

Regular Board of Education Meeting  
Monday, July 16, 2012 7:00 PM

Board Room  
1519 10th Street  
Gering, NE 69341

## **Agenda**

1. Signature of Notification
2. Call to Order, Pledge of Allegiance, Roll Call, Welcome Visitors
  1. Acknowledge Open Meeting Laws
  2. Notice of this meeting was published in the Gering Citizen on July 15, 2012
3. Excuse Absent Board Members
4. Consent Agenda
  1. Approval of Agenda/Amendment of Agenda Items
  2. Approval of Minutes of Previous Meetings
  3. Approval of Claims/Bills
  4. Recommendation to Hire High School English Teacher (Hurley)
  5. Recommendation to Hire Elementary Computer Teacher (Russell)
5. Recommendation to Approve Consent Agenda
6. Patron Comments
  1. The Board recognizes the importance of citizen participation in school business. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the Board shall set a 3 minute time limit per patron, not to exceed a total of 30 minutes for all comments.
7. Action Items
  1. Recommendation to Approve Treasurer's Report
  2. Recommendation to Approve Anderson & Shaw Application for Payment #14
  3. Recommendation to Approve 2012-2013 High School Student Handbook
  4. Recommendation to Approve 2012-2013 Jr. High Student Handbook
  5. Recommendation to Approve 2012-2013 Elementary Student Handbook
  6. Second Reading of Proposed Drug & Alcohol Testing Policy
  7. Second Reading of Board Policy 406.08 - Certified Employee Evaluation
8. Discussion Items
  1. Personnel Committee Meeting Minutes
  2. Business Committee Meeting Minutes
  3. Self Assessment
  4. Board Goal Setting Session
9. Superintendent's Report
10. Board Comments
11. Tentative Committee & Meeting Dates
12. Adjournment

**Regular Board of Education Meeting**

June 18, 2012 07:00PM

Central Office Board Room

**Attendance Taken at 7:00 PM:**

Present Board Members:

Mike Brunner  
Brian Copsey  
Alan Doll  
Jody Miles  
Mary Winn

Absent Board Members:

BJ Peters

**1. Signature of Notification**

**2. Call to Order, Pledge of Allegiance, Roll Call, Welcome Visitors**

**2.1. Acknowledge Open Meeting Laws**

**2.2. Notice of this meeting was published in the Gering Citizen on June 14, 2012.**

**3. Excuse Absent Board Members**

Peters notified Board President Brunner prior to the Monday evening that he may not be able to attend this meeting.

**Motion Passed:** passed with a motion by Alan Doll and a second by Jody Miles.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
Jody Miles	Yes
BJ Peters	Absent
Mary Winn	Yes

**4. Consent Agenda**

**4.1. Approval of Agenda/Amendment of Agenda Items**

**4.2. Approval of Minutes of Previous Meetings**

**4.3. Approval of Claims/Bills**

**4.4. Recommendation to Accept Letter of Resignation (Cawiezell)**

**4.5. Recommendation to Hire Activities Director(Koski)**

**5. Recommendation to Approve Consent Agenda**

**Motion Passed:** passed with a motion by Mary Winn and a second by Jody Miles.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
Jody Miles	Yes
BJ Peters	Absent
Mary Winn	Yes

**6. Patron Comments**

**6.1. The Board recognizes the importance of citizen participation in school business. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the Board shall set**

a 3 minute time limit per patron, not to exceed a total of 30 minutes for all comments

## 7. Action Items

### 7.1. Recommendation to Approve Treasurer's Report

Meisner explained that the Business Committee met and reviewed the district's treasurer's report.

**Motion Passed:** passed with a motion by Jody Miles and a second by Mary Winn.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
Jody Miles	Yes
BJ Peters	Absent
Mary Winn	Yes

### 7.2. Second Reading of Proposed Drug & Alcohol Testing Policy

The appeals process is not included in this policy. It will be included as part of the regulation and/or procedures. A policy number has not been designated for this policy but will be inserted into the correct placement.

**Motion Passed:** passed with a motion by Jody Miles and a second by Brian Copsey.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
Jody Miles	Yes
BJ Peters	Absent
Mary Winn	Yes

### 7.3. Second Reading of Board Policy 406.08 - Certificated Employee Evaluation

**Motion Passed:** passed with a motion by Jody Miles and a second by Brian Copsey.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
Jody Miles	Yes
BJ Peters	Absent
Mary Winn	Yes

### 7.4. Recommendation to Approve 2012-2013 High School Handbook

Miles made a motion to table the approval of the 2012-2013 High School Student Handbook until further editing has been completed. Winn suggested condensing the Mission and Goals section and Brunner suggested making the document more parent friendly. Doll also suggested merging the Activities Handbook with the Student Handbook so all info is located in one place. The Board was asked to submit their suggested changes and updates to Frahm for compilation.

**Motion Passed:** passed with a motion by Jody Miles and a second by Alan Doll.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
Jody Miles	Yes
BJ Peters	Absent
Mary Winn	Yes

## **8. Discussion Items**

### **8.1. Building Committee Meeting Minutes**

Doll provided a recap of the Building Committee Meeting, which took place at the new Lincoln facility. The gym floor has been completed and the contractors are working on punch lists. Items are currently being moved into the building by staff and movers. This facility will have a one year warranty. There are no future Building Committee Meetings scheduled at this point. Future projects still include landscaping and the parking area. A tree report focusing on two trees near the parking lot has been submitted to the district's attorney and will be utilized in communications with the neighbor about property boundaries. The Commissioning Agent has reviewed all mechanical equipment and lighting. The project is expected to be complete in its totality by July 1<sup>st</sup>. Brunner expressed his gratitude to the members of the Building Committee for their dedication to the project. Owner's Representative Brian Sweeney and Project Foreman Paul Frohman were also thanked.

### **8.2. Personnel Committee Meeting Minutes**

Miles stated that the Personnel Committee met and reviewed the interview and hiring process for the district's new Activities Director, Glen Koski. The 2012-2013 High School Student Handbook was provided for review. Hague explained that two certified positions, elementary computer teacher and High School English teacher, were offered and accepted and will be presented to the Personnel Committee at their next meeting. These hiring recommendations will be placed on the July agenda. The district continues to seek an Occupational Therapist.

### **8.3. Facilities Committee Meeting Minutes**

Doll explained that the Facilities Committee met at the High School and discussed the possibility of updating the current football field that is located at the Jr. High to include a regulation sized soccer field. This would allow our district to hold games at home under lights if needed. Also reviewed were cleaning projects performed by Service Master, specifically the restrooms. The window project at the High School is underway. The Facilities Committee also received a copy of the High School handbook for their review.

### **8.4. Business Committee Meeting Minutes**

Copsey stated that the Business Committee met and reviewed the distribution listing.

### **8.5. Curriculum Committee Meeting Minutes**

Winn informed the Board that Director of Curriculum & Assessment Terri Martin prepared lesson plans to meet LEED certification requirements. The LEED philosophy is being utilized as building and grounds maintenance plans. Martin also identified state standards for PreK through 6<sup>th</sup> grade. Martin reported on state writing scores and mentioned that Gering is ahead of the state average. Winn pointed out that students are being evaluated analytically this year, which is different from past year. This year's scores will serve as a base line for future scores. Martin also shared Explore Test scores for this year's 8th graders.

### **8.6. Lincoln Elementary Open House & Dedication**

The Lincoln Elementary Open House is scheduled for July 13<sup>th</sup> after the Oregon Trail Days Kiddie Parade and the dedication will be held on July 14<sup>th</sup>. The district is in the process of developing an invitation list,

which was distributed to Board members for their input. The Board determined that professionally printed post cards could serve as the official invitations. Invitations are expected to be sent out via mail on or before July 1<sup>st</sup>. Hague has met with the Mayor of Gering and is in the process of developing a program for the building dedication. The playground equipment arrives next week, which will be followed by vegetation planting.

**9. Superintendent's Report**

Hague explained that Frahm will email the Jr. High and Elementary Student Handbooks out to the board for their review. Hague provided information received at a recent GNS meeting regarding the future of technology and IBooks. The Curriculum Committee is reviewing digital book options for the future.

**10. Board Comments**

Copsey stated that he is very excited to see the new Lincoln Elementary building open. He feels this will be a great addition to the community, students, administrators and teachers.

Winn provided a recap of the VALTS Board meeting. Topic of discussion included the addition to the number of classroom hours offered, updated career programs and classes, increased rigor and preparation of students for life after VALTS. Bayard, Bridgeport and Kimball are all evaluating their participation in this agency.

**11. Tentative Committee & Meeting Dates**

Hague will designate a building for the Facilities Committee Meeting.

**12. Executive Session**

The Board felt that there was no need to enter into an Executive Session at this time.

**13. Adjournment**

The meeting adjourned at 7:50pm.

**Motion Passed:** passed with a motion by Alan Doll and a second by Jody Miles.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
Jody Miles	Yes
BJ Peters	Absent
Mary Winn	Yes

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Chairperson

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Superintendent

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
Bank Name: VB & T-General				Bank Account: 109033				
4738	06/01/2012	1199	Charter Communications	May 8356151610010096	01.2.1136.0344.1.00.06	Internet	\$68.49	
4738	06/01/2012	1199	Charter Communications	May 8356151610010096	01.2.1136.0344.2.00.06	Internet	\$68.49	
							Check Total:	\$136.98
4739	06/01/2012	1199	Nebraska Public Power Dist.	May 496565694634	01.2.2610.0322.1.04.00	elec - aurora	\$1,686.26	
4739	06/01/2012	1199	Nebraska Public Power Dist.	May 49656591049	01.2.2610.0322.1.04.00	elec - aurora ps	\$2,048.72	
							Check Total:	\$3,734.98
4740	06/01/2012	1199	Roosevelt Public Power Dist.	May 60162	01.2.2610.0322.1.18.00	Elec - cedar canyon	\$1,689.53	
							Check Total:	\$1,689.53
4741	06/01/2012	1199	Sourcegas	201001557120	01.2.2610.0321.2.01.00	Metered gas - HS	\$826.73	
4741	06/01/2012	1199	Sourcegas	201713303025	01.2.2610.0321.2.01.00	Metered gas- HS Vo Tech	\$34.80	
							Check Total:	\$861.53
4742	06/01/2012	1199	Sourcegas	201001557117	01.2.2610.0321.1.00.00	Metered gas- central office	\$29.62	
4742	06/01/2012	1199	Sourcegas	201001557117	01.2.2610.0321.2.00.00	Metered gas- central office	\$29.62	
							Check Total:	\$59.24
4743	06/01/2012	1199	Sourcegas	201001557118	01.2.2610.0321.1.00.00	Metered gas- warehouse	\$95.24	
4743	06/01/2012	1199	Sourcegas	201001557118	01.2.2610.0321.2.00.00	Metered gas - warehouse	\$95.24	
							Check Total:	\$190.48
4744	06/01/2012	1199	Sourcegas	201001557119	01.2.2610.0321.1.05.00	Metered gas- NF	\$194.82	
							Check Total:	\$194.82
4745	06/01/2012	1199	Sourcegas	201090387035	01.2.2610.0321.1.04.00	Metered gas - aurora	\$1,567.13	
4745	06/01/2012	1199	Sourcegas	acct 221011222467	01.2.2610.0321.1.04.00	Metered gas- aurora	\$647.38	
							Check Total:	\$2,214.51
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.1136.0344.1.00.06	Internet - NF	\$250.00	
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.1136.0344.1.00.06	Internet - Lin	\$250.00	
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.1136.0344.1.00.06	Interent - Geil	\$250.00	
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.1136.0344.2.00.06	Internet - JH	\$407.00	
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.1136.0344.2.00.06	Interent - HS	\$250.00	

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Print Employee Vendor Names   
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 Exclude Manual Checks   
 Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.1290.0382.1.09.99	Tele - PS	\$107.90
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.2410.0342.1.04.14	Tele - Lin	\$474.15
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.2410.0342.1.05.15	Tele - NF	\$86.26
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.2410.0342.1.06.16	Tele - Geil	\$90.40
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.2410.0342.2.01.21	Tele - FA	\$36.69
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.2410.0342.2.01.21	Tele- HS	\$291.68
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.2410.0342.2.02.22	Tele - JH	\$313.59
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.2510.0342.1.00.00	Tele - Central	\$68.83
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.2510.0342.1.00.00	Tele - Warehouse	\$27.85
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.2510.0342.2.00.00	Tele - Central	\$68.83
4872	06/06/2012	1203	Allo Communications	3826 May	01.2.2510.0342.2.00.00	Tele - Warehouse	\$27.85
Check Total:							\$3,001.03
4873	06/06/2012	1203	City Of Gering	22094000 May	01.2.2610.0322.1.06.00	Elec - Geil	\$1,520.23
4873	06/06/2012	1203	City Of Gering	22094000 May	01.2.2610.0323.1.06.00	SW/WA - Geil	\$532.85
4873	06/06/2012	1203	City Of Gering	22094000 May	01.2.2610.0340.1.00.00	Sanitation - Geil	\$225.00
4873	06/06/2012	1203	City Of Gering	22094100 May	01.2.2610.0322.1.06.00	Elec - Geil	\$146.67
4873	06/06/2012	1203	City Of Gering	22094200 May	01.2.2610.0322.1.06.00	Elec - Geil	\$332.52
4873	06/06/2012	1203	City Of Gering	22094300 May	01.2.2610.0322.1.06.00	Elec - Geil	\$134.65
4873	06/06/2012	1203	City Of Gering	26093001 May	01.2.2610.0322.2.02.00	Elec - JH	\$7,487.84
4873	06/06/2012	1203	City Of Gering	26093001 May	01.2.2610.0323.2.02.00	SW/WA - JH	\$1,298.90
4873	06/06/2012	1203	City Of Gering	26093001 May	01.2.2610.0340.2.00.00	Sanitation - JH	\$675.00
4873	06/06/2012	1203	City Of Gering	26095001 May	01.2.2610.0322.1.00.00	Elec - Statdium	\$263.55
4873	06/06/2012	1203	City Of Gering	26095001 May	01.2.2610.0322.2.00.00	Elec - Stadium	\$263.54
4873	06/06/2012	1203	City Of Gering	26133400 May	01.2.2610.0322.2.01.00	Elec - HS	\$72.05
4873	06/06/2012	1203	City Of Gering	26133500 May	01.2.2610.0322.2.01.00	Elec - HS	\$156.46
4873	06/06/2012	1203	City Of Gering	26134501 May	01.2.2610.0323.2.01.00	WA - HS Ag Bldg	\$13.75
4873	06/06/2012	1203	City Of Gering	26135000 May	01.2.2610.0322.2.01.00	Elec - HS	\$852.50
4873	06/06/2012	1203	City Of Gering	26135000 May	01.2.2610.0323.2.01.00	SW/WA - HS	\$53.50
4873	06/06/2012	1203	City Of Gering	26136000 May	01.2.2610.0322.2.01.00	Elec - HS	\$7,392.06
4873	06/06/2012	1203	City Of Gering	26136000 May	01.2.2610.0323.2.01.00	SW/WA - HS	\$152.60

## Gering Public Schools

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Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4873	06/06/2012	1203	City Of Gering	26136000 May	01.2.2610.0340.2.00.00	Sanitation - HS	\$773.00
4873	06/06/2012	1203	City Of Gering	26137500 May	01.2.2610.0322.1.05.00	Elec - NF	\$153.23
4873	06/06/2012	1203	City Of Gering	26138000 May	01.2.2610.0322.1.00.00	Elec - NF	\$2,438.28
4873	06/06/2012	1203	City Of Gering	26138000 May	01.2.2610.0323.1.05.00	SW/WA - Central	\$577.31
4873	06/06/2012	1203	City Of Gering	26138000 May	01.2.2610.0340.1.00.00	Sanitation - Central	\$450.00
4873	06/06/2012	1203	City Of Gering	6062101 May	01.2.2610.0322.1.00.00	Elec- Lin	\$183.73
Check Total:							\$26,149.22
4874	06/06/2012	1203	Sourcegas	201090443285	01.2.2610.0321.1.04.00	Metered Gas- Aurora(Linc)	\$1,321.51
Check Total:							\$1,321.51
4875	06/06/2012	1203	Waste Connections Of Ne Inc.	275975	01.2.2610.0340.1.00.00	Waste removal - CC	\$215.28
Check Total:							\$215.28
4876	06/06/2012	1204	Phillips 66-Conoco-76	1925130104205	01.2.2750.0336.1.00.00	Fuel - district	\$360.94
4876	06/06/2012	1204	Phillips 66-Conoco-76	1925130104205	01.2.2750.0336.2.00.00	Fuel - district	\$360.94
Check Total:							\$721.88
4877	06/08/2012	1205	Infinite Campus, Inc.	void	01.2.2510.0690.1.00.00	Void	\$1.00
Check Total:							\$1.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2324	01.2.2310.0360.1.00.01	Administrator's Retreat (Runza)	\$0.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2324	01.2.2310.0360.1.00.01	Administrator's Retreat (Subway)	\$0.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2324	01.2.2310.0360.1.00.01	Administrator's Retreat (Monument Shadows)	\$0.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2324	01.2.2310.0360.1.00.01	Administrator's Retreat (Daily Grind)	\$5.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2324	01.2.2310.0360.2.00.01	Administrator's Retreat (Daily Grind)	\$5.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2324	01.2.2310.0360.2.00.01	Administrator's Retreat (Subway)	\$0.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2324	01.2.2310.0360.2.00.01	Administrator's Retreat (Runza)	\$0.00

