PAC Floor	05/20/2019			05/20/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-2,800.00	2,800.00
					Invoice Total:	-2,800.00	2,800.00
					Check Total:	-2,800.00	2,800.00
00058002	05/20/2019	CAROKEIS	Carol Keiser				
Mileage	05/17/2019			05/17/2019	Mileage		
01-2-02151-580-000			PSO PS TRAVEL			-4.40	4.40
					Invoice Total:	-4.40	4.40
					Check Total:	-4.40	4.40
00058003	05/20/2019	DANEANDE	Danette Anderson				
May	05/17/2019			05/17/2019	OT		
01-2-02161-340-000			PSP SPED SCHOOLAGE OT			-881.40	881.40
01-2-02162-340-000			PSP SPED OT 3-5			-1,244.10	1,244.10
					Invoice Total:	-2,125.50	2,125.50
					Check Total:	-2,125.50	2,125.50
00058004	05/20/2019	DAYDONUT	Daylight Donut Shop				
698492	05/17/2019			05/17/2019	Supplies		
01-2-01100-529-001			PSO OTHER ELEM			-46.20	46.20
					Invoice Total:	-46.20	46.20
698494	05/17/2019			05/17/2019	Supplies		
01-2-01100-529-002			PSO OTHER SEC			-12.00	12.00
					Invoice Total:	-12.00	12.00
					Check Total:	-58.20	58.20
00058005	05/20/2019	DEEWEAV	Dee Weaver				
Supplies	05/17/2019			05/17/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-117.81	117.81
					Invoice Total:	-117.81	117.81
					Check Total:	-117.81	117.81
00058006	05/20/2019	FITKIDS	Fit Kids				
Refund	05/17/2019			05/17/2019	Refund on Bldg. Rent		
01-2-01100-529-000			PSO OTHER DIST			-150.00	150.00
					Invoice Total:	-150.00	150.00
					Check Total:	-150.00	150.00
00058007	05/20/2019	HENDOORL	Henry Doorly Zoo				
31203	05/17/2019			05/17/2019	Field Trip		
01-2-01100-320-001			PSP INSTRUCTION ELEM			-455.00	455.00

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date / PO Number / Account Description	Vendor ID / Vendor Name / Ereq Num / PO Date	Description	Payable	Direct Deposit / Accrued / Payment
Fund Summary					
01 - GENERAL FUND				-9,641.83	9,641.83
Payroll Summary					
			Report Total:	**-9,641.83**	**9,641.83**

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date / Account Description	Vendor ID / PO Number	Vendor Name / Ereq Num	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
Journal Number: 574 Check Journal					**Posted: 06/05/2019**		
Computer Checks							
01 - GENERAL FUND							
Bank Account :A - FSB-General Fund							
00058016	06/05/2019	NAEA	NAEA				
Curr. Training	05/31/2019			06/05/2019	Registration		
01-2-01100-320-002			PSP INSTRUCTION SEC			-250.00	250.00
					Invoice Total:	-250.00	250.00
					Check Total:	-250.00	250.00
00058017	06/05/2019	NEAGED	Nebraska Ag Ed Assoc.				
2019-20	05/31/2019			06/05/2019	Dues/Fees		
01-2-01100-320-002			PSP INSTRUCTION SEC			-470.00	470.00
					Invoice Total:	-470.00	470.00
					Check Total:	-470.00	470.00
00058018	05/31/2019	ALLIJONA	Allison Jonas				
Travel	05/31/2019			06/05/2019	Travel		
01-2-02212-580-000			PSO T & L TRAVEL			-128.82	128.82
					Invoice Total:	-128.82	128.82
					Check Total:	-128.82	128.82
00058019	05/31/2019	AMYHARR	Amy Harrison				
Supplies	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-170.00	170.00
					Invoice Total:	-170.00	170.00
					Check Total:	-170.00	170.00
00058020	05/31/2019	BLACHILLS	Black Hills Energy				
May	05/31/2019			06/05/2019	Fuel		
01-2-02610-621-000			SUP FUEL			-1,842.41	1,842.41
					Invoice Total:	-1,842.41	1,842.41
					Check Total:	-1,842.41	1,842.41
00058021	05/31/2019	BUSITELE	Business Telecommunications				
33325	05/31/2019			06/05/2019	Telephone		
01-2-02620-730-000			CAP BUILDING EQUIP			-19,825.00	19,825.00
					Invoice Total:	-19,825.00	19,825.00
					Check Total:	-19,825.00	19,825.00
00058022	05/31/2019	CDWGOV	CDW Government , Inc.				
SHH8532/	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-1,648.99	1,648.99
01-2-01100-610-002			SUP GENERAL SEC			-522.75	522.75
					Invoice Total:	-2,171.74	2,171.74
SJZ7343	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-57.75	57.75
					Invoice Total:	-57.75	57.75
					Check Total:	-2,229.49	2,229.49
00058023	05/31/2019	CHARCOMM	Charter Communications				
229052419	05/31/2019			06/05/2019	Telephone		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-211.28	211.28

Check Journal

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Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
					Invoice Total:	-211.28	211.28
					Check Total:	-211.28	211.28
00058024	05/31/2019	CINDFICK	Cindy Fickenscher				
Supplies	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-76.53	76.53
					Invoice Total:	-76.53	76.53
					Check Total:	-76.53	76.53
00058025	05/31/2019	CULLIGAN	Culligan				
1018702	05/31/2019			06/05/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-21.00	21.00
					Invoice Total:	-21.00	21.00
					Check Total:	-21.00	21.00
00058026	05/31/2019	DASSTATE	DAS State Acctg-Central Finance				
1164339	05/31/2019			06/05/2019	Internet		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-229.49	229.49
					Invoice Total:	-229.49	229.49
					Check Total:	-229.49	229.49
00058027	05/31/2019	DAYDONUT	Daylight Donut Shop				
698493	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-46.20	46.20
					Invoice Total:	-46.20	46.20
					Check Total:	-46.20	46.20
00058028	05/31/2019	EAKEOFFI	Eakes Office Solutions				
610976	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-80.00	80.00
01-2-02320-610-000			SUP EXEC ADMIN			-562.78	562.78
					Invoice Total:	-642.78	642.78
					Check Total:	-642.78	642.78
00058029	05/31/2019	ERNEBLEC	Ernest Blecha				
Supplies	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-37.38	37.38
					Invoice Total:	-37.38	37.38
					Check Total:	-37.38	37.38
00058030	05/31/2019	ESU #10	Esu #10				
070600	05/31/2019			06/05/2019	Voc/SPED/T&L/Vision/Audi		
01-2-01200-320-000			PSP SPED CONTRACTED			-87.88	87.88
01-2-01200-320-000			PSP SPED CONTRACTED			-506.29	506.29
01-2-01200-320-002			PSP SPED CONTRACTED SEC			-923.25	923.25
01-2-01200-330-001			PSP SPED INSERVICE ELEM			-1,352.50	1,352.50
01-2-01200-330-002			PSP SPED INSERVICE SEC			-1,352.50	1,352.50
01-2-02151-340-000			PSP SPED SPEECH/AUD DIST			-438.23	438.23
01-2-02151-340-000			PSP SPED SPEECH/AUD DIST			-111.77	111.77
01-2-02151-340-000			PSP SPED SPEECH/AUD DIST			-111.77	111.77
01-2-02152-340-000			PSP SPED SPEECH/AUD 3-5			-27.94	27.94
01-2-02153-340-000			PSP SPED SPEECH/AUD 0-2			-27.94	27.94
01-2-02212-330-002			PSP PROF DEV SEC			-20.00	20.00

Check Number / Invoice / Account Number	Date / Invoice Date / PO Number / Account Description	Vendor ID / Vendor Name / Ereq Num / PO Date	Description	Payable	Direct Deposit / Accrued / Payment
			Invoice Total:	-4,960.07	4,960.07
			Check Total:	-4,960.07	4,960.07
00058031	05/31/2019	ESU #16	ESU #16		
0252	05/31/2019		06/05/2019 Staff Development		
01-2-02212-330-002		PSP PROF DEV SEC		-200.00	200.00
			Invoice Total:	-200.00	200.00
			Check Total:	-200.00	200.00
00058032	05/31/2019	EXPLLEARN	ExploreLearning		
00082075	05/31/2019		06/05/2019 Renewal		
01-2-01100-320-001		PSP INSTRUCTION ELEM		-2,195.00	2,195.00
			Invoice Total:	-2,195.00	2,195.00
			Check Total:	-2,195.00	2,195.00
00058033	05/31/2019	FEEDSTORE	The Feed Store, Inc.		
746225	05/31/2019		06/05/2019 Maintenance		
01-2-02620-320-000		PSP MAINTENANCE		-954.00	954.00
			Invoice Total:	-954.00	954.00
			Check Total:	-954.00	954.00
00058034	05/31/2019	GOTHHOSP	Gothenburg Memorial Hospital		
105969	05/31/2019		06/05/2019 Drug Test		
01-2-02710-529-000		PSO TRANSPORTATION OTHER		-212.00	212.00
			Invoice Total:	-212.00	212.00
			Check Total:	-212.00	212.00
00058035	05/31/2019	GOTHSTAT	Gothenburg State Bank		
May	05/31/2019		06/05/2019 May Payroll		
01-2-02510-351-000		PSP BUSINESS DATA PROCESS		-77.00	77.00
			Invoice Total:	-77.00	77.00
			Check Total:	-77.00	77.00
00058036	05/31/2019	GOTHTIME	Gothenburg Times		
May	05/31/2019		06/05/2019 Advertising		
01-2-02410-529-001		PSO PRINCIPAL OTHER ELEM		-137.50	137.50
01-2-02510-540-000		PSO BUSINESS ADVRT PRNTNG		-227.61	227.61
			Invoice Total:	-365.11	365.11
			Check Total:	-365.11	365.11
00058037	05/31/2019	GOTHTIRE	Gothenburg Tire & Service		
98292	05/31/2019		06/05/2019 Tires/Parts		
01-2-02710-610-000		SUP TRANSP TIRES / PARTS		-119.95	119.95
			Invoice Total:	-119.95	119.95
			Check Total:	-119.95	119.95
00058038	05/31/2019	GOVCONN	GovConnection, Inc.		
56772738/	05/31/2019		06/05/2019 Supplies		
01-2-01100-610-001		SUP GENERAL ELEM		-4,415.25	4,415.25
01-2-01100-640-002		SUP TEXTBOOKS SEC		-7,696.93	7,696.93
01-2-01100-650-002		SUP COMPUTER HARDWARE SEC		-38,057.62	38,057.62
			Invoice Total:	-50,169.80	50,169.80
			Check Total:	-50,169.80	50,169.80
00058039	05/31/2019	HICKLUMB	Hicken Lumber Center		

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
383002	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-319.72	319.72
01-2-02610-610-000			SUP CUSTODIAL			-198.39	198.39
01-2-02620-320-000			PSP MAINTENANCE			-250.28	250.28
					Invoice Total:	-768.39	768.39
					Check Total:	-768.39	768.39
00058040	05/31/2019	HOMELEAS	Hometown Leasing				
12794001	05/31/2019			06/05/2019	Copier Lease		
01-2-02510-440-000			PSF COPIER/LEASE			-1,590.87	1,590.87
					Invoice Total:	-1,590.87	1,590.87
					Check Total:	-1,590.87	1,590.87
00058041	05/31/2019	HOTLUNCH	Hot Lunch Fund				
Meals	05/31/2019			06/05/2019	Food Sales		
01-2-01100-529-001			PSO OTHER ELEM			-300.00	300.00
01-2-01100-610-002			SUP GENERAL SEC			-35.00	35.00
01-2-02212-529-000			PSO T & L OTHER			-60.00	60.00
01-2-02410-320-002			PSP PRINCIPAL SEC			-575.00	575.00
01-2-02620-529-000			PSO MAINTENANCE OTHER			-1,545.97	1,545.97
01-2-03540-320-000			PSP PRESCH			-494.50	494.50
					Invoice Total:	-3,010.47	3,010.47
					Check Total:	-3,010.47	3,010.47
00058042	05/31/2019	HUMMINT	Hummert International				
53193	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-324.54	324.54
					Invoice Total:	-324.54	324.54
					Check Total:	-324.54	324.54
00058043	05/31/2019	INSTAWAR	Instrumentalist Awards LLC				
1901	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-294.00	294.00
					Invoice Total:	-294.00	294.00
					Check Total:	-294.00	294.00
00058044	05/31/2019	ISLASUPP	Island Supply Welding Co.				
203750	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-158.72	158.72
					Invoice Total:	-158.72	158.72
					Check Total:	-158.72	158.72
00058045	05/31/2019	J.W.PEPP	J.W. Pepper & Son, Inc.				
140913	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-139.85	139.85
					Invoice Total:	-139.85	139.85
					Check Total:	-139.85	139.85
00058046	05/31/2019	JOHNDEER	John Deere Financial				
43621	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-785.35	785.35
01-2-01100-730-002			CAP EQUIP / FURN SEC			-279.98	279.98
01-2-02620-320-000			PSP MAINTENANCE			-127.20	127.20

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued Payment
					Invoice Total:	-1,192.53	1,192.53
					Check Total:	-1,192.53	1,192.53
00058047	05/31/2019	JOSTENS	Jostens, Inc.				
23112439	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-1,201.52	1,201.52
					Invoice Total:	-1,201.52	1,201.52
					Check Total:	-1,201.52	1,201.52
00058048	05/31/2019	KANDDAVI	Kandace K. Davis, DPT				
May	05/31/2019			06/05/2019	PT		
01-2-02171-340-000			PSP SPED PT SCHOOLAGE			-341.25	341.25
01-2-02173-340-000			PSP SPED PT 0-2			-113.75	113.75
					Invoice Total:	-455.00	455.00
					Check Total:	-455.00	455.00
00058049	05/31/2019	MAILFINA	MailFinance				
N7735398	05/31/2019			06/05/2019	Postage Rental		
01-2-02510-531-000			PSO BUSINESS POSTAGE			-1,110.00	1,110.00
					Invoice Total:	-1,110.00	1,110.00
					Check Total:	-1,110.00	1,110.00
00058050	05/31/2019	MARVSANI	Marv's Sanitary Supply				
65616	05/31/2019			06/05/2019	Supplies		
01-2-02610-610-000			SUP CUSTODIAL			-457.58	457.58
					Invoice Total:	-457.58	457.58
					Check Total:	-457.58	457.58
00058051	05/31/2019	MICKPLAT	Mick's Platte Valley Glass				
47153	05/31/2019			06/05/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-401.00	401.00
					Invoice Total:	-401.00	401.00
					Check Total:	-401.00	401.00
00058052	05/31/2019	MIDAMRES	Mid-American Research Chemical				
664662	05/31/2019			06/05/2019	Supplies		
01-2-02610-610-000			SUP CUSTODIAL			-1,674.54	1,674.54
					Invoice Total:	-1,674.54	1,674.54
					Check Total:	-1,674.54	1,674.54
00058053	05/31/2019	MIKETEAH	Mike Teahon				
Phone	05/31/2019			06/05/2019	Telephone		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-490.81	490.81
					Invoice Total:	-490.81	490.81
					Check Total:	-490.81	490.81
00058054	05/31/2019	NASCO	Nasco				
389637	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-211.35	211.35
					Invoice Total:	-211.35	211.35
					Check Total:	-211.35	211.35
00058055	05/31/2019	NCSA	Nebraska Council of School Administrators				
Admin Days	05/31/2019			06/05/2019	Registration		
01-2-01200-529-000			PSO SPED OTHER DIST			-240.00	240.00

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Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued / Payment
01-2-02410-810-001			DUES PRINCIPAL ELEM			-240.00	240.00
					Invoice Total:	-480.00	480.00
Dues	05/31/2019			06/05/2019	Dues/Fees		
01-2-02410-810-001			DUES PRINCIPAL ELEM			-335.00	335.00
					Invoice Total:	-335.00	335.00
					Check Total:	-815.00	815.00
00058056	05/31/2019	NCSPEARS	NCS Pearson, Inc.				
5009782/	05/31/2019			06/05/2019	Supplies		
01-2-02141-610-000			SUP PSYCH			-93.00	93.00
					Invoice Total:	-93.00	93.00
					Check Total:	-93.00	93.00
00058057	05/31/2019	NWEA	Northwest Evaluation Association				
18397	05/31/2019			06/05/2019	Renewal		
01-2-01100-320-001			PSP INSTRUCTION ELEM			-2,250.00	2,250.00
					Invoice Total:	-2,250.00	2,250.00
					Check Total:	-2,250.00	2,250.00
00058058	05/31/2019	PAPE101	Paper101				
157914160919	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-001			SUP GENERAL ELEM			-4,294.56	4,294.56
01-2-01100-610-002			SUP GENERAL SEC			-4,294.56	4,294.56
					Invoice Total:	-8,589.12	8,589.12
					Check Total:	-8,589.12	8,589.12
00058059	05/31/2019	PAYFLEX	Pay Flex				
1289494	05/31/2019			06/05/2019	Flex Plan		
01-2-02510-340-000			PSP BUSINESS FLEX PAY			-173.60	173.60
					Invoice Total:	-173.60	173.60
					Check Total:	-173.60	173.60
00058060	05/31/2019	PERFTRUC	Performance Truck & Trailer				
8157/8158/	05/31/2019			06/05/2019	Bus Maint/Repair		
01-2-02710-431-000			PSF EQUIP REPAIR MAINT			-882.00	882.00
01-2-02710-610-000			SUP TRANSP TIRES / PARTS			-287.23	287.23
					Invoice Total:	-1,169.23	1,169.23
					Check Total:	-1,169.23	1,169.23
00058061	05/31/2019	PERRGUTH	Perry,Guthery,Haase,				
90	05/31/2019			06/05/2019	Legal Services		
01-2-02310-317-000			PSP LEGAL SERVICES			-75.00	75.00
					Invoice Total:	-75.00	75.00
					Check Total:	-75.00	75.00
00058062	05/31/2019	PINPOINT	PinPoint Communications				
155005364	05/31/2019			06/05/2019	Telephone		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-627.57	627.57
					Invoice Total:	-627.57	627.57
					Check Total:	-627.57	627.57
00058063	05/31/2019	PROTCENT	Protex Central Inc.				
105760/105249	05/31/2019			06/05/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-487.60	487.60

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued Payment
					Invoice Total:	-487.60	487.60
					Check Total:	-487.60	487.60
00058064	05/31/2019	RECOUNLIM	Recognition Unlimited				
201969166/	05/31/2019			06/05/2019	Supplies		
01-2-01100-610-002			SUP GENERAL SEC			-58.10	58.10
					Invoice Total:	-58.10	58.10
					Check Total:	-58.10	58.10
00058065	05/31/2019	SPORSAFE	Sport Safe Testing Service, Inc.				
10580	05/31/2019			06/05/2019	Drug Testing		
01-2-02190-320-002			PSP ACTIVITIES			-609.00	609.00
					Invoice Total:	-609.00	609.00
					Check Total:	-609.00	609.00
00058066	05/31/2019	TRANE	Trane				
39897825/	05/31/2019			06/05/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-729.50	729.50
					Invoice Total:	-729.50	729.50
					Check Total:	-729.50	729.50
00058067	05/31/2019	TRI-KLAWN	Tri-K-Lawn Services				
24674	05/31/2019			06/05/2019	Maintenance		
01-2-02620-320-000			PSP MAINTENANCE			-3,046.25	3,046.25
					Invoice Total:	-3,046.25	3,046.25
					Check Total:	-3,046.25	3,046.25
00058068	05/31/2019	TSA	TSA Consulting Group, Inc.				
37884	05/31/2019			06/05/2019	Fees		
01-2-02510-320-000			PSP BUSINESS			-25.08	25.08
					Invoice Total:	-25.08	25.08
					Check Total:	-25.08	25.08
00058069	05/31/2019	TYLEHERM	Tyler Herman				
Phone	05/31/2019			06/05/2019	Telephone		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-117.63	117.63
					Invoice Total:	-117.63	117.63
					Check Total:	-117.63	117.63
00058070	05/31/2019	VERIZON	Verizon Wireless				
9830551013	05/31/2019			06/05/2019	Telephone		
01-2-02510-382-000			PSP BUSINESS TELECOMMUNIC			-136.75	136.75
					Invoice Total:	-136.75	136.75
					Check Total:	-136.75	136.75
00058071	05/31/2019	YMCA	YMCA at Gothenburg Health				
Mar/Apr	05/31/2019			06/05/2019	After School		
01-2-03300-562-001			PSO AFTER SCHOOL TUITION			-230.00	230.00
					Invoice Total:	-230.00	230.00
					Check Total:	-230.00	230.00
					01 - GENERAL FUND	**-118,146.91**	**118,146.91**
					Total of Computer Checks	**-118,146.91**	**118,146.91**

Check Journal

Fiscal Year: 2019

Check Number / Invoice / Account Number	Date / Invoice Date	Vendor ID / PO Number	Vendor Name / Ereq Num / Account Description	PO Date	Description	Payable	Direct Deposit / Accrued Payment
Fund Summary							
01 - GENERAL FUND						-118,146.91	118,146.91
Payroll Summary							
					Report Total:	**-118,146.91**	**118,146.91**

INTERLOCAL AGREEMENT FOR EARLY CHILDHOOD FUNDING

This Agreement is entered into and becomes effective on the ___ day of _____, 2019, by and between the City of Gothenburg, Nebraska (the "City"), Nebraska School District No. 20 (the "School"), and the Gothenburg, Nebraska, Memorial Hospital District (the "Hospital"), collectively referred to herein as the Public Entity(ies).

RECITALS:

1. The City, School and Hospital desire to enter into this Agreement pursuant to the Nebraska Interlocal Cooperation Act for purposes by each of the lawful exercise of powers of each separate Public Entity; and
2. The City provides various services to the public, including police and fire, and is further charged with promoting the economic development of the community for the benefit of the residents and businesses within the city boundaries, and it is beneficial to promote the advancement and success of the City's early childhood population; and
3. The School is engaged in the education of community youth and as a major component of such education has and will continue to seek to implement effective solutions to the provision of early childhood education in the community; and
4. The Hospital is charged with providing health care services to its patients, with seeking to provide access to health care services in rural Nebraska, and with promoting healthy lifestyles within the community as a whole; and
5. Each Public Entity desires to enhance, coordinate and promote effective solutions and collaborations in the area of early childhood for the benefit of the Public Entities and their respective patrons; and
6. The Public Entities are in receipt of a Community Well-Being Collaborative Work Plan (the "Work Plan"), which Work Plan seeks to form the Dawson County Community Collaborative for the purpose of providing a coordinated system of community resources and support to prevent adverse childhood experience and promote a cycle of well-being within the Dawson County community; and
7. The strategic plan set forth in the Work Plan includes a specific focus on the efforts of the Gothenburg Early Childhood Learning Coalition ("GECLC") to promote and develop early childhood in Gothenburg for Year 1 and Year 2; and
8. In order to eliminate duplication of effort and cost and to provide for a coordinated approach to maximizing the effectiveness of early childhood for the greater Gothenburg, Nebraska, area, the parties to this agreement desire to establish a joint public entity for the purpose of funding a Community Coordinator (the "Community Coordinator") to staff GECLC.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL BENEFITS PROVIDED HEREBY, THE PARTIES AGREE AS FOLLOWS:

1. The Public Entities hereby form the Gothenburg Early Childhood Agency (the "GECA"). The GECA shall be administered by a board consisting of the City Administrator of the City, the School Superintendent, and the Chief Executive Officer of the Hospital, which shall all have an equal vote in matters before the GECA.

2. The GECA is formed for the purposes of providing financing for the joint contracting of services with an entity for providing consultation, training and outreach to the individual Public Entities by the Community Coordinator.
3. The GECA will fund, for the period of May 20, 2019, through May 19, 2021, to GECLC for the purpose of funding the Community Coordinator position and operating costs related to such efforts.
4. The City and Hospital shall contribute the sum of $10,000 each per annum, and the School shall contribute the sum of $20,000 per annum, for services provided by the Community Coordinator. Said contributions shall be utilized for professional services rendered, for expenses incurred for equipment, programs and other expenses in delivering services to the Public Entities and their patrons. Funds remaining on hand after the term of this agreement shall be reimbursed pro rata to the Public Entities.
5. The Community Coordinator shall consult with each Public Entity and establish a program of work for the benefit each Public Entity and its patrons and taxpayers and make appropriate reports to each Public Entity from time to time.
6. The Community Coordinator shall not make public any data deemed confidential by any Public Entity or any of its Patrons or taxpayers.
7. The parties to this agreement may extend and amend the terms and provisions of this agreement with the consent of their respective governing boards.

City of Gothenburg

_____
Joyce Hudson, Mayor

School District #20

_____
Nathan Wyatt, President

Gothenburg Memorial Hospital District

_____
Michael Brant, CEO

Personnel - Certificated Employees

Release from Contract

Certificated employees who wish to be released from their contract shall submit a written request for release to the Board of Education. The written request shall include a resignation.

The action on a release from contract received after April 15th each year shall be discretionary with the Board. The earlier the request for release is submitted, the greater will be the likelihood of the release being granted. Requests for release received by the Superintendent after June 1st will ordinarily not be granted. Releases may be made subject to the conditions, including liquidated damages, payment of costs of securing a replacement, and the condition that a suitable replacement be secured.

There will be no penalty for release from the contract, though the certificated employee and the Board may negotiate and agree upon the terms of the release.

Where a certificated employee leaves employment without receiving an approved release, the Superintendent is authorized to file a complaint with the Nebraska Professional Practices Commission. The Board also reserves the right to seek damages against any certificated employee as a result of breach of contract.

Legal Reference: Neb. Statute § 79-819; § 79-820; §79-821; § 79-817 et seq.
NDE Rule 27

Date of Adoption: April 9, 2007

Personnel - Certificated Employees

Qualifications for Appointment as Teacher

To be eligible for appointment as a teacher, an applicant must have a minimum of a Bachelor's Degree from an accredited or approved college or university and have a current teaching certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: 79-801 et. seq.

Date of Adoption: April 9, 2007

COACHING ASSIGNMENTS 2019-20 GOTHENBURG PUBLIC SCHOOLS

Volleyball

Head Coach	Bryson Mahlberg
Asst. Coach	Jami Fowler
9th/Asst.	Becky Costello
Head 8th	Angela Piper
Asst. Coach	Jim Clark
Head 7th	Nicole Rubenthaler
Asst.	??????

Cross Country

Head Coach	Tony Neels
Asst. Coach	Josh Clark

Football

Head Coach	Craig Haake
Asst. Coach	Jerry Wiggins
Asst. Coach	Seth Schaeffer
Asst. Coach	Tom Scott
Asst. Coach	Jessie Kincheloe
Asst. Coach	Justin Dowdy

Junior High

Head Coach	Dan Scherer
Asst. Coach	Scott Carlin
Asst. Coach	Jonathan Meyer

Wrestling

Head Coach	Tim Negley
Co-Head Coach	Tom Scott
Junior High	Jerry Wiggins
Asst.	Craig Haake

Girls Golf

Head Coach	Tara Foster
Assistant	??????

Boys Golf

Head Coach	Dan Scherer
Asst.	Don Graham

Track

Co-Head Coach	Steve Reeves
Co-Head Coach	Bryson Mahlberg
Asst. Coach	Scott Carlin
Asst. Coach	Tim Peterson
Asst. Coach	Tony Neels
Asst. Coach	Dan Yilk
Asst. Coach	Jillian Dowdy
Volunteer	Barry McDiarmid
Volunteer	Jessie Ambler

Junior High

JH Head Coach	Jim Clark & Nicole Rubenthaler
JH Asst Coach	Jonathan Meyer
JH Asst Coach	Angela Piper

Girls Basketball

Head Coach	Brent Streeter
Asst. Coach	Tim Strauser
9th/Asst.	Jena Rahjes

Head 8th	Jonathan Meyer
Asst.	Joe Weaver
Head 7th	Jami Stortenbecker
Assistant	Sara Bullock

Boys Basketball

Head Coach	Scott Carlin
Asst. Coach	Seth Schaeffer
9th Head Coach	Luke Dea

Head 8th	Jonathan Meyer
Asst.	Dustin Walker
Head 7th	Justin Dowdy
Asst.	Joe Weaver

Cheerleading Sponsor

Head	Sharon Andres

Play Production

Head	Lori Long
Assistant	Erin Feather
Assistant	Jim Long

Speech

Head	Kaitlyn Clark
Assistant	Kaitlyn Mason & Josh Clark (½ Pay)

Softball

Head	Luke Dea
Assistant	Corey Beachel
Assistant	*Kully Harrison*
	(Corey & Kully will split pay)

Musical

Head	Erin Beavers
Assistant	Kaitlyn Clark
Assistant	Erin Feather
Assistant	??????

Quiz Bowl

Co-Head	Cindy Moore

Head	Ginny Peterson	Co-Head	Kaitlyn Mason

James B. Gessford
Rex R. Schultze***
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann*
R. J. Shortridge*
Joshua J. Schauer*
Derek A. Aldridge**
Justin J. Knight****
Charles Kaplan
Haleigh B. Carlson
Daniel K. Kaplan

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** Also admitted in Kansas
***Also admitted in Wyoming
****Also admitted in Colorado

Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
Edwin C. Perry (1931-2012)

Perry Law Firm Annual Policy Update Service

To: Melissa Wheelock, Administrator, ESU 10
From: Gregory H. Perry and Justin J. Knight
Date: June 5, 2019
Re: Annual Policy Update

REQUIRED POLICY UPDATES

Policies 1120, 5101, 5103, 5104 and 5305: LBs 149 and 397 targeted the use and possession of vaping products (including Juuling) by minors under Nebraska's criminal statutes. In so doing, the Legislature included the term "electronic nicotine delivery systems" in these statutes. To maintain consistency, we have revised Policies 1120, 5101, 5103, 5104 and 5305 to reflect this same terminology.

Policy 3130: The Nebraska Department of Administrative Services competitively bids and purchases various property for the benefit of political subdivisions. We understand that this service is becoming more popular with school districts. In turn, we have updated Policy 3130 to exempt the purchasing requirements for schools that purchase through the Nebraska Department of Administrative Services.

Policy 3131: There are a few minor edits to Policy 3131 to comply with federal purchasing requirements.

Policy 4030: LB 217 prohibits discrimination against an employee who "has inquired about, discussed, or disclosed information regarding employee wages, benefits, or other compensation." In other words, if employees discuss their pay, they cannot be terminated on that basis. In the public employment setting (where most employee pay information may be a matter of public record), this may not seem like a big deal. However, there are aspects of employee compensation that should remain confidential. As a result, Policy 4030 establishes criteria for distributing employee pay information and LB 217's discrimination prohibitions.

Policy 5001: LB 115 requires school districts to enroll students in military families with military orders to be stationed in Nebraska. Policy 5001 incorporates this new requirement.

Policy 5012: LB 575 requires that each school district adopt a policy to provide access to military recruiters. Policy 5012 satisfies this new requirement and includes the bill's provisions.

LB 575 also requires that, "within thirty days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within thirty days following such enrollment," each school district must notify parents and guardians of high school students of their ability to withhold information from military recruiters. As such, we recommend that you include a provision in your student handbook that notifies parents of the ability to opt out of military recruiters receiving information about their student.

Policy 6211: The reference to the NeSA assessment has been changed to the NSCAS assessment.

Policy 6410: In 2015, we provided a "Parental and Family Engagement Policy" pursuant to the Every Student Succeeds Act. Since then, NDE has been rejecting virtually all of these policies except for their own version. It has become easier for schools to simply adopt NDE's version.

Policy 8151 and 8153: We previously distributed a memo on LB 399. Policies 8151 and 8153 have been revised to reflect that the Americanism Committee is now referred to as the Committee on American Civics. Please refer to the prior memo that outlines the Committee's requirements in more detail.

OTHER COMMENTS

LB 212: LB 212 amended the Open Meetings Act. However, the changes to the Open Meetings Act do not affect school districts. The NCSA will distribute updated Open Meetings Act posters at Administrator Days.

LB 269: LB 269 changes the student driving permit rules. Of note, under LB 269, a student may now travel to a different school if the student's "home" school co-ops with a different school for extracurricular activities.

LB 281: LB 281 permits schools to post a sign in a school building or on the school's website that provides information about reporting child abuse or neglect. NDE may contract with a third party to produce and distribute the signage. However, LB 281 does not require any school to post anything.

LB 390: Each school district that contracts with a law enforcement agency to provide School Resource Officers (SRO's) will be required to enter into a Memorandum of Understanding with the law enforcement agency. This MOU will delineate each party's responsibilities. NDE has until December 1, 2019 to distribute a model MOU that schools may consider. Once we receive NDE's model MOU, we will provide our analysis and recommendations.

LB 619: LB 619 prohibits a health insurance company from denying a claim because an individual was treated in a school building. Your staff should be made aware that this activity is no longer lawful under LB 619.

LB 675: LB 675 extends a school district's ability to enter into multi-year agreements. Previously, schools could only contract with most vendors for up to four years. LB 675 amended the law to allow for schools to contract for up to seven years. We asked NDE to consider this change due to the cost savings that many schools could receive by entering into longer contracts with technology companies that offer substantial discounts for lengthier agreements.

Community Relations

Tobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference: Neb. Rev. Stat. §§ 71-5716 to 5734 (Nebraska Clean Indoor Air Act)

Date of Adoption: [Insert Date]

Business Operations

Purchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to $5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.

2. Purchases from $5,000 up to $90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.

3. Purchases of $90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.

4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.

5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

6. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.

3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.

4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.

5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: [Insert Date]

Business Operations

Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than $250,000 (small purchase threshold) ~~per year~~ per procurement event or in aggregate purchases this organization will follow the informal Small Purchase Procedures.
- When the annual total for food service program related items is greater than $250,000 (small purchase threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for ~~annual transactions~~ single purchases under $10,000~~3,500~~ made with a vendor [2 CFR 200.320(a)].
Prices will be reviewed for reasonableness [2 CFR 200.320(a)].
Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a ~~minimum of three potential vendors~~ reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. ~~2~~3. Document each vendor's quoted price. (ex. log sheet)
4. Select the company that provides the lowest, most responsive, and responsible bid.
5. ~~Inform all bidding companies in writing of the final decision made by the sponsor~~ Document supplier who was awarded the quote.
6. ~~Write contract for meal service between the sponsor and the winning bidder.~~ Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid ("IFB") or Request for Proposal ("RFP") document specifically addressing the items to be procured
    a. Include detailed specifications
    b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
    a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
    a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
    b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract
    a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
    b. At least two weeks before program operations begin
    c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the ~~bid~~ small purchase threshold established in the sponsor's procurement policy statement is less than $150,000, the smaller bid threshold will govern.)

Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(l-7]

B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(a)(6~~)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]~~

C. Documentation: We shall maintain for the current year and the preceding three years all ~~menus, production records, invitations to bid, bid results, bid tabulations or any other~~

significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)~~)/7 CFR 3016.36(9)~~]

D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)~~/7 CFR 3016.36(3)(1-1 v)~~]

~~E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.~~

F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b]) ~~[7 CFR Part 3016.36(b)(2)]~~

G. General Requirements:

1. Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
2. Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).
~~2.~~3. A cost or price analysis in connection with every procurement action in excess of the ~~Simplified Acquisition~~ Small Purchase Threshold including contract modifications. [2 CFR 200.323(a)]
~~3.~~4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]

H. Duties of Food Service Supervisor:

1. ~~To work with staff and clients in developing acceptable menus for breakfast and lunch.~~ Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
2. ~~To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).~~ Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
3. ~~To place and confirm orders with vendors, or make plans to purchase the required items.~~ Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.

4. ~~To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.~~
   Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
5. ~~To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.~~
   Place and confirm orders with vendors or make plans to purchase the required items.
6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
7. To work with vendors on a fair and equal basis.
8. ~~To develop a list of acceptable brands. (Multiple brands per bid item when possible.)~~
9. To conduct an in-house procurement review once per year.

Date of Adoption: July 10, 2017

Personnel - All Employees

Wage Information

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Legal Reference: LB 217 (2019)

Date of Adoption: [Insert Date]

Students

Admission Requirements

Minimum Age:
A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:
The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

a. will turn 5 years of age between August 1 and October 15;
b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
    1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
    2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
    3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
    4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by

reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administrative.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:
A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:
A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:
A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:
The parents or legal guardian shall furnish:

(1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).

(2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

(3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

(4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.

(5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's students.

Legal Reference: Neb. Rev. Stat. §§ 43-2001 to 43-2012
Neb. Rev. Stat. § 79-214
Neb. Rev. Stat. §§ 79-217 to 79-223
Neb. Rev. Stat. § 79-266.01

173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: [Insert Date]

Students

Military Recruiters

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

Legal Reference: LB 575 (2019)

Date of Adoption: [Insert Date]

Students

Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

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

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

The following process will apply to short-term suspensions:

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

the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a

personal injury to the student himself or herself, other students, school employees, or school volunteers.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

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

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

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

employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

    Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

    a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
    b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
    c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
    d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

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

a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
e. Head wear including hats, caps, bandannas, and scarves.
f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
g. Clothing or jewelry that is gang related.
h. Visible body piercing (other than ears).

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

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to

learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for

another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy,

such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that

the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.

9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

   The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Date of Adoption: [Insert Date]

Students

Extracurricular Activity

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle 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 appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under

the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is

not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug and Alcohol Violations.

Meaning of Terms.
Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

(2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences.
Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.
An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).
   The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions

in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
   a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
   b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
   a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
   b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
   c. If a hearing is requested:

i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

   Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

   Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.

2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.

3. Maintain an overall "C" average to participate in extracurricular activities, except school dances.

4. Academic requirements do not apply to:
   (A) Instructional field trips which are a part of the scheduled course learning experience; or
   (B) Activities or events which are a part of the student's grade requirements.

Legal Reference: Neb. Rev. Stat. §§ 79-254 to 79-296

Date of Adoption: [Insert Date]

Students

Drug and Substance Use and Prevention

Drug-Free Schools
The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention
The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct; Notice to Students and Parents
Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

> "RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING [NAME] PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING

TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited

to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.

5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The [Name] Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Date of Adoption: [Insert Date]

Students

School Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of [Name] Public Schools and their guests may attend.
   a. Students currently attending [Name] High School or another Nebraska high school who have not been restricted from attending extracurricular activities at [Name] High School or their own school are generally considered appropriate dates or invited guests.
   b. Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
   c. Some school dances may be restricted to students attending specified grades levels at [Name] Public Schools. For any dances at the middle school level, only students attending [Name] Public Schools in the grade(s) for which the dance is being held may attend.
   d. Students who have been suspended from school or from extracurricular activities may not attend.
   e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
   f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
   g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

   Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change

the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection of Royalty. Nomination and selection of royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Specific Dance Eligibility and Selection Requirements:

   a. Homecoming Queen & King:
      - Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
      - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
      - The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.

   b. Prom King and Queen:
      - Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
      - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
      - The queen and king will be chosen from the qualified nominees by secret vote of the junior class.

Date of Adoption: [Insert Date]

Instruction

Curriculum – Assessments (Policy No. 6211)

1. State Assessments.

The [Name] Public School District has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both "standardized assessments" (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and "coursework assessments" (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.

i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.

ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using "test banks." For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student's knowledge, and not simply test preparation.

i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to "teach to the test" by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. "Cramming" assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.

ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.

ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.

iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.

e. Assistance During Assessments.

i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).

ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.

f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

All employees are to adhere to the Nebraska Student-Centered Assessment System (NSCAS) Security Procedures and report breaches in security to Superintendent or the Superintendent's assessment designee for report to the Nebraska Department of Education. Professionalism, common sense, and practical procedures provide the framework for testing ethics.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Legal Reference: NDE Rule 10.05; NDE Rule 27.004.02H and 004.03D

Date of Adoption: [Insert Date]

Instruction

Combined District and School Title I Parent and Family Engagement Policy

_(District Name) intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General
The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Internal Board Policies - Organization

Standing Committees

It shall be the policy of [Name] Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Committee on American Civics
3. Transportation/Facilities
4. Budget Committee
5. Policy Committee
6. Administration Review Committee

It shall further be the policy of [Name] Public Schools that the Superintendent shall appoint the members of the above committees.

Legal Reference: Neb. Rev. Stat. § 79-724
Neb. Rev. Stat. § 79-520

Date of Adoption: [Insert Date]

Internal Board Policies - Organization

Standing Committee on American Civics

It shall be the policy of [Name] Public Schools that the Committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of [Name] Public Schools that the Committee on American Civics shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Legal Reference: Neb. Rev. Stat. § 79-724
Neb. Rev. Stat. § 79-520
LB 399 (2019)

Date of Adoption: [Insert Date]

2019-2020

GOTHENBURG JR/SR HIGH SCHOOL
STUDENT - PARENT HANDBOOK

WELCOME to Gothenburg Jr/Sr High School for the 2019-2020 school year. We look forward to providing you with excellent educational opportunities. The curriculum is broad, challenging and offers each student the opportunity to master the skills that will be needed for the career path you select. The activities program will provide you with opportunities to further develop interests and talents in sports, debate/speech, drama, journalism, music and related academic areas.

This handbook is intended to help you have a successful and rewarding school year. The rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy and is annually reviewed and voted on by District #20 School Board. It will be expected that you work and live within the guidelines outlined in the handbook. As you have rights, you also have responsibilities that must be met. Your rights will be protected and respected and in turn, you must respect the rights of others. The school district is PROUD OF OUR STUDENTS AND STAFF.

GO SWEDES!!

Seth Ryker
High School & Jr. High Principal

Marc Mroczek
Activities Director & Assistant Principal

MISSION STATEMENT

The mission of Gothenburg Schools is to prepare all students to become lifelong learners within a positive and innovative learning environment.