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4878	06/14/2012	1207	Cardmember Services	ELAN 2324	01.2.2310.0360.2.00.01	Administrator's Retreat (Monument Shadows)	\$0.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2541 May	01.2.1130.0670.2.01.21	Arby's	\$0.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2541 May	01.2.1130.0670.2.01.21	Sheraton Salt Lake City Extra Innings	\$0.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2541 May	01.2.1130.0670.2.01.21	Panda Express	\$0.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2541 May	01.2.1130.0670.2.01.21	Salt Palace Concessions	\$0.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2541 May	01.2.1130.0670.2.01.21	Carl's Jr	\$0.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2541 May	01.2.1130.0670.2.01.21	Noodles & Company	\$0.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2541 May	01.2.1130.0670.2.01.21	Starbucks	\$2.00
4878	06/14/2012	1207	Cardmember Services	ELAN 2541 May	01.2.1130.0670.2.01.21	McDonald's	\$9.66
4878	06/14/2012	1207	Cardmember Services	ELAN 2541 May(b)	01.2.1308.0410.1.00.30	05/04/12 Gering Bakery - snack for Denver field trip/HAL students	\$48.99
4878	06/14/2012	1207	Cardmember Services	ELAN 2541 May(b)	01.2.1308.0410.1.00.30	05/04/12 Butterfly Pavilion general admissions for HAL students	\$31.50
4878	06/14/2012	1207	Cardmember Services	ELAN 2541 May(b)	01.2.1308.0410.1.00.30	05/04/12 Denver Museum of Nature & Science IMAX admissions for HAL students	\$55.00
4878	06/14/2012	1207	Cardmember Services	ELAN 3472 May	01.2.2410.0341.2.01.21	Postage - High School	\$37.88
4878	06/14/2012	1207	Cardmember Services	ELAN 3472 May(b)	01.2.2510.0410.1.00.00	lables, staples, & binders - central office	\$34.97
4878	06/14/2012	1207	Cardmember Services	ELAN 3472 May(b)	01.2.2510.0410.2.00.00	lables, staples, & binders - central office	\$34.96
4878	06/14/2012	1207	Cardmember Services	ELAN 3472 May(c)	01.2.2510.0410.1.00.00	Folders, ink refill, we bottles - central office	\$22.85
4878	06/14/2012	1207	Cardmember Services	ELAN 3472 May(c)	01.2.2510.0410.2.00.00	Folders, ink refill, we bottles - central office	\$22.85
4878	06/14/2012	1207	Cardmember Services	ELAN 3472 May(d)	01.2.2610.0410.1.05.00	Ceiling tile - NF	\$116.28
4878	06/14/2012	1207	Cardmember Services	ELAN 3472 May(e)	01.2.2620.0318.1.00.00	U-Haul rental	\$48.24
4878	06/14/2012	1207	Cardmember Services	ELAN 3472 May(e)	01.2.2620.0318.2.00.00	U-Haul rental	\$48.23

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Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4878	06/14/2012	1207	Cardmember Services	ELAN 3733 May	01.2.1250.0410.1.09.99	5/11/12 Paid Chalkface Project Ltd in the UK for invoice 3626838 (original purchase order	\$81.31
4878	06/14/2012	1207	Cardmember Services	ELAN 3733 May(b)	01.2.1210.0410.1.09.99	Meal expenses at Pizza Hut on 5/9/12 incurred during BIST consultant vistation	\$38.78
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May	01.2.1117.0410.1.04.03	Music K-8 Magazine Subscription renewal for 2012-13	\$124.70
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(b)	01.2.2212.0670.1.00.02	2012 Administrator Days-Travel Exp/Prof Devel	\$150.00
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(c)	01.2.2212.0413.1.00.02	Battery Holder Science Materials	\$24.46
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(d)	01.2.1117.0410.1.05.03	Music Express Subscription Renewal Supplies	\$175.00
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.04.03	Headphones-Lincoln	\$85.47
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.04.03	Keyboard-Lincoln	\$31.05
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.04.03	Microphone-Lincoln	\$4.92
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.05.03	Headphones-Northfield	\$85.47
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.05.03	Keyboard - Northfield	\$31.05
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.05.03	Microphone-Northfield	\$4.95
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.06.03	Keyboard-Geil	\$31.05
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.06.03	Headphones-Geil	\$85.47
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.06.03	Microphone-Geil	\$4.92
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.18.03	Headphones-Cedar Canyon	\$85.47
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.18.03	Logitech Speaker Set-Cedar Canyon	\$29.99
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.18.03	Keyboard-Cedar Canyon	\$31.05
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(e)	01.2.1136.0410.1.18.03	Microphone-Cedar Canyon	\$4.92
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(f)	01.2.1117.0410.1.05.03	Music K-8 Magazine Subscription renewal for 2012-13	\$124.70
4878	06/14/2012	1207	Cardmember Services	ELAN 3741 May(g)	01.2.2213.0341.2.00.02	Postage	\$3.40

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General

Date Range: 06/01/2012 - 06/30/2012

Sort By: Check

Bank Account: 109033

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4878	06/14/2012	1207	Cardmember Services	ELAN 3766 May	01.2.1130.0409.1.06.16	HP CE250X Black Toner Cartridge	\$334.88
4878	06/14/2012	1207	Cardmember Services	ELAN 3766 May	01.2.1130.0409.1.06.16	HP CE252A Yellow Toner Cartridge	\$229.49
4878	06/14/2012	1207	Cardmember Services	ELAN 3766 May	01.2.1130.0409.1.06.16	HP CE253A Magenta Toner Cartridge	\$458.98
4878	06/14/2012	1207	Cardmember Services	ELAN 3766 May	01.2.1130.0409.1.06.16	HP CE251A Cyan Toner Cartridge	\$458.98
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May	01.2.1130.0410.1.05.15	Bunn coffeepot	\$117.69
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(b)	01.2.2410.0410.1.05.15	Badge a mint plastic covers 2 1/4 " 500	\$24.95
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(c)	01.2.1130.0410.1.05.15	Labels	\$14.54
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(d)	01.2.1130.0408.1.05.15	SNACKS	\$4.00
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(d)	01.2.1130.0408.1.05.15	CHEETOS	\$6.84
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(d)	01.2.1130.0408.1.05.15	MMS	\$14.90
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(d)	01.2.1130.0408.1.05.15	CHEEZ IT	\$11.52
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(d)	01.2.1130.0408.1.05.15	POPCORN	\$2.00
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(d)	01.2.1130.0408.1.05.15	GV H4Y CORN	\$4.84
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(d)	01.2.1130.0408.1.05.15	SC WIST UP	\$1.68
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(d)	01.2.1130.0408.1.05.15	GV CLEAR CUP	\$2.58
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(d)	01.2.1130.0408.1.05.15	SNACKS	\$2.00
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(d)	01.2.1130.0408.1.05.15	HAW PNCH JCE	\$4.56
4878	06/14/2012	1207	Cardmember Services	ELAN 3774 May(d)	01.2.1130.0408.1.05.15	ROLD GOLD	\$8.94
4878	06/14/2012	1207	Cardmember Services	ELAN 3790 May	01.2.2410.0672.1.18.18	BIST Celebration for students who did not have any safe seats or buddy rooms	\$161.45
4878	06/14/2012	1207	Cardmember Services	ELAN 3790 May(b)	01.2.1130.0408.1.18.18	Supplies for 5 week BIST celebration and Dibels celebration	\$41.43
4878	06/14/2012	1207	Cardmember Services	ELAN 3816 May	01.2.2610.0690.2.00.00	tickets Gray Line - Mr. Plummer's Business class	\$997.92

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4878	06/14/2012	1207	Cardmember Services	ELAN 3816 May(c)	01.2.2410.0410.2.01.21	Black Toner Cartridge for Printer from Amazon.com	\$92.48
4878	06/14/2012	1207	Cardmember Services	ELAN 3816 May(e)	01.2.2410.0530.2.01.21	Graduation Supplies from Home Depot	\$7.36
4878	06/14/2012	1207	Cardmember Services	ELAN 3816 May(f)	01.2.2410.0530.2.01.21	AV Cables from Amazon.com	\$83.79
4878	06/14/2012	1207	Cardmember Services	ELAN 3816 May(j)	01.2.1121.0410.2.01.21	Print Cartridge from Staples	\$94.79
4878	06/14/2012	1207	Cardmember Services	ELAN 3816 May(k)	01.2.2410.0410.2.01.21	Print Cartridge & Label Tape from Staples for Office	\$179.58
4878	06/14/2012	1207	Cardmember Services	ELAN 3816 May(k)	01.2.2410.0530.2.01.21	Chair from Staples for Seiler	\$124.90
4878	06/14/2012	1207	Cardmember Services	ELAN 3832 May	01.2.1168.0410.2.02.22	Supplies for PE from Palo sports	\$551.99
4878	06/14/2012	1207	Cardmember Services	ELAN 3832 May(b)	01.2.1108.0410.2.02.22	laser printers for Math rooms	\$239.97
4878	06/14/2012	1207	Cardmember Services	ELAN 3832 May(b)	01.2.1111.0410.2.02.22	laser printer for room	\$79.99
4878	06/14/2012	1207	Cardmember Services	ELAN 3832 May(b)	01.2.1168.0410.2.02.22	laser printers for PE offices	\$159.98
4878	06/14/2012	1207	Cardmember Services	ELAN 3832 May(c)	01.2.1109.0410.2.02.22	Supplies for rooms	\$100.61
4878	06/14/2012	1207	Cardmember Services	ELAN 3832 May(d)	01.2.1160.0410.2.02.22	Oster 6811 12 speed blender with Glass Jar	\$79.40
4878	06/14/2012	1207	Cardmember Services	ELAN 3865 May	01.2.5020.0670.2.01.21	Coldstone	\$45.62
4878	06/14/2012	1207	Cardmember Services	ELAN 3865 May	01.2.5020.0670.2.01.21	Runza	\$64.34
4878	06/14/2012	1207	Cardmember Services	ELAN 3865 May	01.2.5020.0670.2.01.21	Old Chicago	\$253.37
4878	06/14/2012	1207	Cardmember Services	ELAN 3865 May	01.2.5020.0670.2.01.21	Burger King	\$75.16
4878	06/14/2012	1207	Cardmember Services	ELAN 5690 May(d)	01.2.2410.0410.2.01.21	Presidential awards - HS	\$97.00
4878	06/14/2012	1207	Cardmember Services	ELAN 7123 May	01.2.1136.0318.1.00.06	shipping charges for defective firewall	\$9.54
4878	06/14/2012	1207	Cardmember Services	ELAN 7123 May	01.2.1136.0318.2.00.06	shipping charges for defective firewall	\$9.53

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4878	06/14/2012	1207	Cardmember Services	ELAN 7123 May(b)	01.2.1136.0410.1.00.06	Supplies from DELL	\$297.00
Check Total:							\$7,312.11
4879	06/14/2012	1207	Floyd's Sales & Service, Inc.	1220950073	01.2.2750.0336.1.00.00	Bus 9 oil change	\$248.95
4879	06/14/2012	1207	Floyd's Sales & Service, Inc.	1220950073 (b)	01.2.2750.0336.1.00.00	applied toward credit	(\$248.95)
4879	06/14/2012	1207	Floyd's Sales & Service, Inc.	1220970022	01.2.2750.0336.1.00.00	Oil change Bus 1	\$260.54
4879	06/14/2012	1207	Floyd's Sales & Service, Inc.	1221290042	01.2.2750.0336.1.00.00	Oil change Bus 4	\$32.88
4879	06/14/2012	1207	Floyd's Sales & Service, Inc.	1221290042	01.2.2750.0336.2.00.00	Oil change Bus 4	\$32.88
4879	06/14/2012	1207	Floyd's Sales & Service, Inc.	1221290042 (b)	01.2.2750.0336.1.00.00	applied towards credit	(\$260.54)
4879	06/14/2012	1207	Floyd's Sales & Service, Inc.	1221300008	01.2.2750.0336.1.00.00	Oil change bus 5	\$145.23
4879	06/14/2012	1207	Floyd's Sales & Service, Inc.	1221300008	01.2.2750.0336.2.00.00	Oil change bus 5	\$145.22
Check Total:							\$356.21
4880	06/14/2012	1207	Wright Express	29567173	01.2.2750.0336.1.00.00	Fuel	\$365.97
4880	06/14/2012	1207	Wright Express	29567173	01.2.2750.0336.2.00.00	Fuel	\$365.97
Check Total:							\$731.94
4881	06/14/2012	1208	Verizon Wireless	2751236698	01.2.1136.0342.1.00.06	R.Hamer	\$40.35
4881	06/14/2012	1208	Verizon Wireless	2751236698	01.2.1136.0342.1.00.06	L.Newberry	\$45.35
4881	06/14/2012	1208	Verizon Wireless	2751236698	01.2.1136.0342.2.00.06	R.Hamer	\$40.34
4881	06/14/2012	1208	Verizon Wireless	2751236698	01.2.1136.0342.2.00.06	L.Newberry	\$45.34
4881	06/14/2012	1208	Verizon Wireless	2751236698	01.2.1136.0344.1.00.06	Internet	\$26.95
4881	06/14/2012	1208	Verizon Wireless	2751236698	01.2.1136.0344.2.00.06	Internet	\$26.94
4881	06/14/2012	1208	Verizon Wireless	2751236698	01.2.2415.0342.2.01.17	D.Pauli	\$72.68
4881	06/14/2012	1208	Verizon Wireless	2751236698	01.2.2750.0342.1.00.00	Activity Bus	\$16.62
4881	06/14/2012	1208	Verizon Wireless	2751236698	01.2.2750.0342.2.00.00	Activity Bus	\$16.61
4881	06/14/2012	1208	Verizon Wireless	2751236698	01.2.2751.0342.1.00.00	C.Hanson	\$23.75
4881	06/14/2012	1208	Verizon Wireless	2751236698	01.2.2751.0342.2.00.00	C.Hanson	\$23.74
Check Total:							\$378.67
4882	06/15/2012	1210	Cardmember Services	ELAN 3832(z)	01.2.1160.0410.2.02.22	Supplies for FCS from Jo-Ann's	\$105.98
4882	06/15/2012	1210	Cardmember Services	ELAN 3832(z)	01.2.1160.0410.2.02.22	Supplies for FCS from Jo-Ann's	\$168.97
Check Total:							\$274.95

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4900	06/25/2012	1216	Gardner, Clark	2nd part eval Jul-Se	01.2.4980.0690.1.05.00	Evaluation for Northfield After School Program	\$1,500.00
Check Total:							\$1,500.00
4901	06/25/2012	1216	Service Master Of The Bluffs	HS Cleaning	01.2.2620.0318.2.01.21	Cleaning of restrooms - HS	\$2,800.00
Check Total:							\$2,800.00
4917	06/29/2012	1218	Act Plan, Inc.	31079827	01.2.2213.0424.2.00.02	ACT PLAN Reporting package ACHIEVEMENT TESTS	\$1,676.25
Check Total:							\$1,676.25
4918	06/29/2012	1218	Advance Ed	71050-041612	01.2.2410.0630.1.04.14	LINCOLN ACCREDITATION FEES	\$650.00
4918	06/29/2012	1218	Advance Ed	71050-041612	01.2.2410.0630.1.05.15	NORTHFIELD ACCREDITATION FEES	\$650.00
4918	06/29/2012	1218	Advance Ed	71050-041612	01.2.2410.0630.1.06.16	GEIL ACCREDITATION FEES	\$650.00
4918	06/29/2012	1218	Advance Ed	71050-041612	01.2.2410.0630.1.18.18	CC ACCREDITATION FEES	\$650.00
4918	06/29/2012	1218	Advance Ed	71050-041612	01.2.2410.0630.2.01.21	HS ACCREDITATION FEES	\$650.00
4918	06/29/2012	1218	Advance Ed	71050-041612	01.2.2410.0630.2.02.22	JH ACCREDITATION FEES	\$650.00
Check Total:							\$3,900.00
4919	06/29/2012	1218	American Education Corporation	0232360	01.2.4325.0410.0.00.80	A+ PowerPack, Level 1 Annual renewal service	\$3,500.00
Check Total:							\$3,500.00
4920	06/29/2012	1218	Amsterdam Printing & Litho Co.	3198589	01.2.1130.0409.1.06.16	Academic Calendars-Coupon Code AP471	\$329.46
Check Total:							\$329.46
4921	06/29/2012	1218	AS Central Services - OCIO	756632	01.2.1136.0344.1.00.06	Internet May 2012	\$110.95
4921	06/29/2012	1218	AS Central Services - OCIO	756632	01.2.1136.0344.2.00.06	Internet May 2012	\$110.95
Check Total:							\$221.90
4922	06/29/2012	1218	Awards Unlimited	308498	01.2.1130.0313.2.01.21	Miscellaneous Year End Awards (Student Council President Plaque) - Invoice #308498	\$40.00
4922	06/29/2012	1218	Awards Unlimited	308499	01.2.1130.0313.2.01.21	Max Credits Medals - Invoice #308499	\$60.00
Check Total:							\$100.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4923	06/29/2012	1218	B & C Steel Products	16418	01.2.2610.0410.1.04.00	Boiler steel door - Lincoln	\$239.48
Check Total:							\$239.48
4924	06/29/2012	1218	Barbour Music	4724	01.2.1118.0318.1.04.03	Yamaha Tuba Acid Clean- Contracted Services/Repairs	\$130.00
4924	06/29/2012	1218	Barbour Music	4724	01.2.1118.0318.1.04.03	Buescher Bari Sax Install Handles-Contracted Services/Repairs	\$22.95
Check Total:							\$152.95
4925	06/29/2012	1218	Barker, Pam	reimb supplies June	01.2.1130.0410.1.05.15	#1 Grad mortarboard Bead	\$31.50
Check Total:							\$31.50
4926	06/29/2012	1218	Berniklau Education Solutions Team	4th qtr contract	01.2.1230.0378.1.09.99	March 12 - May 23, 2012 contracted services	\$8,420.11
4926	06/29/2012	1218	Berniklau Education Solutions Team	4th qtr contract	01.2.2760.0331.1.09.99	March 12 - May 23, 2012 contracted transportation (20.36 round trip at .505 per mile =	\$1,089.87
Check Total:							\$9,509.98
4927	06/29/2012	1218	Broadway Office Centre	10363	01.2.2410.0410.1.04.14	Mahogany desk shell	\$262.00
4927	06/29/2012	1218	Broadway Office Centre	10363	01.2.2410.0410.1.04.14	Mahogany credenza shell	\$189.00
4927	06/29/2012	1218	Broadway Office Centre	10363	01.2.2410.0410.1.04.14	Mahogany bridge	\$114.00
4927	06/29/2012	1218	Broadway Office Centre	10363	01.2.2410.0410.1.04.14	Mahogany laminate desk center	\$99.99
4927	06/29/2012	1218	Broadway Office Centre	10363	01.2.2410.0410.1.04.14	deluxe keyboard drawer	\$59.99
4927	06/29/2012	1218	Broadway Office Centre	10363	01.2.2410.0410.1.04.14	mahogany file pedestal drawer	\$196.00
4927	06/29/2012	1218	Broadway Office Centre	10363	01.2.2410.0410.1.04.14	mahogany file pedestal drawer	\$196.00
4927	06/29/2012	1218	Broadway Office Centre	11039	01.2.1290.0315.1.09.99	Lease - Preschool	\$55.82
4927	06/29/2012	1218	Broadway Office Centre	11039	01.2.2410.0315.1.04.14	Lease - Lincoln	\$374.33
4927	06/29/2012	1218	Broadway Office Centre	11039	01.2.2410.0315.1.05.15	Lease - Northfield	\$405.49
4927	06/29/2012	1218	Broadway Office Centre	11039	01.2.2410.0315.1.06.16	Lease - Geil	\$355.35
4927	06/29/2012	1218	Broadway Office Centre	11039	01.2.2410.0315.1.18.18	Lease - Cedar Canyon	\$202.25
4927	06/29/2012	1218	Broadway Office Centre	11039	01.2.2410.0315.2.01.21	Lease - High School	\$703.52