This Handbook belongs to:
Name_____
Address_____
Phone_____
Replacement cost of student handbook: $15.00

Important Phone Numbers

Gothenburg Public Schools

Dr. Todd Rhodes, Supt.	**537-3653 ext.4105**
Seth Ryker, JH/HS Principal	**537-3651 ext.4121**
Marc Mroczek, Activities Director/A.P.	**537-7501 ext.4122**
Teresa Schneider, SPED Director/A.P.	**537-3651 ext. 2232**
Jerry Wiggins, H.S. Counselor	**537-7501 ext.4124**
Pam Glodowski, J.H. Counselor	**537-7501 ext.4127**
Michelle Stevens, Lower Elem Counselor	**537-3651 ext. 2202**
Allison Jonas, Director Teaching/Learning	**537-3651 ext. 3131**
Angie Richeson, Elem. Principal	**537-7178 ext.2202**
GHS Information/Attendance	**537-3651 ext.4120**

Services

Emergency Services	*911*
AIDS Information Hotline	*1-800-782-AIDS*
Birth Line	*1-308-534-3085*
Boys Town Hotline	*1-800-448-3000*
Child Abuse/Neglect Hotline	*1-800-652-1999*
Crisis Line	*324-3040 or dial, Ask for Enterprise 2222*
Crisis Intervention Team (Gothenburg)	*537-3653*
Dawson County Attorney	*324-5644*
Dawson County Crime Stoppers	*784-1234*
Dawson Co. Immunization Clinic	*324-4219*
D.C. Parent Child Center	*324-2336*
(for victims of domestic violence, child abuse, etc.)	
Dawson County Public Defender	*537-7119*
Dawson County Sheriff's Department	*324-3011*
Domestic Violence Hotline	*1-800-876-6238*
Emergency 24 hour drug/alcohol line	*543-6963*
Family Planning (North Platte)	*534-3075*
Family Planning (Lexington)	*324-6223*
Gothenburg Chamber of Commerce	*537-3505*
Gothenburg City Offices	*537-3677*
Gothenburg Memorial Hospital	*537-3661*
Gothenburg Police Department	*537-3608*
Heartland Counseling	*324-6754*
Juvenile/Probation Office	*324-7119*
Nebraska Dept of Social Services	*324-6633*
Nebraska Diagnostic Center	*784-4525*
Parent Assistance Line	*1-800-642-9909*
Poison Information Center	*1-800-642-9999*
Road and Weather Conditions	*1-532-0623*
Runaway Switchboard	*1-800-621-4000*
State Patrol Emergency Line	*1-800-525-5555*

GOTHENBURG HIGH SCHOOL
2019-2020 GHS STAFF

Administration:

Dr. Todd Rhodes, Superintendent
Mr. Seth Ryker, Jr./Sr. High School Principal
Mr. Marc Mroczek, Activities Director, Assistant JH/HS Principal
Mrs. Allison Jonas, Director of Teaching & Learning
Mrs. Angie Richeson, Elementary Principal
Mrs. Teresa Schneider, Special Ed Director, Assistant Elementary Principal

Support Staff:

Jerry Wiggins — High School Counselor

Pam Glodowski	Upper Elementary and Middle School Counselor
Michelle Stevens	Lower Elementary Counselor
Jacy Ostergard	School Psychologist
Melissa Haas	School Nurse
Jo Wiggins	Technology Director
Jayne Eggleston	Technology Support
Kay Streeter	Business Manager
Lori Clymer	Jr/Sr High School Secretary
Lori Verster	District Office Secretary

Cafeteria:

Lunch Director: Joni Jacobsen

Paraprofessionals/Job Coach:

Sue Finke, Katherine Middleton, Rhonda Hansen

Faculty:

Tonya Welch	Instrumental Music
Erin Beavers	English
Sara Bullock	Special Education
Scott Carlin	Science
Joshua Clark	Business/Computers
Kaitlyn Clark	English/Social Science
Shauna Baker	English
Jayne Eggleston	Computer Tech
Jay Garrison	English
Kim Graff	English/Journalism
Craig Haake	Physical Education
Erica Weisler	Vocal Music
Carol Keiser	Special Education
Vickie Keiser	Business/Computers
Bryson Kennedy	Industrial Technology
Kent Koehn	Mathematics
Nicole Rubenthaler	Science
Lori Long	Media Specialist/Technology
Maggie Miller	Foreign Language
Cindy Moore	Mathematics/Science
Kelly Morgan	Spanish
Tim Negley	Vocational Ag
Tim Peterson	Social Science/PE
Angela Piper	Special Education
Luke Dea	Social Science
Julie Rickertsen	Mathematics
Ana Rodriguez	Art
Seth Schaeffer	Physical Education/Health
Dan Scherer	Vocational Agriculture
Sharise Scherer	Mathematics
Tom Scott	Social Science
Jami Stortenbecker	Art
Brent Streeter	Social Science
Maggie Tiller	Science
Dee Weaver	Family/Consumer Science

Bus Drivers:

Marty Leidal, Jim Franzen, Mitch Golter, Dave Cheetsos, Les Harding

2019-2020 ACTIVITY SPONSORS/COACHES

Fall Athletic Season

Head Football - Craig Haake
Assistant Football - Justin Dowdy, Jerry Wiggins, Tom Scott, Jesse Kincheloe, Seth Schaeffer
Girls Golf – Tara Foster

Cross Country - Tony Neels
Head Softball- Luke Dea
Assistant Softball-Cory Beachel & Kully Harrison
Head Volleyball –Bryson Mahlberg
Assistant Volleyball-Jami Fowler
9th Volleyball -Rebecca Costello
Head Jr. High Football-Dan Scherer
Asst. Jr. High Football – Scott Carlin, Jonathan Meyer
8th Volleyball – Angela Piper Assistant- Jim Clark
7th Volleyball – Nicole Rubenthaler Assistant- TBA

Winter Athletic Season

Head Boys Basketball -Scott Carlin
Head Girls Basketball –Brent Streeter
Assistant Boys BB – Seth Schaeffer Assistant Girls BB-Tim Strauser
Co-Head Wrestling –Tim Negley & Tom Scott
9th Girls Basketball- Jena Rahjes 9th Boys Basketball- Luke Dea
Jr. High Wrestling-Jerry Wiggins Assistant - Craig Haake
8th Boys: Jonathan Meyer Girls 8th Basketball-Jonathan Meyer
Assistant 8th B: Dustin Walker Assistant 8th G: Joe Weaver
7th Boys: Justin Dowdy Girls 7th Jami Fowler
Assistant 7th B: Joe Weaver Assistant 7th G: Sara Bullock

Spring Athletic Season

Head Track - Steve Reeves, Bryson Mahlberg
Jump Coaches- Tim Peterson, Tony Neels
Hurdle Coach-Dan Yilk Pole Vault-Jillian Dowdy, Jesse Ambler
Distance Coach - Steve Reeves, Discus Coach- Scott Carlin Shot Put Coach- Bryson Mahlberg
7th-8th Boys/Girls Track Coach- Jim Clark/Nicole Rubenthaler
Assistants: Angela Piper/Jonathan Meyer
Boys Golf – Dan Scherer Assistant-Don Graham

Other Activities

Chorus – Erica Weisler Musical: Erin Beavers Asst: Kaitlyn Clark, Erin Feather
Band/ Percussion Ensl.-Tonya Welch
National Honor Society/Sigma Phi Beta -Vickie Keiser
One Act Play-Lori Long Assistant- Jim Long
FFA - Dan Scherer/Tim Negley
Journalism/Yearbook– Vickie Keiser
Speech-Kaitlyn Clark Assistant - Josh Clark, Kaitlyn Mason
Quiz Bowl-Cindy Moore & Kaitlyn Mason
Student Council - Mary Meisinger/Lori Long
Cheerleaders –Sharon Andres & Ginny Peterson
Seniors- Mr. Wiggins & Mrs. Beavers & Mrs. Keiser
Juniors - Mrs. Scherer & Mrs. Weaver & Mr. Carlin
Sophs.- Mrs. Tiller & Mrs. Rickertsen & Mr. Garrison
Fresh.- Mrs. Moore & Mrs. Morgan & Mr. Schaeffer
8th - Ms. Clark & Mr. Peterson & Mr. Negley
7th- Mrs. Rubenthaler, Mrs. Clark, Ms. Rodriguez, Mr. Clark

**Class officers must have passed all classes from the previous school year and also be in the top 25% of class rank.

ACADEMICS

BELL SCHEDULE

Period	Time Schedule		
ACCESS TIME	**7:45**	**-**	**8:05**

Access time will be assigned to assist students and provide additional learning opportunities. Any 7-12 student may take advantage of access time to talk to their teachers.

1	**8:10**	**-**	**8:55**
2	**8:58**	**-**	**9:43**
Swede Foundations	***9:46***	**-**	***10:08***
3	**10:11**	**-**	**10:56**
4	**10:59**	**-**	**11:44**
5 (JH Lunch)	**11:47**	**-**	**12:32**
HS Lunch	**12:32**	**-**	**1:02**
6	**1:05**	**-**	**1:51**
7	**1:54**	**-**	**2:40**
8	**2:43**	**-**	**3:30**
DETENTION	**3:30**	**-**	**4:30**

Swede Foundations will consist of academic team time. Students will check/report grades and work with designated teachers to improve academic accountability and performance.

ADMITTANCE TO BUILDING & LUNCH HOUR

Access time (7:45 a.m - 8:05 a.m.) is available to any student needing help from a teacher. During the high school noon hour (depending on inclement weather) students will be outside. No supervision will be available prior to 7:45 a.m. and after school at 3:45 p.m. in the academic building.

ACCREDITATION

Gothenburg High School is a member of the North Central Accreditation Association and is accredited by the State of Nebraska. The school maintains rigid standards in order to meet requirements set for by the State of Nebraska Department of Education. The athletic classification is Class B/C-1 and the school is considered a Class III school in organization.

GRADUATION REQUIREMENTS

In an effort to assure that graduates of Gothenburg High School are adequately prepared for today's society, the following graduation requirements have been established: To graduate from Gothenburg High School, a student must earn a minimum of 240 hours of credit including all required classes. Students who expect to enroll for further education in post-secondary institutions should plan carefully to make sure they have included the necessary preparation in a high school program. Students must be enrolled for a minimum of 35 hours per semester in grades 7-11 and 30 hours per semester in grade 12. Work release students must register for 5 classes in addition to the work experience. Also, work release students will be graded for their working performance.

Requirements for graduation from Gothenburg High School are listed below:

English.....40
(English 9,10,11,12)
Social Studies.....30
(American History & Government)
Math.....30
(Algebra I or Pre-Algebra)
Science.....30
Physical Education.....10
(Physical Education/First Aid)
Information Technology (Class of 2020 & 2021).....5
Speech.....5
Personal Finance (Class of 2022).....5
Electives..... 100
Total Credits Needed.....240

ASSIGNMENT OF STUDENTS

It shall be the responsibility of the administration to determine academic placement decisions involving students, including situations where students transfer into Gothenburg Public Schools from other educational settings. The District reserves the right to make the most appropriate grade level placement, class placement and teacher assignment for students which best fulfills the needs of the students and the school district.

Classification of students for grade level placement:
Sophomore.....60 hours + 2 semesters in attendance
Junior.....120 hours + 4 semesters in attendance
Senior.....180 hours + 6 semesters in attendance

DROP AND ADD INFORMATION

Every effort has been made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input is allowed during the time which course selections are being made. Once those selections are made, the school will honor them to the extent possible. Students will be allowed to drop and add classes to their schedule for three (3) school days after the semester begins. A student must have written permission from the teachers, guidance counselor and parents for a schedule change during this time. Students will be allowed to drop a class for a period of three weeks after the semester begins provided they have a full schedule and are willing to be an aide or have a study hall. During this time, a grade of Withdrew-Passing (W-P) or Withdrew-Failing (W-F) will be indicated by the teacher and no marks will be entered on the official transcript. Dropping a class after this three week period will result in the drop grade becoming part of the student's permanent record and transcript. This means that drop grades have a direct effect upon grade point average and class rank. Students should take their time during registration and make sure their choices are correct for them.

GRADING SYSTEM

The following is the grading system at Gothenburg Jr/Sr High School:

A = 95.0-100% (4.0)
A- = 93.0-94.0% (3.7)
B+ = 91.0-92.0% (3.3)
B = 87.0-90.0% (3.0)
B- = 85.0-86.0% (2.7)
C+ = 83.0-84.0% (2.3)
C = 79.0-82.0% (2.0)
C- = 77.0-78.0% (1.7)
D+ = 75.0-76.0% (1.3)
D = 72.0-74.0% (1.0)
D- = 70.0-71.0% (0.7)
F = 0-69% (0.0)

P=Pass
I=Incomplete
WP=Withdrew-Passing WF=Withdrew-failing
NC=No Credit due to attendance

These grades will be issued following each nine week period and will indicate a composite grade earned up to that point.

INCOMPLETE GRADES

When, in the estimation of the teacher, special conditions have been present which warrant an extension of time to complete coursework, a teacher may give an "Incomplete" as a course grade. Generally, any student with one or more grades of "incomplete" will have **three weeks** to make up the work needed to change this to a passing grade. After this time, the incomplete will automatically be changed to a failing grade. When incomplete grades are the result of extended absences due to chronic illness, accidents, or health related problems, the student may appeal to the principal for an extension to make up the incomplete grade(s).

PROGRESS REPORTS

Progress reports will be mailed to parents every three weeks during the school year. Dates when progress reports are to be sent will be included in the calendar.

REPORT CARDS

The school will make every effort to issue report cards within one week after the conclusion of each of the four nine-week periods. Power School is available for parents to use during the school year. The report card will evaluate scholastic achievement, tardiness and attendance. Students are requested to take the Report cards home and discuss their progress with their parents.

PARENT-TEACHER CONFERENCES

The Gothenburg Jr./Sr. High school will hold parent teacher conferences **twice** during the **2019-2020** school year. These conferences will provide a two-way communication between home and school. Conferences are held during the first and third nine week quarter.

HONOR ROLL

All graded classes will be considered for Honor Roll. For a student to be placed on the Honor Roll, the student must receive all A's and B's. Those students with all A's will be recognized as having high honors. Honor Roll Students will be recognized following each grading period.

PROMOTION & RETENTION POLICY

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

CHECKING OUT/DROP

Any student transferring to another school or leaving school permanently must obtain a check-out sheet from the principal's office. This sheet must be signed by all the student's teachers and returned to the office.

STANDARDIZED TESTS

The test NWEA (MAPS) is a tool that makes possible a profile of each individual student. The test, when used as a tool along with other information, provides the student and the school with valuable information. Students are tested to help determine individual learning levels, abilities, interests and to assist in placement, if necessary. These tests are going to be given two times a year. Copies of the results will be sent to parents.

TRANSCRIPTS/HIGH SCHOOL RECORD

Student records, test results, grades, class ranking, etc., will be forwarded to schools, colleges, universities, scholarship agencies, prospective employers and/or any other party ONLY upon written request or permission from a parent, guardian or student. Students should remember that they write their high school record but once and once written, that record cannot be changed. He/she should know that when securing employment, studying at a university or college, or entering the armed forces, their record follows them.

NOTICE OF REQUIREMENTS FOR ADMISSION

Nebraska law requires that parents or legal guardians furnish the following documents upon admission:
1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time.
2) Evidence of a physical examination by a physician for a student entering the 7th grade or transferring in from out of state,
3) Evidence of visual evaluation by a physician,
4) Students are required to be immunized according to laws passed by the Nebraska legislature.
Parents/guardians may contact the school nurse regarding immunization requirements.
Forms to submit objections are available from the office of the Superintendent. **Any student not in compliance with the law will not be permitted to attend school.** Medical and religious exemptions are available but require a physician's signature or a signed affidavit.

NATIONAL HONOR SOCIETY

National Honor Society was founded to recognize and encourage academic achievement and the ideals of scholarship, character, service and leadership. The local chapter at Gothenburg H.S. is governed by the national organization. Gothenburg's chapter was chartered as Charter #390 on June 16, 1925.
To be eligible for membership in the Gothenburg High School Chapter of NHS, a student must have been in attendance at GHS for the equivalent of one semester. Selection is based on outstanding scholarship, character, leadership and service with each area counting as 25% of the total. Candidates must have a cumulative average of at least 3.50 although a local chapter may raise that standard if desired. Students

may not apply for membership; membership is granted to those sophomores, juniors and seniors selected by the faculty council. Eligible students are judged by a 5 member faculty council as selected by the principal and advisor. A different faculty council is selected each year. 10th, 11th and 12th grade students who have a 3.50 or higher GPA will receive a letter stating that they are eligible to be considered for membership. Students that are eligible will be asked to submit a list of activities and write a short essay. Leadership, character and service will be judged by an evaluation form completed by the five member faculty council using guidelines as presented in the National Honor Society Handbook.
Membership is an honor and a responsibility; students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. Members who fall below the standards which were the basis of their selection may be dismissed from the organization.

ACADEMIC INTEGRITY POLICY

Gothenburg High School is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which students go through to learn is an honest process which reflects their true abilities as measured by their own efforts. Progress which is based on unsound learning, as in the case of cheating, is not a genuine process. Cheating prepares a student for failure, not for success. (In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. The faculty and administration of Gothenburg High School are committed to eliminate such acts as cheating and to deal with offenses in a firm and fair manner.)

What is the definition of cheating at Gothenburg High School?

Cheating involves one or more of the following actions:

1. To use the work of another person as your own and/or copy information from another student's test, examination, theme, book report, or term paper. 2. To plagiarize - plagiarism means using another person's idea, expression or words without giving the original author credit. 3. To prepare for cheating in advance. Such as: (a) having in your possession a copy of a test to be given or having been given by a teacher (b) using the test or notes during a test or examination (c) talking while taking quizzes, tests or examinations 4. To fail to follow test procedures/announced instructions (such as no talking, no turning around in seat, raise hand for questions, etc

RENAISSANCE

THE RENAISSANCE MISSION

The mission of Renaissance is to bring excellence, competence, creativity and life to Gothenburg High School. What we create today can only create a better tomorrow. The program also acknowledges the educational achievements and outstanding contributions of students and staff members through a process of reinforcement, recognition and reward.
RENAISSANCE improves performance, promotion, and partnerships with the community, while celebrating the academic achievement of all students at Gothenburg High School. **During the 2018-19 school year, 310 students (70%) in grades 7-12 received Gold or Cardinal cards.** RENAISSANCE is more than a program; it is an attitude that everyone can achieve excellence. You can be a part of this program during the 2019-2020 school year!

GHS RENAISSANCE PROGRAM

Promote **Improved-Outstanding Academic Excellence**
Recognize **Rewarded Respect People!**
Improve **Your Academic Image!**
Develop **Visible, Tangible Rewards & Incentives!**
Every **Effort Is Directed Towards Excellence For Everyone!**

RENAISSANCE PROGRAM INCENTIVES:

The following are incentives for achieving academic excellence through the Renaissance Program. Once a student has qualified in any of the categories listed below, they will receive the incentive awards and recognition at an Honors Assembly following the conclusion of the 1st semester;

Students with all A's (4.0) for semester (GOLD CARD)
Renaissance awards T-shirt
ACT Fee Reimbursement (1/2 for scores 27 or higher, full for scores 30 or higher)
Fast food coupons

Students with a "B" Grade Point Average for the semester (CARDINAL CARD)
Renaissance awards T-shirt
Fast food coupons

ADDITIONAL CRITERIA FOR INCENTIVE REWARDS:
Students who qualify for grade point incentives must also have exhibited exemplary attendance and discipline. To qualify for any of the above awards, students must have missed nine or fewer days, have had nine or fewer tardies, and have no major discipline referrals to the principal for that semester.

ATTENDANCE

Regular and punctual student attendance is required, school attendance is not only a Nebraska State Law and Board Policy 5008, but more significant it is important to every child's education. The administration is responsible for developing further attendance rules and regulations and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

ABSENTEEISM AND ABSENTEE HOMEWORK

If your son or daughter is ill in the morning and will not be coming to school, we ask that you call the school before 9:00 a.m. (537-3651 Ext. 4120) Should we not receive a call, we will attempt to contact you. **If students need homework assignments, please check online teacher lesson plans on the school website.**

ABSENCES FROM SCHOOL

A student who is absent from school because of participation in an approved co-curricular activity program will not be marked absent from school during the time of participation. **Students need to complete assignments prior to departing for a school activity.**

ATTENDANCE ON DAYS OF ACTIVITIES

All participants must be in attendance at least one/half day (4 periods) the day of the activity. When a contest is scheduled to be on a Saturday, the student will be judged by his attendance on Friday. The principal and/or activities director shall make the final decision in any exceptional case.

ATTENDANCE GUIDELINES/DEFINITIONS

1. Absences from School-Definitions. An absence from school will be reported as:
(a) excused absence or (b) an unexcused absence.

School Excused Absences – Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension. Illness, family bereavement (parents, siblings, and grandparents), doctor or dental appointment, court appearances that are required by court order, participation in school activities, family trips in which student accompanies parent(s)/legal guardian(s), and other unique situations which have received prior approval from the Principal. Please refer to Board policy 5008.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

NOT School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows: (1) Parent acknowledge absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments**.** A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for truancies. If unexcused the student may receive zeros for any class work missed during the absence, Students who leave the school premises without permission during the school day will be considered truant. Please refer to Board policy 5008.

Absence Procedure
In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstance.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools- A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed. See Board Policy No. 5008 for further information and details of the exit interview and withdrawal form.

Five (5) unexcused absences- Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for secondary students. When a student has excessive absences, please refer to Board policy No. 5008 for more information and the procedures to be implemented.

Twenty Excused Absences-If a student accumulates more than twenty (20) absences per year and all of the absences are due to documental illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which that person having control of the student resides.

Twenty Unexcused Absences-If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance office shall file a report with the county attorney of the county in which the person having control of the student resides. For further information, refer to Board Policy 5008.

Reporting Excessive Absenteeism to the County Attorney
The school may report to the county attorney of the county in which the person resides when the school as documented the efforts to address excessive absences. The school shall notify the child's family in writing prior to referring the child to the county attorney. Please refer to Board Policy 5008.

ATTENDANCE REGULATIONS

A student who is absent **nine (9) times from a semester course** will forfeit credit for the course unless he/she requests a hearing before the Attendance Appeals Committee and is granted an extension of credits by this committee. The student and/or parent must present **documented substantiating evidence** (Dr. or dentist appointment notes, court appearance documents, etc.) as to the reason for their absences. (Note: Absences resulting from the participation in school sponsored activities/school exclusions do not count toward the limit of **nine**.) When extended absences occur in cases of chronic or extended illnesses, accidents or other health related problems, an appeal may be made to the Attendance Appeals Committee. Forms to request a waiver of a hearing may be picked up in the office. The committee may waive the necessity of a parent or guardian and student meeting at their discretion. The parent/guardian and student do not have to appear at the Attendance Appeals Committee meeting if the waiver is granted and **documented substantiating evidence** of the student's absence is presented to the office. **Gothenburg Public Schools does NOT sanction or approve a Senior Skip day.**

COLLEGE VISITATIONS

Students will be allowed to have two (2) days of college visitation(s) during their Senior year. The **principal's office must receive a note** from parents/guardians to insure college visitation verification **in**

advance of the visit. Seniors who properly follow this procedure will be able to participate in extracurricular activities on those days.

STUDENT ILLNESS/ABSENCES

Upon returning to school after an absence, the student should report to the principal's office and present a note from the parent/guardian stating that they were aware of the absence and the reason for the absence. **If a note is not received by the office, the absence is considered unexcused and the student will need to serve detention time**. After returning to school, students must get an admit slip from the office before they will be allowed back in class. Teachers will inform the student as to the work to be done, but it is the responsibility of the student to contact the teacher for instructions and to make up the work. For excused absences, two school days will be allowed to make up work.
If a note is not given to the office within 2 days after a student returns to school, he/she will be required to serve detention or possible Saturday school.
When a student becomes ill while at school, he/she must report to the principal's office to check out.

The office will also attempt to contact the parent. In case of an accident or emergency illness and the parent cannot be contacted, a school employee may take the students home or may call a physician for assistance.

ATTENDANCE APPEALS COMMITTEE

The Attendance Appeals Committee shall consist of the Principals, guidance counselor and four faculty members elected by the faculty. At least four members of the committee must be present at each meeting. The committee will meet at 3:45 p.m. every Monday by appointment. The student's total absence record will be examined. The student and parent/guardian are responsible for providing documentation with justifiable reasons for all absences. A student may appeal the decision of the Appeals Committee to the Board of Education through the procedures established by law.

HOMEWORK GUIDELINES

Upon returning to school after an excused absence, the student is expected to take the responsibility to make up homework and assignments missed during the absence. **If students need homework assignments, please check online teacher lesson plans on the school website.** If an assignment or project was due the day the student was absent, it will be expected to be turned in when the student returns to school. **Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work. NOTE: Students who are absent from school because of an out of school suspension will be allowed to make up any assignments, tests, quizzes, etc.**

TARDIES

Student tardies tend to unnecessarily disrupt classroom routines for all concerned. The following are regulations concerning student tardies:
1. Students are considered tardy if they arrive in the classroom after the tardy bell has rung. If he/she has a handbook pass from the previous period teacher, the tardy will be accepted and excused. **Tardies for 1st & 6th periods WILL NOT be excused, students will be assigned a 1 hour detention.**
2. Every time a student is tardy, (periods 2-5 and 7-8) he/she will make up 15 minutes **in the teacher's room in which the tardy occurred**. This time must be served within two days after the tardy was recorded.
3. If the student fails to make up the 15 minutes with the allowable two days, his/her name is turned in to the office and they are required to serve **one hour of detention.**
4. On the second offense of failing to serve detention for a tardy, the student will serve **two hours of detention**.
5. On the third offense of failing to serve detention for a tardy, the student will serve **SATURDAY SCHOOL.** Continued failure to serve detention will result in additional Saturday school and/or **out-of-school suspension** and he/she will also be **required along with parents attend a principal conference.**
7. A student who is tardy **seven (7)** times from a semester course will be required to serve Saturday school **and is not allowed to attend the next dance during the school year (Homecoming-Coronation-Prom).** Any additional tardy for that class will result in Saturday school, In-school (WAS) and/or an out-of-school suspension.

BREAKFAST FOR BRUNCH

The Brunch Program will continue at Gothenburg Jr/Sr High School this year at the same designated time. **Students are permitted to bring water bottles into the school. Other drinks: coffee, energy drinks, etc. are not permitted in classrooms.** All breakfast purchases will be recorded daily and will be charged against student accounts. All students who qualify for free/reduced lunches also qualify for free/reduced breakfasts. Brunch will be delivered to academic classrooms and PE classes will have brunch in the cafeteria.

CRIME STOPPERS

A Crime Stoppers program has been established to allow students (and faculty) to give anonymous or confidential information and get a cash reward. This program addresses the two main reasons people sometimes don't come forward: 1.) Fear of Involvement and 2.) Apathy.

DAILY BULLETIN AND ANNOUNCEMENTS

Announcements will be published daily. All announcements which teachers, students, and organizations wish to appear in the daily bulletin should be in the principal's office by 8:30 a.m. The daily bulletin will be distributed via computer and posted by the high school office. The bulletin will publish only school related announcements. With administrative approval, students may post notices or posters.

DANCES/STUDENT ACTIVITIES

The following rules will be in effect for all dances held at Gothenburg Public Schools involving Gothenburg students:

1. Student arrival time set for each dance can be within one hour of the starting time. Doors will be closed and no one will be admitted after 1 hour of the start of the dance. Any exceptions need to be discussed in advance with Principals.
2. Students leaving the dance before it is over may not return.
3. Students can't leave the facility; they must stay in the dancing area.
4. Senior High dances are for students 9th-12th grades. Guests are allowed to come to two Senior High dances: Coronation and Homecoming, provided they are between- 9th grade and age 20. Prom is for Juniors, Seniors and Soph. servers and their dates between 10th grade and age 20. All school rules are in effect for **ALL** who attend the dance. There will be a sign up for out of town or out of school dates. This list will be provided to sponsors. **All guests must sign up in the principal's office prior to 3:00 p.m. on THURSDAY preceding the dance.**

This includes but is not limited to:

a. Appropriate Dress. **(NO JEANS or T-SHIRT or CAPS/HATS)**
b. Inappropriate displays of affection.
c. Being uncooperative, disrespectful, other misbehavior, etc.

Any of the above mentioned offenses should be reported to the school sponsor. The school sponsor will then call the parents and have the parents pick up their child.

5. One school sponsor and five additional adult sponsors are necessary for each dance. The school sponsor will provide a copy of "sponsors duties and responsibilities" to each sponsor before each dance.
6. **Any student leaving 30 minutes or more before the conclusion of the dance must sign out.**
7. **The administration reserves the right to approve or disapprove outside guests.**
8. **Any student that attends Saturday School because of excessive tardies or truancy will not be allowed to attend the next "calendar" dance.**

EMERGENCY DRILLS

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clear the building by the prescribed route as quickly as possible. Students will be instructed by their teachers concerning the proper procedures to be followed.

SCHOOL COUNSELING SERVICES

What's a School Counselor, a person who is especially trained to help you realize your fullest potential as a unique human being! How?

Depending on your needs, your counselor can help you:

. assess your strengths and limitations
. develop positive attitudes--ones that help rather than hurt you
. develop suitable decisions about your life
. choose courses that are right for you
. solve personal problems with family, friends, teachers
. plan your education and decide on a career and find a job

The GOAL of counseling is to help you understand yourself so you can learn to make better decisions about your life. Together, you and the counselor will:

1. sort out exactly what your problem is
2. discuss your needs and feelings
3. explore alternatives and discuss their likely effects on your life and your goals
4. make a decision

When can I see the school counselor?

If you have a study hall, that is an excellent time to stop in. If that is not the case for you, ask your teacher for permission to come during one of your class periods and make an appointment with the counselor for that time.

Can I trust that the counselor will keep my information confidential?

Yes, the only time a counselor will break confidentiality is if you reveal that you or someone else is in danger. In that situation, the counselor is required to contact someone who can help.

Parents and students are invited to call or stop in and talk to Mr. Wiggins, GHS counselor (537-3651 ext. 4124) or Mrs. Glodowski, Middle School counselor (ext. 3134).

INDIVIDUAL STUDENT CONFERENCES

Each and every student will be asked to make an appointment to see the School Counselor during a designated time to review your educational plan, check credits, review career plans and become better acquainted.

Each appointment will take approximately fifteen minutes, and you will be asked to sign up a week in advance. Throughout the school year, group counseling sessions will be made available to students who are dealing with similar issues. Topics for groups include, but are not limited to the following: anger management, grief and loss, dating relationships, divorce, alcoholism, study skills, self-esteem, communication and relating to others.

COLLEGE FAIR @ COZAD (Wilson Center) - TBA
FINANCIAL AID PROGRAM at Gothenburg - TBA

ACT TEST DATES	***REGISTRATION DEADLINES***	
Test Date	**Registration Deadline**	**(Late Fee Required)**
October 26, 2019	September 20, 2019	September 21-October 4, 2019
December 14, 2019	November 8, 2019	November 9-22, 2019
February 8, 2020	January 10, 2020	January 11-17, 2020
April 4, 2020	February 28, 2020	February 29-March 13, 2020

SCHOOL CODE: 280940

HARASSMENT

Gothenburg School District #20 prohibits harassment of students on any premise where the district has control of the premises or can otherwise lawfully exert its jurisdiction. As a student, you have the right to protest and/or register a confidential complaint to the following people: your counselor, principal, superintendent, or the board of education. Gothenburg students can attend school with security and dignity and without fear of insulting, degrading, or exploiting treatment of any nature. **All harassment charges in grades 9-12 will be continued on to the next disciplinary step during the student's high school years at GHS, (an ongoing process). In grades 7-8, harassment issues will be an ongoing process during each year only.**

ANTI-BULLYING POLICY

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Students have the opportunity to use the online harassment form to notify school officials of any incidents of bullying.

DATING VIOLENCE

Dating violence means a pattern of behavior where one person uses threats of, or actually uses: physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. All dating violence incidents will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District 20’s authority.

EQUAL OPPORTUNITIES

District #20 supports equal educational opportunity for students free from limitations based on ethnic or racial background, sex, disability, race, color, religious beliefs, marital status, veteran status, or economic and social conditions.. This concept of equal education opportunity serves as a guide for the school district and the staff in making decisions relating to school facilities, employment or personnel, selection of educational materials, equipment, curriculum, and regulations affecting students and their welfare.

ELIMINATION of DISCRIMINATION

The policy of Gothenburg Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

LOCKERS

School lockers are school property and remain under the control of the school at all times; however, students are expected to assume full responsibility for the content security of their lockers. Lockers should be kept locked at all times when they are not opened for use. Students are responsible for locking their lockers after use, and should not reveal their combinations to anyone. Students should not expect privacy regarding items placed in their lockers. School authorities may conduct periodic general inspections of lockers for any reason at any time without notice or student consent. At no time does the Gothenburg Public Schools (District 20) relinquish its exclusive control of lockers provided for the convenience of students. Periodic, search of student lockers may be conducted by school authorities:

1) School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation;
2) Illegal items or other items determined to be a threat to the safety of others, a threat to educational purposes, or a prohibited nuisance item may be seized by school officials.
3) Items which are used to disrupt or interfere with the educational process may be removed from student possession.

STUDENT VALUABLES

Students **SHOULD NOT** bring money or valuable items to school, as the school will assume **NO** responsibility for articles lost, stolen or damaged items.

VANDALISM

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. Vandalism may result in a discipline referral.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District #20 property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Notice is hereby given that video surveillance may occur on District #20 property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

LUNCH

It is the policy (Policy 3571) of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students. The District will ensure that families can check their meal account balances in a manner other

than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

- Full Pay Families - will pay for meals at the district's published standard rate for each meal. After the FAMILY balance reaches -$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the standard rate.
- Reduced Pay Families will be allowed to receive a breakfast at the district's published reduced rate for each meal. When the balance reaches -$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the reduced rate.
- Free Status Families will be allowed to receive a free breakfast and lunch each day.

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

Children from families whose income is at or below the level shown on schedules furnished to the school may apply at any time during the year for free and reduced price meals and free milk. Applications must be made in advance for approval. Please contact Kay Streeter, 537-3653, Ext. 4104.

JH/HS students will have a CLOSED campus. Students will have 3 choices for lunch: 1) Eat in cafeteria; 2) bring sack lunch; 3) parent pick up or walk home. Students who leave campus at lunch will need to have a signed parent permission form on file in the office. This will be required of all students 7-12. Students will not be permitted to drive off campus for lunch OR eat lunch in vehicles. <u>High School lunch will be dismissed at 12:32 & 12:34.</u>

All food items and drinks must be consumed in the cafeteria. Juice may only be purchased during lunchtime. If a student brings a sack lunch to school, they must also eat in the school cafeteria. **Students are not to remain in the high school building during lunch unless directly supervised by a staff member.** Senior High students wishing to go home for lunch or eat off campus may do so, provided they walk or ride their bike to their destination and return in time for the next period of classes. **Students driving or riding with another student over the lunch hour or any time during the day will be assigned detention time.**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

MEDIA CENTER

The media center is provided for your assistance in school work, as well as for recreational reading, but is not to be used as a student lounge. All books must be checked out and returned or renewed within two weeks. No dictionary, encyclopedia or other reference material should leave the media center without permission. For magazine articles or books not available in the media center, access is available through Interlibrary loan. The media center is fully automated with ten computer workstations for the card catalog. There will also be two electronic encyclopedias for student use. SIRS and Wilson Web are the two web based magazine indexes. **Use of the media center is a privilege carrying with it the responsibility of courtesy, respect and consideration.** Any student abusing this privilege will be barred from the media center.

DRIVING---PARKING PERSONAL VEHICLES---RIDING IN A BUS

Students who drive privately owned motor vehicles to school must obey the following rules:

1) Students may not move their vehicles during the day without permission from a principal.
2) **Students will not be allowed to sit in their vehicles during the school day.**
3) Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
4) By driving personal vehicles to school and parking on or near school grounds, students consent to have that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
5) Students are to park their vehicles in the school parking lot east of the school and community building, upon arrival at school and they are to be left parked until the close of the school day.
6) **All students MUST park properly in the corresponding parking spaces provided or receive detention**. **A student violating driving regulations will be assigned detention time according to the Gothenburg Discipline Plan.**

7) **Bus procedures in the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:** A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible. B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school. C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

PHYSICALS/HEALTH REQUIREMENTS

The Nebraska State Department of Health requires all 7th grade students to have health examinations within six months prior to the beginning of the current school year, and that records of such examinations be on file at the school. **No 7th grader will be allowed in school without a physical. Examination forms are available in the principal's office.** Students will also be required to have a physical taken and a form signed by their doctor, to be kept on file with the school if they are to participate in organized athletics. Please refer to the Athletic Guidelines in this handbook for more information.

SCHOOL CLOSINGS

In severe weather Gothenburg Schools will notify radio stations KRVN along with television stations NTV, KNOPTV, KLN/KGIN. The decision to keep the schools open or closed will be made as early as possible and also announced via **SchoolReach.**

SKATEBOARDS/ROLLERBLADES

Skateboards and rollerblades are prohibited in the school building. They will be confiscated. Skateboards and bikes are to be parked during the school day.

SUBSTITUTE TEACHERS

Substitute teachers are to be treated with the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be given a detention or possible suspension. The responsibility is on the student.

TELEPHONE USE

School telephones are business phones. Students may use the phones located on Main Street. Any improper use of school phones (prank-harassment) made by students during school time will be an automatic suspension from school. Students will not be called from class to take phone messages except in cases of emergency. **Electronic devices if confiscated:**
1st time: Parents pick them up 2nd time: 1 hour detention
3rd time: 2 hour detention

Cell phone use is prohibited in classrooms (without teacher permission.) Cell phones are prohibited in locker room/restrooms and will be confiscated on sight. Students may carry their phone but it is recommended that phones be stored in a locked locker or car.

VISITOR'S PASS

Discretion should be used when bringing a visitor to school. Permission to visit a class must be obtained from the Principal. Regulations applying to our students also apply to visitors. A visitor's pass is to be obtained in the Principal's Office before attending any classes.

RIGHTS & RESPONSIBILITIES - STUDENT RESPONSIBILITY

It is the common goal of students, faculty and administration to achieve a school atmosphere which is most conducive to learning, including the opportunity for students to learn by assuming their appropriate share of the responsibility. While it is recognized that the best and most effective disciplines are good manners, respect for the rights of others, self control, and personal responsibility, it is also recognized that not every student will choose these options. When you, as a responsible student, see your fellow students breaking the conduct code or damaging property, speak up for the common good of all Gothenburg students and ***Your*** school!

PARENT/STUDENT RIGHTS

1. Be treated with courtesy by all members of the Gothenburg Staff
2. Be respected as an individual regardless of race, creed, national origin, economic status, sex or age
3. Be informed of any academic requirements of any school program
4. Participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare when the need arises

5. Be informed of school policies/administrative decisions
6. Inspect his/her child's cumulative record and remove or correct any false or misleading statement in conformity with current guidelines established by the State and Federal governments.
7. Appeal the placement, in accordance with established guidelines, of his/her child in a special education class
8. Secure as much help as is available from the Gothenburg School District to further the progress and improvement of his/her child
9. Expect that every attempt will be made by school personnel to insure the receipt by parents of important school news and messages
10. Expect reasonable protection for his/her child from physical harm while under school authority

DISCLAIMER

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Gothenburg Discipline Plan and to alter any penalties as they consider necessary. Also, the administration reserves the right to amend any provision in this handbook which is necessary in the best interest of the school process.
With cause, the administration can search a student's person, locker, car, backpack or other personal effects. Also, the administration can search with reasonable cause, students' electronic communication-email or other messages sent from school computers, a students' personal data storage devices, (disks, CD's and portable flash drives).

INTERNET SAFETY & ACCEPTABLE USE POLICY

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. Each student and parent/guardian must sign and return to the Principal's office the Student & Parent Agreement form called "Acceptable Use of Computers and Networks" before student access is allowed.

ELECTRONIC DEVICES

The District does not allow students to bring or use electronic devices at school without administration approval. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
Electronic devices, include, but are not limited to portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. Sexting means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that is sexual in nature (sexual content, sexually exploits a person, and/or displays a sexually explicit message). Students shall not record others, (photographs, videotaping, sound recording, etc) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public.

Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

Students found in possession of a "sexting" or recording others, (photographs, videotaping, sound recording, etc without direct administration approval and consent of the other person (s) shall be subject to disciplinary action, up to and including expulsion.

Students who send or encourage another to send a "sexting" message shall be subject to disciplinary action, up to and including expulsion.

Violations of this policy regarding the prohibited use of electronic devices may constitute a violation of federal or state laws and regulations, Therefore, it shall be reported to appropriate legal authorities and law enforcement.

STUDENT FEES POLICY

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

A. Definitions.

1. "Students" shall mean students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

The District will provide students with facilities, equipment, materials and supplies, including books. *Personal consumable items may be suggested but will not be required.* Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

4. Materials Required for Course Projects.

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.

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. The coach or sponsor will provide students with 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.

6. Post secondary Education Costs.

Some students enroll in post secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post secondary courses.

7. Transportation Costs.

The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.

8. Copies of Student Files or Records.

The District will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School or Pre-kindergarten Services.

The District will charge reasonable fees for participation in before-and-after-school or pre kindergarten services offered by the District pursuant to statute.

10. Participation in Summer School or Night School.

The District will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.

11. Charges for Food Consumed by Students.

The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches/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) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) 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.

D. Distribution of Policy.

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

E. Student Fee Fund.

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

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation 79-2,104 Student files or records

79-715 Eye-protective devices
79-737 Liability of students for damages to school books
79-1,104 Before-and-after-school or pre kindergarten services.
79-1106 to 79-1108.03 Accelerated or differential curriculum

CERTIFICATION

The Board of Education of Gothenburg Public Schools annually holds a public hearing on the student fee policy. The hearing follows a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2009-2010 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

HEALTH SERVICES

The Gothenburg Public School System has a full time registered nurse who coordinates health services. She conducts health screening on students annually. Should you have any concerns about your child's hearing or vision, she can evaluate him/her at any time during the school year. A written health services referral will be sent to parents whenever a concern is found on any screening procedure.

When children are not well, they should not be sent to school. Children who have vomited or had diarrhea 12 hours prior to the starting time of school should not come. Children with the following conditions will be sent home:

- •vomiting
- •diarrhea
- •a fever of 100 degrees or higher
- •a suspicious rash
- •head lice

*any child showing any signs or symptoms of a contagious or infectious disease.

Children excluded for a confirmed communicable disease should not be allowed to return to school until the minimum isolation period has elapsed, and all signs and symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever free for 24 hours without the use of fever reducing medication.

Emergency forms are sent out the first day of school. Please fill these out carefully and include any health problems specific to your child. These forms enable the school to efficiently handle any sudden illness or injury. Treatment of injury occurring outside of the school jurisdiction is not the responsibility of school employees. Home and emergency phone numbers are required.

MEDICINES

Students are not to carry on themselves any medication (prescription or over the counter) that has not been approved in writing by the school administration or school nurse.

CODE OF CONDUCT

The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling, warning students, parent contacts, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

SCOPE OF CONDUCT RULES:

On school grounds, in a vehicle owned, leased, contracted by the school, vehicle being used for a school purpose by a school employee or by his or her designee, or at a school sponsored activity or athletic event.

LEVEL I MISBEHAVIORS

Minor misbehavior that impedes the operation of school.
Examples: Running in buildings, boisterous behavior, nuisance items (rubber bands, pins, etc.)
CONSEQUENCE: Teacher discretion

LEVEL II MISBEHAVIORS

Misbehavior that is frequent or serious enough to disrupt the learning climate of the school or endanger the well-being of others. These acts do not represent a direct threat to the health and safety of others but need administrative corrective action.

Examples: Chronic or severe Level I misbehavior, unexcused absence, forging notes or excuses, petty theft, verbal abuse, intimidation of another student, minor physical contact (pushing or shoving), parking improperly, threatening force to injure others, committing any act involving a civil wrong or crime, forgery, unsportsmanlike conduct, driving or riding with another GHS student during the school day, throwing snow, cheating, vulgar language, improper clothing-bagging/sagging, excessive holes in jeans, wearing caps improperly, inappropriate language, materials, possession of obscene materials and proper student behavior in school-sponsored vehicles.

CONSEQUENCE: Teacher/Administrative discretion and
1st offense-1 hour of detention/form sent home
2nd offense-2 hours of detention/form sent home
3rd offense-3 hours of detention/form sent home

LEVEL III MISBEHAVIORS

Differentiated cases requiring unique consequences.
Examples:
A. POSSESSION of any tobacco products including but not limited to cigarettes, cigars, and chewing tobacco, vapor products (such as e-cigarettes), alternative nicotine products and products intended to replicate tobacco products either by appearance or effect on school grounds. USE of tobacco products on school grounds will result in a 3 day out of school suspension (Level IV)

B. Truancy

CONSEQUENCES:
A./B. 1st offense-1 day out of school suspension and/or administrative discretion (A)-Excluded from school activities for 10 school days.
A. 2nd offense-3 days out of school suspension &
20 day exclusion from school activities (same season)

LEVEL IV MISBEHAVIORS

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

The following types of student conduct shall constitute grounds for short-term & long term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.
1) Willfully disobeying any reasonable written or oral request of a staff member, or the voicing of disrespect to those in authority.
2) Use of violence or fighting;
1st offense-3 day out-of-school suspension
2nd offense-5 day out-of school suspension /notify police and parent conference with student/counselor
2A) Use of force, coercion, threat, intimidation, repeated harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3) Sexual assault or attempting to sexually assault any person.
4) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
5) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student; (Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision)
6) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
7) Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon;
8) Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.
9) Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10) Truancy or failure to attend assigned classes or assigned activities

11) Tardiness to school, assigned classes or assigned activities.
12) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Example: gross disrespect for school personnel (3 day out-of-school suspension). Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13) Public indecency or sexual conduct
14) Repeated violation of any of the school rules.
15) Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska.
16) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
17) Willfully violating the behavioral expectations for those students riding the District's buses or other vehicles.

b. In addition, a student may be suspended (short term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statues referenced in section 79-267(8).

c. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was reasonably believed to be necessary, or

2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

d. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.