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General

Date Range: 06/01/2012 - 06/30/2012

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Bank Account: 109033

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4927	06/29/2012	1218	Broadway Office Centre	11039	01.2.2410.0315.2.01.21	Lease - Fr. Academy	\$161.35
4927	06/29/2012	1218	Broadway Office Centre	11039	01.2.2410.0315.2.02.22	Lease - Jr. High	\$719.37
4927	06/29/2012	1218	Broadway Office Centre	11039	01.2.2510.0315.1.00.00	Lease - Central Office	\$338.85
4927	06/29/2012	1218	Broadway Office Centre	11039	01.2.2510.0315.2.00.00	Lease - Central Office	\$338.85
Check Total:							\$4,772.16
4928	06/29/2012	1218	Brown, Hannah	reimb calculus	01.2.9000.0900.0.00.00	reimb. college calculus	\$236.68
Check Total:							\$236.68
4929	06/29/2012	1218	Budget Tire & Service	1-50781	01.2.2750.0337.1.00.00	tire repair for mule	\$37.76
4929	06/29/2012	1218	Budget Tire & Service	1-52097	01.2.2750.0337.1.00.00	Tires Subr 8	\$460.00
4929	06/29/2012	1218	Budget Tire & Service	1-52097	01.2.2750.0337.2.00.00	Tires Subr 8	\$460.00
Check Total:							\$957.76
4930	06/29/2012	1218	Chandler, Lance	reimb calculus(b)	01.2.9000.0900.0.00.00	reimb. college calculus	\$236.68
Check Total:							\$236.68
4931	06/29/2012	1218	Christensen, Amy	reimb calculus(c)q	01.2.9000.0900.0.00.00	reimb. college calculus	\$236.68
Check Total:							\$236.68
4932	06/29/2012	1218	City Of Gering	8224	01.2.2610.0340.1.00.00	Roll off tonage - Haig School	\$911.95
Check Total:							\$911.95
4933	06/29/2012	1218	City Of Scottsbluff	907110	01.2.2610.0327.1.04.00	Rent - Aurora Lincoln	\$750.00
4933	06/29/2012	1218	City Of Scottsbluff	907110	01.2.4406.0327.1.00.80	Rent - Aurora Preschool	\$250.00
Check Total:							\$1,000.00
4934	06/29/2012	1218	CMI Education Institute Inc.	registration	01.2.1130.0670.1.06.16	Registration for Kim Becker to attend Explosive, Challenging & Resistant Kids Conference in	\$79.99
Check Total:							\$79.99
4935	06/29/2012	1218	Community Action Partnership	luncheon grandparent	01.2.1130.0670.1.06.16	Registrations for Foster Grandparent Recognition Luncheon	\$63.00
Check Total:							\$63.00
4936	06/29/2012	1218	Computer Information Concepts, Inc.	PS117065	01.2.1136.0494.1.00.06	Voice messenger software & support replaciing connect-ed	\$1,679.50
4936	06/29/2012	1218	Computer Information Concepts, Inc.	PS117065	01.2.1136.0494.2.00.06	Voice messenger software & support replacing connect-ed	\$1,679.50
Check Total:							\$3,359.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General

Date Range: 06/01/2012 - 06/30/2012

Sort By: Check

Bank Account: 109033

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4937	06/29/2012	1218	Contractors Materials	175711	01.2.1124.0410.2.01.21	Supplies for Mark Bishop	\$32.15
Check Total:							\$32.15
4938	06/29/2012	1218	Cox, Tammy	may mileage	01.2.2760.0332.1.09.99	May 21 to and including May 24, 2012 mileage expenses incurred while transporting son on behalf	\$19.80
Check Total:							\$19.80
4939	06/29/2012	1218	Culligan Water Softening	408625	01.2.2610.0410.1.00.00	bottled water - central office	\$2.45
4939	06/29/2012	1218	Culligan Water Softening	408625	01.2.2610.0410.2.00.00	bottled water - central office	\$2.45
4939	06/29/2012	1218	Culligan Water Softening	409706	01.2.2610.0410.1.00.00	bottled water - central office	\$2.45
4939	06/29/2012	1218	Culligan Water Softening	409706	01.2.2610.0410.2.00.00	bottled water - central office	\$2.45
4939	06/29/2012	1218	Culligan Water Softening	acct 294036 June	01.2.2610.0318.1.00.00	Rent - central office	\$14.50
4939	06/29/2012	1218	Culligan Water Softening	acct 294036 June	01.2.2610.0318.2.00.00	Rent - central office	\$14.50
4939	06/29/2012	1218	Culligan Water Softening	acct 533710 June	01.2.1130.0410.1.04.14	rent - Lincoln	\$18.00
4939	06/29/2012	1218	Culligan Water Softening	acct284752	01.2.1130.0318.1.06.16	R.O. Rental Monthly Service From 06/01/12 to 06/30/12	\$21.50
4939	06/29/2012	1218	Culligan Water Softening	acct295490 June	01.2.2410.0410.2.02.22	Water dispenser Rent for May	\$20.00
Check Total:							\$98.30
4940	06/29/2012	1218	Cynthia Lea, Inc./Happi-Nappi	223401	01.2.1130.0410.1.04.16	Happi Pocket Kindergarten Size Chair Bag	\$237.27
Check Total:							\$237.27
4941	06/29/2012	1218	D&H Electronics	67202	01.2.1136.0410.1.00.06	wall jack & cord for Technology	\$9.53
4941	06/29/2012	1218	D&H Electronics	67514	01.2.1136.0560.1.00.06	Cord patches	\$10.72
4941	06/29/2012	1218	D&H Electronics	67514	01.2.1136.0560.2.00.06	Cord patches	\$10.72
4941	06/29/2012	1218	D&H Electronics	67618	01.2.1136.0560.1.00.06	Fuse for radio link - Cedar Canyon	\$1.97

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4941	06/29/2012	1218	D&H Electronics	67620	01.2.1136.0560.1.00.06	Capacitors, cat couples for wrieless radio- Cedar Canyon	\$61.31
Check Total:							\$94.25
4942	06/29/2012	1218	Darrin Gonzales	reimb calculus(i)	01.2.9000.0900.0.00.00	reimb. college calculus	\$236.68
Check Total:							\$236.68
4943	06/29/2012	1218	DHHS - Division of Public Health	427358	01.2.2620.0318.1.18.18	water testing	\$12.00
Check Total:							\$12.00
4944	06/29/2012	1218	Docu-Shred	2075	01.2.2610.0318.1.00.00	Shredding	\$137.50
4944	06/29/2012	1218	Docu-Shred	2075	01.2.2610.0318.2.00.00	Shredding	\$137.50
Check Total:							\$275.00
4945	06/29/2012	1218	Door Closer Service	28855	01.2.2310.0410.1.00.01	Keys (IT Tech)	\$9.00
4945	06/29/2012	1218	Door Closer Service	28855	01.2.2310.0410.2.00.01	Keys (IT Tech)	\$9.00
4945	06/29/2012	1218	Door Closer Service	28865	01.2.2610.0410.1.04.00	Keys for Lincoln	\$21.00
Check Total:							\$39.00
4946	06/29/2012	1218	Doremus-Reznor, Miranda	reimb calculus(d)	01.2.9000.0900.0.00.00	reimb. college calculus	\$236.68
Check Total:							\$236.68
4947	06/29/2012	1218	Douglas, Kelly & Ostdiek, P.C.	acct20090160.001(2)	01.2.2310.0317.1.00.01	Negotiations	\$218.63
4947	06/29/2012	1218	Douglas, Kelly & Ostdiek, P.C.	acct20090160.001(2)	01.2.2310.0317.2.00.01	Negotiations	\$218.62
4947	06/29/2012	1218	Douglas, Kelly & Ostdiek, P.C.	acct20110087.001	01.2.2310.0317.1.00.01	Lincoln Boundary Issue	\$82.50
4947	06/29/2012	1218	Douglas, Kelly & Ostdiek, P.C.	acct20110087.001	01.2.2310.0317.2.00.01	Lincoln Boundary Issue	\$82.50
4947	06/29/2012	1218	Douglas, Kelly & Ostdiek, P.C.	acct20110555.001	01.2.2310.0317.1.00.01	A/D Finalist Conference	\$41.25
4947	06/29/2012	1218	Douglas, Kelly & Ostdiek, P.C.	acct20110555.001	01.2.2310.0317.2.00.01	A/D Finalist Conference	\$41.25
Check Total:							\$684.75
4948	06/29/2012	1218	Esu #13_5760	COOP 12-13	01.2.2610.0410.1.00.00	COOP paper purchase	\$12,564.06
4948	06/29/2012	1218	Esu #13_5760	COOP 12-13	01.2.2610.0410.1.00.00	Credit memo from 11-12 COOP order	(\$37.18)
4948	06/29/2012	1218	Esu #13_5760	COOP 12-13	01.2.2610.0410.2.00.00	COOP paper purchase	\$12,564.07
4948	06/29/2012	1218	Esu #13_5760	COOP 12-13	01.2.2610.0410.2.00.00	Credit memor from 11-12 COOP order	(\$37.18)
4948	06/29/2012	1218	Esu #13_5760	June Consortium	01.2.1136.0496.1.00.06	June consortium	\$866.39
4948	06/29/2012	1218	Esu #13_5760	June Consortium	01.2.1136.0496.2.00.06	June consortium	\$866.38

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4948	06/29/2012	1218	Esu #13_5760	May Consortium	01.2.1136.0496.1.00.06	May consortium	\$866.39
4948	06/29/2012	1218	Esu #13_5760	May Consortium	01.2.1136.0496.2.00.06	May consortium	\$866.38
4948	06/29/2012	1218	Esu #13_5760	May contract/SRS	01.2.1230.0370.1.09.99	May 31, 2012 monthly invoice for contracted services	\$18,926.87
4948	06/29/2012	1218	Esu #13_5760	May contract/SRS	01.2.1230.0370.1.09.99	February to April 2012 MIPS clerical service	\$1,132.08
4948	06/29/2012	1218	Esu #13_5760	May contract/SRS	01.2.1290.0370.1.09.99	May 31, 2012 monthly invoice for contracted services	\$1,504.95
4948	06/29/2012	1218	Esu #13_5760	May contract/SRS	01.2.2760.0331.1.09.99	May 31, 2012 monthly invoice for contracted transportation services	\$423.50
Check Total:							\$50,506.71
4949	06/29/2012	1218	Fahrenbrook, Tina	may mileage	01.2.1250.0671.1.09.99	May 2 to and including May 18, 2012 mileage expenses incurred on behalf of GPS	\$36.42
4949	06/29/2012	1218	Fahrenbrook, Tina	may mileage	01.2.1290.0671.1.09.99	May 2 to and including May 18, 2012 mileage expenses incurred on behalf of GPS	\$1.92
Check Total:							\$38.34
4950	06/29/2012	1218	Follett Library Resources	607786F-4	01.2.2222.0430.2.02.03	LIBRARY BOOKS	\$491.04
Check Total:							\$491.04
4951	06/29/2012	1218	Friends of the Midwest Theater	39612 b	01.2.1130.0313.2.02.22	Tickets to the Lorax	\$260.00
Check Total:							\$260.00
4952	06/29/2012	1218	Gering Bakery-Ahlers Baking Inc.	188555	01.2.2410.0410.2.02.22	Rolls for Teachers end of year	\$29.97
Check Total:							\$29.97
4953	06/29/2012	1218	Gering Citizen	050312033	01.2.2310.0350.1.00.01	Retirement Tea Advertisement	\$32.50
4953	06/29/2012	1218	Gering Citizen	050312033	01.2.2310.0350.1.00.01	Board Meeting Notice May	\$0.00
4953	06/29/2012	1218	Gering Citizen	050312033	01.2.2310.0350.2.00.01	Retirement Tea Advertisement	\$32.50
4953	06/29/2012	1218	Gering Citizen	050312033	01.2.2310.0350.2.00.01	Board Meeting Notice May	\$0.00
4953	06/29/2012	1218	Gering Citizen	051712084	01.2.2310.0350.1.00.01	Retirement Tea Advertisement	\$0.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
4953	06/29/2012	1218	Gering Citizen	051712084	01.2.2310.0350.1.00.01	Board Meeting Notice May	\$4.32	
4953	06/29/2012	1218	Gering Citizen	051712084	01.2.2310.0350.2.00.01	Retirement Tea Advertisement	\$0.00	
4953	06/29/2012	1218	Gering Citizen	051712084	01.2.2310.0350.2.00.01	Board Meeting Notice May	\$4.32	
4953	06/29/2012	1218	Gering Citizen	053112093	01.2.2310.0350.1.00.01	Board Minutes Published	\$0.00	
4953	06/29/2012	1218	Gering Citizen	053112093	01.2.2310.0350.1.00.01	Board Financials Published	\$112.66	
4953	06/29/2012	1218	Gering Citizen	053112093	01.2.2310.0350.2.00.01	Board Minutes Published	\$0.00	
4953	06/29/2012	1218	Gering Citizen	053112093	01.2.2310.0350.2.00.01	Board Financials Published	\$112.67	
4953	06/29/2012	1218	Gering Citizen	053112094	01.2.2310.0350.1.00.01	Board Financials Published	\$0.00	
4953	06/29/2012	1218	Gering Citizen	053112094	01.2.2310.0350.1.00.01	Board Minutes Published	\$95.58	
4953	06/29/2012	1218	Gering Citizen	053112094	01.2.2310.0350.2.00.01	Board Minutes Published	\$95.58	
4953	06/29/2012	1218	Gering Citizen	053112094	01.2.2310.0350.2.00.01	Board Financials Published	\$0.00	
							Check Total:	\$490.13
4954	06/29/2012	1218	Gering Courier	retire tea	01.2.2310.0350.1.00.01	Retirement Tea Advertising	\$39.00	
4954	06/29/2012	1218	Gering Courier	retire tea	01.2.2310.0350.2.00.01	Retirement Tea Advertising	\$39.00	
							Check Total:	\$78.00
4955	06/29/2012	1218	Grease N Go	87027	01.2.2750.0336.1.00.00	oil change subr 3	\$18.32	
4955	06/29/2012	1218	Grease N Go	87027	01.2.2750.0336.2.00.00	oil change subr 3	\$18.32	
							Check Total:	\$36.64
4956	06/29/2012	1218	Greatamerica Leasing Corp	12367064	01.2.2510.0341.1.00.00	postage lease	\$72.50	
4956	06/29/2012	1218	Greatamerica Leasing Corp	12367064	01.2.2510.0341.2.00.00	postage lease	\$72.50	
							Check Total:	\$145.00
4957	06/29/2012	1218	Haddock Corporation	V318904	01.2.1130.0530.1.05.15	Bag for ActiveExpression Versison 2	\$60.00	
							Check Total:	\$60.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4958	06/29/2012	1218	Hague, Don	mileage/internet may	01.2.2320.0290.1.00.01	Internet Reimbursement	\$18.50
4958	06/29/2012	1218	Hague, Don	mileage/internet may	01.2.2320.0290.2.00.01	Internet Reimbursement	\$18.50
4958	06/29/2012	1218	Hague, Don	mileage/internet may	01.2.2320.0671.1.00.01	Mileage Reimbursement	\$72.25
4958	06/29/2012	1218	Hague, Don	mileage/internet may	01.2.2320.0671.2.00.01	Mileage Reimbursement	\$72.25
Check Total:							\$181.50
4959	06/29/2012	1218	Hampton Inn-Kearney	805771	01.2.2510.0670.1.00.00	Lodging - D. Ferreyra Data Conf.	\$84.95
Check Total:							\$84.95
4960	06/29/2012	1218	Harre, Jen	may mileage	01.2.1220.0671.1.09.99	May 1 to and including May 29, 2012 mileage expenses incurred on behalf of GPS	\$5.98
4960	06/29/2012	1218	Harre, Jen	may mileage	01.2.2130.0671.0.00.00	May 1 to and including May 29, 2012 mileage expenses incurred on behalf of GPS	\$33.90
Check Total:							\$39.88
4961	06/29/2012	1218	Hi Performance Car Wash-Blt, Inc.	18645	01.2.2750.0338.1.00.00	car washes	\$57.59
4961	06/29/2012	1218	Hi Performance Car Wash-Blt, Inc.	18645	01.2.2750.0338.2.00.00	car washes	\$57.58
Check Total:							\$115.17
4962	06/29/2012	1218	Hillyard	600274851	01.2.2610.0410.2.02.00	wet dry vacuum for JH	\$551.00
Check Total:							\$551.00
4963	06/29/2012	1218	Holiday Inn _7747	30307	01.2.2310.0670.1.00.01	NASB Workshop (Winn)	\$59.98
4963	06/29/2012	1218	Holiday Inn _7747	30307	01.2.2310.0670.2.00.01	NASB Workshop (Winn)	\$59.97
Check Total:							\$119.95
4964	06/29/2012	1218	Hubbard, Candy	may mileage	01.2.1210.0671.1.09.99	May 2 to and including May 18, 2012 mileage expenses incurred on behalf of GPS	\$56.65
Check Total:							\$56.65
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	570455	01.2.2610.0410.1.18.00	Supplies - Cedar Canyon	\$11.34
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	573276	01.2.2610.0410.2.01.00	Supplies - HS	\$37.18
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	573277	01.2.2610.0410.2.01.00	Supplies - HS shop	\$20.50
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	573282	01.2.2610.0410.1.05.00	Supplies - NF	\$57.53
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	573283	01.2.2610.0410.1.06.00	Supplies- Geil	\$57.53
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	573346	01.2.2610.0410.1.18.00	Supplies - Cedar Canyon	\$105.86
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	576211	01.2.2610.0410.2.01.00	Supplies - HS shop	\$20.50

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	576231	01.2.2610.0410.1.00.00	Supplies - Central Office	\$36.43
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	576231	01.2.2610.0410.2.00.00	Supplies - Central Office	\$36.42
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	579039	01.2.2610.0410.2.01.00	Supplies - HS	\$37.18
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	579040	01.2.2610.0410.2.01.00	Supplies - HS shop	\$20.50
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	579045	01.2.2610.0410.1.05.00	Supplies - NF	\$57.53
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	579046	01.2.2610.0410.1.06.00	Supplies - Geil	\$57.53
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	580852	01.2.2610.0410.1.00.00	Supplies - warehouse	\$13.24
4965	06/29/2012	1218	Ideal Laundry & Cleaners, Inc.	580852	01.2.2610.0410.2.00.00	Supplies - warehouse	\$13.24
Check Total:							\$582.51
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09433563	01.2.1117.0410.2.02.22	One Minute Theory/ teacher edition	\$19.95
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09433563	01.2.1117.0410.2.02.22	Excellence in theory answer key	\$19.95
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09433563	01.2.1117.0410.2.02.22	Be still Jordan	\$0.00
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09433563	01.2.1117.0410.2.02.22	Excellence in theory	\$6.95
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09433563	01.2.1117.0410.2.02.22	One Minute Sight Singing #1	\$8.95
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09433563	01.2.1117.0410.2.02.22	One Minute Theory/student edition	\$7.95
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09433563	01.2.1117.0410.2.02.22	Riversong	\$96.25
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09433563	01.2.1117.0410.2.02.22	Disney Movie Ballads Medley	\$123.75
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09434270	01.2.1117.0410.2.01.21	Miscellaneous Music for: Mixed, Treble 1, Treble 2, Harmony and Freshman Academy - NOT TO	\$805.19
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09434513	01.2.1117.0410.2.02.22	Disney Movie Ballads Medley	\$0.00
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09434513	01.2.1117.0410.2.02.22	Riversong	\$0.00
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09434513	01.2.1117.0410.2.02.22	One Minute Theory/student edition	\$0.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09434513	01.2.1117.0410.2.02.22	One Minute Sight Singing #1	\$0.00
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09434513	01.2.1117.0410.2.02.22	Excellence in theory	\$0.00
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09434513	01.2.1117.0410.2.02.22	Be still Jordan	\$36.40
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09434513	01.2.1117.0410.2.02.22	Excellence in theory answer key	\$0.00
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09434513	01.2.1117.0410.2.02.22	One Minute Theory/ teacher edition	\$0.00
4966	06/29/2012	1218	J.W. Pepper And Sons, Inc.	09434760	01.2.1117.0410.2.01.21	Miscellaneous Music for: Mixed, Treble 1, Treble 2, Harmony and Freshman Academy - NOT TO	\$91.65
Check Total:							\$1,216.99
4967	06/29/2012	1218	Johnson Cashway _8920	118087	01.2.2610.0410.1.05.00	Supplies - Nf	\$38.48
4967	06/29/2012	1218	Johnson Cashway _8920	118091	01.2.1129.0410.2.02.22	Planer Blades	\$22.50
4967	06/29/2012	1218	Johnson Cashway _8920	118515	01.2.2610.0410.1.00.00	lock spring	\$4.27
4967	06/29/2012	1218	Johnson Cashway _8920	118515	01.2.2610.0410.2.00.00	lock spring	\$4.27
4967	06/29/2012	1218	Johnson Cashway _8920	118533	01.2.2610.0410.1.00.00	supplies for maintenance	\$4.95
4967	06/29/2012	1218	Johnson Cashway _8920	118533	01.2.2610.0410.2.00.00	supplies for maintenance	\$4.94
4967	06/29/2012	1218	Johnson Cashway _8920	119077	01.2.2610.0410.1.18.00	Supplies for Boiler - Cedar Canyon	\$24.79
4967	06/29/2012	1218	Johnson Cashway _8920	119114	01.2.2610.0410.1.05.00	paint supplies - NF	\$332.20
4967	06/29/2012	1218	Johnson Cashway _8920	119114	01.2.2610.0410.1.06.00	paint supplies - Geil	\$332.20
4967	06/29/2012	1218	Johnson Cashway _8920	119114	01.2.2610.0410.2.01.00	paint supplies - HS	\$342.28
4967	06/29/2012	1218	Johnson Cashway _8920	119266	01.2.2610.0410.1.05.00	paint supplies - NF	\$12.32
4967	06/29/2012	1218	Johnson Cashway _8920	119282	01.2.2610.0410.1.18.00	grass seed - Cedar Canyon	\$28.78
Check Total:							\$1,151.98
4968	06/29/2012	1218	KEARNEY HUB	62003317	01.2.2310.0350.1.00.01	Occupational Therapist Ad	\$48.93
4968	06/29/2012	1218	KEARNEY HUB	62003317	01.2.2310.0350.2.00.01	Occupational Therapist Ad	\$48.92
Check Total:							\$97.85
4969	06/29/2012	1218	Kobza, Alisha	mileage June	01.2.1250.0671.1.09.99	Mileage expenses incurred on behalf of Gering Public Schools from June 4 to June 27, 2012	\$35.20
Check Total:							\$35.20

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4970	06/29/2012	1218	Macmillan Mcgraw-Hill	67757999001	01.2.2212.0411.1.00.02	Reading/Language Arts Materials-K-6	\$34,687.33
Check Total:							\$34,687.33
4971	06/29/2012	1218	Martin, Terri	reim science fusion	01.2.2212.0413.1.00.02	Science Fusion Lab Materials	\$12.54
4971	06/29/2012	1218	Martin, Terri	reimb travel	01.2.2213.0670.2.00.02	Travel Exp/Prof Devel	\$70.62
Check Total:							\$83.16
4972	06/29/2012	1218	Math'S Mate, Usa, Llc	12051	01.2.2212.0412.2.00.02	Math Mates Materials	\$3,275.00
Check Total:							\$3,275.00
4973	06/29/2012	1218	Mike's Screenprinting & Awards	11561	01.2.1130.0313.2.01.21	Engraved Plaque for Salutatorians	\$220.00
4973	06/29/2012	1218	Mike's Screenprinting & Awards	11561	01.2.1130.0313.2.01.21	Engraved Plaque for Valedictorians	\$385.00
Check Total:							\$605.00
4974	06/29/2012	1218	Mile Hi Ceramics, Inc.	3223	01.2.2620.0318.2.01.21	cooling water dispersant- HS	\$175.00
Check Total:							\$175.00
4975	06/29/2012	1218	Money Wise Office Supply	M16974	01.2.2410.0410.1.04.14	Double Ped Desk - Lincoln	\$370.00
4975	06/29/2012	1218	Money Wise Office Supply	M17025	01.2.1130.0410.1.24.16	Staples	\$2.08
4975	06/29/2012	1218	Money Wise Office Supply	M17025	01.2.1130.0410.1.24.16	Scotch Tape-16 pack	\$41.51
4975	06/29/2012	1218	Money Wise Office Supply	M17025	01.2.1130.0410.1.24.16	White Address Labels 1" x 2 5/8"	\$23.04
4975	06/29/2012	1218	Money Wise Office Supply	M17025	01.2.1130.0410.1.24.16	Manila Letter Size File Folders 100/box	\$34.16
4975	06/29/2012	1218	Money Wise Office Supply	M17025	01.2.1130.0410.1.24.16	Rubber Bands 1 lb. bag	\$2.60
4975	06/29/2012	1218	Money Wise Office Supply	M17025	01.2.1130.0410.1.24.16	Pencil Tip Erasers 144/box	\$6.22
4975	06/29/2012	1218	Money Wise Office Supply	M17025	01.2.1130.0410.1.24.16	Reinforcements	\$10.36
4975	06/29/2012	1218	Money Wise Office Supply	M17089	01.2.2410.0410.2.02.22	Drub DR-350 for fax machine	\$102.91

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names   
 Exclude Voided Checks   
 Exclude Manual Checks   
 Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4975	06/29/2012	1218	Money Wise Office Supply	M17171	01.2.2410.0409.2.02.22	Extra capacity reinforced haning file folders with Box bottom green 3"	\$34.99
4975	06/29/2012	1218	Money Wise Office Supply	M17171	01.2.2410.0409.2.02.22	White/Blue File folder labels	\$42.99
4975	06/29/2012	1218	Money Wise Office Supply	M17207	01.2.1210.0410.1.09.99	HP C531A Ink Cartridge - CYAN	\$116.99
4975	06/29/2012	1218	Money Wise Office Supply	M17207	01.2.1210.0410.1.09.99	HP C530A Ink Cartridge - BLACK	\$118.99
4975	06/29/2012	1218	Money Wise Office Supply	M17207	01.2.1210.0410.1.09.99	HP C533A Ink Cartridge - MAGENTA	\$116.99
4975	06/29/2012	1218	Money Wise Office Supply	M17356	01.2.1210.0410.1.09.99	Yellow colored file folders 1/3 cut	\$18.25
4975	06/29/2012	1218	Money Wise Office Supply	M17356	01.2.1210.0410.1.09.99	DMYO File Folder Labels 3 7/16 x 9/16	\$40.14
4975	06/29/2012	1218	Money Wise Office Supply	M17356	01.2.1210.0410.1.09.99	Avery 3 x 3 pastel fanfold pop-up sticky notes 12/pk	\$13.38
4975	06/29/2012	1218	Money Wise Office Supply	M17356	01.2.1210.0410.1.09.99	Sanford sharpie pen-style liquid accent highlighters GREEN 12/bx	\$15.00
4975	06/29/2012	1218	Money Wise Office Supply	M17356	01.2.1210.0410.1.09.99	Green colored file folders 1/3 cut	\$36.50
<b>Check Total:</b>							<b>\$1,147.10</b>
4976	06/29/2012	1218	NASB	negotiations worksho	01.2.2310.0670.1.00.01	Negotiations Workshop (Brunner, Doll, Peters, Winn)	\$160.00
4976	06/29/2012	1218	NASB	negotiations worksho	01.2.2310.0670.2.00.01	Negotiations Workshop (Brunner, Doll, Peters,Winn)	\$160.00
<b>Check Total:</b>							<b>\$320.00</b>
4977	06/29/2012	1218	NCSA	2012 Admin days	01.2.2410.0670.2.02.22	2012 Administrator's Days	\$180.00
4977	06/29/2012	1218	NCSA	24504	01.2.2510.0670.1.00.00	Admin Days July 2012	\$40.00
4977	06/29/2012	1218	NCSA	24504	01.2.2510.0670.2.00.00	Admin Days July 2012	\$40.00
<b>Check Total:</b>							<b>\$260.00</b>

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4978	06/29/2012	1218	Ne Dol/Office Safety & Labor Ne Dol/Boil	87054	01.2.2620.0318.1.05.15	Boiler inspection - NF	\$36.00
4978	06/29/2012	1218	Ne Dol/Office Safety & Labor Ne Dol/Boil	87054	01.2.2620.0318.1.06.16	Boiler inspection - Geil	\$72.00
4978	06/29/2012	1218	Ne Dol/Office Safety & Labor Ne Dol/Boil	87054	01.2.2620.0318.1.18.18	Boiler inspection - Cedar Canyon	\$144.00
4978	06/29/2012	1218	Ne Dol/Office Safety & Labor Ne Dol/Boil	87054	01.2.2620.0318.2.01.21	Boiler inspection - HS	\$144.00
4978	06/29/2012	1218	Ne Dol/Office Safety & Labor Ne Dol/Boil	87054	01.2.2620.0318.2.02.22	Boiler inspection - JH	\$72.00
Check Total:							\$468.00
4979	06/29/2012	1218	Omaha World Herald	10406-120531	01.2.2310.0350.1.00.01	Classified Ads - Open Positions	\$216.42
4979	06/29/2012	1218	Omaha World Herald	10406-120531	01.2.2310.0350.2.00.01	Classified Ads - Open Positions	\$216.42
Check Total:							\$432.84
4980	06/29/2012	1218	One Source	29114	01.2.2330.0352.1.00.03	May background checks	\$77.50
4980	06/29/2012	1218	One Source	29114	01.2.2330.0352.2.00.03	May background checks	\$77.50
Check Total:							\$155.00
4981	06/29/2012	1218	OZANAM/BIST	155788	01.2.1250.0319.1.09.99	Consultation services from Chris Boden March 20-21, 2012	\$2,700.00
4981	06/29/2012	1218	OZANAM/BIST	155788	01.2.1250.0319.1.09.99	Hotel Expenses for Chris Boden	\$168.00
4981	06/29/2012	1218	OZANAM/BIST	155788	01.2.1250.0319.1.09.99	Meal Expenses for Chris Boden	\$20.40
4981	06/29/2012	1218	OZANAM/BIST	155788	01.2.1250.0319.1.09.99	Mileage expenses for Chris Boden	\$344.00
Check Total:							\$3,232.40
4982	06/29/2012	1218	Panhandle Coop Association	510578	01.2.2610.0410.1.18.00	Propane - Cedar Canyon	\$1,280.20
4982	06/29/2012	1218	Panhandle Coop Association	514220	01.2.2610.0410.1.18.00	Propane - Cedar Canyon	\$1,684.62
4982	06/29/2012	1218	Panhandle Coop Association	518209	01.2.2610.0410.1.18.00	Propane - Cedar Canyon	\$1,340.82
4982	06/29/2012	1218	Panhandle Coop Association	760677	01.2.6000.0410.1.18.18	Milk - summer school	\$23.34
4982	06/29/2012	1218	Panhandle Coop Association	761038	01.2.6000.0410.1.18.18	Milk - summer school	\$22.17

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4982	06/29/2012	1218	Panhandle Coop Association	761395	01.2.6000.0410.1.18.18	Milk - summer school	\$11.08
Check Total:							\$4,362.23
4983	06/29/2012	1218	Panhandle Geotechnical & Environmental,	512165	01.2.2640.0690.0.00.00	Lincoln construction	\$885.00
4983	06/29/2012	1218	Panhandle Geotechnical & Environmental,	512238	01.2.2640.0690.0.00.00	Lincoln Construction	\$1,060.00
Check Total:							\$1,945.00
4984	06/29/2012	1218	Petty Cash-Geil	reimb year end 11/12	01.2.1130.0409.1.06.16	Supplies	\$30.35
4984	06/29/2012	1218	Petty Cash-Geil	reimb year end 11/12	01.2.1130.0410.1.44.16	Conduit for the Geil Banner	\$8.00
4984	06/29/2012	1218	Petty Cash-Geil	reimb year end 11/12	01.2.1130.0670.1.06.16	Breakfast for Geil Student Leadership Committee	\$55.46
Check Total:							\$93.81
4985	06/29/2012	1218	Petty Cash-Junior High	reimb 11-12 year end	01.2.2410.0410.2.02.22	Supplies for office	\$97.49
Check Total:							\$97.49
4986	06/29/2012	1218	Pizza Hut	39950	01.2.2310.0690.1.00.01	Work Session Meal	\$10.00
4986	06/29/2012	1218	Pizza Hut	39950	01.2.2310.0690.2.00.01	Work Session Meal	\$10.00
Check Total:							\$20.00
4987	06/29/2012	1218	Plegge, Derek	reimb calculus(e)	01.2.9000.0900.0.00.00	reimb college calculus	\$236.68
Check Total:							\$236.68
4988	06/29/2012	1218	Pro Tex Systems, Inc.	29313	01.2.2610.0410.2.02.00	replace smoke detector - JH	\$148.00
Check Total:							\$148.00
4989	06/29/2012	1218	Radzyski, Tammy	mileage 2nd semester	01.2.2410.0671.2.01.21	Mileage Reimbursement for 2nd Semester (27.20 Miles X .55 = \$14.96)	\$14.96
Check Total:							\$14.96
4990	06/29/2012	1218	Region I Office Of Human Development	35431	01.2.2610.0333.2.01.00	Janitorial services HS	\$2,500.00
4990	06/29/2012	1218	Region I Office Of Human Development	5295	01.2.1230.0375.1.09.99	June 2012 Contracted Services - Invoice # 5295	\$1,394.58
4990	06/29/2012	1218	Region I Office Of Human Development	5295	01.2.2760.0331.1.09.99	June 2012 contracted transportation services	\$49.40
Check Total:							\$3,943.98