CONSEQUENCE: Long term suspension, expulsion, or mandatory reassignment and reviewed by Discipline Comm.

CORPORAL PUNISHMENT

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safeguarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

SATURDAY SCHOOL

Saturday school will begin at 8:30 a.m. and will end at 11:30 a.m. on the designated Saturday's of each month. Students who have been assigned to Saturday school **MUST ATTEND-NO EXCEPTIONS.** If a student fails to attend Saturday school or follow the rule stipulations, he/she will be issued a one day out-of-school suspension and/or in-school suspension at the discretion of administration and he/she must attend the following Saturday School along with a conference between the parent/student/principal must occur.

POSSIBLE SITUATIONS:

1) Truancy from school and/or skipping detention room, 2) make-up time for excessive absences from school, 3) theft, 4) fighting or intimidation of another student (s), 5) students who receive No. 5 detention or No. 10 detention, etc., 6) disruptive behavior in a classroom and results in removal of student.

Rules of Saturday School:
1) Students must be on time
2) Students must stay the entire time (8:30 a.m.- 11:30 a.m.)

DETENTION

A detention room will be established to facilitate the consequences for Level II and Level III Misbehaviors. Rules for the detention room are as follows: students should be prepared to study/review homework and NO eating, drinking, talking or sleeping is allowed.

RESPECT

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or District. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

DRESS AND GENERAL APPEARANCE

Students are expected to dress in a way that is appropriate for the school setting. The attire should NOT disrupt the educational process or constitute a possible threat to the safety and health of the student or his/her peers. **Decency and modesty should prevail!!**

Following is a list of examples of attire that will NOT be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting**:**

a. clothing that shows an inappropriate amount of bare skin or underwear; sagging shorts/pants, unacceptable shorts or cutoffs, 1/2 shirts, spaghetti straps, excessive holes in jeans,
b. shorts, skirts, or skorts that do not reach mid-thigh or longer,
c. clothing or jewelry that advertises or promotes beer, alcohol, tobacco or illegal drugs, (Hooter's T-shirts)
d. clothing or jewelry that could be used as a weapon (chains, spiked apparel)
e. Head wear includes caps/bandanas/scarves/hoodies
f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double
g. Clothing or jewelry that is gang related or 420 related
h. Visible body piercing (other than facial area).
i. Shirts open in the back or tank tops.

Footwear is required at all times. **Students are asked not to wear gym or athletic clothes to regular classes. Caps/hats are not to be worn in the buildings and will be confiscated after one warning**. **However, caps may be worn to athletic events in the community building only during after school hours.**

INDIVIDUAL CLASSROOM RULES

Students are expected to abide by individual classroom rules that are established by the classroom teachers. Refusal to do so may result in suspension or expulsion proceedings. Individual classroom rules will be distributed by each teacher at the beginning of the school year or upon enrollment. Students must also fully understand that any teacher in the building has the authority to correct misconduct at any time. **No pop or juice allowed in any classroom except during brunch or by administrative approval on special occasions.**

WEAPON POLICY

If a student is determined to have brought a firearm or dangerous weapon to school, or have a firearm or dangerous weapon in their possession while on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event, they shall be expelled for a period of one year.

STUDENT SUSPENSION/EXPULSION

Nebraska Legislative Bill 1250 (1994) provides the conditions under which students may be excluded from public schools. The statute provides:

(1) Rules must be clear and definite to provide clear notice to students.
(2) Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
(3) Rules shall be posted in conspicuous places in each school during the school year.
(4) Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students/parents.

There are 6 types of exclusions which may be used in the Gothenburg Schools:

1. In-School suspension
2. Short term suspension (up to five school days)
3. Emergency Exclusion
4. Long term suspension (6 school days but less than 20 days)
5. Expulsion
6. Mandatory Reassignment

***A*ll due process procedures shall be followed and information sent to parents and students affected by any exclusion proceedings. Due process will be in 3 parts: 1) Oral or written notice of the charges if he or she denies the allegation:**

2) An explanation of the evidence against the student

3) An opportunity to present his/her evidence

USE of CANINE UNITS

The district may use area law enforcement or private canine units in efforts to detect illegal drugs and other contraband. The administration may use the canine units at any time, during or outside school hours, announced or unannounced.

With the approval of the superintendent of schools, a building principal may arrange for the use of a canine unit in any area, building, or property on school grounds. This includes the school parking lot and other areas on and off school grounds where students park vehicles during or outside school hours. If a dog alerts on a student's vehicle, the student will be required to unlock the doors, trunk, and other locked compartments for inspection. If a student refuses to comply, the student will be disciplined under the district's student code of conduct and the matter may also be turned over to law enforcement authorities.

If a student is found to possess or control any contraband, whether on the student's person or in a student's personal effects, desk, locker, vehicle, or other place, the administration will (1) seize the contraband, (2) notify the student's parent(s) or guardian(s), and (3) take such disciplinary action as is appropriate under district policies and rules. The administration shall turn illegal items over to law enforcement authorities.

DISPLAYS OF AFFECTION

Displays of affection beyond holding hands are inappropriate and disruptive of the school's learning environment. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences:

1st offense-Student will be confronted and directed to cease.

2nd offense- Student will be confronted, directed to cease, and parents will be notified. Added disciplinary steps (one-hour detention) will be taken to enforce this guideline by teachers and administration.

PRE-EXPULSION PROCEDURE

Prior to expelling a student, the district will convene a conference called by a school administrator and attended by: (a) a parent or legal guardian, (b) the student, (c) a school representative, and (d) a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The purpose of the conference will be to have the participants assist the district in the development of a written plan to be adopted by a school administrator and presented to the student and the parent/legal guardian. The plan will: (a) specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided: (b) identify educational objectives that must be achieved in order to receive credits toward graduation; (c) specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and d) require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

EXCEPTION

If the offense which warrants expulsion involves the knowing and intentional possession, use, or transmission of a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, the pre-expulsion procedures do not apply.

HOMELESS STUDENT

Policy 5418 includes forms related to homeless students. Gothenburg Public School will ask for enrollment information and request for placement in accordance with policy 5418. District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian. District #20's designated Homeless Coordinator is the Superintendent of Schools.

ACTIVITIES/ATHLETICS

GHS would like to extend to you a warm and friendly welcome from one of the most successful athletic and activities programs in the state. Research has shown the most successful students are those who are involved in school-sponsored activities. **We encourage each student to find an area of interest and become involved.** Numerous activities sponsored by Gothenburg Junior and Senior High and participation guidelines are outlined on the following pages.

PHILOSOPHY

The athletic and activities programs are intended to be in conformity with the general objectives of the school. At no time does the program place the total education curriculum secondary in emphasis. The program functions as part of the whole curriculum and constantly strives for the development of a well-rounded individual. A comprehensive and balanced activities program is an essential complement to the basic program of instruction. GPS activities programs will emphasize character, courage and integrity as the major objectives of the program. Programs will prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Programs will establish a foundation for the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits. GPS will always enter every competition to win. In doing so, we will always maintain respect for our school, our opponents, and most of all, ourselves. Students and parents must realize that participation in sports and other co-curricular activities is a privilege granted by the school to a student. This privilege may be revoked or temporarily suspended if a student's school work and/or conduct becomes unacceptable.

INITIATIONS, HAZING, SECRET CLUBS & OUTSIDE ORGANIZATIONS

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health and safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organization. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools unless approved by the administration. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

GHS SPORTS AND ACTIVITIES

A complete list of Gothenburg Junior and Senior High School sports and other activities, as well as the sponsors and coaches, are listed on page four & five of this handbook. **If you have any questions concerning the following pages, please contact Mr. Marc Mroczek, Activities Director of the Gothenburg Public Schools; at 537-3651 (ext. 4122).**

ABSENCES FROM SCHOOL

A student who is absent from school because of participation in an approved co-curricular activity program will not be marked absent from school during the time of participation. **Students need to complete assignments for their respective teachers before leaving for a school activity.**

ATTENDANCE ON DAYS OF ACTIVITIES

All participants must be in attendance at least one/half day (4 periods) the day of the activity. When a contest is scheduled to be on a Saturday, the student will be judged by his attendance on Friday. The principal and/or activities director shall make the final decision in any exceptional case.

ACCIDENT INSURANCE

Gothenburg Public Schools **DOES NOT** carry health and accident insurance for individuals. It is recommended that students who expect to participate in athletics carry health and accident insurance. A program endorsed by the school district and offered through Heartland Financial Group Inc. will be made available to all students.

NSAA Eligibility Rules

IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.

2.2.1 Student must be a bona fide student of their member school and have not graduated from any high school.

2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine. 2.3 Student is ineligible if nineteen years of age before August 1 of current school year—age 21 for non-contact Unified Sports athletes. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)

2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester.

2.5.1 Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.

2.5.2 Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.

2.6.2.1 Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.

2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. (See May 1 Transfer List bylaw below.) If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days. Student eligibility related to domicile can be attained in the following manners:

2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

2.6.9.2 If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

2.6.9.3 If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

2.6.10 If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

2.7.7 Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2019-2020 school year prior to May 1, 2019; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2019. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for the remainder of the 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who

did not have their enrollment forms signed, delivered and accepted prior to May 1, 2019, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
2.7.9 NEW! Transfer to Home School District. Any student entering high school for the first time after promotion from grade eight who did not initially enroll in the high school located in the school district where the student's parents have their domicile, or a student who transfers back to a high school located in the school district where his/her legal parent(s) have established their domicile shall be ineligible for ninety school days.
3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport that are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. *(Refer to 3.5.1.1 for exception in Swimming & Diving.)
3.6 A student shall not participate on an all-star team while a high school undergraduate.
3.7 A student must maintain his/her amateur status.
You can also be declared ineligible by the coach and/or sponsor if you violate any rules or regulations set up by the coach or sponsor. Students shall be informed of these rules and regulations by their coach and/or sponsor.

JUNIOR HIGH PARTICIPATION IN ATHLETIC CONTESTS

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the NSAA. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the NSAA.

TEAM TRAVEL

Participants in school sponsored activities **are encouraged** to travel to and from the activity in a district sponsored vehicle. When students/athletes are traveling in a school sponsored vehicle they will follow the Code of Conduct rules in this handbook. In the event a parent/guardian wishes to take the participant after the activity has concluded, they shall request permission directly (be at the activity) from the sponsor.

PARTICIPATION

A boy or girl who is a member of the Gothenburg High School athletic squad in season may not participate in any other organized athletic competition, in school or out of school, during the time he/she is a member of the GHS interscholastic squad. Workouts or supplementary practice outside of regular squad practice and competition are not specifically restricted. It is expected, however, that athletes given the privilege of representing their school will give first allegiance, as far as athletic participation is concerned, to the Gothenburg High School squad of which they are a member, and to the school's coaches who are responsible for the athlete's development and performance. This policy is not intended to restrict casual or recreational activities.

PHYSICALS

All Jr. & Sr. High students who expect to participate in athletic practices/contests will be required to have a physical taken and a form signed by their doctor once per year before actual participation. These should be presented to the coach/athletic director and will be kept on file with the school. These students will have their parents sign a "Consent by Parents" form to participate in organized athletics.

CONCUSSION: “RETURN TO LEARN”

The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

ACTIVITIES ON CHURCH NIGHT AND SUNDAYS

The policy of the Board of Education states: "There will be no activities scheduled (practice included) on Wednesday evening." (6:30 p.m.) Exception: When an athletic team is required to play in conference, district, or tournament competition. The policy further states that "There will be no activities scheduled on Sunday." Exception: When a team is required to play on Monday, (Varsity level) practices may be scheduled on Sunday afternoon. For all such practices, permission must first be granted through the activities director.

SPORTS SEASONS

FALL	OPENING PRACTICE	CLOSE OF SEASON
Softball	August 12, 2019	State Tournament
Football	August 12, 2019	Football playoffs
Cross Country	August 12, 2019	State Meet
Volleyball	August 12, 2019	State Tournament
Girls Golf	August 12, 2019	State Meet
WINTER	**OPENING PRACTICE**	**CLOSE OF SEASON**
Wrestling	November 18, 2019	State Meet
Basketball (B/G)	November 18, 2019	State Tournament
SPRING	**OPENING PRACTICE**	**CLOSE OF SEASON**
Boys Golf	March 2, 2020	State Meet
Track (B/G)	March 2, 2020	State Meet

No individual may participate simultaneously in more than one sport per season. If a student is participating in one sport during a sports season and decides to quit that sport and participate in another sport during the same season, the student shall be restricted from practice or competition for five school days.

SPORTSMANSHIP

Responsibility of Players:

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behaviors of the spectators.

1. Treat opponents with the respect that is due them as guests.
2. Exercise self-control at all times, accepting and abiding by decisions.
3. Respect the officials' judgment and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.
4. Only the captain should communicate with the officials regarding the clarification of a rule.
5. Accept both victory and defeat with pride and compassion, never being boastful or bitter.
6. Congratulate the opponents in a sincere manner following either a victory or defeat.
7. Cooperate with the coach and fellow players in trying to promote good sportsmanship.
8. Welcome the opportunity to discuss the rules and strategies of the contest with parents and friends so they can better understand and appreciate the finer points of the game.
9. Accept seriously the responsibility and privilege of representing Gothenburg High School and our community.

Responsibility of Students (Spectators):

The students' frequent role as spectators and their tremendous enthusiasm for sports are indicative of their vital responsibility for good sportsmanship. Their habits and reactions determine the quality of sportsmanship which reflects upon the reputation of our school. Students/spectators are permitted to attend extracurricular activities only as guests of the school district. Accordingly, they must comply with the school district's rules and policies. It is the responsibility of the student and/or 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. Learn the rules of the game in order to be a better-informed spectator.
4. Treat all visiting teams in a manner in which you would expect to be treated.
5. Accept the judgment of coaches and officials.
6. Encourage other spectators to participate in the spirit of good sportsmanship.
7. Obey the instructions of school employees and officials supervising the extracurricular activity.

While the varsity game is in progress, students may not leave the gym or football bleachers except between quarters and half-time.

DRUG & ALCOHOL/GOOD CONDUCT RULE

1. VIOLATION:

1.1 Any student who violates written program rules during the extracurricular program season shall be subject to the sanctions set forth in the written program rules.

1.2 Any student engaged in an extracurricular activity program who, (1) possesses, or uses alcoholic beverages, or (2) drugs, the possession or use of which are declared a crime or infraction under the laws of the State of Nebraska, (3) who engages in conduct, or used language during school pictures, video, gestures, which is grossly offensive to the standard of the community of Gothenburg, Nebraska, during the particular extracurricular activity program shall:

1.2.1 If a student has not previously been found to be in violation of the rules set forth in this paragraph during said extracurricular activity program season, and the student self-reports the violation, he/she shall be suspended for 10 school days from participation in extracurricular activity contests including dances. If a student fails to self-report the violation they shall be suspended for 15 school days from participation, in any manner in such extracurricular activity program, (includes FFA, vocal, band, dances-Homecoming, Coronation, Prom and speech).
1.2.2 If a student has previously been found to be in violation of the rules set forth in this paragraph during such extracurricular activity program season and the student self-reports the violation, they shall be suspended from extra-curricular activity contests/dances for a period of 20 school days. If a student fails to self-report the violation they shall be suspended for 30 school days from participation in any manner in such extracurricular activity program (includes FFA, vocal, band, dances-Homecoming, Coronation, Prom, speech).

2. ENFORCEMENT OF RULE:

2.1 When a possible violation of the foregoing rule is brought to the attention of the program sponsor or activities director, the sponsor or director shall, as soon as is reasonable practical, meet with the student and (1) advise the student of the facts known to the sponsor or director: (2) allow the student to respond to the allegations and (3) advise the student of his/her right to appeal to a Violation Board hearing.
2.2 If the student admits conduct constituting a violation of the foregoing rules, the sanction shall be immediately imposed and the student and the student's parents or guardians shall be immediately notified by the mailing of a written notice. If the program sponsor or the activities director is satisfied that no such violation occurred, no further action shall be taken.
2.3 If a sponsor is not satisfied with the explanation of the student and determines that a violation has occurred, the matter shall be referred to the Violation Board.
2.4 The student, the student's parent or guardian shall be advised of the Violation Board meeting, its time, place and purpose by telephone, in person or in writing. The meeting shall be held with two days after the student has been confronted, and may be postponed for a reasonable time, not to exceed two school days, at the request of the student.
2.5 The hearing shall be informal, and the student may present witnesses in his/her behalf and shall have the right to have a representative of the student's choice assist in any presentation he/she wishes to make. The Violation Board shall have a right to limit the presentation to preclude unreasonable repetitious or irrelevant testimony.
2.6 The Violation Board shall reach its decision in a closed meeting.
2.7 If the Violation Board determines that no violation occurred, the sponsor of the extracurricular activity shall immediately advise the student and the student's parents.
2.8 If the Violation Board determines that a violation has occurred, the activities director or sponsor will promptly visit with the student and the student's parents or guardian to explain the decision. A written decision shall be mailed to the student and his parent/guardian with a reasonable time after the decision is reached.

2.9 If the student is dissatisfied with the decision of the Violation Board, he/she shall have a right to appeal to the Superintendent of Schools within two days from receiving written notification of appeal the decision of the Violation Board by presenting a written request therefore to the Superintendent. If the student is not satisfied with the Superintendent's decision, the student may appeal the decision to the Board of Education within two days of receipt of the written request therefore to the secretary of the Board of Education. The appeal hearing will be conducted not later than the next regular meeting of the Board of Education after receipt of the request. Such appeals shall not delay the effective time of the suspension or expulsion.
2.10 The Violation Board shall consist of the activities director, either the junior high or senior high principal, the activity sponsor, one other extracurricular activity sponsor, and one junior/senior high school teacher to be selected by the student. Any of the Violation Board members may designate, in writing, an alternate to serve in their place.
Situations resulting in the enforcement of the policy are:
1. Student being given a citation for an alcohol/drug violation and/or a failed drug test.
2. Student admits to violating the extracurricular alcohol/drug policy.
3. Any verified form of school investigation.
4. Staff member witnesses a violation of the policy.

Legal Issues

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The

principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Kathleen Styles, Office of the Chief Privacy Officer. U.S. Department of Education. 400 Maryland Avenue, S.W.Washington, D.C. 20202

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.
The District may disclose information about former students without meeting the conditions in this section.

OPTIONAL

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)
- Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:

The District designates the Gothenburg Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

NOTICE OF REQUIREMENTS FOR ADMISSION

Nebraska law requires that parents or legal guardians furnish the following documents upon admission:
1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time.
2) Evidence of a physical examination by a physician for a student entering the 7th grade or transferring in from out of state,

3) Evidence of visual evaluation by a physician,
4) Students are required to be immunized according to laws passed by the Nebraska legislature.
Parents/guardians may contact the school nurse regarding immunization requirements.
Forms to submit objections are available from the Supt. office. **Any student not in compliance with the law will not be permitted to attend school.** Medical and religious exemptions are available but require a physician's signature or a signed affidavit.

HEADS UP CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR ATHLETES

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice ***one or more*** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
  - The right equipment for the game, position, or activity
  - Worn correctly and the correct size and fit
  - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:
Don't hide it. Report it. Take time to recover.

It's better to miss one game than the whole season.

For more information and to order additional materials ***free-of-charge***, visit: **www.cdc.gov/Concussion**.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION

June 2010

HEADS UP CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR PARENTS

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports ***one or more*** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
• Appears dazed or stunned	• Headache or "pressure" in head
• Is confused about assignment or position	• Nausea or vomiting
• Forgets an instruction	• Balance problems or dizziness
• Is unsure of game, score, or opponent	• Double or blurry vision
• Moves clumsily	• Sensitivity to light or noise
• Answers questions slowly	• Feeling sluggish, hazy, foggy, or groggy
• Loses consciousness *(even briefly)*	• Concentration or memory problems
• Shows mood, behavior, or personality changes	• Confusion
• Can't recall events *prior* to hit or fall	• Just not "feeling right" or is "feeling down"
• Can't recall events *after* hit or fall	

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

1. **Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. **Teach your teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine."
4. **Tell all of your teen's coaches and the student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

If you think your teen has a concussion:
Don't assess it yourself. Take him/her out of play.
Seek the advice of a health care professional.

It's better to miss one game than the whole season.

For more information and to order additional materials ***free-of-charge***, visit: **www.cdc.gov/Concussion**.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION

June 2010

CLASS SCHEDULE

Class ***Teacher***

1st _____

2nd _____

SWEDE FOUNDATIONS _____

3rd _____

4th _____

5th _____

6th _____

7th _____

8th _____

Handbook Changes 2019-20

Staffing changes – pages 3 & 4
Graduation changes – page 5 (dropping Information Technology – requiring Personal Finance)
ACT Test dates – page 13
Closed Campus (lunch) requirement of parent permission paperwork – page 15
Vaping first offense – 1 day OOS suspension – page 21
Fighting first offense removal of contact police – page 22
Saturday School – 1 day OOS suspension (this was 2) – page 23
Dress Code – open back shirts & tank tops – page 23

2019-2020
DUDLEY ELEMENTARY - GOTHENBURG PUBLIC SCHOOLS
STUDENT - PARENT HANDBOOK

Welcome to Gothenburg Elementary School for the 2019-2020 school year. This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Dudley Elementary - Gothenburg Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it.

Although the information in this handbook is detailed and specific, the handbook is not intended to be all encompassing. This handbook is intended to help students have a successful and rewarding school year. The rules, procedures, and practices adopted in the Student - Parent Handbook shall have the effect of Board Policy and is annually reviewed and voted on by the District #20 School Board.

The administration reserves the right to make decisions and rule revisions at any time to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Student rights will be protected and respected and in turn, students must respect the rights of others.

GO SWEDES!!!

Angela Richeson
Elementary Principal

Teresa Schneider
Assistant Elementary Principal
Special Education Director

MISSION STATEMENT

The mission of Gothenburg Public Schools is to prepare all students to become lifelong learners within a positive and innovative learning environment.

DUDLEY ELEMENTARY STAFF 2019 - 2020

Superintendent: Dr. Todd Rhodes - 537-3651 Ext. 4105
Elementary Principal: Angela Richeson - 537-3651 Ext. 1116
Assistant Principal: Teresa Schneider - 537-3651 Ext. 2242

Board of Education
Devin Brundage
Kyle Fornoff
Jon Hudson
Becky Jobman
Jeremy Sitorius
Nate Wyatt

Swede Preschool Academy
Melissa Bell

Kindergarten
Molly Koehn
Suzanne Neels
Karlie McPheeters
Charity Wyatt

1st Grade
Brittany Jesseph
Anne Ostendorf
Michelle Stienike

2nd Grade
Wendy Bartels
Justin Dowdy
Tara Foster

3rd Grade
Gretchen David
Tiffani Dea
Jena Rahjes

4th Grade

Becky Gibbens
Mary Meisinger
Stephanie Waskowiak

5th Grade
Sharon Andres
Becky Costello
Tony Neels

6th Grade
Barb Hicken
Kaitlyn Mason
Jonathan Meyer

Special Education: Melissa Bell (Birth - Age 5), Maria Andersen (Kindergarten - 2nd Grade), Bryan Bazata (3rd & 4th Grade), Heather Franzen (5th & 6th Grade)
School Psychologist: Jacy Ostergard
Speech Pathologist: Erin Feather (K-6), Carol Keiser (Preschool, Junior High & High School)
Counselors: Melissa Shepherd (Preschool & Kindergarten), Michelle Stevens (1st Grade - 3rd Grade), Pam Glodowski (4th Grade - 6th Grade),
Vocal Music: Melissa Shepherd & Erica Wieseler
Instrumental Music: Tonya Welch
Physical Education: Bryson Mahlberg
Art: Jami Stortenbecker & Kara Libich
Keyboarding: Kara Libich
High Ability Coordinator: Amy Harrison
MTSS Coordinator: Michelle Mroczek
MTSS Interventionist: Kristen Butterfield
School Librarian: Amy Harrison
Technology Coordinator: Jo Wiggins
Secretary: Peyton Ahlenstorf
Nurse: Melissa Haas
Technology Para: Jayne Eggleston
Paraeducators: Sue Finke, Marie Foster, Susan Garrard, Rhonda Hansen, Holly Meints, Katherine Middleton, Terri Nordin, Elaine Smith
Custodians: Keith Henninger & Shelly Henninger

THE SCHOOL DAY

BEFORE SCHOOL

Students are not to arrive on school grounds before 7:50 a.m. (exceptions: students who ride the bus). Prior to that time, the school is not responsible for supervision of students. A school employee will be on duty at 7:50 a.m. and students will enter the building at 7:55 a.m. Students will be considered tardy after 8:05 a.m.

AFTER SCHOOL

The school day will end at 3:30 p.m. (3:25 p.m. for kindergarten). School grounds will not be supervised after 3:40 p.m. on a regularly scheduled day or 2:40 p.m. on an early dismissal day. The school is not responsible for supervision of students after these times. We ask students to remain off campus until 4:00 p.m. This assists staff and parents in getting students home safely and in a timely manner. The school playground will become a public playground after 4:00 p.m.

ATTENDANCE

Regular and punctual student attendance is required. School attendance is not only a Nebraska State Law and a Board Policy (5008), but is important to every child's education. Administration is responsible for developing further attendance rules and regulations and all staff are expected to encourage regular and punctual student attendance. Teachers are required to maintain an accurate record of student attendance.

REPORTING AN ABSENT STUDENT

If a student will be absent, we ask that a parent / guardian call the school before 9:00 a.m. (537-3651 Ext. 2). If the school does not receive a call an attempt will be made to contact a parent / guardian.

ATTENDANCE GUIDELINES/DEFINITIONS

An absence from school will be reported as an:

(a) Excused absence

-or-

(b) Unexcused absence

Excused Absence

An excused absence is an impossible or impracticable barriers outside the control of the parent or child that prevent a student from attending school. The parent must provide

the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness by a medical professional, court (with formal documentation), death of a family member, suspension, or other unique situations that have received prior approval from the principal. Please refer to Board policy 5008 for further reference.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could have been taken during non-school time and/or the educational nature of the trip.

Unexcused Absence

An unexcused absence may result in a report to the county attorney and may be classified as follows: a parent acknowledged absence is one in which the parent/guardian communicated with the school that the child is absent and the parent/guardian is then responsible for the student for the extent of the school day. This includes, but is not limited to illness, vacations, and medical appointments**.**

A student who engages in multiple unexcused absences may be considered truant as per state law Neb. Rev. Stat. '79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for truancies. Students who leave the school premises without permission during the school day will be considered truant. Please refer to Board policy 5008 for further reference.

Five (5) unexcused absences

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences". Please refer to Board policy No. 5008 for more information.

Twenty Excused Absences

If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which that person having control of the student resides. For further information, refer to Board Policy 5008.

Twenty Unexcused Absences

If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance office shall file a report with the county attorney of the county in which the person having control of the student resides. For further information, refer to Board Policy 5008.

REPORTING EXCESSIVE ABSENTEEISM TO THE COUNTY ATTORNEY

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences. The school shall notify the child's family in writing prior to referring the child to the county attorney. Please refer to Board Policy 5008.

TARDY POLICY

Students arriving late to school must report to the main office with a parent/guardian and be signed in. A child is considered late for elementary school if he or she is not in the classroom by 8:05 a.m. ready to begin the school day. Letters will be sent home each quarter when students have been tardy five (5) or more times.

EARLY WITHDRAWAL FOR STUDENTS ENROLLED IN ACCREDITED OR APPROVED SCHOOLS

A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed. See Board Policy No. 5008 for further information and details of the exit interview and withdrawal form.

NOTICE OF REQUIREMENTS FOR ADMISSION

Students should register with the District Office at **1322 Avenue I** as soon as possible after moving into the school district. The registration packet and forms are available in the District Office and on the school website. **Registration forms and required documents must be complete and returned prior to attending school**. Parents/guardians are encouraged to begin the process early.

Nebraska law requires that parents or legal guardians furnish the following documents upon admission:

- A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time.
- Evidence of a physical examination by a physician for a student entering the 7th grade or transferring in from out of state.
- Evidence of visual evaluation by a physician.

- Students are required to be immunized according to laws passed by the Nebraska legislature. Parents/guardians may contact the school nurse regarding immunization requirements.
- Receipt of transcripts, records or grades from previous school are required, if applicable, to insure placement within the appropriate classes.

Any student not in compliance with the law will not be permitted to attend school. Upon completion of registration, the district secretary will arrange for an appointment with the counselor at the appropriate level to complete the enrollment process. Elementary students (K-6) will enroll in Dudley Elementary and secondary students (7-12) will enroll in the Junior-Senior High School.

Medical and religious exemptions are available but require a physician's signature or a signed affidavit. The Nebraska Dept of Health and Human Services requires that all immunizations are reported. Students are required to have immunizations completed by October 15 or students will be excluded from school until immunizations are completed or waivers are provided.

BIRTH CERTIFICATES

Board Policy 5001 requires that all new enrolling students must show a **certified** birth certificate with a raised State Seal. A copy will be made for school files and the original will be returned to the parent or guardian. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate.

CHANGE OF ADDRESS

The school should be notified of any change of address or home telephone number. Also, please notify the school of any plans for moving so sufficient time is given for accumulating student records. Parental permission is needed before student records can be transferred or requested by schools. Immunization records need to be taken with the student when moving to a new school.

HOMELESS STUDENT

Policy 5418 includes forms related to homeless students. Gothenburg Public School will ask for enrollment information and request for placement in accordance with policy 5418. District #20 will comply with the federal and state law related to homeless students.

A “homeless child” (for purposes of this policy) is a child who lacks a fixed, regular, and adequate nighttime residence. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian. District #20’s designated Homeless Coordinator is the Superintendent of Schools. The duties of the Homeless Coordinator include the identification, enrollment and placement of homeless students, coordination of services, designing of activities, maintenance of student records and other required documentation.

WEATHER RELATED SCHOOL CLOSING

Even in severe weather, Gothenburg Public Schools will attempt to remain open. In the event schools are to be closed prior to the start of classes, the public will be notified through T.V., radio, and social media. The school’s ~~School Reach~~ Swift K-12 telephone system will be also used to contact the public about any decisions to change the school day because of weather. The decision to close school will be made as early as possible.

It is important that parents do not call administrators or the radio stations as it makes it more difficult to call in emergency school closing announcements. It is the parent’s responsibility to determine if they wish to send their child to school during inclement weather if school is not closed.

If the students are to be dismissed early, notification will be given on T.V., radio and social media. A call will also be sent using our Swift K-12 telephone system.

HEALTH SERVICES

Gothenburg Public Schools has a full time registered nurse who coordinates health services. She conducts health screenings on students annually. Should there be any concerns about a child’s hearing or vision, she can evaluate him/her at any time during the school year. A written health services referral will be sent to parents whenever a concern is found on any screening procedure.

When children are not well, they should not be sent to school. Children who have vomited or had diarrhea 12 hours prior to the starting time of school should not come. Children with the following conditions will be sent home:

- vomiting
- diarrhea
- a fever of 100 degrees or higher
- a suspicious rash
- head lice

- any child showing any signs or symptoms of a contagious or infectious disease.

Children with a confirmed communicable disease should not return to school until the minimum isolation period has elapsed, and all signs and symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever free for 24 hours without the use of fever reducing medication.

Emergency forms are sent out the first day of school. Please fill these forms out carefully and include any health problems specific to the child. These forms enable the school to efficiently handle any sudden illness or injury. Treatment of injury occurring outside of the school jurisdiction is not the responsibility of school employees. Home and emergency phone numbers are required.

Students that have a known medical diagnosis of an allergen or asthma need to provide an Asthma/Allergy Action Plan signed by a physician. Forms may be obtained from you physician or at the school. In the event of an anaphylactic reaction, Rule 59 (per the state of Nebraska protocol) will be followed if there is no individualized action plan provided.

Evidence of a physical examination by a physician, a physician assistant, or an advanced practice registered nurse within six (6) months prior to the entrance of the child into the beginner grade, seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination. Waivers are available in the nurse's office.

Evidence of a visual examination by a physician, a physician assistant, an advanced practice registered nurse within six (6) months prior to the entrance of the child into the beginner grade, seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual examination. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. Waivers are available in the nurse's office.

Medication of any type is to be administered by the school nurse or her designee. Written permission from a parent/guardian must be obtained in order to administer medication. **PARENTS/GUARDIANS** are required to bring medication to school in the

original packaging. The only medication to be given at school is that which **cannot** be scheduled around school hours.

IMMUNIZATIONS

Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases are required by applicable law, by immunization, prior to enrollment. Exceptions are allowed based on: (1) written statement by health care provider that immunizations would be injurious to the student or a family member or (2) affidavit of a religious reason for non-immunizations have begun, and immunization is continued as rapidly as medically feasible and (3) written statement of parent or guardian that immunizations have been completed, where the child's parent is in the military, the child is enrolling following residence outside the state, and proof of immunization is given within 60 days. Refer to HHS regulations, 173 NAC 3.

The Nebraska Dept of Health and Human Services requires that all immunizations are reported. Students are required to have immunizations completed by October 15 or students will be excluded from school until immunizations are completed or waivers are provided.

CONCUSSION

The superintendent or designee shall develop a Return to Learn protocol for students who have sustained a concussion. The Return to Learn protocol shall recognize that students who have sustained a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

ACADEMICS

ACCREDITATION

Gothenburg High School is a member of the North Central Accreditation Association and is accredited by the State of Nebraska. The school maintains rigid standards in order to meet requirements set for by the State of Nebraska Department of Education. The athletic classification is Class C-1 in most sports and Class B in Track, Golf and Softball. The school is considered a Class III school in organization.

PARENT AND FAMILY ENGAGEMENT POLICY

Gothenburg Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

Gothenburg Public Schools shall:

Provide opportunities for the participation of parents and family members including those with migratory children, limited English proficiency, or have disabilities. Parent shall be notified of the Parent and Family Engagement Policy, information related to school and parent programs, meetings, and other activities in an understandable and uniform format and to the extent practicable provided in a language the parents can understand;

Convene an annual parent meeting scheduled at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the Parent and Family Engagement Policy;

Provide opportunities for parents and family members to participate in decisions relating to the education of their children. The school shall provide other reasonable support for parental involvement activities;

Provide parents of participating children timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging state academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand;

Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners;

Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

GOTHENBURG STAFF-PARENT-STUDENT COMPACT

It is important that parents, families, and schools work together to help students with challenging state academic standards. This School-Parent Compact has been jointly developed with staff, parents and students and promotes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective environment to enable children to meet the challenging state academic standards.

Staff Pledge

I agree to communicate and carry out the following responsibilities to the best of my ability:

- Provide academic programs that are challenging and motivational.
- Provide research-based programs.
- Provide services for all students to achieve challenging state academic standards.
- Ongoing communication with parents and family regarding students' academic progress.
- Continue to build a welcoming school environment that promotes parent and family involvement, and in which all children, their parents, and their families will be treated with respect.

Parent/Family Pledge

I agree to be responsible for supporting my child's learning to the best of my ability:

- Respect the school, staff, students, and families
- Communicate with teachers on an ongoing basis.
- Ensure that my child attends school, gets adequate sleep, regular medical attendtion, and proper nutrition.
- Promote reading and math concepts with my child.
- Assist my child with their homework to the best of my ability.
- Participate in decisions relating to the education of my child and positive uses of extracurricular time.
- Participate in parent and family engagement activities such as volunteering in my child's classroom, and attending parent-teacher conferences to discuss academic progress.

Student Pledge

I agree to communcate and cary out the following responsibilities to the best of my ability:

- Respect the school, staff, classmates, and families
- Communicate with my parents, family, and teachers about my school progress and experiences so that they can help me be successful at school.

- Work daily to the best of my ability.
- Attend school regularly, make every effort to be on time to school, follow all school rules, be cooperative and be respectful.
- Be prepared for school by having school materials, completing assignments, and asking for help when needed.

BOOKS

All textbooks and library books are loaned for their use during the school year. Textbooks and library books are to be kept clean and handled carefully. Students will be required to pay for lost or damaged textbooks and library books.

STUDENT PLANNERS

Student planners are provided for students in third through sixth grade. They are designed to help students keep track of their assignments and school activities. Teachers will explain how to use the planners in the classroom. The school provides the first planner each year. It is the student's responsibility to take care of it. If a planner is lost or destroyed by a student, he/she is expected to replace it at an $8.00 fee.

PROGRESS REPORTS

Progress reports will be sent home with students in grades 3-6 at the midpoint of each quarter throughout the school year.

REPORT CARDS

Report cards are sent home at the end of each nine-week period. For online grading information please go to PowerSchool: https://ps.gothenburgswedes.org/public. If you have trouble accessing a student's account please contact the elementary office.

PARENT-TEACHER CONFERENCES

Gothenburg Public Schools holds parent teacher conferences twice during the school year. These conferences provide a two-way communication between home and school.

PROMOTION & RETENTION POLICY

Students will typically progress annually from one grade level to the next grade level. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the principal, in consultation with the student's teachers and counselor, and to be appropriate for the educational interests of the student and the school's educational program.

AFTER SCHOOL STUDY HALL

An After School Study Hall room will be established for students who need extra academic assistance, have missing assignments that need completed or are behind on their learning/work. After School Study Hall will be offered on Monday, Tuesday and Thursday from 3:30 - 4:00 p.m. Rules for the After School Study Hall room are as follows: students should be prepared to study/review homework, students must be respectful and follow all directions given by the supervising adult, and NO eating, drinking, or sleeping allowed.

PRIVACY OF STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has

contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-8520

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;

- School and dates of attendance;
- Student's current grade;
- Student's enrollment status (e.g. full-time or part-time);
- Student's date of birth and place of birth;
- Student's extra-curricular participation;
- Student's achievement awards or honors;
- Student's weight and height if a member of an athletic team;
- Student's photograph; and
- School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or

well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

REQUEST OF INFORMATION

Parents in Title I schools (Dudley Elementary) may request and receive:

- Information regarding the professional qualifications of the student's classroom teacher.
- Information on policies regarding student participation in state or district assessments and on procedures to opt the child out of such assessments.
- Information for parents of English learners regarding how they can be involved in the education of their child and assist their child to attain English proficiency and achieve at high levels within a well-rounded education.

More detailed information concerning ESSA may be obtained by contacting the District Office.

COMPLAINT PROCEDURE

Step 1: Schedule a conference with staff member most directly involved in the matter.

Step 2: Address the concern to the Principal If the matter is not resolved in Step 1.

Step 3: Address the concern to the Superintendent if the matter is not resolved in Step 2.

Step 4: Address the concern to the Board of Education if the matter is not resolved in Step 3.

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible. Parent/Patron Comment Forms are available in the office or on the school website in Policy 1030 and 1030A. Comment forms concerning personnel will be forwarded to the supervisor.

ACADEMIC INTEGRITY POLICY

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and develop appropriate values.

Cheating involves one or more of the following actions:

- To use the work of another person as your own and/or copy information from another student's test, examination, theme, book report, or term paper.
- To plagiarize - plagiarism means using another person's idea, expression or words without giving the original author credit.
- To prepare for cheating in advance. Such as: (a) having in your possession a copy of a test to be given or having been given by a teacher (b) using the test or notes during a test or examination (c) talking while taking quizzes, tests or examinations.
- To fail to follow test procedures/announced instructions (such as no talking, no turning around in seat, raise hand for questions, etc.

HOMEWORK POLICY

Dudley Elementary believes homework is intended to be an effective tool in the learning process. Homework promotes responsibility and reinforces and extends skills learned during the school day. Child growth and development requires different expectations at each grade level.

GENERAL INFORMATION

LOCKERS

Students in some grades will be assigned lockers. It is important that these lockers are kept shut at all times in order to protect the articles inside the locker. The school cannot be responsible for books and other articles lost or stolen. It is wise to mark textbooks, coats, jackets and notebooks, so they may be easily identified.

Lockers are the property of the school and should be treated as such. Do not paste signs on or in lockers that will take off the paint. Do not mark in or on them with ink. They are provided only for student use and are not student property. **Students are not allowed to trade lockers without permission from their Principal/Teacher.** The school administrators reserve the right to inspect lockers any time if reasonable suspicion exists.

STUDENT VALUABLES - LOST AND FOUND

Students **SHOULD NOT** bring money or valuable items to school, as the school will assume **NO** responsibility for articles lost, stolen or damaged items. To help prevent lost articles, put your child's name in/on their belongings. If an article belonging to your child is missing, check the lost and found box near the south playground entrance.

BRUNCH/LUNCH PROGRAM

It is the policy (Policy 3571) of the Gothenburg School District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students. Gothenburg Public Schools provides a brunch/lunch program. Brunch price is $1.65 per meal. Those who qualify for free lunch will also receive free brunch. Those who qualify for reduced price lunches will receive brunch at $0.25 per meal.

Children bringing sack lunches may purchase milk for $0.40. Lunch prices are $2.70 per meal. Ala-Carte price will be $1.50. For those that qualify for reduced price lunches will receive at lunch at $0.40 per meal. Free or reduced lunch application forms are available in the office. Adult meals are $3.75 per day.

Gothenburg Public Schools operates an electronic point of sale system in our cafeteria. All students will have a personal identification number (PIN) that will be used as they purchase a meal. With the electronic point of sale, students will pay in advance (to their family account) and the meal purchase is automatically deducted from the family account. The student enters the four-digit PIN number, the cashier verifies the student name, and the meal is deducted from the family account.

The District will ensure that families can check their meal account balances in a manner other than exclusively online.

Full Pay Families - will pay for meals at the district's published standard rate for each meal. After the FAMILY balance reaches -$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the

child's meal account at the standard rate. If the family balance is $0 your child will not be able to charge for brunch.

Reduced Pay Families will be allowed to receive a breakfast at the district's published reduced rate for each meal. When the balance reaches -$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the reduced rate. If the family balance is $0 your child will not be able to charge for brunch.

Free Status Families will be allowed to receive a free breakfast and lunch each day. The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

Statements are also available upon request. These will be itemized with each child's name, number and date upon which they purchased a meal.

Parents will be asked to fill out a payment envelope with each child's name and grade. These envelopes are available in each office or the cafeteria and can be dropped off at the Elementary office, at the cafeteria, or mailed to the school. Payments must be made at the beginning of each day so they can be entered before lunchtime.

Students going home for lunch should bring a signed parent note and students must sign out/in at the elementary office every time they leave/enter the building for lunch.

SCHOOL WELLNESS POLICY

Students bringing food from home should bring healthy choices for their lunch and are prohibited from sharing food with other students. Soda, as well as large sized sports drinks, are strong discouraged. For additional information on the School Wellness Policy, please refer to Board Policy 5417a.

FOOD ALLERGIES

Please notify the school if your child has any food allergies. A doctor's note is required if any modification is required in your child's meal plan.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office

of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

PARTY INVITATIONS

We believe that party invitations are an “out of school” activity and should not be delivered at school.

VISITOR'S PASS

Discretion should be used when bringing a visitor to school. Permission to visit a class must be obtained from the teacher. Regulations applying to our students also apply to visitors. A visitor's pass should be obtained in the elementary office before attending any classes.

SCHOOL ACTIVITIES

Students are welcome to attend activities at the elementary and high school. Students are expected to be a courteous audience and display good sportsmanship. Students who are not with a parent or guardian are required to sit in a dedicated seating area (as determined by an administrator) at all events. Students are encouraged to only get up to go to the concession stand or use the restroom during appropriate breaks in play (examples include time-outs, quarters, half-time, etc.). Students who are running around in the hallways or playing outside on school property will be asked to sit down. Non-compliance will result in a parents/guardian phone call and the student(s) will be asked to leave the school activity.

NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT

The District designates the Gothenburg Police Department as the District’s “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

EMERGENCY DRILLS

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and as quickly as possible. Students will be instructed by their teachers concerning the proper procedures to be followed.

BUS POLICY

The Gothenburg Public School District will provide transportation for all district students who live beyond the 4-mile limit. Due to school insurance, no other riders will be allowed to ride the bus if they are not on the current route roster.

In the event the bus drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- Radio transportation or otherwise communicate with dispatch to notify them of the situation, if possible.
- Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- Dispatch will notify appropriate law enforcement agencies and school administration if appropriate, given the circumstances.

STUDENT BEHAVIOR

Students are not to engage in conduct which causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff, or visitors.

BOYS TOWN MODEL

Dudley Elementary students will be accountable for the following 16 skills:

- Following instructions
- Accepting criticism or consequence
- Accepting “NO” for an answer
- Greeting others
- Getting the teacher’s attention
- Making a request
- Disagreeing appropriately
- Giving criticism
- Resisting peer pressure
- Making an apology
- Engaging in a conversation
- Giving/accepting compliments
- Volunteering
- Reporting other youths’ behavior
- Introducing yourself

COURTESY RULES

- Due respect must be shown at all times to all students and school personnel.
- Proper language and manners are expected of all students.
- No fighting, rough play, pushing or shoving—even in fun.
- Do not grab or pull on other children's clothes.
- Respect other classes in session by being quiet at all times.
- Conduct in the restrooms should be quiet at all times.
- Walk, do not run, in the building.
- No candy or gum is allowed in the classroom or on the playground (exception: birthdays and special occasions with the teacher's permission).
- Electronic devices, hard balls, skateboards, roller skates, lasers, cellphones, knives, and toy guns are prohibited at school.
- Use the slide and other playground equipment properly.
- No throwing snowballs at school.
- No tackle football.
- Good manners and quiet voices are required in the cafeteria.
- Students are to leave the school ground promptly after they are dismissed from school.

DISCIPLINE

Board Policy 5101 (Student Discipline) states the superintendent will develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling, warning students, parent contacts, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval. For more information regarding student discipline please reference Board Policy 5101.

Level I - Minor misbehavior that impedes the orderly operation of school.
Consequence - Teacher discretion (may include missing recess or staying after school) following posted classroom rules, cafeteria, or recess rules.

Level II - Misbehavior that is frequent or serious enough to disrupt the learning climate of the school or endanger the well being of others. These acts do not represent a direct threat to the health and safety of others but need administrative corrective action.

Consequence - Teacher discretion and:
1st Offense - Parent phone call and grade level consequences (based on grade level behavior management program)
2nd Offense - Parent phone call and grade level consequences (based on grade level behavior management program)
3rd Offense - Parent phone call and parent meeting to create a behavior plan.

Level III - Differentiated cases requiring unique consequences (examples include physical behaviors, possession or truancy).
Consequence - Detention (with a classroom teacher or the principal) or suspension

Level IV - Serious acts, which require administrative action and result in removing the student, at least temporarily, from the classroom.
Consequence - Possible suspension or expulsion.

STUDENT SUSPENSION/EXPULSION
Nebraska Law provides the conditions under which students may be excluded from public schools. The statute provides:

- Rules must be clear and definite to provide clear notice to students.
- Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
- Rules shall be posted in conspicuous places in each school during the school year.
- Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students/parents.

There are 6 types of exclusions which may be used in Gothenburg Public Schools:

- In-School suspension
- Short term suspension (up to five school days)
- Emergency Exclusion
- Long term suspension (6 school days but less than 20 days)
- Expulsion
- Mandatory Reassignment

*A*ll due process procedures shall be followed and information sent to parents and students affected by any exclusion proceedings. Due process will be in 3 parts:

- Oral or written notice of the charges if he or she denies the allegation
- An explanation of the evidence against the student
- An opportunity to present his/her evidence

PRE-EXPULSION PROCEDURE

Prior to expelling a student, the district will convene a conference called by a school administrator and attended by:

- a parent or legal guardian
- the student
- a school representative
- a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

The purpose of the conference will be to have the participants assist the district in the development of a written plan to be adopted by a school administrator and presented to the student and the parent/legal guardian.

The plan will:

- specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided
- identify educational objectives that must be achieved in order to receive credits toward graduation
- specify the financial resources and community programs available to meet both the educational and behavioral objectives identified
- require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

EXPULSION

If the offense which warrants expulsion involves the knowing and intentional possession, use, or transmission of a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designate, or at a school-sponsored activity or athletic event, the pre-expulsion procedures do not apply.

WEAPON POLICY

It shall be the policy of the Gothenburg Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not to apply to the issuance of firearms to or possession by members of the Armed Services of the United States,

active or reserve, National Guard of the State, or reserve officers training corp, peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed. Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

CORPORAL PUNISHMENT

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

INITIATIONS, HAZING, SECRET CLUBS, AND OUTSIDE ORGANIZATIONS

Gothenburg Public Schools Board Policy 6284 prohibits initiations by classes, clubs or athletic teams except with the approval of the administration. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. It is also unlawful for any person, whether a student of Gothenburg Public Schools or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Violation of the policy may result in consequences as defined within the school discipline policies and student handbooks.

VANDALISM

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. Vandalism may result in a discipline referral.

ANTI-BULLYING POLICY

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Students have the opportunity to use the online form to notify school officials of any incidents of bullying. All students are taught (by the school counselors) where to find the form on the school's website.

DATING VIOLENCE

Gothenburg Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff.

Dating violence means a pattern of behavior where one person uses threats of, or actually uses: physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. All dating violence incidents will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District 20's authority.

SEXUAL HARASSMENT

Gothenburg School District #20 prohibits sexual harassment of employees and students on any premise where the district has control or can otherwise lawfully exert jurisdiction. Students have the right to protest and/or register a confidential complaint to the following people: teacher, counselor, principal, superintendent, or the board of education. Students can attend school with security and dignity and without fear of insulting, degrading, or exploiting treatment of a sexual nature.

ELIMINATION OF DISCRIMINATION

This school district hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints

or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

USE OF CANINE UNITS

The district may use area law enforcement or private canine units in efforts to detect illegal drugs and other contraband. The administration may use the canine units at any time, during or outside school hours, announced or unannounced.
With the approval of the superintendent of schools, a building principal may arrange for the use of a canine unit in any area, building, or property on school grounds. This includes the school parking lot and other areas on and off school grounds where students park vehicles during or outside school hours. If a dog alerts on a student's vehicle, the student will be required to unlock the doors, trunk, and other locked compartments for inspection. If a student refuses to comply, the student will be disciplined under the district's student code of conduct and the matter may also be turned over to law enforcement authorities.

If a student is found to possess or control any contraband, whether on the student's person or in a student's personal effects, desk, locker, vehicle, or other place, the administration will (1) seize the contraband, (2) notify the student's parent(s) or guardian(s), and (3) take such disciplinary action as is appropriate under district policies and rules. The administration shall turn illegal items over to law enforcement authorities.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District #20 property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Notice is hereby given that video surveillance may occur on District #20 property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

INTERNET SAFETY & ACCEPTABLE USE POLICY

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall:

- prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

- provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- prevent unauthorized access, including so-called “hacking,” and other unlawful activities online;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- obtain verifiable parental consent before allowing third parties to collect personal information online from students; and
- implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors. More information on procedures/policies/laws is found in Board Policy # 6800.

Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. Each student and parent/guardian must sign and return to the Principal’s office the Student & Parent Agreement form called “Acceptable Use of Computers and Networks” before student access is allowed.

ELECTRONIC DEVICES

School Board policy 5101 states the District strongly discourages students from bringing and/or using electronic devices at school without administrative approval. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. "Electronic devices" include, but not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic and battery powered instruments which transmits voice, text, or data from one person to another. “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that displays sexual content or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02. Students shall not record others, (sexual content, sexually exploits a person, and/or displays sexually explicit message). Students shall not record others, (photograph, videotaping, sound recording, etc) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public. Students are not permitted to possess or use any electronic devices during class time or during class time or during passing time.

Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- Students found in possession of a “sexting” or recording others, (photographs, videotaping, sound recording, etc without direct administration approval and consent of the other person (s) shall be subject to disciplinary action, up to and including expulsion.
- Students who send or encourage another to send a “sexting” message shall be subject to disciplinary action, up to and including expulsion.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations. Therefore, shall be reported to the appropriate legal authorities and law enforcement.

Each student and parent/guardian must sign and return to the administration the student/parent agreement form called Acceptable use of Computer and Network form before a student access is allowed.

MISUSE OF COMPUTERS/NETWORK

The use of computers, whether stand-alone, or as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Gothenburg Public Schools.

Inappropriate use of computing facilities shall be defined as:

- The creating, display, access, transmission, reception, exchange, or distribution of any text, image, or sound that is indecent, obscene, racist, sexist, vulgar, defamatory, illegal, or that promotes harm to self or others or otherwise in violation of the Gothenburg Public Schools Internet Safety Policy.
- Using computing facilities to harass or threaten individuals or groups
- Vandalizing computing facilities (network/files or data)
- Plagiarizing computer-based copyright materials in reports/assignments
- Gaining or attempting to “hack” the system (network/files or data)
- Forgery of or interference with electronic mail messages
- Using computers or computer networks to commit, facilitate, encourage, or promote illegal acts.
- Giving a personal password to another individual or letting another individual use a personal account.

- Knowingly introducing materials forbidden by the Gothenburg Public Schools into the Gothenburg Public Schools computers and/or systems via any electronic storage media.

Consequences:
Minimum: Detention or Short term suspension
Maximum: Long term suspension or expulsion.

POSSESSION OF OBSCENE OR PORNOGRAPHIC MATERIALS
Students are prohibited from possessing pronographic or obscene books, magazines, pictures, or material of any kind. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or texting, sexting, emailing, may constitute a crime under state and/or federal law.

Consequence: Short term or long term suspension, report to law enforcement, possible arrest

DRESS CODE
Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

Attire that will not be considered appropriate includes clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight to be seen through; shorts, skirts, or skorts that do not reach mid-thigh or longer; clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs; clothing or jewelry that could be used as a weapon or that would encourage "horse play" or that would damage property; head wear including hats, caps, bandannas, and scarves; clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double; clothing or jewelry that is gang related; visible body piercing other than facial areas. This list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting.

STUDENT FEES POLICY
The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act. The

District's general policy is to provide for free instruction in accordance with the Nebraska State Constitution. 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.

Definitions

- "Students" shall mean students, their parents, guardians or other legal representatives.
- "Extracurricular activities" shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.
- "Post secondary education costs" shall mean tuition and other fees associated with obtaining credit from a post secondary educational institution.

Listing of Fees Charged by this District

- Guidelines for Clothing Required for Specified Courses and Activities - Students are responsible for complying with the District's grooming and attire guidelines. They are also responsible for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that will detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
- Safety Equipment and Attire - The District will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
- Personal or Consumable Items - The District will provide students with facilities, equipment, materials and supplies, including books. *Personal consumable items may be suggested but will not be required.* Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for

the reasonable replacement cost of any school property that was lost by the student.

- Materials Required for Course Projects - Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.
- 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. The coach or sponsor will provide students with 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.
- Post secondary Education Costs - Some students enroll in post secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post secondary courses.
- Transportation Costs - The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.
- Copies of Student Files or Records - The District will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.
- Participation in Before-and-After-School or Pre-kindergarten Services - The District will charge reasonable fees for participation in before-and-after-school or pre kindergarten services offered by the District pursuant to statute.
- Participation in Summer School or Night School - The District will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.
- Charges for Food Consumed by Students - The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending

machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches/activities.

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) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) 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.

Distribution of Policy

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

Student Fee Fund

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

Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat.
79-241, 79-605, 79-611 Transportation
79-2,104 Student files or records
79-715 Eye-protective devices
79-737 Liability of students for damages to school books
79-1,104 Before-and-after-school or pre kindergarten services.
79-1106 to 79-1108.03 Accelerated or differential curriculum

CERTIFICATION

The Board of Education of Gothenburg Public Schools annually holds a public hearing on the student fee policy. The hearing follows a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee

policy for the current school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

EQUAL OPPORTUNITIES

District #20 supports equal educational opportunity for students free from limitations based upon ethnic or racial background, religious beliefs, sex, disabilities, marital status, or economic and social conditions. This concept of equal education opportunity serves as a guide for the school district and the staff in making decisions relating to school facilities, employment or personnel, selection of educational materials, equipment, curriculum, and regulations affecting students and their welfare.

DISCLAIMER

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Gothenburg Discipline Plan and to alter any penalties as they consider necessary. Also, the administration reserves the right to amend any provision in this handbook which is necessary in the best interest of the school process. **With cause, the administration can search a student's person, locker, car, backpack or other personal effects. Also, the administration can search with reasonable cause, students' electronic communication-email or other messages sent from school computers, a students' personal data storage devices, (disks, CD's and portable flash drives).**

Summary
2019-2020 Elementary Handbook Changes

- Surface level editing was done throughout the document to create a more clear and concise message.
- Added Teresa Schneider as the Assistant Principal
- Updated Faculty and Staff
- Removed the statement about students using an assigned phone (down by Peyton's desk) to make phone calls home.
- Changed the number of tardies each quarter to match the number of absences each quarter (i.e. parents / guardians will be notified after 5, 10, 15 and 20 tardies / absences)
- Took out the information about Detention as the elementary no longer has an after school detention option. We only offer an After School Study Hall (for academic needs) and take care of all behavioral consequences during the school day.
- Removed the specific grade-level homework expectations as homework looks very different in 2019-2020 with our most recent curriculum updates.
- Updated lunch and brunch prices
- Added information to the handbook about the School Wellness Policy, particularly information about not sharing food brought from home (for lunch) and that soda / large sports drinks are discouraged.
- Added information to the handbook about elementary student behavior expectations at sporting events and activities.
- Updated (and and added more specific) language for Discipline (Levels and Consequences) - removing After School Study Hall as a consequence.

2019-2020

GOTHENBURG FACULTY HANDBOOK

Statement of Philosophy

The mission of Gothenburg Schools is to prepare all students to become lifelong learners within a positive and innovative learning environment.

- All students learn best when they are actively engaged in the learning process.
- All District employees and their roles are important in educating children.
- The District should promote all staff, parents, and students to be positive role models.
- All students are provided continuous opportunities to learn and succeed.
- All students benefit from a safe and nurturing learning environment.
- All students benefit from participation in a wide variety of academic experiences and involvement in activities.

We are fortunate to work in a supportive community and school district that recognizes the tremendous importance on the educational process. With that comes the expectation that we will positively impact all students and provide the necessary resources and support to help them accomplish their individual goals. As an educational leader within this district it is your responsibility to ensure a supportive and safe environment for student learning, which encourages the development of positive relationships and equips students with the necessary foundation for a positive and productive future.

In order to provide meaningful educational experiences for each of our students, it is necessary that the teaching staff, administration, and non-certified staff work together as a team. Mutual respect, responsibility and caring create the best learning environment for students. It is our professional responsibility to help one another and provide words of encouragement to our co-workers. High expectations, quality teaching and positive attitudes promote higher levels of achievement.

Learning is a life-long process for students, teachers and administrators!

PUBLIC RELATIONS

Public relations are one area in which we as educators can demonstrate our professionalism. Take pride in our profession and be loyal to our school. The school occupies a most important place in the life of the citizens of the district. It belongs to these people; they pay for its operation and provide the children. Avoid talking about the school, its programs, its staff and students in an unfavorable manner. Criticisms, concerns, and grievances should be handled in a professional manner. We must conduct ourselves as professionals so the citizens of the district will look up to us for leadership and guidance in educating their children. **Always be positive about our school, its programs, and staff.** Teachers are encouraged to be in attendance at school functions and activities. Sell our patrons on the idea that we have an excellent school system - one that is worthy of their support and one of which they can be proud.

PROBATIONARY CERTIFICATED EMPLOYEES

During the first three (3) years of employment with the School District, as determined and calculated in accordance with state law, a certificated employee shall be considered a probationary employee. A probationary employee's rights to continued employment status and non-renewal of a probationary employee's contract shall be determined according to law. (Policy #4120)

PERMANENT CERTIFICATED EMPLOYEES

A certificated employee who has been employed for the full probationary period as set forth in policy 4120 and in accordance with state law is a permanent certificated employee. A permanent certificated employee's rights to continued employment status and termination of said permanent certificated employee's contract shall be determined according to law. (Policy #4121)

ASSIGNMENT OF DUTIES

The Superintendent shall have the authority to assign and reassign teachers and other staff to extracurricular activities and other specific activities, including supervision of pupils in halls, study halls, playgrounds, work on faculty committees and staff activities, and other duties necessary for the operation of the school. (Policy #4130)

ABSENCE FROM BUILDING

Employees may not be absent from their respective assignments during duty hours except by permission from their immediate supervisor or Superintendent. (Policy #4006)

SAFE SCHOOLS POLICY

It is the mission of Gothenburg Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. Such regulations and actions may include, but not limited to, school security measures, such as use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs. The District will maintain a Safe School Plan including procedures for fire, civil defense, and other emergencies. (Board Policy #6120)

DUTY HOURS of EMPLOYEE S

A) Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
B) All other staff shall be on duty as determined by the Superintendent.
C) No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district. (Policy #4004)
D) On a limited basis, teachers may leave at, or after 3:00 p.m., for special circumstances without being charged leave if they arrange for their own coverage and they receive permission from the building administrator. The arrangements need to be made at least a day prior to the request. **(Note: Teachers covering for a colleague's uncharged leave will not be paid for covering the class as the colleague is not charged for leave.)**

All district staff members will be expected to work an active school day starting at 7:40 a.m. and ending at 3:45 p.m. When it is necessary for teachers to leave school early or be absent from the school building during the active school day, **the teacher shall make prior arrangements with the building principal AND notify the office when leaving. Teachers are required to be in their classrooms or other assigned areas from 7:45 a.m. until the time school begins.** On Fridays, teachers may leave after all students have cleared the building.

Any time a teacher is ill and cannot make it to school for some unavoidable reason, please inform your principal or the designated secretary at the earliest possible time but no later than 7:00 a.m. When it is necessary for the teacher to be absent from the school building during the active school day, the teacher shall make prior arrangements with the building principal. If a teacher knows in advance that they would like to be absent from school for personal, professional, field trip, activity sponsorship, bereavement or medical reasons, they will need to fill out a **"Request for Leave"** green sheet found in the Principal's office. The principal will approve or deny the request and put a copy of the request in the teacher's mailbox. If a request is denied, the teacher may appeal the request to the superintendent. Certain days may be "closed" to requests for leave due to large numbers of staff already scheduled to be gone or the unavailability of substitute teachers. Please get your requests for any of the above purposes into

your building principal as soon as you know that you will need to be absent from school and preferably no later than two days in advance of the requested leave date.

LEAVE POLICIES FOR CERTIFIED STAFF

The school district provides a variety of leave policies for the certified employees. The leave policies include:

FAMILY & MEDICAL LEAVE POLICY

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period; measured backward from the date an employee uses any FMLA leave. (More information is in Board Policy #4007)

LEAVE OF ABSENCE - A one-year leave of absence may be granted by the Board of Education when requested by a permanent teacher and approved by the principal and superintendent. A leave of absence shall not be granted to probationary teachers. (Policy #4170)

LEAVE BENEFITS (from 2019-20 Negotiated Agreement)

A. Accumulated leave for all employees covered by the negotiated agreement for the 2018-2019 school-year will be will be grandfathered and carried into the 2019-2020 contract year.
    a. For the 2019-2020 contract year, and each year thereafter each staff member covered by this negotiated agreement shall be granted up to twelve (12) days of leave accumulative to a maximum of seventy-five (75) days.
    b. Part-time employees shall receive a prorated number of days based upon their individual full-time equivalency (FTE).

B. Accumulated leave may be used for sick leave or family emergency leave.
    a. Sick leave is defined as an absence due to personal illness or injury or to take care of the employee's spouse, son, or daughter with a serious health condition. Son or daughter, as defined by FMLA, is a biological, adopted or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.
    b. Family emergency leave is defined as an absence to take care of the employee's parents, parents-in-law, or siblings when the individual is incapable of self-care because of mental or physical disability. Family emergency leave is limited to five days per contract year.

C. A doctor's verification of illness or injury may be required upon request by the superintendent. Any teacher who is absent for five (5) continuous contract days may be required to certify his or her illness, disability or ability to perform teaching duties with a physician's statement, which shall be filed with the district office.

D. The Gothenburg Public Schools will facilitate a personal leave transfer procedure. The purpose of the transfer procedure is to allow a certificated employee to anonymously and voluntarily transfer personal leave (donor) to address an anonymous request (applicant) for additional sick leave. The procedure is included in Addendum A attached to this document.

E. Adoption Leave- Accumulated leave days may be used for adoption leave. Adoption leave shall be granted to employees requesting such leave for a period not to exceed fifteen (15) days from the time custody of the child is received and is limited to 15 days per contract year. This leave does not apply to stepparent adoptions. Application for adoption leave should be made to the superintendent and building principal at the earliest possible time.

F. Bereavement Leave - Accumulated leave days may be used for bereavement and limited in the following manner:

a. Employees shall be provided a maximum of ten (10) days of leave per case in the event of a death in the immediate family. Immediate family shall be defined as spouse or children.

b. Employees shall be provided a maximum of five (5) days of leave per case in the event of a death of parents or parents in-law.

c. Employees shall be provided a maximum of three (3) days of leave per case in the event of a death in other immediate family or exceptional cases.

d. Employees shall be provided a maximum of one (1) day of leave per case in the event of a death in extended family.

e. Leave to attend funerals of other relatives, friends, and acquaintances shall be regarded as personal leave.

f. Travel days for bereavement may be provided upon review by the Superintendent or his/her designee.

g. Professional leave for death of a teacher's student or student's parent may be provided upon review by the Superintendent or his/her designee.

G. Personal Leave - Accumulated leave days may be used for personal leave and limited in the following manner.

a. Employees may be granted a maximum of two paid days annually for personal use.

b. Personal leave shall not be granted during:
   i. in-service days,
   ii. parent-teacher conferences,
   iii. semester examination periods,
   iv. during the first five instructional days of each semester,
   v. except for the purpose of attending:
      1. a district-sponsored school activity,
      2. a college or military ceremony or,
      3. moving a child to college for the first time.

c. Requests for personal leave may be denied based upon availability of substitutes or for the purpose of maintaining the integrity of an instructional day.

d. Requests and approval for personal leave shall be reduced, to writing, made in advance of the absence, and acted upon by the Superintendent of Schools or his/her designee. Description of the nature of the leave is not required.

e. An appeal of the Superintendent's or designee's decision may be made to the Board of Education upon the written recommendation of the Education Association's P.R. &R. Committee.

f. When it is necessary for an employee to be absent additional days for reasons beyond their control, such additional days may be granted under policy sections 4171 (sub. dock) and 4172 (full pay deduction).

g. Each staff member covered by this negotiated agreement has the option of carrying over one unused personal day to the following contract year with a maximum of three days accumulated at any one time.

h. Each staff member covered by this negotiated agreement shall be reimbursed at the district-approved rate for a substitute teacher per day, or every quarter thereof, of unused personal leave. Reimbursement will be made in the July payroll.

MILITARY & FAMILY MILITARY LEAVE

Military leave and family leave will be granted to the extent required by state and federal law. Employees must notify the Superintendent as soon as they receive notification of activation.
(Policy #4022)

INTERNET SAFETY & ACCEPTABLE USE POLICY

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.
More information on procedures/policies/laws is found in Board Policy # 6800.

Violation of the policies and procedures concerning the use of the District technology resources is unethical and may result in disciplinary action, up to and including cancellation of contract. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. The policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator. (Policy #6800)

PROFESSIONAL GROWTH

Every six years the teachers in the Gothenburg Public Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment, educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth". (Policy #4140)

SUBSTITUTES

Persons employed, as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

The Board will set rates of compensation for all substitute teachers. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. (Policy #4133)

This makes it extremely important that teachers plan sufficient meaningful activities to keep the students constructively busy for the duration of each and every class period. Teachers must let the substitute know of seating charts, special rules for each class, the location of materials and other pertinent information. This will make the

substitutes job easier, which means there will be less problem getting another substitute for you should the occasion arise. It also makes your job easier when you return. **Creating a substitute folder for your current assignment, which includes these and other materials, will be required by the end of the second week of school. HAVE A COPY OF YOUR UPDATED CLASS ROSTERS IN YOUR DESK!!**

CLASS COVERAGE

Teachers will be paid 1/8th of the district-approved daily rate for a substitute teacher for covering a class when coordinated by an administrator, if covering results in the loss of their only planning time. Payment for coverage will be made in the July payroll. Teachers covering for a colleague's uncharged leave as described in Duty Hours of Employee" will not be paid for covering the class as the colleague is not charged for leave.

LESSON PLANS

Effective planning and good organizational skills are necessary to be a successful teacher. **To facilitate planning, teachers will be required to make lesson plans. Lesson plans will be required one week in advance.** When writing lesson plans, they must include the objective(s) to be taught, the activities necessary to attain the objective(s), the materials needed for these activities. Daily classes should be planned so there is a minimum of wasted time and students are kept on task. Please make sure your substitute folder and appropriate materials are complete.

TECHNOLOGY

The goal of Gothenburg Public Schools is for all teachers to utilize technology to further enhance instruction. The district provides various devices and applications that may be used in instruction, production, research, and presentation. **Technology will be evaluated through the teacher evaluation form (Summative Certified Staff Appraisal Form).**

TITLES OF RESPECT

Students are expected to refer to adult personnel as Mr., Mrs., Ms., or Miss. Students are very quick to recognize differences between staff members and often the student is confused or takes advantage of the situation.

CLASSROOM CONTROL/SUPERVISION, AND GRADING

The importance of a teacher's responsibility in classroom control and student supervision cannot be understated. Proper classroom control and adequate student supervision are necessary for the effective and efficient day-to-day operation of the school. STAFF members will stand by their respective door before each bell. Classroom control is necessary if the teacher is to be effective and if the students within that class are to learn. Teachers should familiarize themselves with the rules and regulations in the Gothenburg Handbook. Teachers are also to develop specific rules for their individual classrooms. **These rules must be posted and discussed with the classes at the beginning of the school year so that each student will know what is expected.**

It is best for teachers to handle cases of discipline firmly and promptly in their own classrooms. Teachers should be firm and enforce the classroom rules consistently throughout the year. The principal will be available for consultation or help at any time a teacher has a discipline problem, but only in extreme cases should the pupil be brought to the principal's office. If you feel it is necessary to remove a misbehaving student from your classroom, send the pupil immediately to the principal's office and at the end of the period, come to the office to report the case. **Do not leave your classroom unattended.** Do not re-admit any student until you and the principal have reached a definite understanding about conditions of re-entry.

It is also a good idea to keep parents informed of any behavior problems. This can be done at conferences, on down slips or on the report card. Also, don't hesitate to send a note home or, better yet, call the parents. Be tactful, but be honest. Most parents want to know if their children are causing problems at school. **Teacher responsibility for student discipline is not limited to the classroom. All teachers are responsible for student supervision and control throughout the school building, on school grounds and at school activities.** If some teachers ignore this responsibility, it becomes difficult for those who are assuming the responsibility and puts them in a difficult

situation with the students. This is why it is not only necessary for teachers to be consistent when dealing with student misbehavior, but also consistent from teacher to teacher**. All teachers will check their student's' major quizzes and tests. Under NO circumstances will students or a student aide check major quizzes, tests and/or enter grades in the teacher's gradebook/computer.**

CORPORAL PUNISHMENT

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

SCHOOL DAY FOR STAFF

It shall be the responsibility of the Superintendent to determine duty hours for members of the professional staff to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall make arrangements to be available to students after school. (Board Policy #6113)

DRESS REGULATIONS & APPEARANCE

Teachers are expected to dress in such a manner as to reflect their status as professionals.

STANDARDS of ETHICAL & PROFESSIONAL PERFORMANCE

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards. (Policy #4190)

SCHOOL NURSE

A school nurse is available during school hours. Staff should use discretion when sending students to her office. Band-aids and other first aid supplies are available in the Supt.'s office, H.S. Principal's office and elementary classrooms. Injuries or illnesses of a more serious nature should be referred to the school nurse. **(Use proper judgment-some students want to leave every class period.) Unless it is an extreme emergency staff should NOT send more than one student at a time to the school nurse**.

STUDENT SUSPENSION AND EXPULSION

All student behavior in the Gothenburg Public Schools is based on respect and consideration for the rights of others. Students shall receive annually at the opening of school a publication listing the rules and regulations to which they are subject. Staff members will annually be advised of these rules and charged with their enforcement.
Any restrictions on student behavior must be concerned with speech or action, which disrupts the work of the school or interferes with the rights of the students. Students have a responsibility to know and comply with the rules and regulations of the district. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. The Gothenburg Public Schools Discipline Plan will be used as the district discipline code. All consequences will be enacted in accordance with policies of the Board and procedures established by State Laws. (Policy 5101)

DISCIPLINE COMMITTEE

Discipline committees have been formed at both the elementary and secondary levels of the school district to examine discipline situations and provide ideas to best benefit student needs. These committees will be utilized in an advisory capacity to analyze appropriate action for only 3rd offense level II misbehaviors and level IV misbehaviors. Consequences will be recommended to the school administration and/or Board of Education for implementation. These committees will serve one-year terms. The elementary committee will consist of the building principal, counselor or psychologist, and two teachers. The secondary committee will consist of the principals, counselor and three teachers.

ATTENDANCE APPEALS COMMITTEE

The Attendance Appeals Committee shall consist of the Principals, guidance counselor and four faculty members elected by the faculty. At least four members of the committee must be present at each meeting. The committee will meet in May as necessary. The student's total absence record will be examined. The student and parent/guardian are responsible for showing justifiable reasons for all absences. The decision will be determined by a majority vote of the Appeals Committee members present at the meeting. A tie vote will result in a decision in the student's favor. A student may appeal the decision of the Appeals Committee to the Board of Education through the procedures established by law.

INTRUDER IN THE BUILDING PLAN

The first person to notice an intruder (person with a weapon or person who is upset or acting out of control) will notify the building principal. The principal or his/her representative will sound a pre planned announcement. "**Teachers, please go into lockdown at this time."** The announcement means: lock the classroom door, do not allow students to leave the classroom, be seated on the floor next to an interior wall away from windows and doors until further notice**.** Teachers should be sure to take an accurate count of students. The staff will communicate to the office any information regarding the intruder. The principal will notify the police and the school superintendent of any emergency situation.

CHILD ABUSE/NEGLECT

When any school employee or other person has reasonable cause to believe that a child has been subjected to child abuse or neglect, or observes such child being subjected to conditions or circumstances which reasonably would result in abuse, or neglect, he or she shall report such incident to the proper law enforcement agency or to the toll-free child abuse hotline, 1-800-652-1999. The school employees shall follow up the report to authorities by notifying the building administrator that a report has been made. Notification should be made to the superintendent if the building administrator is not available. (Board Policy #5402)

CLASSROOM MANAGEMENT

As an expert educator, your methods of instruction must be those that help your students learn. Teachers should begin classes promptly and dismiss classes promptly. Students are to be held for the full class period to which they are assigned. Please **DO NOT** dismiss your class before the bell rings. If a class is dismissed late, the teacher should notify the office and they will make the necessary announcement. Teachers are expected to meet all regularly scheduled classes regardless of the number present. **Teachers are not to move or dismiss a class without first getting permission from the building principal.** Students should come prepared to work with books, paper and pencils and any other supplies needed. **Students are to have their handbook to use as a pass for their destination.**

TEACHER MEETINGS

Regular teacher meetings will be held the **second Tuesday of each month at 7:30 a.m. in the MEDIA CENTER for secondary staff and elementary staff.** Other periodic meetings will be held if and when faculty or administration deem necessary. **All certified staff members are to attend these meetings unless excused by the building principal.**

FACULTY ADVISORY COMMITTEE

A committee of staff members and building principals will meet Wednesday mornings at 7:30 a.m. in their respective buildings. Purpose of this committee is to promote communication between administration, staff members and students. If you have items to discuss, please share it with a committee member or your principal.

FACULTY LOUNGE

The faculty lounge is available to all faculty members during their planning time. The lounge provides a place to relax, have a cup of coffee or pop, and prepare for your classroom duties. However, a positive atmosphere in the faculty lounge is most important if staff members are going to feel welcome and free to use it. Complaining about the school or students and ridicule of others has no place in the faculty lounge or any place else for that matter.

Professional discussions of the school and its programs, on the other hand, are welcome in the faculty lounge. **Students are not to be in the teacher's lounge.**

TRAVEL & TRANSPORTATION

- **SEAT BELTS**-State regulations require that the operators of student transportation vehicles shall be required to wear lap belts whenever the vehicle is in motion. When seat belts are provided, in the student transportation vehicle, passengers shall wear them.
- **VAN CAPACITY**-State regulations require that van capacity be limited to a maximum of (9) passengers plus the operator. The total passengers, including the driver, should not exceed (10).
- **TRANSPORTATION REQUEST**- Staff members wishing to use a school vehicle for an activity should fill out a transportation request form to submit to the principal's office with the request for leave (green sheet.)
- **VAN INSPECTION**-You should complete the inspection form found in the van prior to transporting students.
- **HEADLIGHTS**- Student transportation vehicles shall operate with headlights on.
- **EXPENSES**-Requests for budgeted mileage and/or expenses to attend professional meetings or school related meetings or events must be included on a professional leave request form and submitted to the building principal. If approved, the staff member is to return receipts for meals, lodging, and/or transportation for reimbursement. School-owned vehicles should be used when available. Staff are to use district vehicles when available. If a vehicle is not available, staff member may be reimbursed for mileage if pre-approved by an administrator.

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USE OF THE TELEPHONE

Teachers and students will not be called to the telephone during class unless in case of emergency. A message will be taken. Local calls can be made directly from the phone by first dialing 90 and then the number. Intercom numbers are listed by each phone. Students are never to be sent from class to make calls and are not allowed to use school phones (other than the phones located in the hallways) for personal use. **Any long distance number dialed must be followed by your personal three-digit code after dialing the number.** A personal telephone call should not take you away from class unless it is an emergency. We encourage staff to use a phone card when making personal long distance calls.

SCHEDULING ACTIVITIES

All Activities must be cleared by the Activity Director and scheduled through his office. Be sure to check on both the dates and facilities before you schedule activities. A monthly calendar of all the activities is included in the School Calendar and Student Handbook.

SCHOOL RELATED TRIPS

When planning a school related trip, sponsors should first secure permission for the trip from the building principal and place the activity on the school calendar at least three weeks prior to the date of the activity. Permission for the trip should be requested prior to discussing the trip with the group. By getting prior permission, you can avoid having to tell the group that they cannot go should the activity be denied. Sponsors should request transportation vehicles by filling out the transportation request sheets. Make students aware of what their responsibilities are and what is expected of them. Communicate information about the trip to the parents and secure the permission slips.

FUND RAISING

All teachers shall earnestly seek to educate students in the services performed by the humanitarian agencies, and shall encourage students to participate in their financial support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities among the student population. Students may engage in raising funds, under the control of school officials, for certain approved student activities and provided the project has the approval of the building principal. **Adult Sponsors must be in attendance at all school-sponsored activities**.

SCHOOL EQUIPMENT

Each teacher is responsible for the school equipment in their department, in their classroom and in the school in general. The cleanliness and appearance of the classroom has a definite effect on the learning atmosphere. Please stress the students' responsibility in keeping the rooms neat and free of litter. It is also important that teachers cooperate with the custodial staff in keeping their rooms clean and neat appearing. If teachers have suggestions concerning the custodial staff work or need something special done in the classroom, they should notify the building principal through maintenance service request form.

ASSEMBLIES

All staff members are expected to attend all assemblies unless excused by the administration.

SUPPLIES

Employees who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered. (Policy #4015)

USE OF SCHOOL FACILITIES & EQUIPMENT BY SCHOOL EMPLOYEES

The Superintendent or designee, may approve use of school facilities, equipment and other resources by school employees, except for activities which result in personal or corporate gain and provided that such use is consistent with Policy 1100.

School vehicles shall not be available for personal use. (Board Policy #4016)

STUDENT AIDES

All student aides must check in each day and remain in the classroom or be fulfilling duties for their respective teacher. **Student aides are not allowed to be unsupervised. Student aides are not allowed to check major quizzes, tests and/or enter grades in the teacher's gradebook/computer.**

DRUG FREE WORK PLACE

It is the policy of the Gothenburg Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. (Policy #4009)

SMOKING PROHIBITION

This policy is promulgated pursuant to authority granted to the Gothenburg Board of Education and in compliance with the Nebraska Clean Indoor Air Act.

Smoking shall be prohibited in the Gothenburg Public Schools buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Gothenburg Public Schools buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field. This policy shall apply at all times whether school is in session or not. (Policy #4010)

BLOODBORNE PATHOGEN COMPLIANCE PLAN

In December 1991, the Occupational Safety and Health Administration (OSHA) issued safety standard regulations for the handling of blood borne pathogens (Federal Register, 1910.1030) by entities subject to its control. It is the intent of Gothenburg Public Schools to eliminate or minimize occupational exposure to bloodborne pathogens including, but not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). (Policy #4011)

EXPOSURE CONTROL PLAN

Gothenburg Public Schools establishes this written exposure control plan to eliminate or minimize occupational exposure to bloodborne pathogens. The school district's exposure control officer is the building principal. A copy of the exposure control plan will be available and is located in the School offices. The exposure control plan will be reviewed annually and includes the following:

A. Exposure Determination
B. Training of Employees
C. Hepatitis B Vaccination
D. Occupational Exposure
E. Post-exposure Evaluation and Follow-up
F. Record Keeping
G. Control Methods (Policy #4011)

ASBESTOS LOCATED IN SCHOOL BUILDINGS

It has been determined by the inspector that the school buildings do not contain asbestos. The EPA requires schools to notify employees regarding asbestos in the buildings. This notice is included as part of our compliance with EPA regulations. Please direct questions/concerns you may have about the contents of this notice to the Supt. of Schools (537-3651 ext. 4105) or Head of Maintenance (537-3651 ext, 5111).

EVALUATION

Teaching is the most important element in a sound educational program. Appraisals of teachers' performance of duty, competence, and professional conduct shall be made.

Appraisal of teaching service should serve these purposes,

1. To raise the quality of instruction and educational service to the children of our community.
2. To aid the individual teacher to grow professionally.
3. To make personnel decisions.

Evaluation of teacher performance must be a cooperative continuing process designed to improve the quality of instruction. The Administration with input from the teachers shall develop effective evaluation procedures and instruments. Teachers and Administrators shall have the responsibility for the maintenance of professional standards and attitudes regarding the evaluation process. All certified staff is involved in the evaluation process. Non-classroom certified staff members are also to be evaluated through a cooperative process. (Policy #4150)

CERTIFIED-EVALUATION INSTRUMENT

Pursuant to Gothenburg Public Schools Board of Education Policy #4150, this Evaluation Handbook is intended to provide staff with a ready reference to the rules, regulations, and procedures of the Gothenburg Public Schools Teacher Evaluation Program. A comprehensive evaluation program has two main purposes: (1) to provide opportunities for self-analysis and self-development so that the individual staff member can develop his/her professional skills and performance to the optimum level; and, (2) to provide for a formal systematic evaluation process to maintain a quality education program. (Policy #4150A)

PERSONNEL FILES

Any teacher, administrator, or full-time employee of any public school shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer that appears in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person. (Policy #4013)

REDUCTION IN FORCE

A reduction in force of certificated staff members may be determined to be appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs or procedures, a decline in the

taxable value of property located within the school district, increased costs of operating the school district, resignations, retirement, school district contracting, school district reorganization, or another change or changes in circumstances. The Board of Education shall, in its sole discretion, determine whether such a change or changes have occurred and whether a reduction of certificated staff is necessary. The superintendent shall notify those certificated employees whose contracts may be reduced. (Policy #4160)

STANDARD FORMS AND REPORTS

a) **PERIOD ABSENTEE (Sec. only):** Go to POWERSCHOOL to complete attendance and tardies. **Please record this information in POWERSCHOOL at the beginning of each period.**
b) **STUDENT HANDBOOK:** Teachers **NEED TO** sign the student handbooks for restroom or locker purposes.
c) **PARENTAL PERMISSION FORM**: All students taken on field trips out of town must have a signed parent permission form. All forms are to be given to the Supt. or Principal before leaving.
d) **PURCHASE ORDERS**: Any teacher wishing to purchase an item will be responsible for filling out a purchase order and getting the principal's signature on it **before** any item is ordered. These can be found in any administrative office.
e) **PERSONAL & PROFESSIONAL LEAVE FORMS:** Any staff member wishing to use a personal or professional leave day **or is planning to be gone for an athletic event, a field trip or an activity during the school day** is requested to fill out a leave form found in the office of the principal. These days must be used in accordance with the negotiated agreement.
f) **TRANSPORTATION REQUISITION:** Any staff member wishing to use a school vehicle for any activity should fill out a transportation requisition and turn it into the **PRINCIPAL'S office** at the same time as the leave form is turned in.
g) **DISCIPLINE FORM:** Discipline forms should be filled out by the teacher and turned in to the Principal's office for every misbehavior that impedes the orderly operations of the school or disrupts the learning climate. This is required of all Level II, III and IV Misbehaviors.

EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of Gothenburg Public Schools to employ the best qualified applicant for each position without regard to race, color, religion, sex, age, marital status, physical or mental disability or national origin, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, age, marital status, disability, or national origin. There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities. (Policy # 4002)

DISCRIMINATION

The Gothenburg Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. (Board Policy #4003)

The following person(s) have been designated to handle inquiries regarding non-discrimination policies:

Superintendent, 1322 Avenue I, Gothenburg, NE 69138 (308) 537-3651

Alternate Contact:

Building Administrator, 1322 Avenue I, Gothenburg, NE 69138 (308) 537-3651

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please

contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

HARASSMENT

The Gothenburg Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity. (Board Policy # 4003)

COPYRIGHT LAW

According to the Federal Copyright Act, a public performance license is required for all showings of movies on home videocassette or videodisc for non-instructional purposes such as rewards, after-school care, during assemblies or any showings via closed circuit. However, schools do not need a license to show videos for "face-to-face" instruction, i.e. when the movie is related to the subject being taught.

HOMELESS STUDENT

District #20 will comply with the federal and state law related to homeless students. A “homeless child” for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian. District #20’s designated Homeless Coordinator is the Superintendent of Schools. (Board Policy #5418)

Multi-Tiered Systems of Support (MTSS)

1. Teacher, Parent, or Principal may refer a student to the MTSS Coordinator when they have academic, social, or behavioral concerns. The referring party then notifies the parent that their child has been referred to the problem solving proces.
2. The teacher gathers pertinent information on the student, which may include but not be limited to classroom observations, health information, academic data, etc.
3. The Individual Student Problem Solving (ISPS) team and referring individual meet and develop a plan of action for the student.
4. The ISPS team and referring teacher have a follow-up meeting after interventions strategies have been implemented for a minimum of two weeks and can either offer another plan of action or refer for testing through a multidisciplinary process.
5. If a child is referred for testing, then the MTSS Coordinator sends a request for evaluation to the school psychologist, who will then obtain parental permission.