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4991	06/29/2012	1218	Regional Care, Inc.	June 2012	01.2.1130.0291.1.00.00	IRS 125Plan	\$202.15
4991	06/29/2012	1218	Regional Care, Inc.	June 2012	01.2.1130.0291.2.00.00	IRS 125Plan	\$202.15
Check Total:							\$404.30
4992	06/29/2012	1218	Sandberg Implement, Inc.	IV27019	01.2.2610.0410.1.00.00	chain for chain saw	\$14.85
4992	06/29/2012	1218	Sandberg Implement, Inc.	IV31260	01.2.2750.0337.1.00.00	Gas cap for kabota tractor	\$34.17
4992	06/29/2012	1218	Sandberg Implement, Inc.	IV34317	01.2.2610.0410.1.00.00	supplies for weed eaters	\$60.93
4992	06/29/2012	1218	Sandberg Implement, Inc.	IV34317	01.2.2610.0410.2.00.00	supplies for weed eaters	\$60.93
4992	06/29/2012	1218	Sandberg Implement, Inc.	US13759	01.2.2610.0410.1.00.00	Honda Lawn mower	\$349.50
4992	06/29/2012	1218	Sandberg Implement, Inc.	US13759	01.2.2610.0410.2.00.00	Honda lawn mower	\$349.50
4992	06/29/2012	1218	Sandberg Implement, Inc.	WO50130	01.2.2620.0318.1.00.00	repairs on lawn mower	\$24.86
4992	06/29/2012	1218	Sandberg Implement, Inc.	WO50130	01.2.2620.0318.2.00.00	repairs on lawn mower	\$24.85
Check Total:							\$919.59
4993	06/29/2012	1218	Schaaf, Sarah	may mileage	01.2.1250.0671.1.09.99	May 1-May 23, 2012 Mileage expenses incurred on behalf of GPS	\$25.14
4993	06/29/2012	1218	Schaaf, Sarah	may mileage	01.2.1290.0671.1.09.99	May 1-May 23, 2012 Mileage expenses incurred on behalf of GPS	\$10.78
Check Total:							\$35.92
4994	06/29/2012	1218	Schadwinkel, Kayleigh	reimb calculus(f)	01.2.9000.0900.0.00.00	reimb. college calculus	\$236.68
Check Total:							\$236.68
4995	06/29/2012	1218	Scottsbluff Public Schools _15904	4th Qtr VALTS	01.2.1131.0318.2.00.00	VALTS 4th Qtr.	\$75,325.50
Check Total:							\$75,325.50
4996	06/29/2012	1218	Scottsbluff Public Schools _15905	4746	01.2.1230.0360.1.09.99	2011-2012 2nd Semester Contracted Services / Cindi Woods	\$19,795.81
4996	06/29/2012	1218	Scottsbluff Public Schools _15905	4746	01.2.1290.0360.1.09.99	2011-2012 2nd Semester Contracted Services / Cindi Woods	\$2,199.53
Check Total:							\$21,995.34
4997	06/29/2012	1218	Scottsbluff Screenprinting _15980	3024293	01.2.1130.0410.2.02.22	Medals for end of year awards	\$87.50
Check Total:							\$87.50

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4998	06/29/2012	1218	Star-Herald	retirement/classifie	01.2.2310.0350.1.00.01	Retirement Tea Advertising	\$143.00
4998	06/29/2012	1218	Star-Herald	retirement/classifie	01.2.2310.0350.1.00.01	Classified Ads for Open Positions	\$712.50
4998	06/29/2012	1218	Star-Herald	retirement/classifie	01.2.2310.0350.2.00.01	Classified Ads for Open Positions	\$712.50
4998	06/29/2012	1218	Star-Herald	retirement/classifie	01.2.2310.0350.2.00.01	Retirement Tea Advertising	\$143.00
Check Total:							\$1,711.00
4999	06/29/2012	1218	Subway - Gering	729972	01.2.2310.0410.1.00.01	Personnel Committee Lunch	\$14.00
4999	06/29/2012	1218	Subway - Gering	729972	01.2.2310.0410.2.00.01	Personnel Committee Lunch	\$14.00
Check Total:							\$28.00
5000	06/29/2012	1218	Swire Coca-Cola	51915054046	01.2.2610.0410.1.00.00	Beverages - Central office	\$46.75
5000	06/29/2012	1218	Swire Coca-Cola	51915054046	01.2.2610.0410.2.00.00	Beverage - central office	\$46.75
5000	06/29/2012	1218	Swire Coca-Cola	51915066107	01.2.2610.0410.1.00.00	Beverages - central office	\$29.29
5000	06/29/2012	1218	Swire Coca-Cola	51915066107	01.2.2610.0410.2.00.00	Beverages - central office	\$29.29
5000	06/29/2012	1218	Swire Coca-Cola	51915071131	01.2.2610.0410.1.00.00	Beverages - central office	\$12.96
5000	06/29/2012	1218	Swire Coca-Cola	51915071131	01.2.2610.0410.2.00.00	Beverages - central office	\$12.96
Check Total:							\$178.00
5001	06/29/2012	1218	Taedter, Cori	reimb supplies	01.2.1117.0410.1.18.03	Oriental Trading-Spring Program Supplies	\$66.86
5001	06/29/2012	1218	Taedter, Cori	reimb supplies	01.2.1117.0410.1.18.03	Radio Shack Cable	\$29.99
5001	06/29/2012	1218	Taedter, Cori	reimb supplies	01.2.1117.0410.1.18.03	Pepper-Winter Program Supplies	\$100.97
Check Total:							\$197.82

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-General  
 Bank Account: 109033

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names     Exclude Voided Checks     Exclude Manual Checks     Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
5002	06/29/2012	1218	Teaching Strategies, Inc.	V338180	01.2.4990.0690.0.00.80	Teaching Strategies GOLD Online Child Portfolios	\$1,149.50
Check Total:							\$1,149.50
5003	06/29/2012	1218	Trebron Company Inc.	30621	01.2.1136.0497.1.00.06	ANTI-VIRUS/FIREWALL	\$3,196.58
5003	06/29/2012	1218	Trebron Company Inc.	30621	01.2.1136.0497.2.00.06	ANTI-VIRUS/FIREWALL	\$3,196.57
5003	06/29/2012	1218	Trebron Company Inc.	30622	01.2.1136.0571.1.00.06	Sophos Web Appliance	\$2,362.50
5003	06/29/2012	1218	Trebron Company Inc.	30622	01.2.1136.0571.2.00.06	Sophos Web Appliance	\$2,362.50
Check Total:							\$11,118.15
5004	06/29/2012	1218	Tree Ropers LLC	126	01.2.2610.0410.1.04.00	Tree assessment - lincoln	\$80.00
Check Total:							\$80.00
5005	06/29/2012	1218	Twin City Roofing & Sheet Metal, Inc.	1004-44365	01.2.2620.0318.1.05.15	repairs on NF roof	\$726.40
Check Total:							\$726.40
5006	06/29/2012	1218	Vacha, Erin	reimb calculus(g)	01.2.9000.0900.0.00.00	reimb college calculus	\$236.68
Check Total:							\$236.68
5007	06/29/2012	1218	Wallace, Tyler	reimb calculus(h)	01.2.9000.0900.0.00.00	reimb college calculus	\$236.68
Check Total:							\$236.68
5008	06/29/2012	1218	William H. Sadlier, Inc.	0000292184	01.2.2212.0411.2.00.02	Vocabulary Workshop used for 6-12 Vocabulary enhancement	\$11,104.72
Check Total:							\$11,104.72
Bank Total:							\$325,171.39

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-MMA

Date Range: 06/01/2012 - 06/30/2012

Sort By: Check

Bank Account: 109884

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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Bank Name: VB & T-MMA

Bank Account: 109884

268	06/29/2012		Valley Bank & Trust Company	V165279	01.4.0000.0070.0.00.00	Bldg	\$14,817.98
							Check Total:
269	06/29/2012		Us Bank	V968818	01.4.0000.0070.0.00.00	Handi	\$275.70
							Check Total:
270	06/29/2012		Valley Bank & Trust Company	V320821	01.4.0000.0070.0.00.00	Bond	\$29,869.47
							Check Total:
							Bank Total:
							\$44,963.15

#### Manual Checks Recap

268	06/29/2012	10148	Valley Bank & Trust Company	MANUAL	01.4.0000.0070.0.00.00	Bldg	\$14,817.98
							Check Total:
269	06/29/2012	10149	Us Bank	MANUAL	01.4.0000.0070.0.00.00	Handi	\$275.70
							Check Total:
270	06/29/2012	10150	Valley Bank & Trust Company	MANUAL	01.4.0000.0070.0.00.00	Bond	\$29,869.47
							Check Total:
							Manual Checks Total:
							\$44,963.15

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe  
Bank Account: 500863874

Date Range: 06/01/2012 - 06/30/2012  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
Bank Name: FSB-Cafe				Bank Account: 500863874				
443	06/01/2012	1201	AirMaxx	2005245	06.2.1099.0318.0.00.00	callibrated thermostat walk in cooler	\$97.50	
443	06/01/2012	1201	AirMaxx	2005415	06.2.1099.0410.0.00.00	Brushes for HS Cafeteria sink	\$109.24	
443	06/01/2012	1201	AirMaxx	HS Freezer	06.2.1099.0318.0.00.00	Repairs to HS Freezer	\$2,077.19	
							Check Total:	\$2,283.93
444	06/01/2012	1201	Alkire, Peggy	mileage Apr-May	06.2.1099.0670.0.00.00	Mileage	\$9.35	
							Check Total:	\$9.35
445	06/01/2012	1201	Anderson, Susan	lunch reimb	06.2.1099.0104.0.00.00	Reimbursement - Carter & William	\$23.29	
							Check Total:	\$23.29
446	06/01/2012	1201	Burbach, Jeannetta	mileage Apr-May	06.2.1099.0670.0.00.00	Mileage	\$3.39	
							Check Total:	\$3.39
447	06/01/2012	1201	Cash-Wa Distributing Co., Inc.	F8328982	06.2.1099.0407.0.00.00	Food/Lincoln Elementary	\$719.20	
447	06/01/2012	1201	Cash-Wa Distributing Co., Inc.	F8329009	06.2.1099.0407.0.00.00	Food	\$1,291.90	
447	06/01/2012	1201	Cash-Wa Distributing Co., Inc.	F8340313	06.2.1099.0407.0.00.00	Food	\$1,776.88	
447	06/01/2012	1201	Cash-Wa Distributing Co., Inc.	F8342510	06.2.1099.0407.0.00.00	Food	\$191.02	
447	06/01/2012	1201	Cash-Wa Distributing Co., Inc.	F8344735	06.2.1099.0407.0.00.00	Food	\$624.47	
447	06/01/2012	1201	Cash-Wa Distributing Co., Inc.	F8351729	06.2.1099.0407.0.00.00	Food	\$1,043.33	
447	06/01/2012	1201	Cash-Wa Distributing Co., Inc.	F8353580	06.2.1099.0407.0.00.00	Food	\$384.02	
447	06/01/2012	1201	Cash-Wa Distributing Co., Inc.	F8359714	06.2.1099.0407.0.00.00	Food	\$64.75	
							Check Total:	\$6,095.57
448	06/01/2012	1201	Coop, Dianne	MAY MILEAGE	06.2.1099.0670.0.00.00	Mileage	\$31.08	
448	06/01/2012	1201	Coop, Dianne	mileage April	06.2.1099.0670.0.00.00	Mileage	\$31.90	
							Check Total:	\$62.98
449	06/01/2012	1201	Enlow, Carla	APR-MAY MILEAGE	06.2.1099.0670.0.00.00	Mileage	\$8.77	
							Check Total:	\$8.77
450	06/01/2012	1201	Food Distribution Program	040147	06.2.1099.0407.0.00.00	Commodity Food	\$3,320.40	
							Check Total:	\$3,320.40

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe  
Bank Account: 500863874

Date Range: 06/01/2012 - 06/30/2012  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
451	06/01/2012	1201	Food Services Of America	4174221	06.2.1099.0407.0.00.00	Food	\$826.90
451	06/01/2012	1201	Food Services Of America	4175040	06.2.1099.0410.0.00.00	Supplies	\$20.00
451	06/01/2012	1201	Food Services Of America	4179248	06.2.1099.0407.0.00.00	Food	\$135.59
451	06/01/2012	1201	Food Services Of America	4179249	06.2.1099.0407.0.00.00	Food	\$249.37
Check Total:							\$1,231.86
452	06/01/2012	1201	Gaudreault, Jan	lunch reimb	06.2.1099.0104.0.00.00	reimburse Kyle's lunch account	\$118.05
Check Total:							\$118.05
453	06/01/2012	1201	Gering Public Schools-Payroll Acct. May 2912		06.2.1099.0115.0.00.00	Regular Salaries	\$25,641.18
453	06/01/2012	1201	Gering Public Schools-Payroll Acct. May 2912		06.2.1099.0120.0.00.00	Substitute Salaries	\$584.00
453	06/01/2012	1201	Gering Public Schools-Payroll Acct. May 2912		06.2.1099.0210.0.00.00	FICA./Social Security	\$1,939.03
453	06/01/2012	1201	Gering Public Schools-Payroll Acct. May 2912		06.2.1099.0230.0.00.00	Retirement	\$2,299.70
453	06/01/2012	1201	Gering Public Schools-Payroll Acct. May 2912		06.2.1099.0230.0.00.00	Health Insurance	\$271.00
453	06/01/2012	1201	Gering Public Schools-Payroll Acct. May 2912		06.2.1099.0292.0.00.00	LTD Insurance	\$106.27
Check Total:							\$30,841.18
454	06/01/2012	1201	Mckee Foods Corporation	50028275	06.2.1099.0407.0.00.00	Al a Carte	\$38.64
Check Total:							\$38.64
455	06/01/2012	1201	Panhandle Coop Association	758403	06.2.1097.0407.0.04.00	Food Supplies	\$172.33
455	06/01/2012	1201	Panhandle Coop Association	758403	06.2.1097.0407.0.05.00	Food Supplies	\$181.34
455	06/01/2012	1201	Panhandle Coop Association	758403	06.2.1097.0407.0.18.00	Food Supplies	\$68.83
455	06/01/2012	1201	Panhandle Coop Association	758441	06.2.1097.0407.0.04.00	Food Supplies	\$79.03
455	06/01/2012	1201	Panhandle Coop Association	758441	06.2.1097.0407.0.05.00	Food Supplies	\$86.81
455	06/01/2012	1201	Panhandle Coop Association	758441	06.2.1097.0407.0.18.00	Food Supplies	\$32.41
455	06/01/2012	1201	Panhandle Coop Association	758505	06.2.1097.0407.0.05.00	Food Supplies	\$166.40
455	06/01/2012	1201	Panhandle Coop Association	758505	06.2.1097.0407.0.18.00	Food Supplies	\$63.65
455	06/01/2012	1201	Panhandle Coop Association	758740	06.2.1097.0407.0.05.00	Food Supplies	\$178.00
455	06/01/2012	1201	Panhandle Coop Association	758740	06.2.1097.0407.0.18.00	Food Supplies	\$68.00
455	06/01/2012	1201	Panhandle Coop Association	758791	06.2.1097.0407.0.05.00	Food Supplies	\$128.64
455	06/01/2012	1201	Panhandle Coop Association	758791	06.2.1097.0407.0.18.00	Food Supplies	\$44.80
455	06/01/2012	1201	Panhandle Coop Association	758855	06.2.1097.0407.0.05.00	Food Supplies	\$182.00
455	06/01/2012	1201	Panhandle Coop Association	758855	06.2.1097.0407.0.18.00	Food Supplies	\$69.50

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe  
Bank Account: 500863874

Date Range: 06/01/2012 - 06/30/2012  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
455	06/01/2012	1201	Panhandle Coop Association	758919	06.2.1097.0407.0.05.00	Food Supplies	\$171.72	
455	06/01/2012	1201	Panhandle Coop Association	758919	06.2.1097.0407.0.18.00	Food Supplies	\$44.43	
455	06/01/2012	1201	Panhandle Coop Association	759084	06.2.1097.0407.0.05.00	Fresh Fruit and Vegetable Program/Northfield	\$200.00	
455	06/01/2012	1201	Panhandle Coop Association	759136	06.2.1097.0407.0.05.00	Fresh Fruit and Vegetable Program/Northfield	\$200.00	
455	06/01/2012	1201	Panhandle Coop Association	759200	06.2.1097.0407.0.05.00	Fresh Fruit and Vegetable Program/Northfield	\$140.00	
455	06/01/2012	1201	Panhandle Coop Association	759256	06.2.1097.0407.0.05.00	Fresh Fruit and Vegetable Program/Northfield	\$184.00	
							Check Total:	\$2,461.89
456	06/01/2012	1201	Reliable One Inc.	3724 (2)	06.2.1099.0410.0.00.00	Supplies/gloves	\$485.19	
							Check Total:	\$485.19
457	06/01/2012	1201	Roberts Dairy Company	1740316	06.2.1099.0407.0.00.00	Dairy	\$337.41	
457	06/01/2012	1201	Roberts Dairy Company	1740317	06.2.1099.0407.0.00.00	Dairy	\$545.69	
457	06/01/2012	1201	Roberts Dairy Company	1740339	06.2.1099.0407.0.00.00	Dairy	\$294.98	
457	06/01/2012	1201	Roberts Dairy Company	1740340	06.2.1099.0407.0.00.00	Dairy	\$348.97	
457	06/01/2012	1201	Roberts Dairy Company	1740364	06.2.1099.0407.0.00.00	Dairy	\$204.59	
457	06/01/2012	1201	Roberts Dairy Company	1740365	06.2.1099.0407.0.00.00	Dairy	\$338.17	
457	06/01/2012	1201	Roberts Dairy Company	1740377 (2)	06.2.1099.0407.0.00.00	Dairy	\$636.96	
457	06/01/2012	1201	Roberts Dairy Company	1740392	06.2.1099.0407.0.00.00	Dairy	\$314.18	
457	06/01/2012	1201	Roberts Dairy Company	1740393	06.2.1099.0407.0.00.00	Dairy	\$386.56	
457	06/01/2012	1201	Roberts Dairy Company	1740412	06.2.1099.0407.0.00.00	Dairy	\$313.23	
457	06/01/2012	1201	Roberts Dairy Company	1740434	06.2.1099.0407.0.00.00	Dairy	\$227.81	
457	06/01/2012	1201	Roberts Dairy Company	1740435	06.2.1099.0407.0.00.00	Dairy	\$1,887.73	
457	06/01/2012	1201	Roberts Dairy Company	1740446	06.2.1099.0407.0.00.00	Dairy	\$518.33	
457	06/01/2012	1201	Roberts Dairy Company	1740465	06.2.1099.0407.0.00.00	Dairy	\$314.18	
457	06/01/2012	1201	Roberts Dairy Company	1740466	06.2.1099.0407.0.00.00	Dairy	\$378.29	
457	06/01/2012	1201	Roberts Dairy Company	1740483	06.2.1099.0407.0.00.00	Dairy	\$420.28	
457	06/01/2012	1201	Roberts Dairy Company	1740484	06.2.1099.0407.0.00.00	Dairy	\$409.65	