JUNIOR/SENIOR H.S. FACULTY HANDBOOK ADDENDUM

BRUNCH

There will once again be a designated time for a mid morning brunch. Healthy snacks and juice will be served and students are encouraged to purchase these during the end of 1st period or the start of 2nd period on a rotation weekly basis. Students will also be allowed to bring healthy snacks and/or juice to 2nd period. Students will not be allowed to bring pop or any open containers into the school building. "Brunch" will be in the classrooms. Each individual teacher is responsible for supervision of his/her 1st/2nd period class. **Teachers MUST hold students accountable and work together if this project is to be a success.**

DETENTION

A detention room will be established to facilitate the consequences for Level II and Level III Misbehaviors. Rules for the detention room are as follows: students should be prepared to study/review homework and NO eating, drinking, talking or sleeping is allowed.

SATURDAY SCHOOL

Saturday School will begin at 8:30 a.m. and will end at 11:30 a.m. on the designated Saturday's of each month. Students who have been assigned to Saturday School **MUST ATTEND-NO EXCEPTIONS**. If a student fails to attend Saturday School or follow the rule stipulations, he/she will be issued at two-day out-of-school suspension and is assigned to the next Saturday School. Before the student is allowed back into school on the following Monday, a conference between the parent/student/principal must occur.

STUDENT ATTENDANCE REGULATIONS

Please refer to the Gothenburg Student Handbook for the complete student attendance policy. **All teachers are responsible for taking attendance each period. THIS IS A MUST!!** At the beginning of each period, teachers should record student absences on POWERSCHOOL immediately. This record is very important and will be indicated on the student's report card and permanent records. **High School teachers should check the absence list (hard copy located in Mrs. Clymer's office) for accuracy at the end of the day and notify the office if changes should be made. When a student returns after being absent from your class, he/she must have a make-up slip. If they do not, please send them to the office to get one.**

A "truant" is any student who is absent from class without the knowledge or permission of his/her parents, guardian, and the school. Make-up work and make-up time will be required following truancy. Students who are truant from school may be referred to the superintendent and Board of Education for possible expulsion. For students under 16 years of age, charges for violation of Nebraska Statute 79-201 may be filed with the County Attorney.
An "activity absence" is given only when a student is absent for participation in a school activity such as sports, music contests and speech. An "activity absence" is not recorded on a student's attendance record and he/she will be counted as present in all classes. Make-up work will be requested of all "activity" absences prior to each event. The sponsor in charge of any students who will miss class is responsible for informing the office of the names of these students at least two days in advance. Upon returning to school after an excused absence, the student is expected to take the responsibility to make up homework and assignments missed. If an assignment or project was due the day the student was absent, it will be expected to be turned in when the student returns to school. Students will have two school days for each day he/she was absent (up to a maximum of ten school days) to complete other schoolwork missed. Example: If a student is absent on Thursday and Friday, they will have Monday, Tuesday, Wednesday and Thursday to complete missed homework assignments.

TARDIES

A student is considered tardy if he/she arrives at class after the bell has rung. If he/she has a handbook pass from the previous period teacher, the tardy will be accepted and excused. Notes from parents concerning tardies for 1st & 6th periods WILL NOT be accepted, student will report to office to get a pass and then the student will need to serve immediately after school for one (1) hour. If student doesn't stay after school-2 hour detention will be served. A student is considered absent if they do not arrive at class within fifteen minutes after starting time. Every time a student is tardy, (periods 2-5 and 7-8) he/she will make up 15 minutes in the teacher's room where the tardy

occurred. **If a student fails to serve this 15 minutes within the two days, the teacher should turn their name into the office and that student will be required to serve a one-hour detention. On the second offense for failing to serve detention for a tardy, the student will serve 2 hours of detention. If they fail to serve a tardy for the third time-they will report to Saturday School. A student who is tardy seven (7) times from a semester class will also be required to serve Saturday School and IS NOT allowed to attend the next dance during the school year (Homecoming-Coronation-Prom). Any additional tardy(ies) could result in Saturday School again, in-school (WAS) and/or an out-of-school suspension.**

DROP AND ADD INFORMATION

Every effort has been made to place students in courses that are appropriate for their abilities and future educational or career interests. Students will be allowed to drop and add classes to their schedule on an emergency basis only. A student must have written permission from the teachers, guidance counselor and parents for a schedule change during this time. Students will be allowed to drop a class for a period of three weeks after the semester begins provided they have a full schedule and are willing to be an aide. During this time, a grade of Withdraw-Passing (W-P) or Withdraw-Failing (W-F) will be indicated by the teacher and no marks will be entered on the official transcript. Dropping a class after this three-week period will result in the drop grade becoming part of the student's permanent record and transcript. This means that drop grades have a direct effect upon grade point average and class rank. Students should take their time during registration and make sure their choices are correct.

MAKE-UP SLIPS

Make-up slips will be given to students when they return from being absent. **Teachers should not allow students to return to class unless they have a make-up slip.** Teachers should write the make-up assignments on the slip and sign the slip.

INCOMPLETE GRADES

When, in the estimation of the teacher, special conditions have been present which warrant an extension of time to complete course work, a teacher may give an "Incomplete" as a course grade. Generally, any student with one or more grades of "incomplete" will have **three weeks** to make up the work needed to change this to a passing grade. After this time, the incomplete will automatically be changed to a failing grade.

ELIGIBILITY - GRADES 7-12

All participants must have passed 20 credit hours of classes (NSAA Regulated) the previous semester to be eligible to participate in varsity events. Also, if they are not passing 20 hours, as reported by teachers every 3 weeks, they are ineligible and remain ineligible for 3 weeks or until such time as they have made up their work and are passing. This list should include all classes and will be compiled and given to each staff member.

SCHOOL SPONSORED ACTIVITIES

All students taking part in any school activity, which will take them out of their classes, should be included on a list provided by the sponsor of that activity. It is the responsibility of the student to make up the work before they leave for the activity.

STUDENT DRIVING REGULATIONS

Students are not to drive or ride in automobiles over the lunch hour or any time during the school day. Exceptions will be made for Work Release students going to their jobs. Students are not to be sitting in cars during lunch. A student violating the driving regulation will be given detention time or possible suspension from school.

CLASS AND ACTIVITY SPONSORSHIP

Each student activity will be provided with a faculty sponsor. Each high school class will be assigned one or more sponsors. Sponsors are responsible for the following duties:

General duties of sponsors:

1. The sponsor of any organization or class must be with the group at all times during the course of that organization's meeting or activity. Teachers who fail to constantly supervise pupils under their care must assume full responsibility for the consequences. Parents and other teachers are encouraged to assist in

sponsoring, however, they do not replace the sponsor. Any change of sponsorship must be approved by the administration.

2. The sponsor shall be responsible for guiding the organization in the elections of responsible class officers, the determining of worthwhile group activities, and the coordination of the individuals in the group into a working unit.

3. The class meeting is an opportunity to practice democracy. The sponsor should set an example by insisting on an orderly, well-planned meeting. The meeting should follow most of the rules of parliamentary procedure.

4. Students do not mind being told what they can or cannot do during the course of their club or class activities if the sponsor will take the time to explain why and then assist the class in the selection of the activities. The experience they gain from a sponsor's guidance will prepare them for decision-making as adults.

5. The following class officers will be elected in the fall. President, Vice-President, Secretary/Treasurer. *****CLASS OFFICERS MUST HAVE PASSED ALL CLASSES FROM THE PREVIOUS SCHOOL YEAR & ALSO BE IN THE TOP 25% of HIS/HER CLASS.**

6. At the first meeting of the year, the sponsor will outline the following rules:
   * No meeting is to be held without the approval of the sponsor or without sponsor in attendance.
   * The year's activities are to be planned and the dates selected, if possible, for these activities. The sponsor must remember to record all dates with the activities director so that he may place them on the school calendar. Class /organizational meetings meet once a month only. No student is to order any supplies without the Principal's approval.

7. All class projects and parties must be presented to and approved by the principal in order to coordinate the various activities.

8. Fund-raising activities must be approved by the building principal.

9. Sponsors should pick up money earned by a class or organization the day the students earn the money. Students should not be permitted to carry this money with them for several days before turning it in. Sponsors should see that secretary/treasurers keep their records complete and up to date.

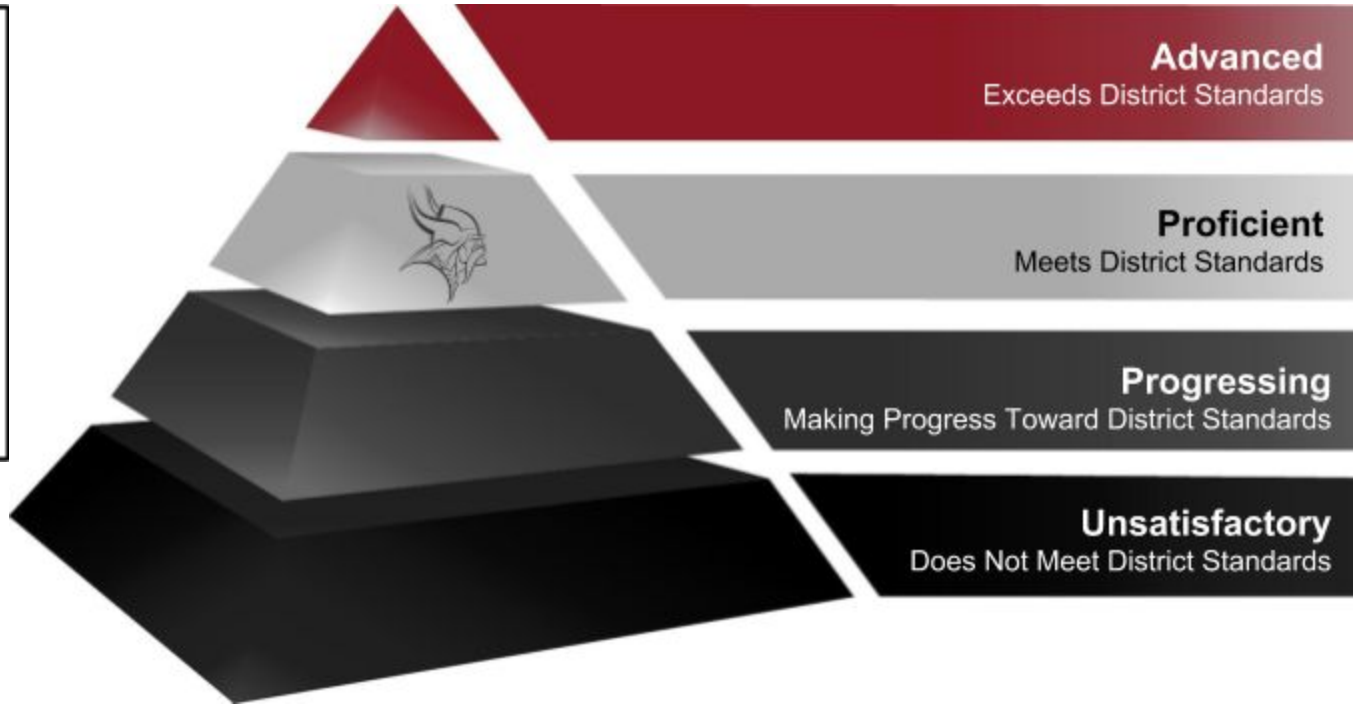
GOTHENBURG
PUBLIC SCHOOLS
Excellence is an Expectation

Date: _____ **Teacher Name:** _____

Subject: _____ **Administrator:** _____

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Advanced - The teacher **purposefully** demonstrates **current and comprehensive** knowledge of **highly** effective educational practices by incorporating **innovative** strategies as well as taking on both **formal and informal** leadership roles. (Exceeds District Standards)

Proficient - The teacher **consistently** demonstrates knowledge of effective educational practices by incorporating strategies as well as contributing to the professional community or **attempting** to take on leadership roles. (Meets District Standards)

Progressing - The teacher demonstrates **limited** knowledge of effective educational practices and/or **inconsistently** incorporates strategies. The teacher **attempts** to contribute to the professional community on an **initial** level. (Showing Progress Toward District Standards)

Unsatisfactory - The teacher **fails** to demonstrate knowledge of effective educational practices and **has not attempted** to incorporate basic strategies. The teacher **seldomly** attempts to contribute to the professional community and shows **little or no** desire to do so. (Does Not Meet District Standards)

Legend

Icon	Four Critical Questions of the PLC Process

	• **What do we want our students to know and be able to do?** ***(curriculum)***
	  ◦ What should each student know and be able to do as a result of each unit, grade level, or department course?
	  ◦ Essential standards and targets are identified.
	  ◦ The curriculum is unpacked into learning targets.
	  ◦ Targets are written in kid-friendly terms or “I can” statements.

	• **How will we determine what our students know or can do?** ***(assessment)***
	  ◦ Common formative assessments aligned with the essential standards and targets are created or agreed upon.
	  ◦ Data are analyzed to inform student and adult learning.
	  ◦ Students track their own progress.

	• **What will we do if our students don't know it?** ***(instruction)***
	  ◦ Time is scheduled during the school day to provide skill-specific intervention.
	  ◦ Students are given multiple opportunities for success.
	  ◦ During this time, no new instruction takes place in the classroom.

	• **What will we do if our students do know it?** ***(instruction)***
	  ◦ Opportunities are scheduled for extending the curriculum beyond whole group instruction.
	  ◦ Tier 2, Flex Time, or “No New Instruction” Days
	  ◦ No new instruction takes place during extension activities.

Icon	Marzano’s Essential Instructional Strategies
	**Communicating Learning Goals and Feedback (DQ1) -** The teacher sets and communicates clear targets, has a method for determining if those targets have been met, and celebrates those successes with students.
	**Engaging Students (DQ5) -** The teacher uses a variety of strategies to increase the degree in which students are inquisitive, interested, or inspired.
	**Helping Students Interact with New Knowledge (DQ2) -** The teacher guides students in actively processing new information in order to retain it by designing instruction that allows students to construct knowledge through their interactions.

(1) EFFECTIVE PRACTICE: Foundational Knowledge The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.

Overall Performance:

Performance Level	Foundational Knowledge
❑ Advanced	The teacher demonstrates a **current and comprehensive** knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, **and** achievement.
❑ Proficient	The teacher demonstrates a **comprehensive** knowledge of content, pedagogy, students, **and** standards needed to provide each student with effective opportunities for learning, development, and achievement.
❑ Progressing	The teacher demonstrates a **limited** knowledge of content, pedagogy, students **or** standards needed to provide each student with effective opportunities for learning, development, and achievement.
❑ Unsatisfactory	The teacher demonstrates a **lack** of knowledge of content, pedagogy, students, **or** standards needed to provide each student with effective opportunity for learning, development, and achievement.
Narrative Comments:	

Subcategories for Foundational Knowledge:

Performance Level	Content
❑ Advanced	Demonstrates **current and comprehensive** knowledge of his or her discipline's content and the components of an effective curriculum.
❑ Proficient	Demonstrates a **strong** knowledge of his/her discipline's content and the components of an effective curriculum.
❑ Progressing	Demonstrates a **limited** knowledge of his/her discipline's content and the components of an effective curriculum.
❑ Unsatisfactory	Demonstrates a **lack** of knowledge of his/her discipline's content, and the components of an effective curriculum.
Narrative Comments:	

Performance Level	Standards
❑ Advanced	Demonstrates a **thorough** understanding**, and serves as a leader for development and/or implementation** of local, state, and national standards.
❑ Proficient	Demonstrates a **fundamental** understanding of local, state, and national standards.
❑ Progressing	Demonstrates a **limited** understanding of local, state, and national standards.
❑ Unsatisfactory	Demonstrates a **lack** of understanding of local, state, and national standards.
Narrative Comments:	

Subcategories for Foundational Knowledge (continued):

Performance Level	Social and Emotional
❑ Advanced	Has a **comprehensive** understanding of the intellectual, social, emotional, and physical development of students and the effect of cultural and societal influences to **positively impact** student learning.
❑ Proficient	Has a **strong** understanding of the intellectual, social, emotional, and physical development of students and **understands** the effect of cultural and societal influences on student learning.
❑ Progressing	Is **familiar** with the intellectual, social, emotional, and physical development of students and show **limited** knowledge of cultural and societal influences on learning.
❑ Unsatisfactory	Is **unfamiliar** with the intellectual, social, emotional, and physical development of students and a **lack** of knowledge of cultural and societal influences on learning.
Narrative Comments:	

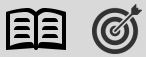
Performance Level	Equal Access 
❑ Advanced	**Consistently** demonstrates responsibility for providing effective opportunities for each student's learning, development, and achievement.
❑ Proficient	**Regularly** demonstrates responsibility for providing effective opportunities for student learning, development, and achievement.
❑ Progressing	**Understands** the importance of providing effective opportunities for student learning, development, and achievement, but **has not consistently demonstrated** the ability to do so.
❑ Unsatisfactory	**Does not recognize nor demonstrate** the importance and responsibility for providing effective opportunities for student learning, development, and achievement.
Narrative Comments:	

(2) EFFECTIVE PRACTICE: Planning and Preparation The teacher integrates knowledge of content, pedagogy, students, and standards with the established curriculum to set high expectations and develop rigorous instruction for each student that supports the growth of student learning, development, and achievement.

Overall Performance:

Performance Level	Planning & Preparation
❑ Advanced	The teacher **purposefully** and consistently integrates a **comprehensive** knowledge of content, pedagogy, students, and standards with the established curriculum to develop units, lessons, and other learning experiences that support the growth of **individual** student learning, development, and achievement.
❑ Proficient	The teacher **consistently integrates** knowledge of content, pedagogy, students, and standards with the established curriculum to **develop** coherent and rigorous units, lessons, and activities that support the growth of student learning, development, and achievement.
❑ Progressing	The teacher demonstrates a **basic** knowledge of content, pedagogy, students, and curriculum standards, but **fails to integrate** coherent and rigorous units, lessons, and activities.
❑ Unsatisfactory	The teacher displays a very **limited** knowledge of content, pedagogy, students, or curriculum standards, and/or **fails to develop** coherent and rigorous units, lessons, and learning activities.
Narrative Comments:	

Subcategories for Planning and Preparation:

Performance Level	Unit Development 	Possible Evidence
❑ Advanced	Consistently develops **innovative** and coherent units, lessons, and activities using a variety of appropriate research-based strategies and resources, including technology.	Lesson plans show: ❑ preplanned engagement strategies
❑ Proficient	**Consistently** develops **rigorous** and coherent units, lessons, and activities using a variety of appropriate research-based strategies and resources, including technology.	
❑ Progressing	**Attempts** to develop **coherent** units, lessons, and activities using a variety of appropriate research-based strategies and resources, including technology.	
❑ Unsatisfactory	**Fails** to develop coherent units, lessons, and activities.	
Narrative Comments:		

Performance Level	Differentiation 	Possible Evidence
❑ Advanced	Consistently designs and adapts instruction **in an exceptional manner** based on student's prior knowledge, abilities, student progress, assessment results, circumstances, and interests.	Lesson plans show: ❑ connection to prior knowledge ❑ small groups ❑ student surveys
❑ Proficient	**Consistently** designs, and adapts instruction based on student's prior knowledge, abilities, progress, assessment results, circumstances, and interests.	
❑ Progressing	**Attempts** to design and adapt instruction based on student's prior knowledge, abilities, progress, assessment results, circumstances, and interests.	
❑ Unsatisfactory	**Fails** to design and adapt instruction based on student prior knowledge, abilities, progress, assessment results, circumstances, and interests.	
Narrative Comments:		

Subcategories for Planning and Preparation (continued):

Performance Level	Teaching Strategies 	Possible Evidence
❑ Advanced	Consistently plans a variety of **innovative,** research-based teaching strategies to engage, challenge, and meet the needs of individual students.	Lesson plans show: ❑ using academic games ❑ physical movement ❑ maintaining a lively pace ❑ identifying critical content ❑ organizing students to Interact with new content ❑ previewing new content ❑ chunking content Into "digestible bites" Helping Students: ❑ process new content ❑ elaborate on new content ❑ record and represent knowledge ❑ reflect on learning
❑ Proficient	**Consistently** plans a variety of appropriate, research-based teaching strategies to engage, challenge, and meet the needs of individual students.	
❑ Progressing	**Attempts** to plan appropriate, research-based teaching strategies to engage, challenge, and meet the needs of individual students, or may show inconsistent results.	
❑ Unsatisfactory	**Fails** to plan for research-based teaching strategies that engage, challenge, and meet the needs of individual students	
Narrative Comments:		

(3) EFFECTIVE PRACTICE: <u>The Learning Environment</u> The teacher creates and maintains a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.

Overall Performance:

Performance Level	The Learning Environment
❑ Advanced	The teacher creates and maintains an **exceptional** learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
❑ Proficient	The teacher creates and maintains an **effective** learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
❑ Progressing	The teacher **strives** to create and maintain a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
❑ Unsatisfactory	The teacher **fails** to create and/or maintain an effective or engaging learning environment.
Narrative Comments:	

Subcategories for The Learning Environment:

Performance Level	Routines and Procedures	Possible Evidence
❑ Advanced	Consistently establishes and maintains **highly** effective routines, procedures, and clear standards of conduct ensuring an engaging learning environment for **individual** students.	❑ actively engages students in self-regulation ❑ classroom meetings ❑ reminders of rules and procedures ❑ cues or signals
❑ Proficient	**Consistently** establishes and maintains effective routines, procedures, and clear standards of conduct **ensuring** an engaging learning environment for students.	
❑ Progressing	**Attempts** to establish routines, procedures, and standards of conduct, which promotes, but does not ensure, an engaging learning environment for each student.	
❑ Unsatisfactory	**Fails** to establish routines, procedures, and standards of conduct, resulting in an ineffective learning environment for students.	
Narrative Comments:		

Performance Level	High Expectations	Possible Evidence
❑ Advanced	**Advocates** for the school/district in establishing high expectations for student learning, development, and achievement.	❑ rigorous learning goals ❑ tracking student knowledge ❑ celebrating success ❑ challenging DOK
❑ Proficient	**Consistently** establishes high expectations for learning, development, and achievement.	
❑ Progressing	**Attempts** to establish high expectations for learning, development, and achievement.	
❑ Unsatisfactory	**Fails** to establish high expectations for learning, development, and achievement.	
Narrative Comments:		

Subcategories for The Learning Environment (continued):

Performance Level	Positive Behavioral Supports
❑ Advanced	Purposefully interacts with students, **families, and the community** in ways that cultivate self-motivation and values diversity.
❑ Proficient	**Purposefully** interacts with students in ways that cultivate self-motivation and value diversity.
❑ Progressing	**Attempts** to interact with students in ways that cultivate self-motivation and value diversity.
❑ Unsatisfactory	**Fails** to interact with students in ways that cultivate self-motivation or value diversity.
Narrative Comments:	

Performance Level	Student Learning Community 
❑ Advanced	**Intentionally promotes a strong and active** collaborative learning community built on a climate of mutual respect, trust, openness, and support that extends to the larger school community which values student, family, neighborhood, and community experiences.
❑ Proficient	**Consistently** establishes and maintains a collaborative learning community built on a climate of mutual respect, trust, openness, and support that extends to the larger school community.
❑ Progressing	**Strives** to develop a collaborative learning community built on a climate of mutual respect, trust, openness, and support, but with moderate success.
❑ Unsatisfactory	**Has not attempted** to develop a collaborative learning community built on a climate of mutual respect, trust, openness, and support.
Narrative Comments:	

(4) EFFECTIVE PRACTICE: Instructional Strategies
The teacher uses effective instructional strategies to ensure growth in student achievement.

Overall Performance:

Performance Level	Instructional Strategies
❑ Advanced	The teacher consistently uses **highly** effective instructional strategies that result in continuous growth in learning for each student.
❑ Proficient	The teacher **consistently** uses effective instructional strategies to ensure growth in student achievement.
❑ Progressing	The teacher **strives** to use effective instructional strategies to ensure growth in student achievement.
❑ Unsatisfactory	The teacher **fails** to use effective instructional strategies and growth in student achievement is **below** expectations.
Narrative Comments:	

Subcategories for Instructional Strategies:

Performance Level	Learning Goals 🎯
❑ Advanced	Consistently provides **rigorous and measurable** learning goals.
❑ Proficient	**Consistently** provides developmentally appropriate and **measurable** learning goals.
❑ Progressing	**Attempts** to provide developmentally appropriate learning goals.
❑ Unsatisfactory	**Fails** to provide developmentally appropriate learning goals.
Narrative Comments:	

Subcategories for Instructional Strategies (continued):

Performance Level	Student Engagement 	Possible Evidence
❏ Advanced	Continuously engages students by using **innovative** activities, assignments, groupings, structure, pacing, technologies, and a variety of instructional techniques such as direct instruction, inquiry, and discussion as appropriate for individual student achievement.	❏ maintaining a lively pace ❏ demonstrating intensity and enthusiasm ❏ friendly controversy ❏ academic games ❏ physical movement ❏ presenting unusual or intriguing information ❏ identifying critical content ❏ organizing students to interact with new content ❏ previewing new content ❏ chunking content into "digestible bites" ❏ process new content ❏ elaborate on new content ❏ record and represent knowledge ❏ reflect on learning
❏ Proficient	**Continuously** engages students by using varied activities, assignments, groupings, structure, pacing, technologies, and a variety of instructional techniques such as direct instruction, inquiry, and discussion as appropriate for individual student achievement.	
❏ Progressing	**Attempts** to engage students by using varied activities, assignments, groupings, structure, pacing, technology, and a variety of instructional techniques such as direct instruction, inquiry, and discussion as appropriate for individual student achievement.	
❏ Unsatisfactory	**Minimally** engages students due to limited or incorrect use of activities, assignments, groupings, structure, pacing, technology, and a variety of instructional techniques.	
Narrative Comments:		

Performance Level	Higher Level Thinking 
❑ Advanced	**Promotes** individual students' skills in critical thinking, creativity, and problem-solving.
❑ Proficient	**Develops** students' skills in critical thinking, creativity, and problem-solving.
❑ Progressing	**Attempts** to implement strategies to develop students' skills in critical thinking, creativity, and problem-solving.
❑ Unsatisfactory	**Rarely** uses strategies to develop students' skills in critical thinking, creativity, and problem solving.
Narrative Comments:	

Subcategories for Instructional Strategies (continued):

Performance Level	Differentiation   
❑ Advanced	Modifies, adapts, and differentiates instructional strategies based on data analysis, **observation, and student needs**.
❑ Proficient	Modifies, adapts, and differentiates instruction **based on data analysis**.
❑ Progressing	**Attempts** to modify, adapt, and differentiate instruction.
❑ Unsatisfactory	**Rarely** modifies, adapts, or differentiates instruction.
Narrative Comments:	

Performance Level	Student Growth 
❑ Advanced	Ensures a **high level** of student growth and achievement.
❑ Proficient	**Ensures** student growth and achievement.
❑ Progressing	Student growth and achievement is **limited or inconsistent**.
❑ Unsatisfactory	Student growth and achievement is **significantly below expectations**.
Narrative Comments:	

Subcategories for Instructional Strategies (continued):

Performance Level	Community Connections 	Possible Evidence
❑ Advanced	Effectively and **continuously** communicates with students and families to promote and support high expectations and/or **draws upon** community resources to positively impact student achievement.	❑ presenting unusual or intriguing information ❑ guest speakers or presenters ❑ partnerships with local businesses
❑ Proficient	**Effectively** communicates with students and families to promote and support high expectations and/or **draws upon** community resources to positively impact student achievement.	
❑ Progressing	Has **limited** communication with students and families and/or **does not** recognize or acknowledge community resources.	
❑ Unsatisfactory	Engages in **little or no** communication with students and families and/or **does not** recognize or acknowledge community resources.	
Narrative Comments:		

(5) EFFECTIVE PRACTICE: Assessment The teacher systematically uses multiple methods of formative and summative assessment to measure student progress and to inform ongoing planning, instruction, and reporting.

Overall Performance:

Performance Level	Assessment
❑ Advanced	The teacher consistently and systematically **creates** and uses multiple methods of formative and summative assessment to measure student progress. The teacher **disaggregates** data for use in planning, preparing for instruction, and reporting.
❑ Proficient	The teacher consistently and systematically **develops** and uses multiple methods of formative and summative assessment to measure student progress. The teacher **uses** assessment results when planning, preparing for instruction, and reporting.
❑ Progressing	The teacher has **limited** understanding of the various methods of assessment, and/or the teacher uses assessment **inconsistently**.
❑ Unsatisfactory	The teacher has **little or no** understanding of assessment methods and uses them inconsistently or incorrectly. Assessment results are **ignored or not used appropriately.**
Narrative Comments:	

Subcategories for Assessment:

Performance Level	Assessment Development
❑ Advanced	**Excels** in the development and use of **highly effective** formative and summative assessments and accommodations that are effective free of bias.
❑ Proficient	**Consistently** develops and uses a **variety** of appropriate formative and summative assessments and accommodations that are effective and free of bias.
❑ Progressing	Possesses **limited** knowledge or makes limited efforts to develop and use appropriate formative and/or summative assessments. Assessment accommodations are effective but **inconsistent**.
❑ Unsatisfactory	Possess **minimal** knowledge of or **fails** to develop and use appropriate formative and/or summative assessments.
Narrative Comments:	

Performance Level	Data Analysis
❑ Advanced	Uses **comprehensive data** analysis and interpretation to inform instruction, document and report student progress over time, and provide meaningful feedback to each student.
❑ Proficient	**Routinely** analyzes and interprets the resulting data to inform instruction, document and report student progress over time, and provide meaningful feedback to each student.
❑ Progressing	**Attempts** to analyze and/or interpret the resulting data, negatively impacting his/her ability to inform instruction, document and report student progress over time, and provide meaningful feedback to each student.
❑ Unsatisfactory	**Fails** to analyze and/or interpret the resulting data, negatively impacting his/her ability to inform instruction, document and report student progress over time, and meaningful feedback to each student.
Narrative Comments:	

Subcategories for Assessment (continued):

Performance Level	Student Reflection 	Possible Evidence
❑ Advanced	Models **highly effective** strategies that enable students to set high expectations for personal achievement, and monitor and reflect on their own work.	❑ rigorous learning goals ❑ performance scales ❑ tracking student progress ❑ celebrating success
❑ Proficient	**Systematically** uses strategies that enable students to set high expectations for personal achievement, and monitor and reflect on their own work.	
❑ Progressing	Makes **limited** use of strategies intended to enable students to set high expectations for personal achievement, and monitor and reflect on their own work.	
❑ Unsatisfactory	**Rarely** uses strategies intended to enable students to set high expectations for personal achievement, and monitor and reflect on their own work.	
Narrative Comments:		

(6) EFFECTIVE PRACTICE: Professionalism The teacher acts as an ethical and responsible member of the professional community.

Overall Performance:

Performance Level	Professionalism
❑ Advanced	The teacher **serves as a role model** for ethical and responsible behavior and serves as a leader in the professional community.
❑ Proficient	The teacher **consistently models** ethical and responsible behavior as a member of the professional community.
❑ Progressing	The teacher **understands** ethical and responsible behavior but is **inconsistent** in demonstrating a high level of professional practice.
❑ Unsatisfactory	The teacher **fails to act** in an ethical and/or professionally responsible manner.
Narrative Comments:	

Subcategories for Professionalism:

Performance Level	Policies and Procedures
❑ Advanced	Adheres to and **positively influences** school policies, procedures, and regulations.
❑ Proficient	**Adheres** to school policies, procedures, and regulations.
❑ Progressing	**Generally** adheres to school policies, procedures, and regulations.
❑ Unsatisfactory	**Does not** regularly follow school policies, procedures, or regulations.
Narrative Comments:	

Subcategories for Professionalism (continued):

Performance Level	Confidentiality
❑ Advanced	**Advocates** for and protects the rights and confidentiality of students and families.
❑ Proficient	**Protects** the rights and confidentiality of students and families.
❑ Progressing	**Seeks** to protect the rights and confidentiality of students and families, but results may be inconsistent.
❑ Unsatisfactory	Actions **may compromise** the right and confidentiality of students and families.
Narrative Comments:	

Performance Level	Documentation
❑ Advanced	Maintains **accurate** records, documentation, and data and consistently uses them to meet **individual** student needs.
❑ Proficient	Maintains **accurate** records, documentation, and data.
❑ Progressing	Maintains **rudimentary** records, documentation, and data.
❑ Unsatisfactory	**Fails** to maintain accurate records, documentation, and data.
Narrative Comments:	

Subcategories for Professionalism (continued):

Performance Level	Professional Development
❑ Advanced	Actively pursues **targeted** professional development and systematically and **thoughtfully** reflects on professional practices **in order to improve**.
❑ Proficient	**Actively pursues** meaningful professional development and **systematically** reflects on his/her own professional practices.
❑ Progressing	Participates in **required** professional development and/or a limited amount of optional activities and **periodically** reflects on own professional practices.
❑ Unsatisfactory	**Seldom** participates in any professional development and **rarely** reflects on professional practices.
Narrative Comments:	

Performance Level	Professional Contributions
❑ Advanced	**Provides** leadership to and for the profession.
❑ Proficient	**Contributes** to and advocates for the profession.
❑ Progressing	Makes **limited** contributions to the profession.
❑ Unsatisfactory	Makes **very limited** contributions to the profession.
Narrative Comments:	

(7) EFFECTIVE PRACTICE: Collaboration The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.

Overall Performance:

Performance Level	Collaboration
❑ Advanced	The teacher takes a **leadership role** in contributing to and promoting the vision of the school and **continuously** collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
❑ Proficient	The teacher **contributes** to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
❑ Progressing	The teacher **strives** to contribute to and promote the vision of the school and to collaborate with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
❑ Unsatisfactory	The teacher **fails to contribute** to and promote the vision of the school and **fails to recognize** his/her responsibility to collaborate with students, families, colleagues, and the larger community, and to share responsibility for the growth of student learning, development, and achievement.
Narrative Comments:	

Subcategories for Collaboration:

Performance Level	Vision
❑ Advanced	**Provides leadership** for the development and implementation of the district's and/or school's vision, mission, and goals for teaching and learning.
❑ Proficient	**Actively** participates in the development and implementation of the school's vision, mission, and goals for teaching and learning.
❑ Progressing	Participates **to some extent** in the development and/or implementation of the school's vision, mission, and goals for teaching and learning.
❑ Unsatisfactory	**Does not** participate in the development and/or implementation of the school's vision, mission, and goals for teaching and learning.
Narrative Comments:	

Performance Level	School Improvement
❑ Advanced	Takes a **leadership role** in the school improvement process by serving as a teacher mentor **and** team leader.
❑ Proficient	**Contributes** to the school improvement process by serving as a teacher mentor **and/or** team leader.
❑ Progressing	Makes **limited** contribution to the school improvement process.
❑ Unsatisfactory	Makes **little or no** contribution to the school improvement process.
Narrative Comments:	

Subcategories for Collaboration (continued):

Performance Level	Communication	Possible Evidence
❑ Advanced	Deliberately and consistently **models** effective communication strategies and technological resources to create and sustain meaningful and collaborative relationships with students, families, colleagues, and the community in order to **advance** the learning process.	❑ updated grades on PS ❑ updated Google Classroom ❑ teacher website ❑ parent newsletters ❑ emails/phone calls ❑ permission slips ❑ communication folder
❑ Proficient	Deliberately and consistently **uses** effective communication strategies to create meaningful and collaborative relationships with students, families, colleagues, and the community in order to **enhance** the learning process.	
❑ Progressing	**Sporadically** uses effective communication strategies while working with students, families, colleagues, and the community.	
❑ Unsatisfactory	**Fails** to use effective communication strategies while working with students, families, colleagues, and the community.	
Narrative Comments:		

(8) EFFECTIVE PRACTICE: Professional Growth Target The teacher utilizes the teacher evaluation document to facilitate self reflection based on the eight effective practices and utilizes this information to develop a professional growth target.

Professional Growth Target
I will… •

Professional Growth Target - Benchmarks / Actions
By… • • •

_____	_____	_____	_____
Administrator Signature	Date	Teacher Signature	Date

The teacher's signature of this evaluation form does not necessarily imply agreement, but does indicate that he/she has read the evaluation and has had an opportunity to discuss it's contents with their supervisor. Any rebuttal or response by the teacher is contained on the attached pages and will be filed in the District office.

**This section to be utilized for Special Education Case Managers only.*

(9) SPECIAL EDUCATION: Specialized Instruction The teacher designs and facilitates a focused, goal driven, and targeted/explicit instructional program addressing a deficiency in students' academics, behavior, or education environment.

Overall Performance:

Performance Level	Specialized Instruction
❑ Advanced	The teacher takes a **leadership role** in contributing to and promoting individualized instruction and **consistently** collaborates with general education teachers to share responsibility for the growth of student learning, development, and achievement as **evidenced by student performance data**.
❑ Proficient	The teacher **contributes** to and promotes individualized instruction and **routinely** collaborates with general education teachers to share responsibility for the growth of student learning, development, and achievement.
❑ Progressing	The teacher **strives** to contribute to and promote individualized instruction but **inconsistently** collaborates with general education teachers to share responsibility for the growth of student learning, development, and achievement.
❑ Unsatisfactory	The teacher **fails** to contribute to and promote individualized instruction and **fails to recognize** his/her responsibility to collaborate with general education teachers, and to share responsibility for the growth of student learning, development, and achievement.
Narrative Comments:	

Subcategories for Special Education:

Performance Level	Compliance	Possible Evidence
❑ Advanced	**Provides leadership** for the implementation of Rule 51 Program Standards within the district and **serves as a mentor** to other staff in an official or unofficial capacity.	❑ IEPs completed on time ❑ Knowledge of Procedural Safeguard processes ❑ Utilization of Special Education Handbook for guidance of paperwork. ❑ Knowledge of the school's responsibility for summer services, support services, transportation, and assessment. ❑ Knowledge of best practice for summer services, support services, transportation, and assessment.
❑ Proficient	**Actively** participates in the implementation of Rule 51 Program Standards within the district.	
❑ Progressing	**Strives** to implement Rule 51 Program Standards but still requires guidance on maintaining or implementing Program Standards.	
❑ Unsatisfactory	**Does not** demonstrate an understanding of Rule 51 Program Standards and **does not strive** to implement said standards.	
Narrative Comments:		

Performance Level	Maintaining Accurate Records
❑ Advanced	The teacher writes IEPs that **rarely** require administrative correction for compliance. **All required aspects** are addressed at the meeting, recorded in meeting notes, and accurately represented in the IEP and PWN.
❑ Proficient	The teacher writes IEPs that **sometimes** require administrative correction for compliance. **Most required aspects** are addressed at the meeting, recorded in meeting notes, and accurately represented in the IEP and PWN.
❑ Progressing	The teacher writes IEPs that **often** require administrative correction for compliance. Most required aspects are addressed at the meeting **but not recorded** in meeting notes or accurately represented in the IEP and/or PWN.
❑ Unsatisfactory	The teacher writes IEPs that are **not in compliance**. Required aspects are **not addressed** or recorded in meeting notes, the IEP, or PWN.
Narrative Comments:	

Performance Level	Progress Monitoring
❑ Advanced	Utilizes an **innovative** system to collect progress monitoring data **specific to each student** and consistently uses the data to meet **individual** student instructional needs.
❑ Proficient	Utilizes an **effective** system to collect progress monitoring data for students and **consistently** uses the data to meet student instructional needs.
❑ Progressing	Utilizes a **rudimentary** system to collect progress monitoring data for **groups of students** and **sometimes** uses the data to meet student instructional needs.
❑ Unsatisfactory	**Fails** to utilize a system to collect progress monitoring data.
Narrative Comments:	

Performance Level	Relationships	Possible Evidence
❑ Advanced	The teacher creates and maintains **exceptional** relationships with families and students that **ensures** active student engagement in learning, development of their individualized plan, and improved achievement evidenced by data.	❑ Gathers information from families in prep for IEP. ❑ Uses a variety of means to gather data (i.e. phone calls, questionnaire, emails) ❑ Communication logs show consistent and positive communication. ❑ Family concerns are addressed and considered. ❑ Parents feel like an important part of the IEP team. ❑ Teacher communicates regularly with families. ❑ Teacher incorporates parentaly identified priorities outside school routines (i.e. social stories)
❑ Proficient	The teacher creates and maintains **good** relationships with families and students that **promotes** active student engagement in learning, development of their individualized plan, and improved achievement evidenced by data.	
❑ Progressing	The teacher **strives** to create and maintain good relationships with families and students that promote active student engagement in learning, development of their individualized plan, and improved achievement but **data does not reflect these efforts**.	
❑ Unsatisfactory	The teacher **fails** to create and maintain good relationships with families and students that promote active student engagement in learning, development of their individualized plan, and improved achievement.	
Narrative Comments:		

Gothenburg Public Schools

Date: _____ Name: _____

Administrator: _____

COUNSELOR EVALUATION CRITERIA

Criterion 1

Personal Qualities. The certificated counselor exhibits personal qualities and values, which are conducive to a positive educational setting.

Indicators: Minimum of 8 out of 10 to meet District Criterion.

The evaluation procedure assesses the extent to which the teacher:

☐ 1.1 Is appropriately dressed for assigned duties; is neat and clean.
☐ 1.2 Is tactful.
☐ 1.3 Is patient.
☐ 1.4 Is tolerant and open-minded; accepts constructive criticism.
☐ 1.5 Is punctual and efficient in meeting all assignments.
☐ 1.6 Displays self-control in emotional situations.
☐ 1.7 Displays a sense of humor.
☐ 1.8 Maintains positive relations with students.
☐ 1.9 Maintains positive relations with parents.
☐ 1.10 Maintains positive relations with colleagues.
☐ 1.11 An explanation or suggestion for improvement:

Comments:

COUNSELOR EVALUATION CRITERIA

Criterion 2:

Guidance and Counseling Skill. The certificated counselor demonstrates, in his or her performance, a competent level of knowledge and skill in designing and conducting guidance and counseling experiences.

Indicators: Minimum of 3 out of 4 to meet District Criterion.

The evaluation procedure assesses the extent to which the teacher:

☐ 2.1 Identifies the learning needs of individual pupils.
☐ 2.2 Evaluates pupil achievement of learning objectives.
☐ 2.3 Provides in-service to teachers.
☐ 2.4 Works towards the implementation and successful completing of school district goals.
☐ 2.5 An explanation or suggestion for improvement:

Comments:

COUNSELOR EVALUATION CRITERIA

Criterion 3:

Management Competence. The certificated counselor demonstrates, in his or her performance, a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.

Indicators: Minimum of 7 out of 9 to meet District Criterion.

The evaluation procedure assesses the extent to which the teacher:

☐ 3.1 Utilizes instructional materials and media appropriate to the pupil(s) needs.
☐ 3.2 Organizes the physical setting so that it contributes to learning through scheduling.
☐ 3.3 Utilizes community resources.
☐ 3.4 Organizes individual, small group and large group experiences as appropriate to the pupil.
☐ 3.5 Promotes office climate conducive to counseling and guidance.
☐ 3.6 Encourages students to assume responsibilities for behavior.
☐ 3.7 Secures permanent records.
☐ 3.8 Determines and maintains guidance budget.
☐ 3.9 Coordinates the school testing program.
☐ 3.10 An explanation or suggestion for improvement:

Comments:

COUNSELOR EVALUATION CRITERIA

Criterion 4:

Professional Preparation and Commitment. The certificated counselor exhibits, in his or her performance, evidence of having a theoretical background and knowledge of the principals and methods of counseling, and a commitment to education as a profession.

Indicators: Minimum of 3 out of 3 to meet District Criterion.