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe  
Bank Account: 500863874

Date Range: 06/01/2012 - 06/30/2012  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
457	06/01/2012	1201	Roberts Dairy Company	1740504	06.2.1099.0407.0.00.00	Dairy	\$314.18
457	06/01/2012	1201	Roberts Dairy Company	1740505	06.2.1099.0407.0.00.00	Dairy	\$132.63
457	06/01/2012	1201	Roberts Dairy Company	1740513	06.2.1099.0407.0.00.00	Dairy	\$316.67
457	06/01/2012	1201	Roberts Dairy Company	1740528 (2)	06.2.1099.0407.0.00.00	Dairy	\$157.09
457	06/01/2012	1201	Roberts Dairy Company	1740545	06.2.1099.0407.0.00.00	Dairy	\$146.76
Check Total:							\$8,944.34
458	06/01/2012	1201	Snell Services, Inc.	101626-0	06.2.1099.0318.0.00.00	Repairs on HS AC unit - Cafeteria	\$741.60
Check Total:							\$741.60
459	06/01/2012	1201	The Thompson Co.	1150026	06.2.1099.0407.0.00.00	Food	\$1,186.01
459	06/01/2012	1201	The Thompson Co.	1152734	06.2.1099.0407.0.00.00	Food	\$803.11
459	06/01/2012	1201	The Thompson Co.	1155396	06.2.1099.0407.0.00.00	Food	\$1,206.70
Check Total:							\$3,195.82
460	06/01/2012	1201	Thomas, Emma	lunch reimbursement	06.2.1099.0104.0.00.00	reimbursement Isaac's account	\$24.70
460	06/01/2012	1201	Thomas, Emma	lunch reimbursement	06.2.1099.0104.0.00.00	reimbursement Jolie's account	\$2.25
Check Total:							\$26.95
461	06/01/2012	1201	Us Foodservice	3352054	06.2.1099.0407.0.00.00	Food	\$268.33
461	06/01/2012	1201	Us Foodservice	3417315	06.2.1099.0407.0.00.00	Food	\$1,108.57
Check Total:							\$1,376.90
462	06/01/2012	1201	Wonder/Hostess-Denver	4212468	06.2.1099.0407.0.00.00	Hot Dog Buns	\$172.50
462	06/01/2012	1201	Wonder/Hostess-Denver	4213636	06.2.1099.0407.0.00.00	Bread	\$10.28
462	06/01/2012	1201	Wonder/Hostess-Denver	4213862	06.2.1099.0407.0.00.00	Bread	\$196.00
462	06/01/2012	1201	Wonder/Hostess-Denver	4214390	06.2.1099.0407.0.00.00	Bread	\$196.00
Check Total:							\$574.78
463	06/29/2012	1219	Food Distribution Program	6-15 acct listing	06.2.1099.0407.0.00.00	Commodity Food	\$1,762.27
Check Total:							\$1,762.27
464	06/29/2012	1219	Gering Public Schools-Payroll Acct. June 2012		06.2.1099.0115.0.00.00	Regular Salaries	\$26,520.72
464	06/29/2012	1219	Gering Public Schools-Payroll Acct. June 2012		06.2.1099.0210.0.00.00	FICA/Social Security	\$1,961.20
464	06/29/2012	1219	Gering Public Schools-Payroll Acct. June 2012		06.2.1099.0230.0.00.00	Retirement	\$2,163.33

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe  
 Bank Account: 500863874

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names    
  Exclude Voided Checks    
  Exclude Manual Checks    
  Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
464	06/29/2012	1219	Gering Public Schools-Payroll Acct.	June 2012	06.2.1099.0230.0.00.00	Health Ins.	\$271.00	
464	06/29/2012	1219	Gering Public Schools-Payroll Acct.	June 2012	06.2.1099.0292.0.00.00	LTD Ins	\$99.95	
							Check Total:	\$31,016.20
465	06/29/2012	1219	Pioneer Products, Inc.	SI-67980	06.2.1099.0410.0.00.00	turbo towels stainless steel wipes	\$324.13	
							Check Total:	\$324.13
							Bank Total:	\$94,947.48

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Act

Date Range: 06/01/2012 - 06/30/2012

Sort By: Check

Bank Account: 500863858

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Bank Name: FSB-Act				Bank Account: 500863858			
2161	06/14/2012	1206	Cafeteria Account	HSC733	05.2.7083.0980.2.02.22	case potato chips	\$22.20
2161	06/14/2012	1206	Cafeteria Account	HSC733	05.2.7083.0980.2.02.22	case Hot Dogs	\$152.58
2161	06/14/2012	1206	Cafeteria Account	HSC733	05.2.7083.0980.2.02.22	Case hot dog buns	\$67.10
Check Total:							\$241.88
2162	06/14/2012	1206	Cardmember Services	ELAN 1024 May	05.2.6107.0679.2.01.17	Meals for state soccer (Pizza Gourmet \$133.22 & Subway \$128.31)	\$261.53
2162	06/14/2012	1206	Cardmember Services	ELAN 1024 May(b)	05.2.6107.0679.2.01.17	State meals (Qdoba-\$147.49, Ruby Tuesday-\$340.14)	\$487.63
2162	06/14/2012	1206	Cardmember Services	ELAN 1024 May(c)	05.2.6076.0679.2.01.17	Meals for state track (Ruby Tuesday-\$41.14, Ruby Tuesday-\$142.10, Ruby Farmers Ranchers	\$745.70
2162	06/14/2012	1206	Cardmember Services	ELAN 1201 May	05.2.5033.0980.2.01.21	Farmers Ranchers	\$56.02
2162	06/14/2012	1206	Cardmember Services	ELAN 1201 May	05.2.5033.0980.2.01.21	Farmers Ranchers	\$46.01
2162	06/14/2012	1206	Cardmember Services	ELAN 1201 May	05.2.5033.0980.2.01.21	Sandhill Oil Co, Inc.	\$48.02
2162	06/14/2012	1206	Cardmember Services	ELAN 1201 May	05.2.5033.0980.2.01.21	Merritt Trading Post	\$1,285.15
2162	06/14/2012	1206	Cardmember Services	ELAN 1201 May	05.2.5033.0980.2.01.21	Sandhill Oil #2	\$128.57
2162	06/14/2012	1206	Cardmember Services	ELAN 1201 May	05.2.5033.0980.2.01.21	Farmers Ranchers	\$47.52
2162	06/14/2012	1206	Cardmember Services	ELAN 1201 May	05.2.5033.0980.2.01.21	Farmers Ranchers	\$54.24
2162	06/14/2012	1206	Cardmember Services	ELAN 1201 May (z)	05.2.5033.0980.2.01.21	Fuel SHELL - Bob Anderson	\$141.73
2162	06/14/2012	1206	Cardmember Services	ELAN 1235 May	05.2.6106.0670.2.01.17	Meal A&W - state soccer	\$9.19
2162	06/14/2012	1206	Cardmember Services	ELAN 1235 May	05.2.6106.0670.2.01.17	Meal Lo Sole Mio - state soccer	\$36.20
2162	06/14/2012	1206	Cardmember Services	ELAN 1235 May	05.2.6106.0670.2.01.17	Meal Perkins - state soccer	\$17.52
2162	06/14/2012	1206	Cardmember Services	ELAN 1235 May	05.2.6106.0670.2.01.17	Lodging Hampton Inn- state soccer	\$104.54
2162	06/14/2012	1206	Cardmember Services	ELAN 1235 May	05.2.6106.0670.2.01.17	Meal Amigo's - state soccer	\$15.52

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Act

Date Range: 06/01/2012 - 06/30/2012

Sort By: Check

Bank Account: 500863858

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
2162	06/14/2012	1206	Cardmember Services	ELAN 1235 May	05.2.8020.0980.2.01.17	End of year awards - boys soccer	\$35.94
2162	06/14/2012	1206	Cardmember Services	ELAN 2541 May(c)	05.2.8023.0980.2.01.17	Golf balls	\$10.00
2162	06/14/2012	1206	Cardmember Services	ELAN 2541 May(d)	05.2.8023.0980.2.01.17	Meals for districts (Pizza Hut-\$22.86, Walmart-\$24.82, Burger King-\$43.34, The Looking State meals (Ruby Tuesday-\$45.24, Valentino's-\$26.04, Old Golf & cart practice round	\$287.65
2162	06/14/2012	1206	Cardmember Services	ELAN 2541 May(e)	05.2.6100.0679.2.01.17		\$146.43
2162	06/14/2012	1206	Cardmember Services	ELAN 2541 May(e)	05.2.6100.0980.2.01.17		\$105.00
2162	06/14/2012	1206	Cardmember Services	ELAN 3816 May(d)	05.2.8014.0980.2.01.17	Express Toll Denver Co	\$10.65
2162	06/14/2012	1206	Cardmember Services	ELAN 3816 May(g)	05.2.5031.0980.2.01.21	Memberships & Pins from Quill & Scroll	\$61.00
2162	06/14/2012	1206	Cardmember Services	ELAN 3816 May(h)	05.2.5023.0980.2.01.21	Memberships & Pins from Quill & Scroll	\$501.00
2162	06/14/2012	1206	Cardmember Services	ELAN 3816 May(i)	05.2.5031.0980.2.01.21	Quill & Scroll Honor Cords (12 @ \$6 = \$72)	\$116.96
2162	06/14/2012	1206	Cardmember Services	ELAN 3816 May(l)	05.2.5031.0980.2.01.21	Arby's for Quill & Scroll Banquet	\$187.50
2162	06/14/2012	1206	Cardmember Services	ELAN 3816 May(m)	05.2.5013.0980.2.01.21	Meat from Fresh Foods for Retirement Dinner	\$130.55
2162	06/14/2012	1206	Cardmember Services	ELAN 5690 May	05.2.6107.0679.2.01.17	Meals for admin supervision (McDonalds-\$2.45, Subway-\$15.19, Spaghetti	\$45.20
2162	06/14/2012	1206	Cardmember Services	ELAN 5690 May(b)	05.2.6107.0670.2.01.17	Fuel - soccer	\$43.92
2162	06/14/2012	1206	Cardmember Services	ELAN 5690 May(c)	05.2.6076.0679.2.01.17	Admin supervision track-meals Subway-\$7.75, Fazoli's-\$7.98, Huhot-\$9.86, Red Robin-\$13.58,	\$67.30
2162	06/14/2012	1206	Cardmember Services	ELAN 5690 May(e)	05.2.6076.0980.2.02.17	Meals for admin supervision (Subway)	\$10.70
2162	06/14/2012	1206	Cardmember Services	ELAN 5690 May(f)	05.2.6076.0679.2.01.17	Meals for admin supervision (Quiznos-\$18.75, Wendy's-\$17.74)	\$36.49
Check Total:							\$5,281.38

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Act  
Bank Account: 500863858

Date Range: 06/01/2012 - 06/30/2012  
Voucher Range: -

Sort By: Check  
Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
2163	06/14/2012	1206	Chadron State College _2816	c3888	05.2.7007.0980.2.02.22	lunch for Students during CSC visit	\$961.05
Check Total:							\$961.05
2164	06/14/2012	1206	City Of Gering	3567	05.2.8027.0980.2.01.17	130 Lunch Buffet	\$1,049.50
Check Total:							\$1,049.50
2165	06/14/2012	1206	Dickinson State University	DSU Summer Camp	05.2.8014.0980.2.01.17	Registration Christian Pester	\$150.00
Check Total:							\$150.00
2166	06/14/2012	1206	Gering Public Schools _6560	11/12 waivers	05.2.5003.0999.2.01.21	Band - cleaning	\$60.00
2166	06/14/2012	1206	Gering Public Schools _6560	11/12 waivers	05.2.5003.0999.2.01.21	Band - shoes	\$33.50
2166	06/14/2012	1206	Gering Public Schools _6560	11/12 waivers	05.2.5003.0999.2.01.21	Band - shoes/shirt	\$80.00
Check Total:							\$173.50
2167	06/14/2012	1206	Hampton Inn & Suites - Omaha SW/La Vista	auth 131818	05.2.6107.0670.2.01.17	Lodging - Girls Soccer	\$836.32
Check Total:							\$836.32
2168	06/14/2012	1206	Horse Creek LLC	7889	05.2.8023.0980.2.01.17	Lodging - Boys Golf	\$77.00
2168	06/14/2012	1206	Horse Creek LLC	7890	05.2.8023.0980.2.01.17	Lodging - Boys golf	\$77.00
2168	06/14/2012	1206	Horse Creek LLC	7891	05.2.8023.0980.2.01.17	Lodging - Boys golf	\$77.00
Check Total:							\$231.00
2169	06/14/2012	1206	Kissler, Carroll D.	reimb state track	05.2.6076.0680.2.01.17	reimb. 3 drivers meals @ state track	\$24.87
Check Total:							\$24.87
2170	06/14/2012	1206	Kiwanis International Attn: Funds Proces	donation	05.2.5044.0980.2.01.17	Donation TOT/UNICEF (Please send attached letter with check.)	\$300.00
Check Total:							\$300.00
2171	06/14/2012	1206	Logoz LLC	256	05.2.8014.0980.2.01.17	embroided polos - Coach Rhodes	\$60.00
Check Total:							\$60.00
2172	06/14/2012	1206	Monument Physical Therapy	GHS training serv.	05.2.2415.0980.2.01.17	Athletic training services	\$1,333.34
Check Total:							\$1,333.34

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Act

Date Range: 06/01/2012 - 06/30/2012

Sort By: Check

Bank Account: 500863858

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
2173	06/14/2012	1206	Neff Company	002014904	05.2.2415.0980.2.01.17	certificate-mock leatherette	\$321.76
Check Total:							\$321.76
2174	06/14/2012	1206	Petty Cash-Senior High	reimb 11/12	05.2.5013.0980.2.01.21	Western Travel-burritos for PBS	\$12.00
Check Total:							\$12.00
2175	06/14/2012	1206	Pizza Hut	38342	05.2.5049.0980.2.01.17	East/West Shoot Out meal	\$182.50
Check Total:							\$182.50
2176	06/14/2012	1206	Scottsbluff Public Schools _15904	True Up 11/12	05.2.6066.0980.2.01.17	Swim team supplemental Cost GPS	\$1,655.64
2176	06/14/2012	1206	Scottsbluff Public Schools _15904	True Up 11/12	05.2.6067.0980.2.01.17	Swim team supplemental Cost GPS	\$1,655.64
Check Total:							\$3,311.28
2177	06/14/2012	1206	Tommy'S Johnnys, Inc.	Soccer field	05.2.6106.0327.2.01.17	GPS portion split with SBPS	\$62.50
2177	06/14/2012	1206	Tommy'S Johnnys, Inc.	Soccer field	05.2.6107.0327.2.01.17	GPS portion split with SBPS	\$62.50
Check Total:							\$125.00
2178	06/14/2012	1206	Western Nebraska Community Food Service	8287	05.2.5059.0980.2.01.17	Freshman Banquet 5/14/12	\$969.75
Check Total:							\$969.75
2179	06/14/2012	1209	Pizza Hut-Scottsbluff	38356	05.2.7009.0980.2.02.22	Pizza for Student Council	\$105.25
Check Total:							\$105.25
Bank Total:							\$15,670.38

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: VB & T-Fee  
 Bank Account: 175018

Date Range: 06/01/2012 - 06/30/2012  
 Voucher Range: -

Sort By: Check  
 Dollar Limit: \$0.00

Fiscal Year: 2011-2012

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
--------------	------	---------	-------	---------	---------	-------------	--------

Bank Name: VB & T-Fee

Bank Account: 175018

1232	06/01/2012		Plummer, Randy	V95241	12.2.2122.0989.2.01.21	NY Trip reimburse	\$800.00
							Check Total:
1233	06/01/2012		Gering Public Schools _6560	V288433	12.2.2122.0989.2.01.21	NY Trip	\$997.92
							Check Total:
							Bank Total:
							\$1,797.92

#### Manual Checks Recap

1232	06/01/2012	10147	Plummer, Randy		MANUAL 12.2.2122.0989.2.01.21	NY Trip reimburse	\$800.00
							Check Total:
1233	06/01/2012	10151	Gering Public Schools _6560		MANUAL 12.2.2122.0989.2.01.21	NY Trip	\$997.92
							Check Total:
							Manual Checks Total:
							\$1,797.92

Fund	Amount
01	\$370,134.54
05	\$15,670.38
06	\$94,947.48
12	\$1,797.92
<b>Fund Totals:</b>	<b>\$482,550.32</b>

End of Report

Disbursements Grand Total: \$482,550.32

# Memo

**To:** Don Hague  
**From:** Eldon Hubbard  
**Date:** 6/18/2012  
**Re:** Recommendation for English Teacher Position

---

I recommend that GPS employ Nathan Hurley for the position of high school English Teacher.

Nathan earned a B.A. and an M.A. from University of South Dakota. He is currently an adjunct instructor at Western Iowa Tech Community College.

# Memo

**To:** Board of Education  
**From:** Don Hague  
**Date:** June 18, 2012  
**Re:** Recommendation to Hire Elementary Computer Teacher

---

Please accept the elementary principal's recommendation to offer Gene Russell a probationary teacher's contract for the 2011-2012 school year. He will be placed as the Elementary Computer Teacher for the district and will be at 1.0 FTE.

Mr. Russell grew up in Gering and received his undergraduate degree from the University of Wyoming. Mr. Russell has taught K-12 P.E. and 9-12 Computer Applications the last two years at Minatare.

Mr. Russell will be replacing Mr. Tofflemire who is moving to 6<sup>th</sup> grade at Northfield.

Date: July 16, 2012  
 To: Board of Education  
 Re: June Financial Statements.

The Business Committee has reviewed the financial records for the month of June, 2012. Items found in the various bill lists needing further description are notated, if necessary, in the right-hand margin of the Schedule of Checks Written. The remainder of items are typical service or supply expenditures and are adequately defined in the descriptive columns.

General Fund revenue was \$3,233,805.40. General Fund expenditures were \$297,003.42 and the payroll for June totaled \$1,449,722.73. Total General Fund expenditures for June were \$1,746,726.15 .

Depreciation Fund revenue was \$648.17 and expenditures were \$0.00 the Building Fund revenue was \$14,817.98 and expenditures were \$0.00; the Qualified Capital Fund revenue was \$275.77 and expenditures were \$0.00; the Fee Fund revenue was \$600.00 and expenditures were \$1,797.92 and the Employee Benefit Fund revenue was \$.07 and expenditures were \$0.00 in the month of June. Cooperative Fund revenue was \$0.00 and expenditures were \$0.00.

The Activity Fund revenue was \$405.09. Activity Fund expenditures totaled \$15,670.38.

The Cafeteria Fund revenue was \$46,763.10 Cafeteria Fund expenditures were \$2134.59 plus \$31,016.20 for payroll for a total of \$33,150.79

The Business Committee has reviewed the financial records for the month of June and recommends they be approved:

		EXPENSES	REVENUE
GENERAL FUND		\$297,003.42	\$1,467,707.54
	Payroll	\$1,449,722.73	
BUILDING		\$0.00	\$14,817.98
DEPRECIATION		\$0.00	\$648.17
QUALIFIED CAPITAL		\$0.00	\$275.77
EMPLOYEE BENEFIT		\$0.00	\$.07
ACTIVITY		\$15,670.38	\$405.09
CAFETERIA		\$2,134.59	\$46,763.10
	Payroll	\$31,016.20	
FEE FUND		\$1,797.92	\$600.00
COOPERATIVE FUND		\$0.00	\$0.00

**Gering Public Schools  
Building Fund  
6/30/2012**

<b>Cash Balance</b>	6/30/2012	\$ 1,029,750.01
<b>Projected Revenue</b>		
Taxes	06/30/12-08/31/12	\$ -
Interest	06/30/12-08/31/12	\$ <u>500.00</u>
<b>Total</b>		\$ <u>500.00</u>
<b>Projected Expenses</b>		\$ -
Lincoln Elementary		\$ <u>250,000.00</u>
<b>Total</b>		\$ <u>250,000.00</u>
<b>Cash Balance</b>	6/30/2012	\$ <u>780,250.01</u>

**Gering Public Schools  
Depreciation Fund  
6/30/2012**

<b>Cash Balance</b>	6/30/2012	\$ 1,110,173.24
<b>Projected Revenue</b>		
Interest	06/30/12-08/31/12	\$ <u>550.00</u>
<b>Total</b>		\$ <u>-</u> <u>\$ 1,110,723.24</u>
<b>Projected Expenses</b>		\$ -
Window project High School		\$ 66,000.00
Jr High Cafeteria Tables		\$ 22,000.00
Lincoln Elementary		\$ <u>250,000.00</u>
<b>Total</b>		\$ <u>338,000.00</u>
<b>Cash Balance</b>	6/30/2012	\$ <u>772,173.24</u>

**Gering Public Schools  
BABS Lincoln Bond Fund  
6/30/2012**

<b>Cash Balance 06/01/2012</b>		\$	1,149,972.55
<b>Revenue</b>			
treasury note interest		\$	-
Interest	June, 2012	\$	-
<b>Total</b>		\$	1,149,972.55
<b>Expenses</b>		\$	-
Andersc Anderson & Shaw		\$	292,991.85
Hewgle\ Hewgley		\$	15,560.18
Brian S\ Brian Sweeney		\$	34,895.00
<b>Total</b>		\$	343,447.03
Cash Balance	#	\$	<u>806,525.52</u>

SCHEDULE OF INVESTMENTS HELD

AS OF JUNE 30, 2012

Depository	Number	Fund	Amount	Rate	Date of Issue	Date of Maturity
Platte Valley	7020107	General	\$266,586.37	1.300%	08-12-09	08-12-12
Valley Bank	1097689	General	\$151,717.94	1.000%	11-26-08	11-26-12
Valley Bank	1097654	Depreciation	\$298,722.37	1.350%	10-24-08	10-24-12
Valley Bank	1097688	Depreciation	\$315,404.87	1.690%	11-26-08	11-26-12
Valley Bank	1097653	Depreciation	\$119,488.95	1.350%	10-24-08	10-24-12
Valley Bank	1097480	Depreciation	\$215,474.06	1.100%	03-18-08	03-18-13
Valley Bank	1097261	Activity-Whitney Parr	\$33,550.53	1.490%	08-16-07	08-16-13
US Bank	3505001614 83	Activity-Twyla Fulk	\$5,571.32			08-06-12
Valley Bank	1097748	Activity-Booster Club (Flex)	\$7,377.06	2.230%	02-17-09	02-17-13
US Bank	3057902347 88	Activity-Don Childs	\$5,001.86	0.250%		09-24-12

THE MONTH ENDING JUNE 30, 2011  
TRIAL BALANCE SUMMARY- YEAR-TO-DATE

	target \$650K	target \$750K							
	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	COOP
9/1/2010 Balance	\$3,453,396.81	\$631,308.78	\$1,588,109.95	\$422.72	\$59,932.64	\$43,258.12	\$257,558.01	\$10,812.67	\$21,824.00
CD Deposit									
+									
YTD RECPTS	\$17,350,093.47	\$485,134.84	\$11,825.94	\$13,886.00	\$4,115.79	\$13.02	\$342,166.53	\$813,664.76	\$0.00
+									
RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
AVAILABLE FUNDS	\$20,803,490.28	\$1,116,443.62	\$1,599,935.89	\$14,308.72	\$64,048.43	\$43,271.14	\$599,724.54	\$824,477.43	\$21,824.00
-									
YTD EXPENSE	\$15,991,266.50	\$329,385.24	\$331,497.61	\$13,324.38	\$50,000.00	\$11,000.37	\$335,474.58	\$753,421.81	\$21,534.93
-									
EXPENSE ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$128.10)	\$79.13
=									
RECEIPT-EXP BALANCES	\$4,812,223.78	\$787,058.38	\$1,268,438.28	\$984.34	\$14,048.43	\$32,270.77	\$264,249.96	\$71,183.72	\$209.94

IMPREST	\$12,000.24								
PAYROLL	\$0.00								
CASH AT COUNTY	\$1,665,944.44	\$145,485.20			\$1,260.61				
+									
REGULAR CHECKING	(\$161,824.43)			\$984.34			(\$2,912.11)	\$2,062.58	209.94
+									
MMA ACCOUNT	\$2,734,521.11	\$641,573.18	\$328,827.75		\$12,787.82	\$32,270.77	\$216,032.77	\$69,121.14	
+									
IMPREST SUSPENSE	\$45,919.75								
+									
DUE TO/FROM OTHER FUNDS	\$123,227.93								
+									
CD'S + or -	\$417,129.13		\$939,610.53				\$51,129.30		
A/R or (A/P)	(\$24,694.39)								
=									
FUND BALANCES	\$4,812,223.78	\$787,058.38	\$1,268,438.28	\$984.34	\$14,048.43	\$32,270.77	\$264,249.96	\$71,183.72	\$209.94

THE MONTH ENDING JUNE 30, 2011  
TRIAL BALANCE SUMMARY-JUNE

target \$650K      target \$750K

	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	COOP
05/01/11 Balance	\$4,428,335.05	\$751,307.71	\$1,412,986.40	\$1,964.34	\$13,716.64	\$32,270.64	\$301,675.04	\$67,453.51	\$209.94
CD Deposit									
+									
JUNE RECPTS	\$2,058,134.69	\$40,285.67	\$806.88	\$0.00	\$331.79	\$0.13	\$6,525.26	\$41,571.60	\$0.00
+									
RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
AVAILABLE FUNDS	\$6,486,469.74	\$791,593.38	\$1,413,793.28	\$1,964.34	\$14,048.43	\$32,270.77	\$308,200.30	\$109,025.11	\$209.94
-									
JUNE EXPENSE	\$1,674,245.96	\$4,535.00	\$145,355.00	\$980.00	\$0.00	\$0.00	\$43,950.34	\$37,841.39	\$0.00
-									
EXPENSE ADJ		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
RECEIPT-EXP BALANCES	\$4,812,223.78	\$787,058.38	\$1,268,438.28	\$984.34	\$14,048.43	\$32,270.77	\$264,249.96	\$71,183.72	\$209.94

IMPREST	\$12,000.24								
PAYROLL	\$0.00								
CASH AT COUNTY	\$1,665,944.44	\$145,485.20			\$1,260.61				
+									
REGULAR CHECKING	(\$161,824.43)			\$984.34			(\$2,912.11)	\$2,062.58	\$209.94
+									
MMA ACCOUNT	\$2,734,521.11	\$641,573.18	\$328,827.75		\$12,787.82	\$32,270.77	\$216,032.77	\$69,121.14	
+									
IMPREST SUSPENSE	\$45,919.75								
+									
DUE TO/FROM OTHER FUNDS	\$123,227.93								
+									
CD'S + or -	\$417,129.13		\$939,610.53				\$51,129.30		
A/R or (A/P)	(\$24,694.39)								
=									
FUND BALANCES	\$4,812,223.78	\$787,058.38	\$1,268,438.28	\$984.34	\$14,048.43	\$32,270.77	\$264,249.96	\$71,183.72	\$209.94

THE MONTH ENDING JUNE 30, 2012  
TRIAL BALANCE SUMMARY- YEAR-TO-DATE

	target \$650K	target \$750							
	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	COOP
9/1/2011 Balance	\$3,541,787.32	\$819,346.88	\$1,361,437.21	\$284.34	\$14,310.95	\$32,271.03	\$238,921.95	\$55,140.52	\$209.94
CD Deposit									
+									
YTD RECPTS	\$18,229,159.58	\$355,888.33	\$8,474.00	\$15,745.50	\$4,710.06	\$1.01	\$387,734.29	\$841,679.45	\$0.00
+									
RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
AVAILABLE FUNDS	\$21,770,946.90	\$1,175,235.21	\$1,369,911.21	\$16,029.84	\$19,021.01	\$32,272.04	\$626,656.24	\$896,819.97	\$209.94
-									
YTD EXPENSE	\$16,688,282.76	\$0.00	\$259,737.97	\$13,754.10	\$0.00	\$14,128.94	\$401,224.81	\$799,057.12	\$0.00
-									
EXPENSE ADJ		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,312.00)	\$0.00	\$0.00
=									
RECEIPT-EXP BALANCES	\$5,082,664.14	\$1,175,235.21	\$1,110,173.24	\$2,275.74	\$19,021.01	\$18,143.10	\$228,743.43	\$97,762.85	\$209.94

IMPREST	\$25,095.85								
PAYROLL	\$134.63								
CASH AT COUNTY	\$1,665,944.44	\$145,485.20			\$1,260.61				
+									
REGULAR CHECKING	(\$84,888.16)			\$2,275.74			(\$11,194.11)	(\$21,907.49)	209.94
+									
MMA ACCOUNT	\$2,854,240.41	\$1,029,750.01	\$161,082.98		\$17,760.40	\$18,143.10	\$188,436.82	\$119,670.34	
+									
IMPREST SUSPENSE	\$32,824.14								
+									
DUE TO/FROM OTHER FUNDS	\$262,731.23								
+									
CD'S + or -	\$421,239.16		\$949,090.26				\$51,500.72		
A/R or (A/P)	(\$94,657.56)								
=									
FUND BALANCES	\$5,082,664.14	\$1,175,235.21	\$1,110,173.24	\$2,275.74	\$19,021.01	\$18,143.10	\$228,743.43	\$97,762.85	\$209.94

THE MONTH ENDING JUNE 30, 2012  
TRIAL BALANCE SUMMARY

target \$650K      target \$750k

	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	COOP
06/01/12 Balance	\$5,361,682.75	\$1,160,417.23	\$1,109,525.07	\$3,473.66	\$18,745.24	\$18,143.03	\$244,008.72	\$84,150.54	\$209.94
CD Deposit									
+									
JUNE RECPTS	\$1,467,707.54	\$14,817.98	\$648.17	\$600.00	\$275.77	\$0.07	\$405.09	\$46,763.10	\$0.00
+									
RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
AVAILABLE FUNDS	\$6,829,390.29	\$1,175,235.21	\$1,110,173.24	\$4,073.66	\$19,021.01	\$18,143.10	\$244,413.81	\$130,913.64	\$209.94
-									
JUNE EXPENSE	\$1,746,726.15	\$0.00	\$0.00	\$1,797.92	\$0.00	\$0.00	\$15,670.38	\$33,150.79	\$0.00
-									
EXPENSE ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
RECEIPT-EXP BALANCES	\$5,082,664.14	\$1,175,235.21	\$1,110,173.24	\$2,275.74	\$19,021.01	\$18,143.10	\$228,743.43	\$97,762.85	\$209.94

IMPREST	\$25,095.85								
PAYROLL	\$134.63								
CASH AT COUNTY	\$1,665,944.44	\$145,485.20			\$1,260.61				
+									
REGULAR CHECKING	\$0.00			\$2,275.74			(\$11,194.11)	(\$21,907.49)	\$209.94
+	(\$84,888.16)								
MMA ACCOUNT	\$2,854,240.41	\$1,029,750.01	\$161,082.98		\$17,760.40	\$18,143.10	\$188,436.82	\$119,670.34	
+									
IMPREST SUSPENSE	\$32,824.14								
+									
DUE TO/FROM OTHER FUNDS	\$262,731.23								
+									
CD'S + or -	\$421,239.16		\$949,090.26				\$51,500.72		
A/R or (A/P)	(\$94,657.56)								
=									
FUND BALANCES	\$5,082,664.14	\$1,175,235.21	\$1,110,173.24	\$2,275.74	\$19,021.01	\$18,143.10	\$228,743.43	\$97,762.85	\$209.94

TO OWNER: Gering Public Schools  
1800 8<sup>th</sup> Street  
Gering, NE 69341

PROJECT: New Lincoln Elementary School  
1725 13<sup>th</sup> Street  
Gering, NE 69341

APPLICATION : 14

Distribution To:  OWNER  
 ARCHITECT  
 CONTRACTOR  
 AGENCY

PERIOD TO: June 30, 2012

PROJECT NO:

CONTRACT DATE: May 2, 2011

FROM CONTRACTOR:  
Anderson & Shaw Construction, Inc.  
710 Avenue I  
Scottsbluff, NE 69361

VIA ARCHITECT: Joseph R. Hewgley & Associates, Inc.  
702 South Bailey  
North Platte, NE 69101

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached

- 1. ORIGINAL CONTRACT SUM \$6,810,986.25
- 2. Net change by Change Orders \$ 214,904.77
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$7,025,891.02
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$6,925,926.44
- 5. RETAINAGE:
  - a. 5 % of Completed Work \$ 346,296.32  
(Column D + E on G703)
  - b. 5 % of Stored Materials \$ 0.00  
(Column F on G703)

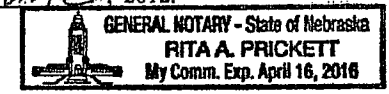
Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 346,296.32
- 6. TOTAL EARNED LESS RETAINAGE \$6,579,630.12
- 7. LESS PREVIOUS CERTIFICATES PAYMENT (line 6 from prior Certificate) \$6,366,309.46
- 8. CURRENT PAYMENT DUE \$ 213,320.66
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 446,260.90

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Anderson & Shaw Construction, Inc.

By: [Signature] Date: 6-26-12  
State of: Nebraska County of: Scotts Bluff  
Subscribed and sworn to before me this 26th day of June, 2012.

Notary Public: [Signature]



My Commission expires: 4/16/2016

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data compromising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 213,320.66

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified)

ARCHITECT: Joseph R. Hewgley & Associates, Inc.