The evaluation procedure assesses the extent to which the teacher:

- ☐ 4.1 Demonstrates enthusiasm and interest in counseling as reflected in the counselor's continuing professional development.
- ☐ 4.2 Keeps abreast of the new developments, ideas, and events in guidance and counseling.
- ☐ 4.3 Demonstrates a commitment to school and professional activities (attendance at local, district, and state meetings, consortium activities, participation on special committees, etc.)
- ☐ 4.4 An explanation or suggestion for improvement:

Comments:

COUNSELOR EVALUATION CRITERIA

Criterion 5:

Effort Toward Improvement. The certificated counselor demonstrates an awareness of his or her limitations and strengths, and demonstrates continued professional growth.

Indicators: Minimum of 3 out of 3 to meet District Criterion.

The evaluation procedure assesses the extent to which the teacher:

☐ 5.1 Identifies strengths, limitations, needs, etc. through continuous self-evaluation activities.
☐ 5.2 Responds to recommendation (if any) included in periodic and annual personnel evaluations.
☐ 5.3 Participates in activities sponsored by the district education service district, and professional organizations.
☐ 5.4 An explanation or suggestion for improvement:

Comments:

COUNSELOR EVALUATION CRITERIA

Criterion 6:

The Handling of Student Discipline and Attendant Problems. The certificated counselor demonstrates the ability to manage the non-instructionsl, human dynamics in the educational setting.

Indicators: Minimum of 4 out of 5 to meet District Criterion.

The evaluation procedure assesses the extent to which the teacher:

☐ 6.1 Recognizes conditions which may lead to disciplinary problems.
☐ 6.2 Develops appropriate strategies for preventing disciplinary problems.
☐ 6.3 Responds appropriately to disciplinary problems when they do occur.
☐ 6.4 Resolves discipline problems in accordance with law, school board policy, and administrative regulations and policies.
☐ 6.5 Assists students toward self-discipline and acceptable standards of student behavior.
☐ 6.6 An explanation or suggestion for improvement:

Comments:

COUNSELOR EVALUATION CRITERIA

Criterion 7:

Interest in Students. The certificated counselor demonstrates an understanding of and commitment to each pupil, taking into account each individual's unique background and characteristics. The certificated counselor demonstrates enthusiasm for or enjoyment in working with pupils.

Indicators: Minimum of 4 out of 4 to meet District Criterion.

The evaluation procedure assesses the extent to which the teacher:

☐ 7.1 Enjoys the process of working with students.
☐ 7.2 Recognizes the process of working with students.
☐ 7.3 Seeks to maintain and increase the enthusiasm of the students for their studies.
☐ 7.4 Seeks to improve students' self-esteem.
☐ 7.5 An explanation or suggestion for improvement:

Comments:

COUNSELOR EVALUATION CRITERIA

Criterion 8:

Professional Competence. The certificated counselor demonstrates a depth and breadth of knowledge of theory and content in general education and guidance and counseling appropriate to the elementary and/or secondary levels.

Indicators: Minimum of 2 out of 2 to meet District Criterion.

The evaluation procedure assesses the extent to which the teacher:

☐ 8.1 Demonstrates a depth of knowledge in the area of guidance and counseling.
☐ 8.2 Recognizes the relationship between counseling and the total educational program.
☐ 8.3 An explanation or suggestion for improvement:

Comments:

COUNSELOR EVALUATION CRITERIA

Criterion 9:

Counselor-Staff Relations. The certificated counselor contributes to improved employee relationships by exhibiting professional behavioral qualities.

Indicators: Minimum of 4 out of 5 to meet District Criterion.

The evaluation procedure assesses the extent to which the teacher:

☐ 9.1 Assumes his or her share of responsibilities.
☐ 9.2 Uses discretion when speaking of school or colleagues.
☐ 9.3 Observes "channels" when speaking on matters affecting the welfare of the school and staff.
☐ 9.4 Shows a willingness to share ideas and techniques.
☐ 9.5 Is professional in all contacts with colleagues.
☐ 9.6 An explanation or suggestion for improvement:

Comments:

COUNSELOR EVALUATION CRITERIA

Criterion 10:

Community-School Relations. The certificated counselor demonstrates an awareness of the importance of maintaining positive relations between the schools and the community they serve.

Indicators: Minimum of 2 out of 2 to meet District Criterion.

The evaluation procedure assesses the extent to which the teacher:

☐ 10.1 Is professional in all contacts with students, parents, and the community.
☐ 10.2 Strives to communicate his or her program and/or the total school program in a creditable fashion.
☐ 10.3 An explanation or suggestion for improvement:

Comments:

COUNSELOR EVALUATION CRITERIA

GOALS:

Personal Goals. Goals are based on areas of this document where you want to see improvement. They will be composed of two parts: **WHAT** the goals is and the *ACTION* that will be taken to achieve the goal. i.e. **I will establish clearer learning objectives** by *posting lesson objectives at the front of the room and going over them with students.*

Please align your goal to the criteria and strand it corresponds to.

Met

☐ Goal 1:

Criterion _____ Strand _____

☐ Goal 2:

Criterion _____ Strand _____

☐ Goal 3:

Criterion _____ Strand _____

Comments:

The staff signature of this appraisal does not necessarily imply agreement, but does indicate that he/she has read the evaluation and has had an opportunity to discuss it's contents with the supervisor. Any rebuttal or response by the teacher is contained on the attached pages.

Administrator Signature: _____ Staff Signature: _____
Date:_____ Date: _____

School Psychologist Evaluation

Psychologist:
Date:

Administrator:

Instructions for use

Overview

The School Psychologist evaluation document has be adapted from the Danielson Framework for School Psychologists. The purpose of the evaluation is to cover those attributes needed specifically for school psychologists to be successful. The evaluation tool is broken into four domains:

Domain 1 - Planning and Preparation

Domain 2 - The Environment

Domain 3 - Delivery of Service

Domain 4 - Professional Responsibilities

It is expected that school psychologists become, at a minimum, proficient in all domain indicators. A score of "beginning" indicates that the school psychologist does not meet district standards and a plan of improvement will be developed.

Self Evaluation

Each year, the school psychologist is to complete this document as a self-evaluation prior to being evaluated by an administrator. The purpose of the self-evaluation is to allow for self-reflection as it pertains to the district's expectations and to set a minimum of three goals based on previous evaluations or a current self-evaluation.

Summary of Strengths and Opportunities for Growth

Domain 1: Planning & Preparation	Domain 2: The Environment
• Strengths: ○ ○ • Opportunity for Growth: ○	• Strengths: ○ ○ • Opportunity for Growth: ○
Domain 3: Delivery of Service	**Domain 4: Professional Responsibilities**
• Strengths: ○ ○ • Opportunity for Growth: ○	• Strengths: ○ ○ • Opportunity for Growth: ○

Domain 1: Planning & Preparation	**Level of Performance**			
	Advanced	**Proficient**	**Progressing**	**Beginning**
1a. Demonstrating knowledge and skills in using psychological instruments to evaluate students.	Psychologist uses a wide range of psychological instruments to evaluate students and knows the proper situations in which each should be used.	Psychologist uses 5-8 psychological instruments to evaluate students and determine accurate diagnoses.	Psychologist uses a limited number of psychological instruments to evaluate students	Psychologist demonstrates little or no knowledge and skill in using psychological instruments to evaluate students.
1b. Demonstrating knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates extensive knowledge of child and adolescent development and psychopathology and knows variations of the typical patterns.	Psychologist demonstrates thorough knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates basic knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates little or no knowledge of child and adolescent development and psychopathology.
1c. Establishing goals for the psychology program appropriate to the setting and the students served.	Psychologist's goals for the treatment program are highly appropriate to the situation in the school and to the age of the students and have been developed following consultations with students, parents, and colleagues.	Psychologist's goals for the treatment program are clear and appropriate to the situation in the school and to the age of the students.	Psychologist's goals for the treatment program are rudimentary and are partially suitable to the situation and the age of the students.	Psychologist has no clear goals for the psychology program, or they are inappropriate to either the situation or age of the students.
1d. Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district.	Psychologist's knowledge of governmental regulations and of resources for students is extensive, including those available through the school or district and in the community.	Psychologist displays awareness of governmental regulations and of resources for students available through the school or district and some familiarity with resources external to the district.	Psychologist displays awareness of governmental regulations and of resources for students available through the school or district, but no knowledge of resources available more broadly.	Psychologist demonstrates little or no knowledge of governmental regulations of resources for students available through the school or district.
1e. Planning the psychology program, integrated with the regular school program, to meet the needs of individual students and including prevention.	Psychologist's plan is highly coherent and preventative and serves to support students individually, within the broader educational program.	Psychologist has developed a plan tha includes the important aspects of work in the setting.	Psychologist's plan has a guiding principle and includes a number of worthwhile activities, but some of them don't fit with the broader goals.	Psychologist's plan consists of a random collection of unrelated activities, lacking coherence or an overall structure.
1f. Developing a plan to evaluate the psychology program.	Psychologist's evaluation plan is highly sophisticated, with imaginative sources of evidence and a clear path toward improving the program on an ongoing basis.	Psychologist's plan to evaluate the program is organized around clear goals and the collection of evidence to indicate the degree to which the goals have been met.	Psychologist has a rudimentary plan to evaluate the psychology program.	Psychologist has no plan to evaluate the program or resists suggestions that such an evaluation is important.
Notes:				

Domain 2: The Environment	**Level of Performance**			
	Advanced	**Proficient**	**Progressing**	**Beginning**
2a. Establishing rapport with students.	Students seek out the psychologist, reflecting a high degree of comfort and trust in the relationship.	Psychologist's interactions with students are positive and respectful; students appear comfortable in the testing center.	Psychologist's interactions are a mix of positive and negative; the psychologist's efforts at developing rapport are partially successful.	Psychologist's interactions with students are negative or inappropriate; students appear uncomfortable in the testing center.
2b. Establishing a culture of positive mental health throughout the school.	The culture in the school for positive mental health among students and teachers, while guided by the psychologist, is maintained by both teachers and students.	Psychologist promotes a culture throughout the school for positive mental health in the school among students and teachers.	Psychologist's attempts to promote a culture throughout the school for positive mental health in the school among students and teachers are partially successful.	Psychologist makes no attempt to establish a culture for positive mental health in the school as a whole, either among students or teachers, or between students and teachers.
2c. Establishing and maintaining clear procedures for referrals. (MTSS, SAT)	Procedures for all aspects of referral and testing protocols are clear to everyone and have been developed in consultation with teachers and administrators.	Procedures for referrals for meetings and consultations with parents and administrators are clear to everyone.	Psychologist has established procedures for the referrals, but the details are not always clear.	No procedures for referrals have been established; when teachers want to refer a student for special services, they are not sure how to go about it.
2d. Establishing standards of conduct in the testing center.	Standards of conduct have been established in the testing center. Psychologist's monitoring of students is subtle and preventive, and students engage in self-monitoring behavior.	Standards of conduct have been established in the testing center. Psychologist monitors student behavior against those standards; response to students in appropriate and respectful.	Standards of conduct appear to have been established in the testing center. Psychologist's attempts to monitor and correct negative student behavior during an evaluation are partially successful.	No standards of conduct have been established, and psychologist disregards or fails to address negative student behavior during an evaluation.
2e. Organizing physical space for testing of students and storage of materials.	The testing center is highly organized and is inviting to students. MAterials are stored in a secure location and are convenient when needed.	Testing center is well organized; materials are stored in a secure location and are available when needed.	Materials in the testing center are stored securely, but the center is not completely well organized, and materials are difficult to find when needed.	The testing center is disorganized and poorly suited to student evaluations. Materials are not stored in a secure location and are difficult to find when needed.
Notes:				

Domain 3: Delivery of Service	**Level of Performance**			
	Advanced	**Proficient**	**Progressing**	**Beginning**
3a. Responding to referrals; consulting with teachers and administrators.	Psychologist consults frequently with colleagues, contributing own insights and tailoring evaluations to the questions raised in the referral.	Psychologist consults frequently with colleagues, tailoring evaluations to the questions raised in the referral.	Psychologist consults on a sporadic basis with colleagues, making partially successful attempts to tailor evaluations to the questions raised in the referral.	Psychologist fails to consult with colleagues or to tailor evaluations to the questions raised in the referral.
3b. Evaluating student needs in compliance with National Association of School Psychologists (NASP) guidelines.	Psychologist selects, from a broad repertoire, those assessments that are the most appropriate to the referral questions and conducts information sessions with colleagues to ensure that they fulling understand and comply with procedural timelines and safeguards.	Psychologist administers appropriate evaluation instruments to students and ensures that all procedures and safeguards are faithfully adhered to.	Psychologist attempts to administer appropriate evaluation instruments to students but does not always follow established timelines and safeguards.	Psychologist resists administering evaluations, selects instruments inappropriate to the situation, or does not follow established procedures and guidelines.
3c. Chairing evaluation team.	Psychologist assumes leadership of the evaluation team and takes initiative in assembling materials for meetings. MDTs are prepared in an exemplary manner.	Psychologist assumes leadership of the evaluation team as a standard expectation; prepares detailed MDTs.	Psychologist assumes leadership of the evaluation team when directed to do so, preparing adequate MDTs.	Psychologist declines to assume leadership of the evaluation team.
3d. Planning interventions to maximize students' likelihood of success.	Psychologist develops comprehensive plans for students, finding ways to creatively meet student needs and incorporate many related elements.	Psychologist's plans for students are suitable for them and are alighned with identified needs.	Psychologist's plans for students are partially suitable for them or are sporadically aligned with identified needs.	Psychologist fails to plan interventions suitable for students, or interventions are mismatched with the finding of the assessment.
3e. Maintaining contact with physicians and community mental health service providers.	Psychologist maintains ongoing contact with physicians and community mental health service providers and initiates contacts when needed.	Psychologist maintains ongoing contact with physicians and community mental health service providers.	Psychologist maintains occasional contact with physicians and community mental health service providers.	Psychologist declines to maintain contact with physicians and community mental health service providers.
3f. Demonstrating flexibility and responsiveness.	Psychologist is continually seeking ways to improve the treatment program and makes changes as needed in response to student, parent, or teacher input.	Psychologist makes revisions in the treatment program when it is needed.	Psychologist makes modest changes in the treatment program when confronted with evidence of the need for change.	Psychologist adheres to the plan or program, in spite of evidence of its inadequacy.
Notes:				

Domain 4: Professional Responsibilities	**Level of Performance**			
	Advanced	**Proficient**	**Progressing**	**Beginning**
4a. Reflecting on practice.	Psychologist's reflection is highly accurate and perceptive. Psychologist draws on an extensive repertoire to suggest alternative strategies.	Psychologist's reflection provides an accurate and objective description of practice. Psychologist makes some specific suggestions as to how the program might be improved.	Psychologist's reflection on practice is moderately accurate and objective. Only global suggestions are made as to how the program might be improved.	Psychologist does not reflect on practice, or the reflections are inaccurate or self-serving.
4b. Communicating with families.	Psychologist secures necessary permissions and communicates with families in a highly effective manner. Psychologist reaches out to families of students to enhance trust.	Psychologist communicates with families and secures necessary permission.	Psychologist's communication with families is partially successful; permissions are obtained, but there are occasional insensitivities that do not build trust.	Psychologist fails to communicate with families and secure necessary permission; communicates in an insensitive manner.
4c. Maintaining accurate records.	Psychologist's records are accurate and legible, well organized, and stored in a secure location. They are written to be understandable to another qualified professional.	Psychologist's records are accurate and legible, well organized, and stored in a secure location.	Psychologist's records are accurate and legible, and stored in a secure location.	Psychologist's records are in disarray; they may be missing, illegible, or stored in an insecure location.
4d. Participating in a professional community.	Psychologist makes a substantial contribution to school and district events and projects and assumes leadership with colleagues.	Psychologist participates actively in school and district events and projects and maintains positive and productive relationships with colleagues.	Psychologist's relationships with colleagues are cordial, and psychologist participates in school and district events and projects when specifically requested.	Psychologist's relationships with colleagues are negative or self-serving, and psychologist avoids being involved in school and district events and projects.
4e. Engaging in professional development.	Psychologist actively pursues professional development opportunities and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.	Psychologist actively pursues appropriate professional development opportunities.	Psychologist's participation in professional development activities is limited to those that are convenient or required.	Psychologist does not participate in professional development activities, even when such activities are clearly needed for the ongoing development of skills.
4f. Showing professionalism.	Psychologist can be counted on to hold the highest standards of honesty, integrity, and confidentiality and to advocate for students, taking a leadership role with colleagues.	Psychologist displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public, and advocates for students when needed.	Psychologist is honest in interactions with colleagues, students, and the public, plays a moderate advocacy role for students, and does not violate confidentiality.	Psychologist displays dishonesty in interactions with colleagues, students, and the public and/or violates principles of confidentiality.
Notes:				

Improvement of Professional Practices

Goal Development

Goals are based on areas of this document or previous evaluations where you want to see improvement. They will be composed of two parts:

WHAT the goal is and the *ACTION* that will be taken to achieve the goal.

I.e. **I will utilize a wider range of psychological instruments to evaluate students.** *To do this I will become familiar with three additional instruments.*

Goal 1)

Goal 2)

Goal 3)

Administrator Signature _____ **Date:** _____

Staff Signature _____ **Date:** _____

The school psychologist's signature of this appraisal form does not necessarily imply agreement, but does indicate that he/she has read the evaluation and has had an opportunity to discuss its contents with the supervisor. Any rebuttal or response by the school psychologist is contained on the attached pages.

Credits

Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by SlidesCarnival
- Charlotte Danielson School Psychologists Framework

TECHNOLOGY COORDINATOR'S PERFORMANCE APPRAISAL

Name_____ **Year _____**

DEFINITIONS OF EVALUATIVE TERMS:

Outstanding:	Exceeds standards expected of an administrator
Satisfactory:	Meets standards expected of an administrator
Need to improve:	Meets only minimum standards expected
Unsatisfactory:	Fails to meet minimum standards

O=Outstanding S=Satisfactory N=Needs Improvement U=Unsatisfactory

I.	**ADMINISTRATIVE SKILLS**	**O**	**S**	**N**	**U**
A.	Organization: Clearly delineates responsibilities and authority; establishes direct lines of communication; schedules responsibilities efficiently; adequately supervises technology related activities				
B.	Consultant/provider selection: Works to assure that strong consultants and service providers are selected; cooperates with the Principals and Superintendent in securing support				
C.	Technology evaluation: Works to improve the use of technology by frequent observation and conferences; renders fair appraisal of technology in the schools				
D.	Decision making: Is professional in working with others and, when appropriate, involves them in making decisions				
COMMENTS:					
II.	**LEADERSHIP SKILLS**	**O**	**S**	**N**	**U**
A.	Knowledge of technology: Demonstrates knowledge of technology; shows a balanced concern for all buildings				
B.	Instructional improvement: Is familiar with appropriate technology; assists faculty and staff to improve use of technology in the classroom and on the job				
C.	Facilitator of meetings: Organizes periodic meetings with appropriate individuals; meetings are effective in clarifying problems and policies and providing professional guidance				

D. Adaptability: Cultivates among the faculty and staff an interest in and awareness of new technology				
E. Rapport: Secures the cooperation of the faculty, staff and the community in achieving the goals of the schools				
F. Achieving objectives: Strives to clarify the objectives of the school and accomplishes significant improvement each year				
G. Evaluation: Systematically evaluates the technology program; uses the results to plan program improvements				
COMMENTS:				
III. COMMUNICATION AND INTERPERSONAL SKILLS	**O**	**S**	**N**	**U**
A. Faculty and staff: Demonstrates concern for the technological problems experienced by the faculty and staff; encourages open discussion of issues				
B. Students: Strives to understand students, considers any reasonable request, communicates to students the reasons for school policies				
C. Morale: Develops high staff morale; operates in democratic manner; encourages excellence in staff performance through constructive suggestion; comments achievements of staff members				
D. Support: Protects faculty and staff from the frustration often associated with technology; respects the professional judgment of faculty and staff				
COMMENTS:				

IV.	PERSONAL QUALITIES	O	S	N	U
A	Appearance: Appearance and demeanor set an appropriate example teachers and pupils				
B.	Initiative: Shows sustained effort and enthusiasm in the quality and quantity of work accomplished				
C.	Communications skills: Communicates effectively in front of group; speaks distinctly; uses standard oral and written English				
D.	Professional growth: Continues professional study; attends professional meetings regularly; reads current professional literature				
COMMENTS:					

_____ _____

Signature of Technology Coordinator Date

_____ _____

Signature of Evaluator Date

STATEMENT OF PHILOSOPHY

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music and related academic areas. Participation in these activities should provide students with a lifetime basis for personal values, for work and for leisure activities. Our job is to ensure a supportive and safe environment for student participation, which encourages the development of skills and the building of relationships.

Coaching leadership should provide participants with examples of exemplary behavior. Measurement of leadership success will emphasize character, courage and integrity as the major objectives of the program. This program should prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Coaches and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels (Sophomore, Junior Varsity) should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Best of luck,

Mr. Tyler Herman
Activities Director

Reference Guide

Practice Dates	**pg. 2**
NSAA Rules/Interpretations	**pg. 3**
Clinics (athletes)	**pg. 4**
Clinics (coaches)	**pg. 4**
Open Gym	**pg. 4**
Job Description	**pg. 5,6**
Expectations	**pg. 6,7**
Sportsmanship Code	**pg. 8**
Coaches Code of Conduct	**pg. 8-12**
LB 260 Concussion Legislation	**pg. 13**

VARSITY SPORTS SEASONS – 2017-2018 N.S.A.A.

All interscholastic sports are divided into three seasons – fall, winter and spring. The division of sports, the date of the first allowed organized practice, and the closing date of the season shall be as follows. No individual may participate simultaneously in more than one sport per season. Athletes are not allowed to participate in activities outside the school while involved in the same activity in school, i.e. Football/Air It-Out, Cross-Country/Road Races are specific examples.

FALL	**FIRST DAY OF PRACTICE**	**CLOSE OF SEASON**
Football	August 6th	Football Playoffs
Cross Country	August 6th	State Meet
Volleyball	August 6th	State Tournament
Golf – Girls	August 6th	State Meet
Softball	August 6th	State Tournament
WINTER		
Basketball	November 12th	State Tournament
Wrestling	November 12th	State Meet
SPRING		
Golf	February 25th	State Meet
Track	February 25th	State Meet

No organized practices may be held in any sport during the school year between the close of the season and the opening date of practice for the following season. An organized practice for each sport is defined as more than one group practicing at the same time and as defined below.

FOOTBALL: An organized practice shall mean more than seven players under the direct supervision of a coach.

BASKETBALL, SOFTBALL, WRESTLING AND VOLLEYBALL: An organized practice shall mean more than four players under the direct supervision of a coach.

TRACK, GOLF AND CROSS COUNTRY: An organized practice shall mean more than three players under the direct supervision of a coach.

CLINICS: Schools may organize a clinic in any sport beginning the Tuesday after Memorial Day and concluding no later than July 31st. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days.

CONDITIONING; A school may organize a general conditioning program that may include only exercise designed to promote physical fitness. It may include weight lifting, running and exercising. Conditioning shall be no longer than 60 minutes per day.

NEBRASKA SCHOOL ATHLETIC ASSOCIATION RULES AND INTERPRETATIONS REGARDING OFF-SEASON AND SUMMER ATHLETIC PROGRAMS

The intent of the rules pertaining to off season and summer athletic programs is to give students an opportunity to maintain and improve physical condition, develop individual skills and fundamentals, and to permit the use of school facilities for recreational purposes.

The participation in off season programs, specialized sports camps and clinics, leagues or conditioning programs should be voluntary and not a prerequisite for being permitted to participate on an athletic team the next school year. If a student elects to participate, the focus should be on the development of the individuals' ability and skills rather than the extension of the season or preparation of a team for the following year.

High School Athletes Participating in YMCA, YWCA, AAU, USVBA, or Other Tournaments Sponsored by Non-School Organizations, Summer Leagues, and Summer Camps and Clinics

When a sports season is completed, athletes are free to participate in non-school competition in a sport that is not in season. The restrictions are placed on the school and coaches.

During the school year if a member of the high school staff or an individual who has served as a head coach, assistant coach, or coaches' aide at school in a particular sport during the school year is involved as a coach or sponsor of a team, the number of athletes who may participate on the team from the school which employs the individual is governed by the organized practice rules for that sport. The number permitted before an activity becomes an organized practice is found in the NSAA Yearbook.

A school cannot be involved in any manner. This includes the raising of funds, providing financial support, providing uniforms, providing transportation, and providing practice facilities if the number of athletes from the school is greater than permitted on pg. 2 unless a facility rental or lease arrangement has been made with the sponsor.

Fees For Specialized Sport Camps and Clinics

When an individual attends a specialized sport camp or clinic, the individual or his/her parents are responsible for paying the expenses for attending the camp or clinic.

The fees cannot be paid by a letter club, booster club, merchants, interested individuals, or the school. If the individuals or a team wish to raise funds for the purpose of paying expenses or fees to a camp or clinic, the fundraising activities must be of their own volition.

The Gothenburg District has adopted a policy allowing coaches to use school vehicles to take athletes to clinics and camps. The District will not pay for the gas but only the use of the vehicles. Vehicles must be refueled by the participants after each use.

Professional Development

Coaches will be permitted to attend two professional development clinics annually. Priority should be given to the All-Sport NCA Coaches Clinic in July. Approval for all clinics will be subject to availability of substitutes and the cost of the clinic.

Clinics Sponsored By A School During The Summer

NSAA rules permit a school to conduct a clinic in any activity during the summer vacation period. Schools may organize a clinic in any sport beginning the Tuesday after Memorial Day and concluding no later than July 31st. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days.

The provisions for school-sponsored clinics were adopted so that the athletes would have an opportunity to receive instruction during the summer without having to pay a high fee to attend a collegiate or commercial camp.

Camps & Clinics held on School property can be handled in two different ways:

School sponsored camp: (i.e. camp sponsored by the wrestling program) (nonprofit)
a. All money received and paid must go through the School via Athletic Department.
b. School will cover postage, paper, copies & rent.

Coach/Individual sponsored camp
a. Individual must show proof of insurance certificate.
b. Must reimburse the school for paper, copies, postage etc.
c. Must pay rental fee for use of facilities.

During the summer clinic, a coach may work with any number of athletes using the school facilities and equipment. The school may hire a clinician to provide the instruction. In Football, pads and helmets cannot be worn. The clinic may begin the Tuesday after Memorial Day and must conclude no later than July 31st. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days

Open Gym

A School may open its gymnasium(s) for recreational activities. A coach or school employee may be present as a facility supervisor. He/she should not do any coaching, divide those in attendance for competition, or prescribe a set program of activity for a specific individual group. The following guidelines should be followed for an open gym:

1. The time and day(s) of the open gym shall be made known to the entire student body through announcements, bulletin board posting, newspaper articles, etc. If the general public is to be permitted to participate, they should be made aware of this option.
2. The gym must be open to anyone enrolled in the school or members of the community and must be on a voluntary basis.
3. The person in charge of supervising the open gym may not coach, organize or instruct students in any sport.

JOB DESCRIPTION: ASSISTANT COACH

1. Support the head coach in conducting the athletic program of that particular sport and the total athletic program of the Gothenburg Senior School in general.
2. Be loyal to the Head Coach and to the team.
3. Attend staff meetings when called by the Head Coach.
4. Assist with scouting of varsity games.
5. Assume any duties assigned by the Head Coach pertaining to the overall athletic program of the particular sport. Some of these duties might be: conducting portions of practice drills, handling equipment, determining eligibility, working with student managers, public relations and statistics.
6. In the absence of the Head Coach, he/she shall assume all responsibilities herein designated as those of the Head Coach.
7. Evaluation of Assistant Coaches: All assistant coaches will be evaluated by the Athletic Director. A written evaluation will be made at the end of the season and will be signed by the coach and the Athletic Director.

JOB DESCRIPTION: HEAD COACH

1. Be responsible for all matters pertaining to the organization and administration of the coaching of the team under his/her direction and shall enforce all rules of the Nebraska High School Athletic Association as they pertain to the respective sports.
2. Assign duties to all assistant coaches and evaluate the performance of these assistant coaches as they fulfill their duties and responsibilities.
3. Plan and conduct all practice sessions.
4. Be responsible for preparing public information released regarding their particular sport.
5. Maintain an accurate squad roster at all times, being sure that it is up-to-date and on file with the Athletic Office.
6. Cooperate with the Activities Director in verifying that no athlete is issued equipment or allowed to practice until he/she has received a physical clearance.
7. Assign someone to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all lights are turned off and all doors locked.

8. Prepare a detailed equipment and supply budget request to be submitted to the Activities Director.
9. Inspect all equipment, oversee the issuance and collection of equipment, maintain equipment inventory records, and direct activities of student managers. Also enforce rules regarding care of equipment.
10. Conduct all staff meetings and be in charge of all practices, team meetings and athletic contents when the team is involved.
11. Recommend, to the Activities Director, teams that may be scheduled and officials to be employed.
12. Serve as an advisor to the students on his/her squad and to help them, by advice or direction, with problems.
13. Instruct team members that equipment is to be worn only for the purpose for which it was purchased, namely for practice sessions and game competition for interscholastic athletics. They can be worn for special occasions, game days etc. Wearing a "Swede" jersey is something special.
14. Announce and enforce rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players.
15. Report injuries of participants to the proper school officials.
16. Be interested and loyal to the school's program. He/She is expected to support the entire program and to be an active participant in striving to improve the activities program as well as the total educational program of the schools.
17. Be expected, after decisions and policies have been established, to support and conform to them, both in fact and in spirit.
18. Make decisions of a general nature that are in keeping with the established policies and procedures of the school. However, when decisions affect other coaches and other sports, or when the problem is one that clearly falls within the jurisdiction of the Activities Office, decision should be delayed until the matter has been discussed fully with the Activities Director.
19. Submit to the Activities Director a year-end report, including the following information:
    a. Squad members
    b. Letter winners
    c. Schedules played and results
    d. New records (individual or team)
    e. Special honors
20. Acceptance of Money: Whenever a coach receives money from an athlete, never leave it in your desk; rather turn it into the appropriate office immediately. All fund raising projects must be cleared with the Athletic Director in advance and nothing shall be ordered without permission.
21. Coaches Clinics: If a head coach and his/her assistants wish to attend a clinic, it should be made known to the Athletic Director. This notification should be made well in advance of the desired clinic.
22. Evaluation of Coaches: All head coaches will be evaluated by the Athletic Director. Head coaches and the Athletic Director will evaluate assistant coaches throughout the season. A written evaluation will be made at the end of the season and will by signed by the coach and the Athletic Director.

EXPECTATIONS FOR AN ATHLETIC COACH AT GOTHENBURG PUBLIC SCHOOLS

1. Perform the coaching responsibilities of the assigned sport to the best of your ability, conducting yourself in a professional manner and adhering to high standards.
2. Know, understand, and comply with rules and regulations of our school, conference, and state governing bodies for athletics.
3. Maintain a working knowledge and understanding of the playing rules of your sport, teach these to your athletes and insist upon compliance.
4. Fulfill your assigned academic duties as well as athletic duties, adhering to policies governing all faculty.
5. Appreciate and promote all Gothenburg athletics, as well as your own sport. Volunteer to assist in various capacities in the total program.
6. Follow the chain of command in all athletic matters.
   a. Consult and work with the activities director concerning:
      (1) Budget
      (2) Lettering requirements
      (3) Practice schedules, dates and times
      (4) Transportation
      (5) Scheduling of contests
   b. Consult building principal concerning:
      (1) Your absence from scheduled classes because of activities
      (2) Athletes absence from school because of activities
7. Constantly seek self-improvement through reading, workshops, clinics and through other appropriate endeavors associated with your sport.
8. Establish rapport with your athletes, treat them with respect and in a fair and professional manner. You are responsible for their health, safety and well being.
9. Establish and maintain a comfortable working relationship with fellow coaches, faculty, staff, administration and community.
10. Be a professional. Keep "in-house" problems in-house. Do not ridicule athletes, staff, coaches or faculty. Approach things from a positive point of view.

GPS Checklist for all (Junior High and Senior High) Coaches:

1. <u>Students must not be allowed to practice until they have a current physical on record with Gothenburg Public School.</u>
2. Promptly supply eligibility list of participants with names spelled correctly.
3. Issue uniforms and keep accurate records for retrieving equipment.
4. Promptly supply roster with correct numbers, grade and position.
5. Promptly supply transportation (changes from bus schedule provided) and sub request.
6. Clean and store equipment at the end of the season.
7. Complete the end of season/year report.
8. Complete all paperwork on time.

9. If you are going to be gone from a practice or activity, notify the Activities Director promptly. If you cancel a practice, please contact the Activities Director and also indicate the reason for the cancellation.
10. Ensure that someone is assigned to be with the squad at all times. This includes locker room supervision until all squad members have left the building. Secure the facility at the conclusion of practice (lights off, doors locked.) After an away activity, stay until all athletes have a ride home.
11. Handle all necessary media information. Getting results, preseason, end of the season and any necessary information to appropriate media outlets.
12. Leave & Dismissal Times. Head Coaches dismissed 30 minutes prior to leave time; assistants and athletes dismissed 15 minutes prior to leave time. Exceptions can be made with prior approval.
13. Changes in Schedules. If a change is requested, the coach and activities director will work together and the activities director will be the contact person. Changes during the season are to be avoided.
14. Athletic Banquet. All athletic awards will be presented at the Athletic Banquet unless special permission is requested by the coach.

GOTHENBURG ATHLETIC PROGRAM (Sportsmanship Code)

The athletic program of Gothenburg Public School is designed to provide opportunities for those students who desire competitive activity in athletics. It is our desire to instill in each participant the image of a true Swede athlete.

In accordance with the District 20 Spectator Code of Sportsmanship Behavior, Ethics, and Integrity each GPS activity participant must:

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.

Additionally participants should:

9. Strive for victory through fair play according to the rules of the game.
10. Love the game for its own sake – not for what winning may bring them through publicity.
11. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches and fans.
12. Win without boasting and lose without excuses.
13. Do all within your power to make the entire athletic program something we will always be proud of.

Any boy or girl is welcome to try out for any of the interscholastic team available to them providing they meet the requirements established by the Nebraska State Activities Association and the school and they agree to follow the guidelines.

Code of Conduct for Coaches and Sponsors[1]

Extracurricular activity participation should be fun and be a significant part of a sound educational program. Coaches have a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Further, ethical principles established by the NDE related to commitment to the school employer, student, community, and profession are equally applicable to coaching duties.

The expectations of persons designated as "sponsors" of extracurricular activity programs are exactly the same as coaches; so all references to coaches apply equally to sponsors. References to parents also includes "guardians."

[1] To give credit and to explain the source of this Code of Conduct: the principles of this Code are drawn heavily from the CHARACTER COUNTS! Coalition as well as the ethical standards established by the Nebraska Department of Education for educators.

TRUSTWORTHINESS

Be worthy of trust in all you do. Teach students the importance of integrity, honesty, reliability and loyalty.

- *Integrity* — Model high ideals of ethics and sportsmanship.
- *Honesty* — Don't lie, cheat, steal or engage in or permit dishonest conduct.
- *Reliability* — Fulfill commitments; do what you say you will do. Be on time. Complete the season for which you have been assigned or hired.
- *Loyalty* — Be loyal to your school and team. Put the team above personal glory.
- *Candid* — Be candid with students and their parents about the student's likely level of participation, of getting an athletic scholarship or playing professionally.

RESPECT

Treat all people with respect and require the same of students.

- *Class* —Encourage students to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- *Taunting* — Don't engage in or allow trash talking, taunting, boastful celebrations, or other actions that demean individuals or the program.
- *Respect for Officials* — Treat game officials with respect. Assure that neither you nor your players publicly criticize an official in a manner that discredits the game, impugns the honor or the integrity of any official or subjects the referees to ridicule or hostility.
- *Respect for Parents*— Treat parents with respect. Be clear about your expectations, goals and policies and maintain open lines of communication.
- *Profanity* — Don't engage in or permit profanity or obscene gestures during practices, extracurricular activity events, team travel, or in any other situation where the behavior could reflect badly on the school, the extracurricular activity program, or your position as a role model.
- *Positive Coaching* — Use positive coaching methods to make the experience enjoyable and increase self-esteem. Refrain from physical or psychological intimidation, verbal abuse, and demeaning conduct. Use incentives and disincentives consistent with sportsmanship and character-building goals.
- *Effort and Teamwork* — Encourage students to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness.
- *Professional Relationships* — Maintain appropriate, professional relationships with students and others involved in extracurricular activities. Respect proper coach-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of students. Avoid conflicts of interest including financial or personal relationships that could be construed as exploitive of students or affect your impartiality.

RESPONSIBILITY

- *Life Skills* —Teach students positive life skills that will help them become well-rounded and responsible.
- *Advocacy of Education* — Advocate the importance of education beyond athletic eligibility standards. Assure that extracurricular activities do not unduly interfere with the ability and motivation of students to achieve their academic potential.

- *Good Character* — Foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship. Look for opportunities to state and reinforce positive messages.
- *Role-Modeling* — Be a worthy role-model. Be mindful of the high visibility and great influence you have as a coach. Conduct yourself in private and coaching situations in a manner that exemplifies all you want your students to be. Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of students or in other situations where your conduct could undermine your positive impact as a role model. Don't gamble or associate with professional gamblers.
- *Competence* — Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- *Knowledge of Rules* — Maintain a thorough knowledge of current game and competition rules and assure that your students know and understand the rules. Be familiar with applicable NSAA and school rules and regulations on eligibility, recruiting, seasons, practice time, and out-of season activities.
- *Self-Control* — Control your ego and emotions; avoid displays of anger and frustration; don't retaliate.
- *Enforcing Rules* — Enforce the codes of conduct consistently even when the consequences are high. Report rule violations or misconduct.
- *Access* — Help make extracurricular activity experiences available to students of diverse backgrounds. Do not treat students differently (worse) based on race, nationality, disability, gender, religion or on any other protected category.

FAIRNESS

Be fair in competitive situations, team selection, discipline and all other matters. Be open-minded and willing to listen and learn.

CARING

- *Safe Competition* — Put safety and health considerations above the desire to win. Never permit students to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
- *Safety and Health* — Establish standards and regulations that put the health of students above other considerations. Be informed about basic first aid principles and the physical capacities and limitations of the students. Educate students about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs and nutritional supplements. Be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
- *Caring Environment* — Demonstrate concern for students as individuals. Maintain an environment that is physically and emotionally safe.

CITIZENSHIP

- *Honoring the Spirit of Rules* — Observe and require students to observe the spirit and the letter of all rules including the rules of the game and those relating to extracurricular activity participation.
- *Promoting Sportsmanship* — Promote sportsmanship over gamesmanship. Resist temptations to gain competitive advantage through strategies (such as devious rules violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by negating or diminishing the impact of the core skills that define the sport.

Establish and regularly practice pre- and post-game rituals and traditions that reinforce the principles of sportsmanship. Specially acknowledge acts of good sportsmanship.

COMMITMENT TO SCHOOL

Coaches shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the coach's responsibilities, the coach:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the coach is responsible.
- Shall not exploit relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall report to the Superintendent or supervisors any known violation of the ethical principles of the Code of Conduct.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

COMMITMENT TO THE STUDENT

Mindful that the coach's position exists for the purpose of serving the best interests of the school district's students and patrons, the coach shall perform coaching job duties with genuine interest, concern, and consideration for the student. The coach shall work to stimulate the formulation of worthy goals. In fulfillment of the obligation to the student, the coach:

- Shall make reasonable effort to protect the student from conditions which interfere with the academics or are harmful to health or safety.
- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

COMMITMENT TO THE PUBLIC

The responsibility inherent in working with students requires dedication to the principles of our democratic heritage. The coach bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public. In fulfillment of the obligation to the public, the coach:

- Shall not misrepresent an institution with which the coach is affiliated, and shall take added precautions to distinguish between the coach's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.

- Shall not commit any act of moral turpitude, nor commit any felony.
- Shall, with reasonable diligence, attend to the duties of the coach's position.

COMMITMENT TO EMPLOYMENT AGREEMENT

The coach shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The coach shall believe that sound personnel relationships with administration and the board of education are built upon personal integrity, dignity, and mutual respect. In fulfillment of these obligations, the coach:

- Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- Shall give prompt notice to the school of any change in availability of service.
- Shall conduct job related business through designated procedures, when available, that have been approved by the school.
- Shall not assign to unqualified personnel tasks for which the coach is responsible.
- Shall permit no commercial or personal exploitation of his or her position.
- Shall use time on duty and leave time for the purpose for which intended.

COMMITMENT TO COMPETENT PERFORMANCE

Coaches must possess the abilities and skills necessary to accomplish the designated task. Therefore, coaches will:

- Keep records for which the coach is responsible in accordance with law, NSAA rules and school policies.
- Supervise others in accordance with law and school policies.
- Recognize the role and function of community agencies and groups as they relate to the school and to the coach's position, including but not limited to booster or parent organizations.
- Utilize and protect available materials and equipment necessary to accomplish the designated task.
- Adhere to and enforce administrative policies of the school.
- Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.
- Create an atmosphere which fosters interest and enthusiasm.
- In communicating, use language which reflects an understanding of the ability of the individual or group; assure that the designated task is understood; and use feedback techniques which are relevant to the designated task; consider the entire context of the statements of others when making judgments about what others have said; and encourage each individual to state his ideas clearly.
- Resolve discipline problems in accordance with law and school policies.
- Maintain consistency in the application of policy and practice.
- Develop and maintain positive standards of conduct.

Legislative Bill 260 – Concussion Awareness Act

REQUIREMENTS

- Make available training 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 to all coaches.

  This will be done annually at our in-service meeting and will also be available at nfhslearn.com. Click on the link Concussions in Sports – What You Need To Know.

- Make available concussion and brain injury information to students and parents.

This will be included in the handbook information.

- A student suspected of sustaining a concussion will be removed from the practice or contest and will not be allowed to return until they have been evaluated and cleared by a licensed health care professional. Written clearance will be required.

- If a student is suspected of sustaining a concussion parents shall be notified by the school of the date, time and extent of the injury suffered by the student. Notification will be made in writing.

- LEGISLATIVE BILL 260 TOOK EFFECT JULY 1, 2012. Gothenburg Public Schools is in full compliance.



GOTHENBURG PUBLIC SCHOOLS

NON-CERTIFICATED EMPLOYEE

HANDBOOK

July, 2019

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1. INTRODUCTION

Gothenburg Public Schools employs support personnel in order to carry out the operation of the School District. Non-certificated departments include: food service/cafeteria, para-educators, custodial/maintenance, secretarial, and bus drivers.

It is important to remember that non-certificated employees have an impact on the lives of our students, just as teachers and other professional members of the staff. The children in our community will not receive a quality education without the proper completion of tasks by the non-certificated employees

The purpose of this booklet is to provide the non-certificated employees with a set of guidelines concerning the benefits and procedures of Gothenburg Public Schools. This handbook is not a contract, and it is not intended as a set of binding rules and obligations as might be defined in a legal contract. Rather, it provides useful information that will contribute to the harmonious and efficient operation of Gothenburg Public Schools.

Should questions arise, please feel free to contact the Superintendent's Office or Business Manager's Office for additional information (537-3653).

2. TIME CARDS AND PAY DATES

Each non-certificated employee paid on an hourly rate must use time clock (if available) or fill out a time card (if time clock is not available) for each week. The pay period is one month in length with payment occurring on the 20th day of the following month. The district office will deposit the payment electronically on the 20th of each month.

The employee shall receive a copy of "Time Sheet" for review. All discrepancies MUST be reported to district office PRIOR to payment. In addition, all time sheets must be approved by a supervisor and submitted to district office. Failure to get approval may result in delay of payment until the next time period.

Time Cards (used only if Time Clock system is not available)
It is possible that some employees may not have access to the Time Clock program. Employees will complete a time card with name, school/position and the days worked on the time card. Only hours that are actually worked are to be included, just as if the time clock was used. The Business Manager will calculate the time worked for compensation purposes.

Hourly employees are not to "volunteer" time in any circumstance. They are to "clock-in" when they arrive and "clock out" when they leave while remaining within the predetermined number of hours.

The time spent traveling between cities is counted as hours worked when an employee takes a one-day job related trip. However, time spent traveling between home and other public conveyance is considered the equivalent of travel between home and work, and is not compensable. Time spent traveling to and from another city is counted as hours

worked only to the extent that it falls within the employee's regular work hours, including days that are not normal workdays if the travel requires an overnight stay.

Time Sheets and Time Cards are to be **accurate**, **approved** by your supervisor, and submitted to Business Manager according to the schedule.

A staff absence report must be filed if leave is used.

Please use either blue or black ink, reserving red for Payroll use. Direct any questions regarding your paycheck to the Business Manager (537-3653).

3. EMPLOYMENT

All non-certificated employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment. Employees are expected to give two weeks notice of intention to terminate employment if possible. Written notice of resignation should be addressed to the appropriate administrator or supervisor.

4. COMPLAINT PROCEDURES

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the superintendent.

5. INCLEMENT WEATHER CONDITIONS

Non-certificated employees who do not report for work on days of inclement weather will not be paid for the time missed.

6. MEAL/LUNCH BREAKS

Non-certificated employees who work an entire day will have at least a 30-minute lunch break per day. Custodians shall have a one-hour lunch break. Lunch breaks will be compensated if:

A) Employees are not relieved of their duties.
B) Employees are not free to leave their posts.

The lunch break is to be scheduled so as not to disrupt building or departmental functions.

Rest breaks are subject to departmental needs and are not guaranteed on a day-to-day basis. If rest breaks are approved, the breaks should be not longer than **15 minutes** for each half-day worked.

7. MILEAGE AND EXPENSES

All conventions, conferences, meetings, clinics and school business trips shall be reimbursed at the current approved rate per mile if a private car is used IF previously **approved** by the Superintendent and/or Board of Education. All normal expenses will also be allowed.

8. WORKERS COMPENSATION INSURANCE

All employees of the School District are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law.

A report of every accident occurring on the job must be completed in the building where the employee is based, and filed with the Business Manager within 24 hours of the accident. Worker's Compensation Insurance claims should only be made on reported accidents.

9. NON-CERTIFICATED PERSONNEL BENEFITS

Employees filling regularly scheduled positions are eligible for benefits when specific criteria are met per benefit. Temporary employees are not eligible for benefits. Leave and insurance benefits are determined by the FTE of the employee. See Appendix B.

10. RETIREMENT BENEFITS

The district is required to make monthly deductions from earnings for any employee working at least fifteen hours per week and submit them to the Nebraska Public Employees Retirement System (NPERS). The District will contribute an additional amount equivalent to 101% of the contribution. Retirement funds may be recovered if the employee leaves the school system. Employees under 21 years of age may elect not to join. A member who terminates employment with Gothenburg Public Schools may:

A) Leave the account on an inactive basis in order to draw a retirement benefit (the employee must have five years of creditable service).

or

B) Receive a refund of the account. An application must be filed with the Nebraska Retirement System.

Nebraska School Retirement System
P.O. Box 94816
Lincoln, NE 68509

1-800-245-5712 or 1-402-471-2053

11. 403(b) ELIGIBILITY

If an employee chooses to participate in the school's 403(b) plan, the district will withhold employee elected deferrals from the employee's paycheck at a participation rate determined by the employee. A variety of investment options may exist based upon current plan information. The district does not match employee contributions in this plan.

Eligibility to participate is determined by current plan rules. Paperwork to begin deferrals is available in the district office.

12. HOLIDAY PAY

Full time, 12-month employees shall be compensated for 7 holidays with pay each year. The holidays include New Year's Day, Easter (Good Friday), Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. A "day" for vacation and holiday leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight-hour day. The rate of pay for holiday pay shall be the regular hourly rate. The hours are not considered to be overtime.

13. OVERTIME PAY

All overtime hours must be pre-approved by the supervisor. In addition, overtime pay for hourly employees whose duties are split among multiple assignments with varying rates of pay will be prorated.

14. VACATION

Each employee who is employed by the Gothenburg Public Schools on a regular twelve month basis will be eligible for 5 days of vacation with pay at the conclusion of one 12 month period of employment and 10 days of vacation with pay at the conclusion of a 24 month period of employment and each 12 month period thereafter (seasonal or temporary employees shall not be eligible for vacation or holiday leave).

A day for vacation leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight-hour day.

Vacation schedules shall be arranged with the immediate supervisor and approved by the Superintendent. The use of vacation on student days may be limited due to the impact on students.

15. LEAVE

a. Personal Leave

All non-certificated persons who are considered full time will be allowed two personal days for the amount of time that they are **regularly** scheduled. Reasons for personal leave are not required. The key words are "regularly scheduled." Personal leave could be used on a snow day meaning you would be paid for that day. Personal leave could also be used on a late start (2 hours) resulting from weather. However, personal leave could not be used on a holiday or scheduled breaks such as the Christmas break or Spring break.

Example for this week: Personal leave could be used for yesterday (snow day) but not next Friday (Good Friday).

Twelve-month employees are scheduled on breaks so breaks are eligible for personal leave for them.

b. Sick Leave

Each employee of the Gothenburg School District shall be eligible for one day of leave for personal illness or injury each month worked with a maximum accumulation of 10 days of leave annually without loss of pay. Unused leave may accumulate to a maximum of 45 days per employee.

A "Day" of such leave with pay shall be defined as the average number of hours worked by the employee not to exceed 8 hours. i.e. an employee normally working 4 hours daily would receive 4 hours of pay at the regular hourly rate for each day of leave. An individual shall not be eligible for the full 10 days of leave or any portion thereof until such time as it becomes "earned". i.e. (An employee sick two days after the first month of employment would be eligible for one "day" of leave with pay. The second "day" would be regarded as a day without pay.)

Seasonal or temporary employees shall not be eligible for such leave. Accumulated Leave may be used for serious illness or death in the employee's immediate family. Immediate family shall mean husband, wife, or children. Leave for family is limited in the following manner:

- 15 days per contract year - immediate family (spouse, children),
- 5 days per contract year - parents and in-laws,
- 2 days per contract year - siblings and grandparents,
- 1 day - other family.

c. Military and Family Military Leave

Military leave shall be granted as defined in Board Policy 4022. A copy of this policy is available in the district office.

d. Leave for Jury Duty

Salaried employees selected to serve on jury duty will be paid the difference daily from what the courts allow them and what they would have earned in a regular working day. All employees paid on an hourly basis may keep all money allowed them by the courts for daily duties and expenses and mileage. Hourly employees will not be paid for the time missed from work.

All School district employees shall report back to their school as soon as it is practically possible. Example: If jury members are dismissed in the middle of the day they should report back to their school on that day within a short time after they have been dismissed.

e. Other Leave
Employees who wish leave to attend meetings pertaining to their school position must receive prior approval from their supervisor.

f. Family and Medical Leave Act
Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The "leave year" for purposes of the FMLA shall be the School District's fiscal year.

Substitution of accrued paid leave for otherwise unpaid FMLA leave may be required in the discretion of the Superintendent of the Board of Education. Employees shall be required to submit medical certification to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board of Education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent's or the School Board's discretion, be required. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employees serious health condition or from sick leave taken by reason of the employee illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board of Education based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of non-certificated employees or positions, be a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board of Education.

16. INSURANCE
Any employee considered full time would qualify for Health and/or Dental Insurance with the District's share of the premium prorated by F.T.E. percentage. If insurance selections are not made prior to 30 days of employment, it may either carry stipulations or not be available.

17. COBRA BENEFITS
Consolidated Omnibus Budget Reconciliation Act
Public Law 99-272

Continuation of health coverage for 18 months is available to:

1. Employees terminated for reasons other than gross misconduct.
2. Employees who are laid off for economic reasons.
3. Employees with reduced work hours.
4. Employees who voluntarily quit.

Continuation of health coverage for 36 months is available to:

1. Surviving spouses and children of deceased employees.
2. Separated or divorced spouses and children of current employees.
3. Eligible dependents of current employees who would lose their coverage because of age.

Each covered employee or eligible dependent/spouse should notify the Gothenburg Public Schools Business Office of a qualifying event, within 30 days of the event triggering the continuation offer. Gothenburg Public School will send a notice explaining the person's rights within ten days. The person eligible for continuation coverage has 60 days from the later of: A) receipt of the notice or B) the date on which Plan coverage terminates because of the qualifying event, in which to elect to continue coverage under the Plan. The person electing continuation coverage has 45 days from the date of the election to pay for the coverage during the period preceding the election. The person electing the continuation coverage shall pay the premium.

The continuation coverage shall expire at the earliest of the following:

1. At the end of the Specified Period (Cobra coverage 18 or 36 months).
2. On the date coverage ceases because of the person's failure to pay the premium.
3. On the date the person becomes eligible for Medicare.
4. On the date the person remarries and qualifies for another group health plan.
5. On the date the person becomes covered under another group health plan.
6. On the date the employer terminates the group health plan.
7. On the date the person exercises a conversion privilege.

When the continuation coverage expires because the maximum time has expired, the Plan will provide the option of enrollment under a conversion health plan then available under the Plan.

Appendix A

AN EMPLOYMENT AGREEMENT Form A - Indefinite Term
NON-CERTIFICATED STAFF

This employment agreement is made by and between Gothenburg Public Schools, (Dawson County School District 20), hereinafter referred to as the "District," and _____,"Employee." hereinafter referred to as the Employee."

WITNESSETH: Gothenburg Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

SECTION 1. Term of Contract. This contract shall commence on the _____ day of _____, ____.

SECTION 2. Duties of Employee. The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

SECTION 3. Days and Hours of Employment. The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

SECTION 4. Compensation. The wage of the Employee shall be $_____ per hour, payable in the following manner: on the 20th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

SECTION 5. Fringe Benefits. The Employee shall receive the following fringe benefits:

_____

SECTION 6. Policies, Rules and Regulations. The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

SECTION 7. Termination of Employment. This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

SECTION 8. Compensation Upon Termination. The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

SECTION 9. Deductions. The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

SECTION 10. Entirety of Agreement and Amendments. The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

SECTION 11. Applicable Law. This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

_____	_____
Employee	**Superintendent**
Executed this _____day of _____, 20_____.	Executed this _____day of _____, 20____.

Gothenburg Public Schools
1322 Avenue I
Gothenburg, NE 69138

NAME:

LETTER OF INTENT FOR NON-CERTIFICATED PERSONNEL

The Gothenburg Public Schools Board of Education considered salaries for non-certificated staff at the regular board meeting which was held on . This action set your rate of pay at:

Hourly Rate:
Job Classification

beginning on . Please indicate your intent by returning this form to the Superintendent by .

_____ I plan to remain employed by the district.

_____ I DO NOT plan on continuing employment with the district.

_____

_____
Date

Gothenburg Public Schools

NAME:

LETTER OF INTENT FOR NON-CERTIFICATED PERSONNEL

The Gothenburg Public Schools Board of Education considered salaries for non-certificated staff at the regular board meeting which was held on . This action set your rate of pay at:

Salary:
Job Classification

beginning on . Please indicate your intent by returning this form to the Superintendent by .

_____ I plan to remain employed by the district.

_____ I DO NOT plan on continuing employment with the district.

_____

_____
Date

Appendix D

TO: All new non-certificated employees of Gothenburg Public Schools
FROM: Superintendent of Schools

Please take care of the following when signing an employment contract.

_____ Application form signed.
_____ Copy of signed contract on file in the office.
_____ Fringe benefits description.
_____ Retirement number on file or application filled out for one (15 hours or more).
_____ Application or waiver for Blue Cross Blue Shield health/dental ins. if applicable.
_____ Job description received and accepted.
_____ Drug test completed if applicable. (drivers)
- _____ Level I course completed (good for five years).
- _____ Pre-service check list bus driving maneuvers.
- _____ Physical.
- _____ Alcohol and Drug Testing Policy For Bus Drivers sign off complete.

_____ Data sheet filled out for all statistical information.

_____ Form I-9 (Employment Eligibility Verification Form) on file with a copy of Social Security card & driver's license.
_____ Drug abuse awareness policy understood and signed form on file. (revised 2008)
_____ W-4 (withholding) filled out and returned to the office.
_____ Background check on all non-certificated staff-reported to the State Directory of New Hires.
_____ Cobra sample packet received.

_____ _____

Signature of staff member Signature of verifying staff member

BENEFITS FOR SALARIED EMPLOYEES

Salaried 12-month employee

- Insurance - Insurance at level for which qualified.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – 10 days annually, NOT cumulative or reimbursable.
- Holidays - 7 days annually (New Years Day, Friday before Easter, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas.)

Salaried school year employee (9 or 10 months)

- Insurance - Single insurance.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – None.
- Holidays – None.

BENEFITS FOR HOURLY EMPLOYEES

Full-time 12-month hourly employee (at least 40 hours/week for 12 months)

- Insurance - Insurance at level for which qualified.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – 10 days annually, NOT cumulative or reimbursable.
- Holidays - 7 days annually (New Years Day, Friday before Easter, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas.

Full-time extended school year hourly employee as REQUIRED by DISTRICT (at least 40 hours/week for more than 10 months but less than 12 months)

- Insurance - Single insurance.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – prorated based upon 50-week year.
- Holidays – prorated based upon 50-week year.

Full-time school year (>24 hours/week for 9 or 10 months)

- Insurance - Single insurance.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – None.
- Holidays – None.
- (EMPLOYEE REQUEST- Employees in this category may request additional days beyond the position's 9 or 10-month duties. The request will be evaluated by the Superintendent on multiple areas including, but not limited to, available tasks, employee performance level, budgetary concerns, etc. ***Benefits remain the same***.)

Route Bus Driver

- Insurance –Single insurance.

Part-time or temporary hourly employee (<25 hours/week or seasonal)

- No benefits.

Appendix A

A EMPLOYMENT AGREEMENT Form A - Indefinite Term
NON-CERTIFICATED STAFF

This employment agreement is made by and between Gothenburg Public Schools, (Dawson County School District 20), hereinafter referred to as the "District," and _____,"Employee." hereinafter referred to as the Employee."

WITNESSETH: Gothenburg Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

SECTION 1. Term of Contract. This contract shall commence on the _____ day of _____, ____.

SECTION 2. Duties of Employee. The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

SECTION 3. Days and Hours of Employment. The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

SECTION 4. Compensation. The wage of the Employee shall be $_____ per hour, payable in the following manner: on the 20th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

SECTION 5. Fringe Benefits. The Employee shall receive the following fringe benefits:

_____

SECTION 6. Policies, Rules and Regulations. The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

SECTION 7. Termination of Employment. This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

SECTION 8. Compensation Upon Termination. The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

SECTION 9. Deductions. The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

SECTION 10.Entirety of Agreement and Amendments. The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

SECTION 11.Applicable Law. This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

_____	_____
Employee	**Superintendent**
Executed this _____day of _____, 20_____.	Executed this _____day of _____, 20____.

PERSONNEL EVALUATION

NAME: **DATE:**

1. **Punctuality and Attendance**

	Above	**Average**	**Poor**	**Unacceptable**
* Arrives at work, and leaves work, on time				
*Absences are acceptable				
*Begins duties promptly				
*Informs Supervisor of problems				

Comments:

2. Ability and Willingness to Follow Instructions

	Above	**Average**	**Poor**	**Unacceptable**
*Does work needing to be done without constant supervision				
*Has basic skills necessary				
*Has knowledge of what to do				
*Has sufficient interest				
*Follows procedures/techniques for maintaining/operating assigned tools/equipment				
*Follows safety/guidelines				
*Follows instructions given by immediate supervisor				

Comments:

3. Responsibility and Initiative

	Above	Average	Poor	Unacceptable
*Able to handle most situations				
*Able to take initiative				
*Work is well done				
*Seeks guidance when necessary				
*Follows established rules and procedures				
*Dependable in demonstrating all assigned responsibilities				
*Demonstrates initiative in tasks approved by the immediate supervisor				
*Maintains confidentiality in matters pertaining to district				

Comments:

4. Policies and Procedures

	Above	Average	Poor	Unacceptable
*Understands and observes school district's policies and procedures				
*Understands and observes the necessary local, state, and federal laws				
*Understands and observes confidentiality of tasks performed				

Comments:

5. Organizational Skills

	Above	Average	Poor	Unacceptable
*Organizes tasks assigned to ensure an effective and efficient operation				
*Completes tasks on time				
*Asks to help others, when the employee's workload is complete				

Comments:

6. Rapport with others

	Above	Average	Poor	Unacceptable
*Interacts and relates well with staff, students, and the general public				
*Demonstrates cooperation				
*Demonstrates courtesy for others				

Comments:

7. Attitude and Pride

	Above	Average	Poor	Unacceptable
*Appreciates help and correction				
*Respects school and position				
*Gets along well with others				
*Demonstrates a positive attitude				
*Consistently supports district goals				
*Consistently supports program/building goals				

Comments:

8. Personal Standard

	Above	Average	Poor	Unacceptable
*Dresses appropriately with assigned duties				
*Takes pride in appearance				
*Clean and neat				
*Bright outlook				
*Demonstrates a desirable standard of personal hygiene				
*Communicates (verbally, written, and gesture) in appropriate manner				

Comments:

_____ _____

Signature of Staff Member Date

_____ _____

Signature of Evaluator Date

Paraprofessional Appraisal

Gothenburg Public Schools

Paraprofessional_____

Evaluator Allison Jonas _____

Date of Evaluation _____

Paraeducator_____ Evaluator Allison Jonas

Date of Evaluation: _____

Rating Scale for each Paraprofessional Standard

0-Unsatisfactory 1-Needs Improvement 2-Developing 3-Meets Expectations 4-Exceeds Expectations

SECTION I. COMMUNICATION Rating: 0

Strengths:

1)

2)

Growth Opportunity:

1)

SECTION II. RESPONSIVENESS TO STUDENT NEEDS Rating: 0

Strengths:

1)

2)

Growth Opportunity:

1)

SECTION III. WORKING RELATIONSHIPS Rating: 0

Strengths:

1)

2)

Growth Opportunity:

1)

SECTION IV. RESPONSIBILITY Rating: 0

Strengths:

1)

2)

Growth Opportunity:

1)

Overall Rating: 0 /3

PARAEDUCATOR EVALUATION

Paraeducator_____Evaluator Allison Jonas_____Date of Eval_____

SECTION I. COMMUNICATION

	Unsatisfactory	Needs Improvement	Developing	Meets Expectations	Exceeds Expectations	
	0	**1**	**2**	**3**	**4**	
1	Does not use appropriate & clear language or grammar. Difficult to understand	Occasionally uses appropriate & clear language or grammar	Usually uses appropriate & clear language or grammar	Consistently uses appropriate & clear language	Always uses appropriate & clear language & encourages other to do the same	
2	Rarely responds appropriately to difficulties or seeks help from appropriate individuals	Occasionally responds appropriately to difficulties & seeks help from appropriate individuals	Usually responds appropriately to difficulties & seeks help from appropriate individuals	Consistently responds to difficulties & seeks help from appropriate individuals	Always responds to difficulties & actively seeks help from appropriate individuals	
3	Rarely communicates student needs or concerns to appropriate persons	Occasionally communicates student needs or concerns to appropriate persons	Usually communicates student needs or concerns to appropriate persons	Consistently communicates student needs or concerns to appropriate persons	Always communicates student needs or concerns regularly to appropriate persons	
4	Documented breaches of confidentiality have occurred	Needs regular reminders to handle confidential matters professionally & in accordance with legal requirements	Usually handles confidential matters professionally & in accordance with legal requirements	Handles confidential matters professionally & in accordance with legal requirements	Handles confidential matters professionally & in accordance with legal requirements	
5	Does not maintain records as instructed by supervisor	Some components of the required documentation are missing, incomplete or illegible	Most components of the required documentation are present	Required documentation is consistently maintained as instructed and is legible	All required documentation is present, clearly written, legible and completed as instructed	
6	Engages in arguing & power struggles with students.	Communicates & works with students in a manner that inconsistently fosters positive & productive relationships	Communicates & works with students in a manner that usually fosters positive & productive relationships	Communicates & works with students in a manner that fosters positive & productive relationships	Goes above & beyond communicating & working with students fostering positive & productive relationships	
7	Communicates & works with co-workers in a manner that rarely fosters positive and productive relationships. Is involved in gossiping, negative talk regarding teacher, administrators &/or District	Communicates & works with co-workers in a manner that inconsistently fosters positive and productive relationships.	Communicates & works with co-workers in a manner that usually fosters positive and productive relationships.	Communicates & works with co-workers in a manner that fosters positive and productive relationships	Understands the unique perspectives & philosophies of people they work with and responds in a manner that is sensitive to varying views.	

COMMENTS:

PARAEDUCATOR EVALUATION

Paraeducator_____Evaluator Allison Jonas_____Date of Eval_____

SECTION II. RESPONSIVENESS TO STUDENT NEEDS

	Unsatisfactory	Needs Improvement	Developing	Meets Expectations	Exceeds Expectations	
	0	**1**	**2**	**3**	**4**	
1	Unable to adjust management style in response to student needs, ability levels & maturity levels	With great difficulty is able to occasionally adjust management style in response to student needs, ability levels & maturity levels	Is able but inconsistently attempts to adjust management style in response to student needs, ability levels & maturity levels	Quickly able to gage management style required in response to student needs, ability levels & maturity levels	Always able to easily adjust management style in response to student needs, ability levels & maturity levels	
2	Rarely responds appropriately to difficulties or seeks help from appropriate individuals	Sometimes responds appropriately to difficulties or seeks help from appropriate individuals	Is able but inconsistently responds appropriately to difficulties or seeks help from appropriate individuals	Responds appropriately to difficulties or seeks help from appropriate individuals	Consistently responds appropriately to difficulties or seeks help from appropriate individuals	
3	Never attempts to adapt instructional activities & materials according to learner needs & individualized program	Rarely attempts & does not exhibit an interest or ability to adapt instructional activities & materials according to learner needs and individual programs	Inconsistently adapts instructional activities & materials according to learner needs & individual programs	Adapts instructional activities & materials according to learner needs & individual programs	Regularly adapts instructional activities & materials according to learner needs & individualized program	
4	Does not recognize strengths of student. Provides excessive help, completes assignments for student or gives them answers	Rarely recognizes strengths of student & provide with excessive help or does not know when to provide assistance	Usually recognizes strengths of student & provides the appropriate amount of support & assistance	Is able to recognize strengths of student & exhibits awareness of student needs	Always able to recognize student strengths. Challenges them.	
5	Fosters student dependency. Does not encourage socialization and self-esteem. Talks down or disrespectfully to students.	Does not encourage students to be independent learners or engage with their peers.	Encourages students to be independent learners in some situations throughout instructional time. Supportive of socialization with peers & fosters self-esteem	Encourages students to be independent learners throughout instructional time. Supportive of socialization with peers & fosters self-esteem	Always encourages student independence, socialization & self-esteem. Shows he respects & accepts student as they are	
6	Never suggests ideas for changes to student support	Rarely offers suggestions or ideas for changes in student support	Occasionally offers suggestions or ideas for changes in student support	Regularly shares suggestions to support students & better meet their needs	Consistently shares suggestions to support students & better meet their needs	
7	Never demonstrates interest or enthusiasm. Always has to be given instruction of what to do. Rarely interacts with students in the classroom unless asked	Rarely demonstrates interest or enthusiasm.	Occasionally demonstrates interest or enthusiasm	Consistently demonstrates positive attitude.	Always demonstrates positive attitude and willing to do anything asked. Appears to enjoy work.	
8	Always has to be asked to help out during down time. Sits in the back of the room, reads, visits or uses phone.	Rarely shows initiative	Occasionally shows initiative	Regularly shows initiative	Consistently finds tasks to be completed without prompting	

PARAEDUCATOR EVALUATION

Paraeducator_____Evaluator Allison Jonas_____Date of Eval_____

9	Does not demonstrate the ability to work independently. Is not where he is supposed be. Does not follow schedule	Rarely demonstrates ability to work independently. Has difficulty following schedule & being on time for class	Occasionally demonstrates the ability to work independently. Follows schedule and on time more often than not	Demonstrates the ability to work independently. Follows schedules and is on time to class	Is always where he is supposed to be. Carries out needed tasks without being asked or told.	
10	Unable to demonstrate effective strategies for management of student behavior. Student's behavior is disruptive Does not follow BIP.	Addresses student behaviors inconsistently & the techniques used frequently do not result in positive outcomes. Occasionally follows BIP	Demonstrates effective strategies to manage student behavior, many of which end with a positive outcome.	Quickly & positively addresses student behaviors, resulting in consistently positive outcomes.	Readily uses multiple positive behavior support strategies to address student behaviors & actively teaches students to self-regulate behaviors, resulting in positive outcomes. Always follows BIP	

COMMENTS:

PARAEDUCATOR EVALUATION

Paraeducator_____Evaluator Allison Jonas_____Date of Eval_____

SECTION III. WORKING RELATIONSHIPS

	Unsatisfactory	Needs Improvement	Developing	Meets Expectations	Exceeds Expectations	
	0	**1**	**2**	**3**	**4**	
1	Does not follow written or oral plans & instructions or seek help when needed	Rarely follows written or oral plans & instructions of seeks help when needed	Occasionally follows written or oral plans & instructions or seeks help when needed	Follows written or oral plans & instructions or seeks help when needed.	Always follows written or oral plans/instructions given by teacher. Will actively seek out help or clarification if needed	
2	Does not demonstrate flexibility to changes in schedules, plans &/or assignments	Rarely demonstrates flexibility to changes in schedules, plans &/or assignments	Occasionally demonstrates flexibility to changes in schedules, plans &/or assignments	Demonstrates flexibility to changes in schedules, plans &/or assignments	Is always flexible to changes in schedules, plans &/or assignments. Willing to work with any student or wherever most needed.	
3	Does not participate effectively as a team member. Critical of other team members & gossips	Rarely participates effectively as a team member. Does not engage with other team members	Occasionally participates effectively as a team member	Participates effectively as a team member	Always makes an effort to contribute to the team in a positive & helpful manner	
4	Does not respond appropriately to input or direction from teachers/other team members. Is resistant to change & does not acknowledge need for improvement	Rarely responds appropriately to input/direction from teachers/other team members. Is usually defensive,argumenta-tive & requires repeated guidance to implement suggested improvements	Occasionally responds appropriately to input/direction from teachers/other team members. Listens & accepts feedback over time &/or through a variety of communication attempts.	Regularly seeks feedback from teachers or other team members. Readily engages in implementing or trying suggestions	Recognizes areas where improvement is needed and independently initiates professional growth activities on an ongoing basis	
5	Does not contribute or attend scheduled team meetings.	Has poor attendance at scheduled team meetings	Occasionally attends scheduled team meetings	Attends scheduled team meetings as instructed.	Always attends scheduled team meetings and makes significant & innovative contributions	
6	Does not maintain composure under pressure	Rarely maintains composure under pressure. Very easily flustered and frustrated	Occasionally able to maintain composure under pressure.	Able to maintain composure under pressure	Always handles stressful events & negative behavior in a positive, professional manner	
7	Does not demonstrate an understanding of the subjects or concepts covered in classes.	Demonstrates poor understanding of the subjects or concepts covered in classes	Demonstrates an understanding of most subjects or concepts covered in classes	Demonstrates an understanding of the subjects or concepts covered in classes. Actively seeks materials or learning opportunities to increase understanding of subject	Clearly demonstrates an understanding of the subjects or concepts covered in class	

COMMENTS:

PARAEDUCATOR EVALUATION

Paraeducator_____Evaluator Allison Jonas_____Date of Eval_____

SECTION IV. RESPONSIBILITY

	Unsatisfactory	Needs Improvement	Developing	Meets Expectations	Exceeds Expectations	
	0	**1**	**2**	**3**	**4**	
1	Does not follow through on directions & student program requirements outlined on the IEP on a consistent basis	Rarely follows through on directions & student program requirements as outlined on the IEP	Regularly attempts to follow through on directions & student program requirements as outlined on the IEP	Follows through on directions & student program requirements outlined on the IEP	Always follows through on directions & student program requirements as outlined on the IEP	
2	Angry & argumentative when given constructive feedback	Defensive & has great difficulty accepting constructive feedback	Able to listen & recognize needed improvements/changes after a period of time & multiple reminders	Accepts and acts on constructive feedback	Able to recognize areas of need and readily implements changes when given constructive feedback	
3	Does not follow classroom, school or District policies or procedures	Rarely follows classroom, school or District policies even after reminding	Occasionally follows classroom, school or District policies when it suits them	Follows classroom, school or District policies or procedures	Demonstrates a clear understanding & always follows classroom, school & District policies. Is a role model for others	
4	Consistently absent, tardy or leaves early	Regularly absent and tardy	Present & on time more days than not	Usually present & on time	Always present & on time.	

COMMENTS:

One area where paras as a whole can improve is seeking information when needed. Ask questions to case managers or classroom teachers such as:

What students am I here to work with?
What is their verification?
What kind of adaptations or modifications do they need to be successful?
What are their goals and how can I help them reach their goals?

Paraeducator _____ Evaluator Allison Jonas _____

Date of Evaluation: _____

Directions for Summary Page: Add totals for each section and place in TOTALS box. Divide that number by the number of question under each subject (DO NOT include any questions marked N/A). Place that number in the AVERAGE RATING box. Add all of the AVERAGE RATING boxes and divide by 4. This is the OVERALL rating for the para.

Should the evaluation reveal performance concerns (a rating of "0" or "1" on any item), a re-evaluation of those specific items shall be completed within a month. If improvements do not occur, a Plan of Improvement will be developed.

Professional Goals

Goals are based on areas of this document where you want to see improvement.
They will be composed of two parts: <u>WHAT</u> the goal is and the *ACTION* that will be taken to achieve the goal.
i.e. <u>I will establish clearer learning objectives</u> by *posting lesson objectives at the front of the room and going over them with students*.

1)

2)

3)

Administrator Signature_____ Date:_____
Staff Signature_____ Date:_____

The paraprofessional's signature of this appraisal form does not necessarily imply agreement, but does indicate that he/she has read the evaluation and has had an opportunity to discuss it's contents with the supervisor. Any rebuttal or response by the teacher is contained on the attached pages.

GOTHENBURG PUBLIC SCHOOLS
DISTRICT 20

Superintendent Performance Assessment / Evaluation
2019 – 2020

The superintendent evaluation is designed to ensure the superintendent is successful in meeting the expectations of the school board, provides the board with a sound basis for rewarding satisfactory performance or for taking corrective action in the event of unsatisfactory performance; and generates the best possible performance from both the school board and superintendent.

The emphasis of this Performance Assessment / Evaluation is future-oriented and always on improvement. The standards included in this instrument will provide a clear idea of what is evaluated and ensures growth of the district.

Performance Standards include:

Board / Superintendent Relations
Communications and Community Relations
Staff Relations
Educational Development
Financial Management
Facilities Management
Values and Ethics of Leadership

Standard 1: Board / Superintendent Relations

1.1 Informs and advises the Board about the programs, practices, and problems of the school, and keeps the Board informed of activities under the Board's authority.
1.2 Offers professional advice to the Board on items requiring Board actions, with appropriate recommendations based on thorough study and analysis.
1.3 Administers the policies, either personally or by assuring the implementation of policies and regulations through delegation to appropriate staff.
1.4 Has a harmonious working relationship with the Board.
1.5 Accepts his/her responsibility for maintaining liaison between the Board and personnel, working toward a high degree of understanding and respect between the staff and the Board as well as the Board and staff.
1.6 Is responsive to questions and concerns expressed by members of the Board.
1.7 Collaborates with the Board to establish and sustain long- and short-term operational and achievement goals.
1.8 Reports to the Board the status of goals established to meet the District's vision and mission.

Prior Year's Performance:

Future Areas of Focus:

Standard 2: Communications and Community Relations

2.1 Cooperates with other community agencies, while representing the best interest of the District
2.2 Solicits and gives attention to problems and opinions of all groups and individuals.
2.3 Maintains accessibility and visibility in the community; participates in community functions.
2.4 Is open and sensitive to community concerns and desires about the educational system.
2.5 Strives to build a strong, positive community attitude toward the school system.
2.6 Promotes and supports parent/student/community involvement in the school.
2.7 Maintains a sound working relationship with the media.
2.8 Speaks well in front of large and small groups, expressing his/her ideas in a logical and forthright manner.

Prior Year's Performance:

Future Areas of Focus:

Standard 3: Staff Relations

3.1 Has organized the staff so that appropriate decision-making may take place at various levels.

3.2 Periodically reviews and reorganizes staff duties and/or responsibilities to take full advantage of the staff's special competencies.
3.3 Recognizes, develops, and utilizes the leadership abilities of staff.
3.4 Provides for the systematic evaluation of all principals, other administrators and teaching professionals by appropriate administrators.
3.5 Delegates authority to staff members appropriate to the position each holds.
3.6 Maintains communications with staff by various well-defined and periodic means so as to promote understanding of, and support for, District policies.
3.7 Strives to create open and honest relations among staff members.
3.8 Deals with personnel matters in a forthright, objective, and professional manner.
3.9 Provides motivation and resources for staff members to engage in professional development activities.

Prior Year's Performance:

Future Areas of Focus:

Standard 4: Educational Development

4.1 Understands and keeps informed regarding all aspects of the instructional program.
4.2 Organizes a planned program of curriculum evaluation and improvement.
4.3 Exemplifies the skills and attitudes of a master teacher and inspires others to highest professional standards.
4.4 Takes an active leadership role in the development and improvement of the program of instruction.
4.5 Promotes an educational philosophy that emphasizes students.

Prior Year's Performance:

Future Areas of Focus:

Standard 5: Financial Management

5.1 Keeps informed on needs of the school program – plant, facilities, equipment, and supplies.
5.2 Evaluates financial needs and makes recommendations for adequate financing.
5.3 Oversees the detailed District budget and its interpretation and presentation to the Board for adoption.
5.4 Identifies and pursues grants at both the State and Federal level to supplement the finances of the District.
5.5 Maintains accountability and a systematic method to ensure proper expenditures; authority and allegiance is sustained in all financial operations of the District.

Prior Year's Performance:

Future Areas of Focus:

Standard 6: Facilities Management

6.1 Keeps informed, evaluates and reports to the Board on the progress of building projects.
6.2 Makes the day-to-day decisions necessary to keep the building project on schedule.
6.3 Works closely with the Board as a whole or with the Building Committee in making major decisions.
6.4 Oversees the budget for the building project.
6.5 In cooperation with the Board, maintains and updates a short- and long-range plan that includes (a) a schedule for the routine maintenance of all school properties, (b) a schedule for the repair and/or replacement of school equipment, and (c) a facilities needs assessment for future renovation or construction.

Prior Year's Performance:

Future Areas of Focus:

Standard 7: Values and Ethics of Leadership

7.1 Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
7.2 Earns respect and standing among his/her professional colleagues.
7.3 Demonstrates his/her ability to work well with individuals and groups.
7.4 Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
7.5 Maintains his/her professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting with other superintendents.

Prior Year's Performance:

Future Areas of Focus:

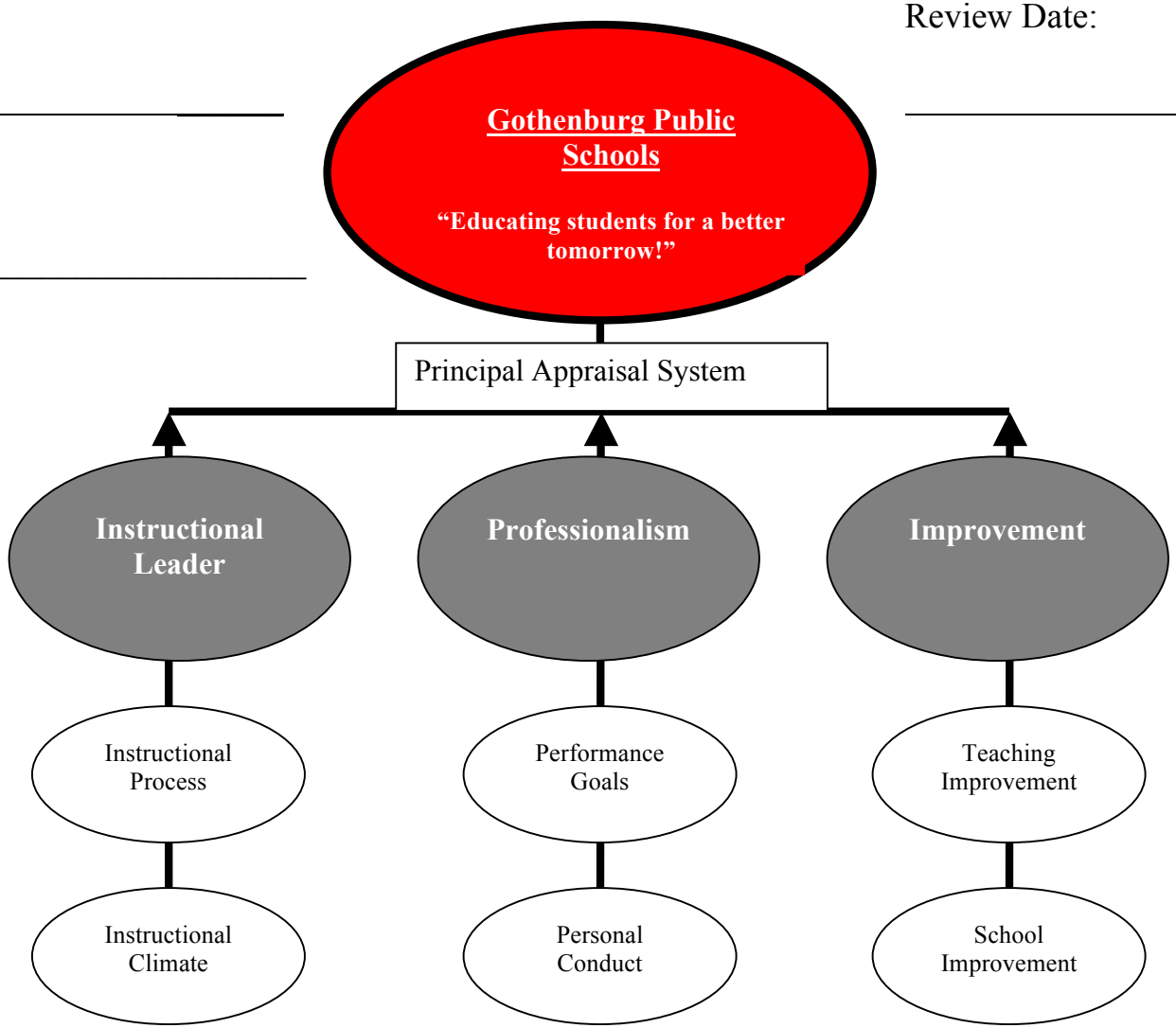
2020 Goals for the Superintendent

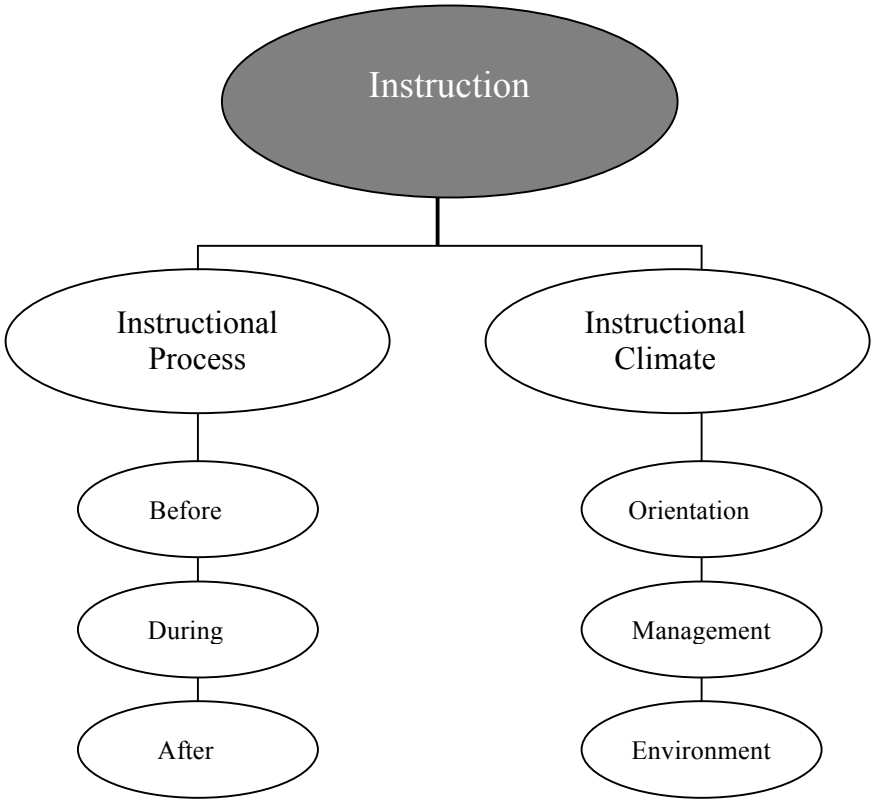
Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

Principal: _____

Review Date: _____

Superintendent: _____




Instruction
Instructional Process
Instructional Climate
Before
During
After
Orientation
Management
Environment

Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

I. Instruction

A. Instructional Process

Description	Standard	Development Rating
1. Before Instruction	a. Identify clear teaching standards b. Identify how mastery of each standard will be demonstrated	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. During Instruction	a. Explain teacher appraisal method to staff b. Explain how to demonstrate mastery of each teaching standard c. Explain the importance of the teaching standards and steps taken when mastery is not acquired/maintained	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. After Instruction	a. Summarize expected teacher actions b. Provide prompt feedback on teacher performance c. Record teacher performance data promptly and accurately	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

B. Instructional Climate

Description	Standard	Development Rating
1. Orientation	a. Communicate a predictable school day routine for teachers and students to follow b. Communicate a predictable school calendar for teachers and students to follow c. Communicate maximum time for constructive educational activities through class schedule preparation d. Communicate directions for smooth transitions when changes to the school day/calendar routine occur	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Management	a. Post clear school safety rules and procedures b. Post clear administrative rules and procedures c. Impartially enforce rules and procedures with consistency	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Environment	a. Provide consistent certified staff, non-certified staff, and substitute teacher supervision b. Provide clear criteria for teacher re-hire and/or selection processes c. Provide clear criteria for student teacher assignments d. Provide an orderly set of office procedures for staff (ex. leave requests, recordkeeping, grades, transcripts, maintenance requests, etc.) e. Provide a physically safe school facility and grounds f. Provide classroom materials as necessary	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		


Professionalism
Performance Goals
Personal Conduct
Preparation
Completion
Responding
Respect
Relationships
Adaptability

II. Professionalism

A. Performance Goals

Description	Standard	Development Rating
1. Preparation	a. Dress and groom appropriately b. Arrive and leave on-time c. Arrive with required materials	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Task Completion	a. Perform assigned duties accurately b. Perform assigned duties punctually c. Participate actively in job-related meetings and activities d. Organize and supervise school events and activities as assigned	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

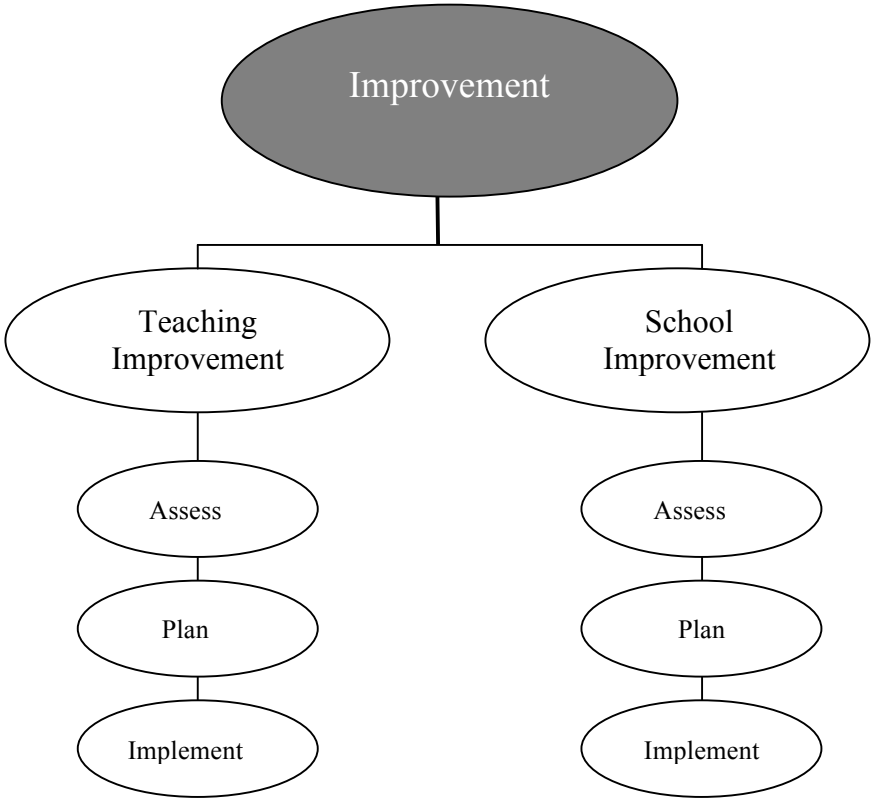
Description	Standard	Development Rating
3. Appropriate Responding	a. Enforce *student* and *teacher handbook* regulations and procedures b. Comply with superintendent and school board directives c. Systematically facilitate school response to data (academic, behavior, etc.) d. Consistently comply with state ethics guidelines	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

B. Personal Conduct

Description	Standard	Development Rating
1. Respect	a. Demonstrate respect toward students b. Demonstrate respect toward staff c. Demonstrate respect toward superintendent and school board d. Demonstrate respect toward community members e. Maintain staff and student confidentiality f. Command respect by planning, preparation, and facilitation of staff meetings	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with superintendent and school board c. Collaborate constructively with parents	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with staff and students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		


Improvement
Teaching Improvement
School Improvement
Assess
Plan
Implement
Assess
Plan
Implement

III. Improvement

A. Teaching Improvement

Description	Standard	Development Rating
1. Assessment	a. Use certified staff appraisal system to assess the level of mastery of instructional process b. Use certified staff appraisal system to assess the level of mastery of instructional climate c. Use certified staff appraisal system to systematically identify areas for instructional improvement	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Plan	a. Plan instructional process training in response to identified area(s) of improvement b. Plan instructional climate training needs in response to identified area(s) of improvement	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Implement	a. Implement proven instructional training plan b. Record progress toward certified staff appraisal goals	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

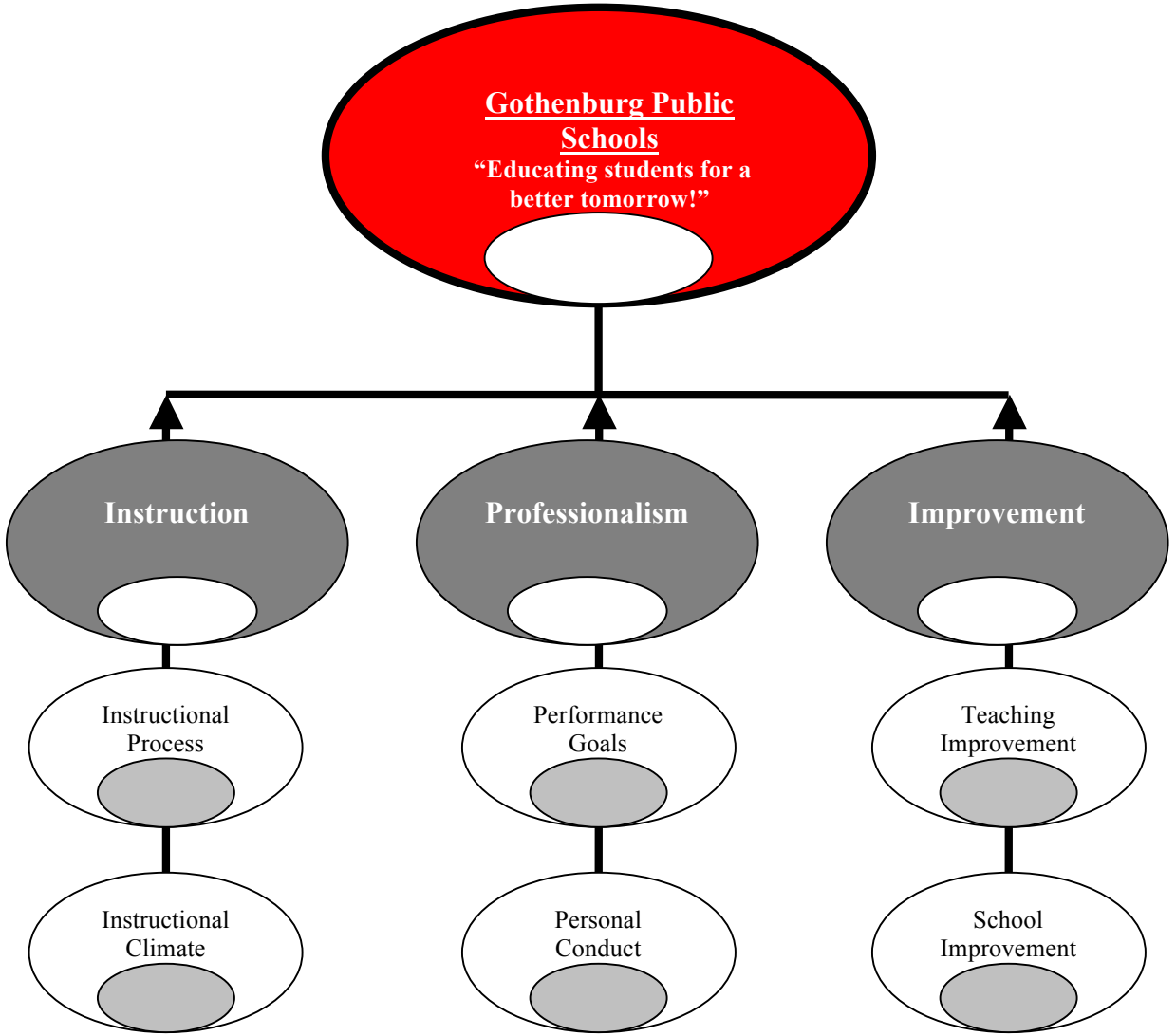
B. School Improvement

Description	Standard	Development Rating
1. Assess	a. Monitor the alignment of curriculum with state standards b. Provide methods to be used for school improvement data collection c. Systematically provide a method of decision making for school improvement through the use of data	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Plan	a. Organize professional training days related to school improvement grade level and/or subject interventions/strategies/activities b. Collect and respond to feedback from teachers regarding school improvement grade level/subject interventions	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Implement	a. Monitor implementation of school improvement interventions/strategies/activities b. Record progress of school improvement interventions/strategies/activities	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Principal Appraisal Form-ADI
Appraisal Feedback Summary Page

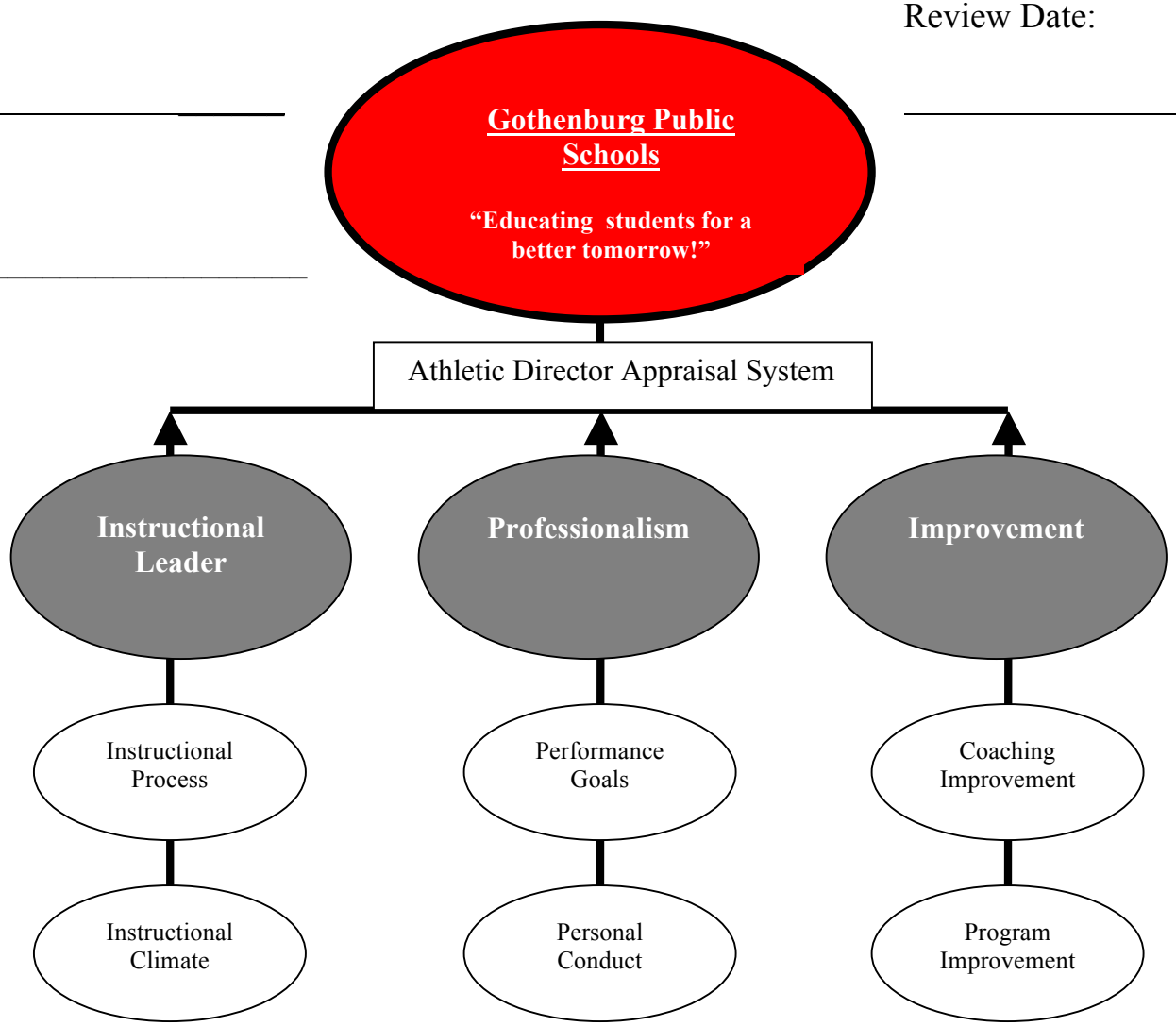


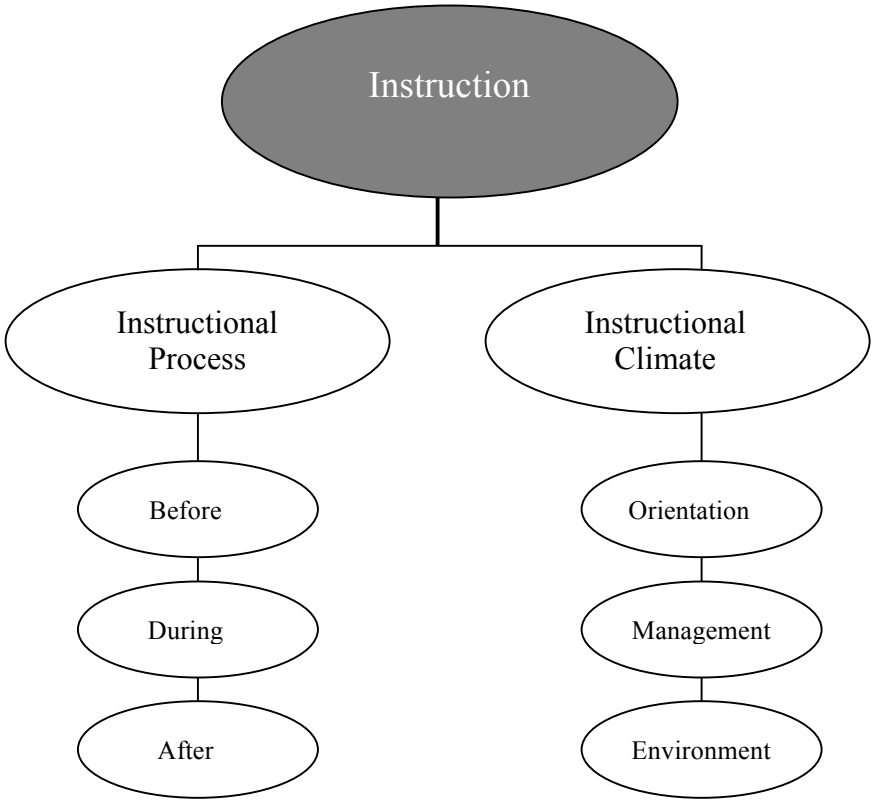
Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

Athletic Director: _____

Review Date: _____

Superintendent: _____




Instruction
Instructional Process
Instructional Climate
Before
During
After
Orientation
Management
Environment

Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

I. Instruction

A. Instructional Process

Description	Standard	Development Rating
1. Before Instruction	a. Identify clear coaching standards b. Identify how mastery of each standard will be demonstrated	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. During Instruction	a. Explain coach appraisal method to staff b. Explain how to demonstrate mastery of each coaching standard c. Explain the importance of the coaching standards and steps taken when mastery is not acquired/maintained	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. After Instruction	a. Summarize expected coach actions b. Provide prompt feedback on coach performance c. Record coach performance data promptly and accurately	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

B. Instructional Climate

Description	Standard	Development Rating
1. Orientation	a. Communicate a predictable activity routine for coaches and students to follow b. Communicate a predictable activity calendar for coaches and students to follow c. Provide maximum time for constructive educational activities through activity schedule preparation d. Communicate directions for smooth transitions when changes to the activity routine occur	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Management	a. Post clear school safety rules and procedures b. Post clear administrative rules and procedures c. Impartially enforce rules and procedures with consistency	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Environment	a. Provide consistent coach supervision b. Provide clear criteria for coach re-hire and/or selection processes c. Provide clear criteria for student coach assignments d. Provide an orderly set of office procedures for staff (ex. leave requests, recordkeeping, grades, transportation requests, maintenance requests, etc.) e. Provide a physically safe school facility and grounds f. Provide activity materials as necessary	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		


Professionalism
Performance Goals
Personal Conduct
Preparation
Completion
Responding
Respect
Relationships
Adaptability

Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

II. Professionalism

A. Performance Goals

Description	Standard	Development Rating
1. Preparation	a. Dress and groom appropriately b. Arrive and leave on-time c. Arrive with required materials	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Task Completion	a. Perform assigned duties accurately b. Perform assigned duties punctually c. Participate actively in job-related meetings and activities d. Organize and supervise school events and activities as assigned	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

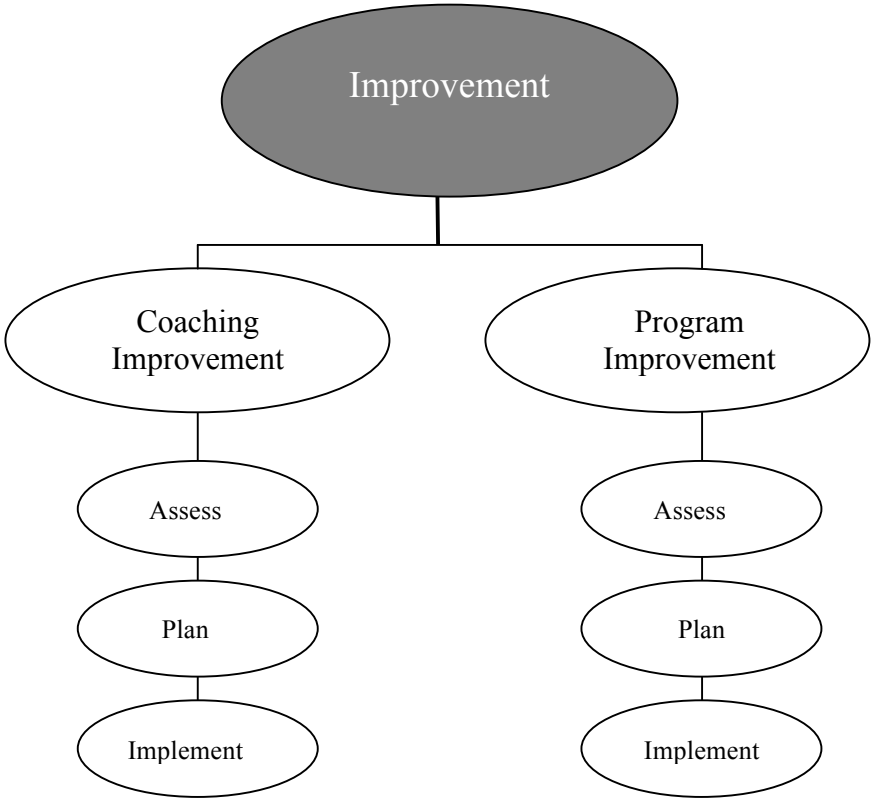
Description	Standard	Development Rating
3. Appropriate Responding	a. Enforce *student* and *teacher handbook* regulations and procedures b. Comply with superintendent and school board directives c. Systematically facilitate school response to school (academic, behavior, etc.) d. Consistently comply with state ethics guidelines	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

B. Personal Conduct

Description	Standard	Development Rating
1. Respect	a. Demonstrate respect toward students b. Demonstrate respect toward staff c. Demonstrate respect toward superintendent and school board d. Demonstrate respect toward community members e. Maintain staff and student confidentiality f. Command respect by planning, preparation, and facilitation of staff meetings	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with superintendent and school board c. Collaborate constructively with parents	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with staff and students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		


Improvement
Coaching Improvement
Program Improvement
Assess
Plan
Implement
Assess
Plan
Implement

III. Improvement

A. Coaching Improvement

Description	Standard	Development Rating
1. Assessment	a. Use coaching appraisal system to assess the level of mastery of instructional process b. Use coaching appraisal system to assess the level of mastery of instructional climate c. Use coaching appraisal system to systematically identify areas for instructional improvement	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Plan	a. Plan instructional process training in response to identified area(s) of improvement b. Plan instructional climate training needs in response to identified area(s) of improvement	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Implement	a. Implement proven instructional training plan b. Record progress toward coaching appraisal goals	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

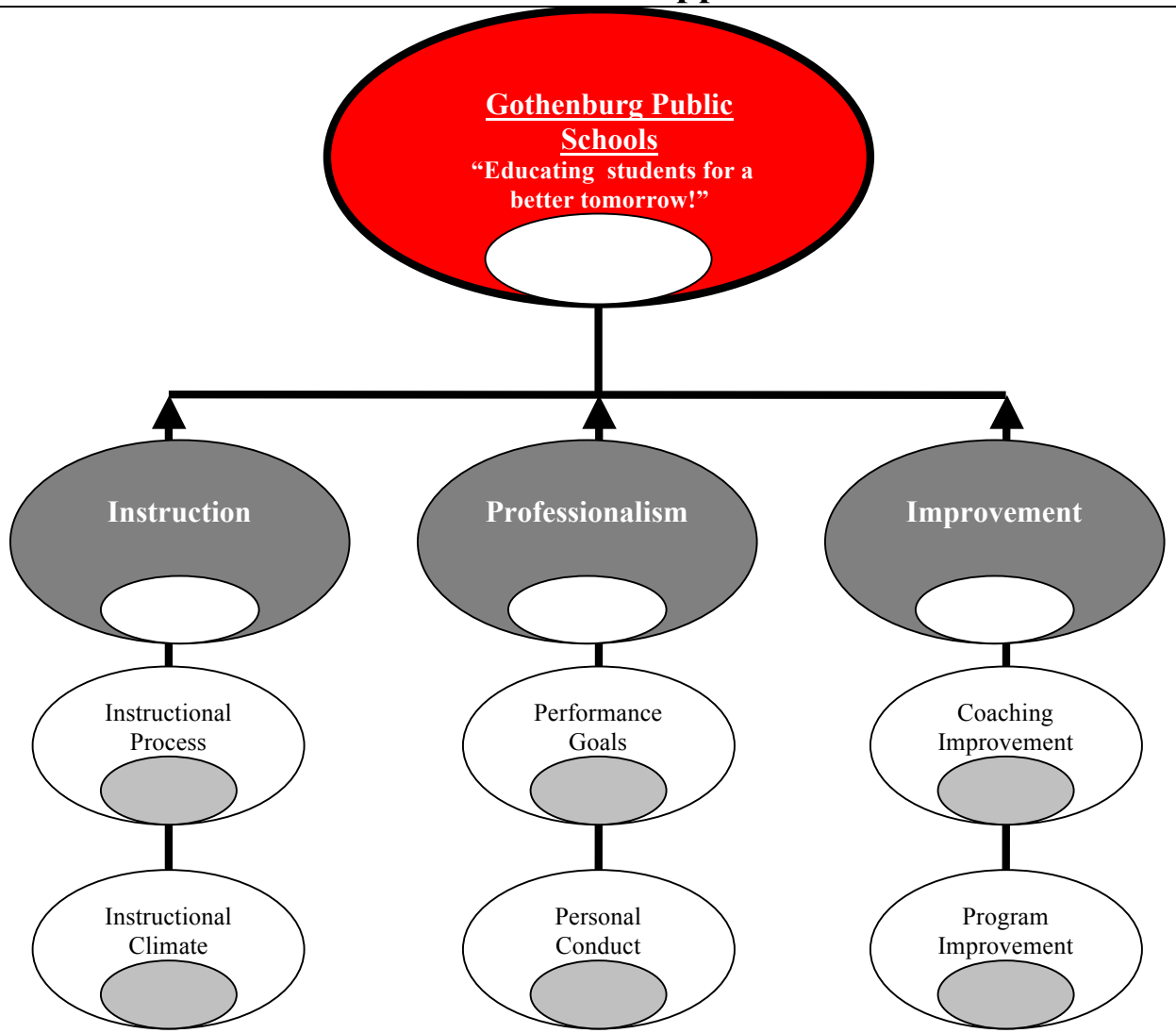
B. Program Improvement

Description	Standard	Development Rating
1. Assess	a. Monitor the alignment of program goals to school mission b. Provide methods to be used for activity data collection c. Systematically provide a method of decision making for program improvement through the use of data	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Plan	a. Organize professional training days related to program improvement interventions/strategies/activities b. Collect and respond to feedback from coaches regarding school improvement grade level/subject interventions	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Implement	a. Monitor implementation of program improvement interventions/strategies/activities b. Record progress of program improvement interventions/strategies/activities	☐ (4) Advanced ☐ (3) Proficient ☐ (2) Progressing ☐ (1) Beginning
Narrative Comments:		

Appraisal Feedback Summary Page


Gothenburg Public Schools
"Educating students for a better tomorrow!"
Instruction
Professionalism
Improvement
Instructional Process
Instructional Climate
Performance Goals
Personal Conduct
Coaching Improvement
Program Improvement

STATEMENT OF PHILOSOPHY

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music and related academic areas. Participation in these activities should provide students with a lifetime basis for personal values, for work and for leisure activities. Our job is to ensure a supportive and safe environment for student participation, which encourages the development of skills and the building of relationships.

Coaching leadership should provide athletes with examples of exemplary behavior. Measurement of leadership success will emphasize character, courage and integrity as the major objectives of the program. This program should prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Coaches and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels (Sophomore, Junior Varsity) should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Best of luck,

Mr. Tyler Herman
Activities Director

Reference Guide

Professional Development Opportunities	**pg. 2**
Certification	**pg. 2**
Job Description	**pg. 3**
Expectations	**pg. 3**
Sportsmanship Code	**pg. 4**
Coaches Code of Conduct	**pg. 5-9**

Professional Development

Non-staff coaches might be eligible to obtain certification with expenses reimbursed by Gothenburg Public Schools.

Coaching Certification Steps

NSAA By-Law 2.12.2: Head Coach, Assistant Coach, or Sponsor. In order to serve as a head or assistant coach or sponsor of any activity sponsored by the NSAA, the individual must possess a valid NE Teaching Certificate or NE Administrative and Supervisory Certificate and have a written contract of employment as a coach or sponsor with the school in which he/she is to perform these duties.
NSAA By-Law 2.12.2.1: Individuals who possess a Special Services Certificate endorsed in coaching may be employed by a school district as a head or assistant coach in NSAA sponsored activities.

1. Complete a course in NFHS Fundamentals of Coaching. The NFHS link for this approved course can be found at: **http://www.nfhslearn.com/CourseDetail.aspx?courseID=1000**
2. Complete a course in NFHS First Aid for Coaches. The NFHS link for this approved course can be found at: **http://www.nfhslearn.com/CourseDetail.aspx?courseID=1001**
3. Complete a Human Relations Course at a four-year college. A list of approved courses can be found on the NSAA Coaching Accreditation page. **http://www.education.ne.gov/TCERT/pdfs/Approved%20HRT.pdf**
4. On-line application for a Special Services Certificate for Coaching from Nebraska Department of Education **https://datacenter.education.ne.gov/tcertlf/tcert_newapp.dll** or (402) 471-0739.
5. Submit application and payment to the Nebraska Department of Education with the original certificates indicating completion of the NFHS Fundamentals of Coaching and NFHS First Aid for Coaches as well as a copy of a transcript showing completion of a Human Relations Course.

Restrictions for Non-Certified Coaches

Head Coach, Assistant Coach, or Sponsor. In order to serve as a head or assistant coach or sponsor of any activity sponsored by the Nebraska School Activities Association, the individual must possess a valid Nebraska Teaching Certificate or Nebraska Administrative and Supervisory Certificate and have a written contract of employment as a coach or sponsor with the school in which he/she is to perform these duties.

Coaches' Aides

Coaches' Aides. Schools may contract non-certificated personnel to assist with their activities programs, but such personnel shall be coaches' aides.

1. The individuals must have a job description.
2. The individual shall not initiate nor change instruction given by the head coach and must carry out specific directions given by the head coach.2.12.3.3 The individual may assist in starting, executing, and completing the specific plan of the learning experience

   as defined and directed by the head coach.
3. The aide should be specifically prepared for duties assigned, to include the handling of emergency situations that arise in the course of his/her work.
4. Coaches' aides are not to be given the sole responsibility of directing or supervising students during practice. The head coach should be in the immediate practice area.
5. When traveling to and from and participating in interschool competition, the team or individuals are to be accompanied by the head coach/sponsor, assistant coach/sponsor, or in case of an emergency, a certificated faculty member

JOB DESCRIPTION: COACHES' AIDE

1. Support the head coach in conducting the athletic program of that particular sport and the total athletic program of the Gothenburg Senior School in general.
2. Be loyal to the Head Coach and to the team.
3. Attend staff meetings when called by the Head Coach.
4. Assist with scouting of varsity games.
5. Assume any duties assigned by the Head Coach pertaining to the overall athletic program of the particular sport. Some of these duties might be: conducting portions of practice drills, handling equipment, determining eligibility, working with student managers, public relations and statistics.

EXPECTATIONS FOR AN ATHLETIC COACH AT GOTHENBURG PUBLIC SCHOOLS

1. Perform the coaching responsibilities of the assigned sport to the best of your ability, conducting yourself in a professional manner and adhering to high standards.
2. Know, understand, and comply with rules and regulations of our school, conference, and state governing bodies for athletics.
3. Maintain a working knowledge and understanding of the playing rules of your sport, teach these to your athletes and insist upon compliance.
4. Fulfill your assigned academic duties as well as athletic duties, adhering to policies governing all faculty.
5. Appreciate and promote all Gothenburg athletics, as well as your own sport. Volunteer to assist in various capacities in the total program.
6. Follow the chain of command in all athletic matters.
   a. Consult and work with the activities director concerning:
      (1) Budget

(2) Lettering requirements
(3) Practice schedules, dates and times
(4) Transportation
(5) Scheduling of contests

b. Consult building principal concerning:
(1) Your absence from scheduled classes because of activities
(2) Athletes absence from school because of activities

7. Constantly seek self-improvement through reading, workshops, clinics and through other appropriate endeavors associated with your sport.
8. Establish rapport with your athletes, treat them with respect and in a fair and professional manner. You are responsible for their health, safety and well being.
9. Establish and maintain a comfortable working relationship with fellow coaches, faculty, staff, administration and community.
10. Be a professional. Keep "in-house" problems in-house. Do not ridicule athletes, staff, coaches or faculty. Approach things from a positive point of view.

GOTHENBURG ATHLETIC PROGRAM (Sportsmanship Code)

The athletic program of Gothenburg Public School is designed to provide opportunities for those students who desire competitive activity in athletics. It is our desire to instill in each participant the image of a true Swede athlete.

In accordance with the District 20 Spectator Code of Sportsmanship Behavior, Ethics, and Integrity each GPS activity participant must:

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.

Additionally participants should:

9. Strive for victory through fair play according to the rules of the game.
10. Love the game for its own sake – not for what winning may bring them through publicity.
11. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches and fans.
12. Win without boasting and lose without excuses.
13. Do all within your power to make the entire athletic program something we will always be proud of.

Any boy or girl is welcome to try out for any of the interscholastic team available to them providing they meet the requirements established by the Nebraska State Activities Association and the school and they agree to follow the guidelines.

Code of Conduct for Coaches and Sponsors[1]

Extracurricular activity participation should be fun and be a significant part of a sound educational program. Coaches have a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Further, ethical principals established by the NDE related to commitment to the school employer, student, community, and profession are equally applicable to coaching duties.

The expectations of persons designated as "sponsors" of extracurricular activity programs are exactly the same as coaches; so all references to coaches apply equally to sponsors. References to parents also includes "guardians."

[1] To give credit and to explain the source of this Code of Conduct: the principles of this Code are drawn heavily from the CHARACTER COUNTS! Coalition as well as the ethical standards established by the Nebraska Department of Education for educators.

TRUSTWORTHINESS

Be worthy of trust in all you do. Teach students the importance of integrity, honesty, reliability and loyalty.

- *Integrity* — Model high ideals of ethics and sportsmanship.
- *Honesty* — Don't lie, cheat, steal or engage in or permit dishonest conduct.
- *Reliability* — Fulfill commitments; do what you say you will do. Be on time. Complete the season for which you have been assigned or hired.
- *Loyalty* — Be loyal to your school and team. Put the team above personal glory.
- *Candid* — Be candid with students and their parents about the student's likely level of participation, of getting an athletic scholarship or playing professionally.

RESPECT

Treat all people with respect and require the same of students.

- *Class* —Encourage students to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- *Taunting* — Don't engage in or allow trash talking, taunting, boastful celebrations, or other actions that demean individuals or the program.
- *Respect for Officials* — Treat game officials with respect. Assure that neither you nor your players publicly criticize an official in a manner that discredits the game, impugns the honor or the integrity of any official or subjects the referees to ridicule or hostility.
- *Respect for Parents*— Treat parents with respect. Be clear about your expectations, goals and policies and maintain open lines of communication.
- *Profanity* — Don't engage in or permit profanity or obscene gestures during practices, extracurricular activity events, team travel, or in any other situation where the behavior could reflect badly on the school, the extracurricular activity program, or your position as a role model.
- *Positive Coaching* — Use positive coaching methods to make the experience enjoyable and increase self-esteem. Refrain from physical or psychological intimidation, verbal abuse, and demeaning conduct. Use incentives and disincentives consistent with sportsmanship and character-building goals.
- *Effort and Teamwork* — Encourage students to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness.
- *Professional Relationships* — Maintain appropriate, professional relationships with students and others involved in extracurricular activities. Respect proper coach-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of students. Avoid conflicts of interest including financial or personal relationships that could be construed as exploitive of students or affect your impartiality.

RESPONSIBILITY

- *Life Skills* —Teach students positive life skills that will help them become well-rounded and responsible.
- *Advocacy of Education* — Advocate the importance of education beyond athletic eligibility standards. Assure that extracurricular activities do not unduly interfere with the ability and motivation of students to achieve their academic potential.

- *Good Character* — Foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship. Look for opportunities to state and reinforce positive messages.
- *Role-Modeling* — Be a worthy role-model. Be mindful of the high visibility and great influence you have as a coach. Conduct yourself in private and coaching situations in a manner that exemplifies all you want your students to be. Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of students or in other situations where your conduct could undermine your positive impact as a role model. Don't gamble or associate with professional gamblers.
- *Competence* — Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- *Knowledge of Rules* — Maintain a thorough knowledge of current game and competition rules and assure that your students know and understand the rules. Be familiar with applicable NSAA and school rules and regulations on eligibility, recruiting, seasons, practice time, and out-of season activities.
- *Self-Control* — Control your ego and emotions; avoid displays of anger and frustration; don't retaliate.
- *Enforcing Rules* — Enforce the codes of conduct consistently even when the consequences are high. Report rule violations or misconduct.
- *Access* — Help make extracurricular activity experiences available to students of diverse backgrounds. Do not treat students differently (worse) based on race, nationality, disability, gender, religion or on any other protected category.

FAIRNESS

Be fair in competitive situations, team selection, discipline and all other matters. Be open-minded and willing to listen and learn.

CARING

- *Safe Competition* — Put safety and health considerations above the desire to win. Never permit students to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
- *Safety and Health* — Establish standards and regulations that put the health of students above other considerations. Be informed about basic first aid principles and the physical capacities and limitations of the students. Educate students about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs and nutritional supplements. Be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
- *Caring Environment* — Demonstrate concern for students as individuals. Maintain an environment that is physically and emotionally safe.

CITIZENSHIP

- *Honoring the Spirit of Rules* — Observe and require students to observe the spirit and the letter of all rules including the rules of the game and those relating to extracurricular activity participation.
- *Promoting Sportsmanship* — Promote sportsmanship over gamesmanship. Resist temptations to gain competitive advantage through strategies (such as devious rules violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by negating or diminishing the impact of the core skills that define the sport.

Establish and regularly practice pre- and post-game rituals and traditions that reinforce the principles of sportsmanship. Specially acknowledge acts of good sportsmanship.

COMMITMENT TO SCHOOL

Coaches shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the coach's responsibilities, the coach:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the coach is responsible.
- Shall not exploit relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall report to the Superintendent or supervisors any known violation of the ethical principles of the Code of Conduct.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

COMMITMENT TO THE STUDENT

Mindful that the coach's position exists for the purpose of serving the best interests of the school district's students and patrons, the coach shall perform coaching job duties with genuine interest, concern, and consideration for the student. The coach shall work to stimulate the formulation of worthy goals. In fulfillment of the obligation to the student, the coach:

- Shall make reasonable effort to protect the student from conditions which interfere with the academics or are harmful to health or safety.
- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

COMMITMENT TO THE PUBLIC

The responsibility inherent in working with students requires dedication to the principles of our democratic heritage. The coach bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public. In fulfillment of the obligation to the public, the coach:

- Shall not misrepresent an institution with which the coach is affiliated, and shall take added precautions to distinguish between the coach's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.

- Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony.
- Shall, with reasonable diligence, attend to the duties of the coach's position.

COMMITMENT TO COMPETENT PERFORMANCE

Coaches must possess the abilities and skills necessary to accomplish the designated task. Therefore, coaches will:

- Adhere to and enforce administrative policies of the school.
- Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.
- Create an atmosphere which fosters interest and enthusiasm.
- In communicating, use language which reflects an understanding of the ability of the individual or group; assure that the designated task is understood; and use feedback techniques which are relevant to the designated task; consider the entire context of the statements of others when making judgments about what others have said; and encourage each individual to state his ideas clearly.
- Resolve discipline problems in accordance with law and school policies.
- Maintain consistency in the application of policy and practice.
- Develop and maintain positive standards of conduct.

Internal Board Policies - Organization

Standing Committees

It shall be the policy of Gothenburg Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Curriculum, Americanism Committee and Staff Relations
3. Transportation/Facilities
4. Finance Committee
5. Policy Committee

It shall further be the policy of Gothenburg Public Schools that the Superintendent shall appoint the members of the above committees.

Legal Reference: §79-724
§79-520

Date of Adoption: April 14, 2008

Board of Education Report

June Board Meeting Date: 6/10/19

Jay Holmes, Maintenance Supervisor

Summer Projects update

1. North Gym lighting	Estimated Cost	$7,500.00
Completed		
2. North Gym switchgear		$2,000.00
Completed		
3. North Gym wall pads - mid July		$9,000.00
Prep work done, ready for new pads		
4. South Gym wall pads - June		$3,000.00
Prep work done, ready for new pads		
5. Green space renovation - ongoing		$10,0000.00
6. Community Building brick work - June		
7. Elem. Copier room/T lounge relocation		$1500.00
Contractor shown work		
8. South Elementary sidewalk/Curb repair		$16,000.00
June		
9. P.A.C. stage floor, Labor paid for, paint cost		$500.00
Scheduled for week of June 24-28		
10. Gate for SW corner varsity practice field		$1,174.00
Completed		
11. Phone System upgrade		?
July 8th start		
12. Track Long Jump pits, Discus	To be divided between school and Cindermates	

Administrator Report
Meeting: June Board Meeting
Date: 6/10/19
Mrs. Angie Richeson

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Title I Schoolwide Plan: The Title I Schoolwide Self-Review for Dudley Elementary was submitted to the Nebraska Department of Education (NDE) at the end of April. We received good news that we have met all of the requirements for a Schoolwide Title I school and may continue operating our Title I program for the 2019-2020 school year. Next year we will be revising and updating our Schoolwide Title I plan and will submit it to NDE in April (2020) to be reviewed by peers (other school-districts across the state).

Boys Town Education Model: Our PK-12 counseling team spent quality time researching a "best fit" behavior intervention and support program to be implemented district-wide at Gothenburg Public Schools for the 2019-2020 school year. The program that has been chosen is the Boys Town Education Model (BTEM). This is the same program that was implemented years ago in our district so it will be recognizable and relatable for many. The BTEM has been revised and updated since the last implementation in our district and with the new updates, it overlaps with our PLC (Professional Learning Communities) and MTSS (Multi-Tiered Systems of Support) models exceptionally well. The goal of BTEM is to create a healthy school environment through effective classroom management techniques, relationship building, and social skills instruction. GPS staff will be trained (or retrained for many) during inservice days in August.

Changes and Transitions in the Elementary: We had an "All-Hands-On-Deck" moving party in the elementary on Tuesday, May 21st. With multiple teacher changes, as well as moving from four sections to three sections in all grade levels except kindergarten (which will remain in four sections), we took this opportunity to shift some classrooms, learning spaces and offices around throughout the elementary. I was thoroughly impressed with the hard work, determination, patience and humor I saw during the moving party. The custodial staff is now hard at work getting the rooms cleaned and ready for the new school year.

Administrator Report
Meeting: September Board Meeting
Date: 6/10/19
Mr. Seth Ryker, Jr/Sr. High Principal
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Topics:

Credit Recovery
Social Studies Curriculum alignment
SWC Leadership Summit

I. Credit Recovery

a. We have 7 HS students and 4 JH students working on credit recovery throughout the month of June.

II. Social Studies Curriculum alignment

a. Collection of teachers from both Dudley and JH/HS met on May 22nd to look at Social Studies curriculum and ensure alignment.
    i. Partially driven by the new requirement of a civics exam to be administered to students.
        1. The test will be administered to 8th graders and seniors.
        2. The test is extensive and requires some realigning of curriculum across the board.

III. SWC Leadership Summit - Valentine - May 22nd and 23rd

b. The GPS Leadership team attended a leadership summit in Valentine.

Administrator Report
Meeting: June Board Meeting
Date: 6/8/19
Mr. Tyler Herman, Activities Director
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Topics:
2019-20 Coaching Assignments

I. Coaching Assignments

The following is a list of changes to the 2019-20 Coaching Assignments:

Head 8th Volleyball- Angela Piper
Assistant 7th Volleyball- Jordan Ehlers
Assistant Varsity Football- Seth Schaeffer
Assistant JH Football- Scott Carlin
Head Wrestling- Tim Negley
Assistant Cross Country- Josh Clark
Assistant JH Track- Angela Piper
Head Varsity Girls Basketball- Brent Streeter
Head Softball- Luke Dea
Assistant Varsity Boys Basketball- Luke Dea

Administrator Report
Meeting: June Board Meeting
Date: 6/10/19
Mrs. Allison Jonas

Pk Programs: Jump Start will begin July 8th and run through July 26th. Mrs. Michelle Stienike and Mrs. Anne Ostendorf will run this program again this year with the help of several paras and high school/college students who enjoy working with children. If parents would like to sign their child up, please send them to the Dudley front desk.

Swede Preschool Academy is full for 2019-2020.

Curriculum:

Math & Science: Materials will arrive in July. On-site PD will take place for both in July/August.

Language Arts: We'll begin the materials evaluation process this fall. We'll need to purchase new materials as we're no longer able to purchase Treasures materials. There are several excellent options available that align to our collaborative process quite well. I look forward to seeing what each program has to offer.

Social Studies - We spent a day at the end of May evaluating scope and sequence. A huge thank you to Kaitlyn Clark for really diving in and assessing the changes to the proposed standards. Our discussion focused on alignment and shifting focus from recollection to application of knowledge. The outcome was a vertically aligned scope and sequence that can be used K-12.

Mentor Program: With 12 new staff members, July/August will be very busy. You can view a draft schedule here. Mark your calendars: Swede Orientation Luncheon on Wednesday, July 31st at the Nebraska Barn and Grill. Please RSVP to me.

Professional Development: Agendas for our professional development will be available at the next board meeting as well as our Early Out draft agendas.

Administrator Report
Meeting: May Board Meeting
Date: 6/10/19
Dr. Todd Rhodes, Superintendent
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Transition: I am excited about joining Gothenburg Public Schools. I will be moving into the office later this week after the custodial staff completes the cleaning. Dr. Teahon and I have spent time together and will be in touch throughout the summer and Fall as we complete the transition.

Legislature: We continue to monitor potential bills that will be presented in the legislature this year. We are active in the following organizations:

- **Schools Taking Action for Nebraska Children's Education** (STANCE-19 schools): Ashland-Greenwood, Aurora, Beatrice, Blair, Chadron, Columbus, Crete, Fairbury, Gothenburg, Holdrege, Lakeview, Nebraska City, Norris, Plattsmouth, Seward, South Sioux City, Wahoo, Waverly, and York.

Gothenburg Public Schools will remain in STANCE as one of the original founders. I have attended a meeting in Lincoln with Dr. Teahon and have participated in Zoom meetings the last couple of months.

Bylaws of the Board - Meetings

Closed Sessions

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) strategy sessions with respect to collective bargaining, real estate purchases, or litigation; (b) discussion regarding deployment of security personnel or devices; (c) investigative proceedings regarding allegations or misconduct; or (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; provided, however a closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reasons stated in the original motion to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The term "closed session" as used in the policies, regulations and Bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations and Bylaws, all of said terms being interchangeable.

Legal Reference: §§84-1407 to 84-1414

Date of Adoption: November 13, 2006