By: Ryan D. Stearns Date: 7/3/12

OK-OK- Brian R. [Signature] 7-5-12

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
This Month	\$ 61,868.41	\$ 0.00
TOTALS from previous months	\$ 238,098.66	\$ 85,062.30
NET CHANGES by Change Order	\$ 214,904.77	

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

OK-OK- [Signature] 7-5-12

#14 2/10

CONTINUATION SHEET

Customer Name : Gering Public Schools  
 Address: 1800 8<sup>th</sup> Street  
 Address: Gering, NE 69341

Application Date: June 26, 2012  
 Project: New Lincoln Elementary School  
 1725 13th Street, Gering, NE 69341  
 Invoice Period: June 30, 2012

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work from Previous applications (D+E)	This Period	Total Materials Presently Stored (not D or E)	Completed & Stored to date (D+E+F)	% Completed (G/C)	Balance to Finish (C-G)	Retainage
1	Bond and Insurance	\$55,829.36	\$55,829.36			\$55,829.36	100.00%	\$0.00	\$2,791.47
2	Gen'l Contractor Profit and Overhead	\$214,469.04	\$214,469.04			\$214,469.04	100.00%	\$0.00	\$10,723.45
3	Dumpster	\$7,000.00	\$7,000.00			\$7,000.00	100.00%	\$0.00	\$350.00
4	Temporary Heat	\$20,000.00	\$20,000.00			\$20,000.00	100.00%	\$0.00	\$1,000.00
5	Chemical Toilet	\$3,750.00	\$3,750.00			\$3,750.00	100.00%	\$0.00	\$187.50
6	Safety Fence	\$11,745.00	\$11,745.00			\$11,745.00	100.00%	\$0.00	\$587.25
7	Superintendent	\$89,908.00	\$89,300.00	\$608.00		\$89,908.00	100.00%	\$0.00	\$4,495.40
9	Storage	\$4,200.00	\$4,200.00			\$4,200.00	100.00%	\$0.00	\$210.00
10	Final Cleaning	\$8,000.00	\$5,410.00	\$2,590.00		\$8,000.00	100.00%	\$0.00	\$400.00
11	Construction Sign	\$1,450.00	\$1,450.00			\$1,450.00	100.00%	\$0.00	\$72.50
12	SWPPS Plan	\$9,000.00	\$9,000.00			\$9,000.00	100.00%	\$0.00	\$450.00
13	Allowances	\$35,000.00	\$35,000.00			\$35,000.00	100.00%	\$0.00	\$1,750.00
14	Forklift	\$2,739.00	\$2,739.00			\$2,739.00	100.00%	\$0.00	\$136.95
15	Manlifts	\$4,000.00	\$4,000.00			\$4,000.00	100.00%	\$0.00	\$200.00
16	Office Trailer	\$7,500.00	\$7,500.00			\$7,500.00	100.00%	\$0.00	\$375.00
17	Soil Testing	\$650.00	\$650.00			\$650.00	100.00%	\$0.00	\$32.50
18	Temporary Electrical Pole	\$4,875.00	\$4,875.00			\$4,875.00	100.00%	\$0.00	\$243.75
19	Temporary Water Permits	\$2,000.00	\$2,000.00			\$2,000.00	100.00%	\$0.00	\$100.00

A	B	C	D	E	F	G		H	I
20	City Inspections	\$650.00	\$650.00			\$650.00	100.00%	\$0.00	\$32.50
21	Termite Control	\$5,500.00	\$5,500.00			\$5,500.00	100.00%	\$0.00	\$275.00
22	Contingency	\$2,000.00	\$2,000.00			\$2,000.00	100.00%	\$0.00	\$100.00
23	Silt Fence	\$6,130.85	\$6,130.85			\$6,130.85	100.00%	\$0.00	\$306.54
24	Tracking Pad 9 (2x25)	\$1,143.53	\$1,143.53			\$1,143.53	100.00%	\$0.00	\$57.18
25	Parking Lot Striping	\$600.00		\$600.00		\$600.00	100.00%	\$0.00	\$30.00
26	Parking Signage	\$1,104.00				\$0.00	0.00%	\$1,104.00	\$0.00
27	Site Utilities Work	\$17,506.00		\$17,506.00		\$17,506.00	100.00%	\$0.00	\$875.30
28	Surveying	\$15,500.00	\$15,500.00			\$15,500.00	100.00%	\$0.00	\$775.00
29	Erosion Control	\$4,000.00	\$4,000.00			\$4,000.00	100.00%	\$0.00	\$200.00
30	Site Set Up	\$14,349.71	\$14,349.71			\$14,349.71	100.00%	\$0.00	\$717.49
31	Concrete	\$516,192.00	\$516,192.00			\$516,192.00	100.00%	\$0.00	\$25,809.60
32	Masonry Subcontractor	\$507,100.00	\$507,100.00			\$507,100.00	100.00%	\$0.00	\$25,355.00
33	Masonry Rebar	\$54,233.00	\$54,233.00			\$54,233.00	100.00%	\$0.00	\$2,711.65
34	Hollow Core Plank	\$34,384.00	\$34,384.00			\$34,384.00	100.00%	\$0.00	\$1,719.20
35	Precast	\$8,769.24	\$8,769.24			\$8,769.24	100.00%	\$0.00	\$438.46
36	Exterior Framing	\$169,006.65	\$169,006.65			\$169,006.65	100.00%	\$0.00	\$8,450.33
37	Steel Supplier	\$444,974.00	\$444,974.00			\$444,974.00	100.00%	\$0.00	\$22,248.70
38	Steel - Labor	\$155,800.00	\$155,800.00			\$155,800.00	100.00%	\$0.00	\$7,790.00
39	Interior Steel Stud Framing	\$133,954.65	\$133,954.65			\$133,954.65	100.00%	\$0.00	\$6,697.73
40	Rough Carpentry	\$41,600.56	\$41,600.56			\$41,600.56	100.00%	\$0.00	\$2,080.03
41	Millwork Supplier	\$137,327.00	\$135,943.00	\$1,384.00		\$137,327.00	100.00%	\$0.00	\$6,866.35
42	Set Cabinets	\$39,842.74	\$39,842.74			\$39,842.74	100.00%	\$0.00	\$1,992.14
43	Beatle Pine Ceiling	\$5,786.00	\$5,786.00			\$5,786.00	100.00%	\$0.00	\$289.30

A	B	C	D	E	F	G		H	I
44	Galvanized Metal at Lockers	\$4,714.61	\$4,714.61			\$4,714.61	100.00%	\$0.00	\$235.73
45	FRP	\$612.91	\$612.91			\$612.91	100.00%	\$0.00	\$30.65
46	Roofing	\$175,420.00	\$175,420.00			\$175,420.00	100.00%	\$0.00	\$8,771.00
47	Fireproofing	\$4,000.00	\$4,000.00			\$4,000.00	100.00%	\$0.00	\$200.00
48	R12 Assembly @ 13' for Sound	\$4,446.00	\$4,446.00			\$4,446.00	100.00%	\$0.00	\$222.30
49	R19 Assembly Exterior Walls	\$9,156.00	\$9,156.00			\$9,156.00	100.00%	\$0.00	\$457.80
50	Roof Hatch	\$1,375.00	\$1,375.00			\$1,375.00	100.00%	\$0.00	\$68.75
51	Foamed In Place Insulation	\$78,509.00	\$78,509.00			\$78,509.00	100.00%	\$0.00	\$3,925.45
52	Metal Wall Panels	\$48,162.00	\$48,162.00			\$48,162.00	100.00%	\$0.00	\$2,408.10
53	Penetration Firestop	\$2,551.00	\$2,551.00			\$2,551.00	100.00%	\$0.00	\$127.55
54	Joint Sealers	\$2,551.00	\$2,551.00			\$2,551.00	100.00%	\$0.00	\$127.55
55	Expansion Joint Cover Assembly	\$1,511.00	\$1,511.00			\$1,511.00	100.00%	\$0.00	\$75.55
56	Caulking	\$3,148.76	\$3,148.76			\$3,148.76	100.00%	\$0.00	\$157.44
57	Doors & Hardware - Materials	\$143,434.00	\$118,552.00	\$24,882.00		\$143,434.00	100.00%	\$0.00	\$7,171.70
58	Doors & Hardware - Labor	\$14,176.97	\$14,176.97			\$14,176.97	100.00%	\$0.00	\$708.85
59	Store Front Glass	\$353,300.00	\$353,300.00			\$353,300.00	100.00%	\$0.00	\$17,665.00
60	Access Door Allowance	\$1,352.00	\$1,352.00			\$1,352.00	100.00%	\$0.00	\$67.60
61	Tornado Resistant Windows	\$85,000.00	\$28,737.00	\$56,263.00		\$85,000.00	100.00%	\$0.00	\$4,250.00
62	Drywall	\$266,144.00	\$266,144.00			\$266,144.00	100.00%	\$0.00	\$13,307.20
63	Acoustical Ceiling	\$95,290.00	\$95,290.00			\$95,290.00	100.00%	\$0.00	\$4,764.50
64	Flooring	\$94,753.00	\$94,753.00			\$94,753.00	100.00%	\$0.00	\$4,737.65
65	Painting	\$72,966.00	\$69,318.00	\$3,648.00		\$72,966.00	100.00%	\$0.00	\$3,648.30
66	Resilient Athletic Flooring	\$36,395.00		\$36,395.00		\$36,395.00	100.00%	\$0.00	\$1,819.75
67	Walk-Off Mat	\$4,000.00	\$4,000.00			\$4,000.00	100.00%	\$0.00	\$200.00
68	Wall Tile	\$11,507.00	\$11,507.00			\$11,507.00	100.00%	\$0.00	\$575.35

A	B	C	D	E	F	G		H	I
69	Fire Extinguishers	\$1,667.00	\$1,667.00			\$1,667.00	100.00%	\$0.00	\$83.35
70	Fire Extinguishers - Labor	\$760.00	\$760.00			\$760.00	100.00%	\$0.00	\$38.00
71	Toilet Accessories	\$3,744.00	\$3,744.00			\$3,744.00	100.00%	\$0.00	\$187.20
72	Set Bath Specialties	\$5,700.00	\$5,700.00			\$5,700.00	100.00%	\$0.00	\$285.00
73	Visual Display Surfaces	\$11,371.00	\$11,371.00			\$11,371.00	100.00%	\$0.00	\$568.55
74	Toilet Partitions	\$12,599.00	\$12,599.00			\$12,599.00	100.00%	\$0.00	\$629.95
75	Signage	\$13,285.00		\$13,285.00		\$13,285.00	100.00%	\$0.00	\$664.25
76	Flagpole	\$2,811.00	\$2,811.00			\$2,811.00	100.00%	\$0.00	\$140.55
77	Corner Guards	\$4,815.00	\$4,815.00			\$4,815.00	100.00%	\$0.00	\$240.75
78	Specialties - Labor	\$1,372.75	\$1,372.75			\$1,372.75	100.00%	\$0.00	\$68.64
79	Gymnasium Equipment	\$18,250.37	\$18,250.37			\$18,250.37	100.00%	\$0.00	\$912.52
80	Roller Shades	\$25,828.00		\$25,828.00		\$25,828.00	100.00%	\$0.00	\$1,291.40
81	Elevator	\$43,342.00	\$43,342.00			\$43,342.00	100.00%	\$0.00	\$2,167.10
82	Food Service Equipment	\$50,625.00	\$45,277.23	\$5,347.77		\$50,625.00	100.00%	\$0.00	\$2,531.25
83	Fire Sprinkler	\$65,800.00	\$65,800.00			\$65,800.00	100.00%	\$0.00	\$3,290.00
84	Mechanical	\$1,644,217.00	\$1,632,440.18	\$11,776.82		\$1,644,217.00	100.00%	\$0.00	\$82,210.85
85	Electrical	\$508,280.00	\$503,279.99	\$5,000.01		\$508,280.00	100.00%	\$0.00	\$25,414.00
86	Landscaping	\$63,800.00				\$0.00	0.00%	\$63,800.00	\$0.00
87	Fence Contractor	\$10,412.00				\$0.00	0.00%	\$10,412.00	\$0.00
88	Parking Lot Painting	\$600.00		\$600.00		\$600.00	100.00%	\$0.00	\$30.00
89	Basketball Court Striping	\$1,200.00		\$1,200.00		\$1,200.00	100.00%	\$0.00	\$60.00
90	Pea Gravel <i>CREDIT TO COST OF RUBBER MULCH</i>	\$6,462.55	<i>7-5-12 PER RYAN</i>	\$6,462.55		\$6,462.55	100.00%	\$0.00	\$323.13
91	Change Order #1-Add (5) operable windows in the office area.	\$3,250.00	\$3,250.00			\$3,250.00	100.00%	\$0.00	\$162.50

A	B	C	D	E	F	G		H	I
92	Change Order #2-Furnish and install glass vents to eight (8) additional classrooms.	\$5,200.00	\$5,200.00			\$5,200.00	100.00%	\$0.00	\$260.00
93	Change Order #3-Credit to accept alternate material in Submittal #76 Gypsum Board.	(\$4,000.00)				\$0.00	0.00%	(\$4,000.00)	\$0.00
94	Change Order #3-Credit to change from a silver painted finish to #17 clear as per architect, including curtain wall, storefront, doors, framing and glass vents.	(\$7,500.00)		(\$7,500.00)		(\$7,500.00)	100.00%	\$0.00	(\$375.00)
95	Change Order #3-Credit for FEMA changes per Architect direction on 6/10/11.	(\$73,562.30)		(\$56,263.00)		(\$56,263.00)	76.48%	(\$17,299.30)	(\$2,813.15)
96	Change Order #4-Revised storm drainage. Contractor to provide Deeter model 2067 for storm inlet. Deeter model 1268 for manhole cover. Deeter model 2212 storm drain for grass areas and Deeter model 2215 for non-grass areas.	\$61,630.00	\$61,630.00			\$61,630.00	100.00%	\$0.00	\$3,081.50
97	Change Order #5-Additional trim and backing for kal-wal windows.	\$3,993.00	\$3,993.00			\$3,993.00	100.00%	\$0.00	\$199.65
98	Change Order #5-Change in size for coiling doors, per submittal review-no motors.	\$941.00	\$941.00			\$941.00	100.00%	\$0.00	\$47.05
99	Change Order #5-Change to wall tile in restrooms A123,A124,A222,A223,B102, & B104.	\$30,496.84	\$30,496.84			\$30,496.84	100.00%	\$0.00	\$1,524.84
100	Change Order #5-Additional floor drain in mechanical room and additional floor clean out after 6" main.	\$1,547.00	\$1,547.00			\$1,547.00	100.00%	\$0.00	\$77.35
101	Change Order #5-Additional material and labor to wrap the classroom windows.	\$4,466.00	\$4,466.00			\$4,466.00	100.00%	\$0.00	\$223.30
102	Change Order #6-Add Electric Card Reader.	\$4,840.00	\$725.00	\$4,115.00		\$4,840.00	100.00%	\$0.00	\$242.00

A	B	C	D	E	F	G		H	I
103	Change Order #6-Replace gypsum board soffits with Symphony m-square edge acoustic ceiling in Rooms: Computer A236, Media Center A238, SGL A238A, and Office A238B.	\$741.00		\$741.00		\$741.00	100.00%	\$0.00	\$37.05
104	Change Order #6-Additional insulation for north walls of mechanical room, requested by Owner.	\$471.00	\$471.00			\$471.00	100.00%	\$0.00	\$23.55
105	Change Order #6-Additional material and labor for brick lintels not shown on plans.	\$3,068.75	\$3,068.75			\$3,068.75	100.00%	\$0.00	\$153.44
106	Change Order #6-Tube steel on end of east and west entrances where there is nothing to attach studs.	\$665.00	\$665.00			\$665.00	100.00%	\$0.00	\$33.25
107	Change Order #6-Specified structural I beam not wide enough to split 2 hollow core. Added to top plate to maintain level elevations.	\$189.32	\$189.32			\$189.32	100.00%	\$0.00	\$9.47
108	Change Order #6-Column line 5 - roof decking connection.	\$203.00	\$203.00			\$203.00	100.00%	\$0.00	\$10.15
109	Change Order #7-Change wood backboards to glass backboards 9per cost submitted 2/6/12).	\$1,155.00	\$1,155.00			\$1,155.00	100.00%	\$0.00	\$57.75
110	Change Order #7-P#18-Hand dryer outlets in Bathrooms #123, 124, 222, 223.	\$1,600.00		\$1,600.00		\$1,600.00	100.00%	\$0.00	\$80.00
111	Change Order #7-PR#19-Frames for trophy cases not listed in door schedule.	\$955.00	\$955.00			\$955.00	100.00%	\$0.00	\$47.75
112	Change Order #7-PR#20-Block fill and prime any walls not specifically called out in the finish schedule.	\$1,320.00		\$1,320.00		\$1,320.00	100.00%	\$0.00	\$66.00
113	Change Order #7-PR#22-REV- Addition of 6 x 6 field tile to the bottom of non-tiled walls in Restrooms B102, B104, A123, A124, A222, and A223 with schluter top and caulk at floor.	\$1,364.00	\$1,364.00			\$1,364.00	100.00%	\$0.00	\$68.20

ST#10

A	B	C	D	E	F	G		H	I
114	Change Order #7-PR#23-Two additional floor drains in Mechanical Room (requested by Owner).	\$892.00	\$892.00			\$892.00	100.00%	\$0.00	\$44.60
115	Change Order #7-PR#24-Add (12) pull handles not on hardware schedule.	\$1,584.00	\$1,584.00			\$1,584.00	100.00%	\$0.00	\$79.20
116	Change Order #8-PR#27-Change ceilings in B-102 and B-104 to a vinyl lay in.	(\$1,370.00)				\$0.00	0.00%	(\$1,370.00)	\$0.00
117	Change Order #8-PR#28-Framing around Roof Drains in gym.	\$2,268.00	\$2,268.00			\$2,268.00	100.00%	\$0.00	\$113.40
118	Change Order #8-PR#29-Change in backstop frames.	\$1,298.00	\$1,298.00			\$1,298.00	100.00%	\$0.00	\$64.90
119	Change Order #8-PR#30-Rev.-Metal Panels on Stairway Walls - East & West Entries	\$839.00	\$839.00			\$839.00	100.00%	\$0.00	\$41.95
120	Change Order #8-PR#31-Galvanized Flashing on Stairway wall soffit on first floor level as indicated by Paul Frohman.	\$2,327.00	\$2,327.00			\$2,327.00	100.00%	\$0.00	\$116.35
121	Change Order #8- <u>ASI#20 Pricing</u>	\$6,375.00	\$486.00	\$5,889.00		\$6,375.00	100.00%	\$0.00	\$318.75
122	Change Order #8-PR #32-Footings & Masonry work for owner furnished sign.	✓ \$2,424.00	\$2,424.00			\$2,424.00	100.00%	\$0.00	\$121.20
123	Change Order #8-PR #33-Material and labor for (4) non-smoking signs.	✓ \$255.00				\$0.00	0.00%	\$255.00	\$0.00
124	Change Order #8-PR#34-Extending guard rail on center stairs as requested by Owner.	✓ \$1,722.00	\$1,722.00			\$1,722.00	100.00%	\$0.00	\$86.10
125	Change Order #8-PR#35-Change from gravel to rubber mulch for 5800 sf, 6" depth.	✓ \$24,483.00	\$12,241.50			\$12,241.50	50.00%	\$12,241.50	\$612.08
126	Change Order #8-PR#36-Change transition from carpet to concrete.	✓ \$220.00		\$220.00		\$220.00	100.00%	\$0.00	\$11.00

A	B	C	D	E	F	G		H	I
127	Change Order #8-PR#37-Add integral color "dune" to basketball court.	✓ \$1,320.00		\$1,320.00		\$1,320.00	100.00%	\$0.00	\$66.00
128	Change Order #8-PR#40-Artificial Turf.	✓ \$46,608.75	\$23,304.37			\$23,304.37	50.00%	\$23,304.38	\$1,165.22
129	PR #45-Installation of playground equipment and additional mulch.	\$18,757.00	\$9,378.50			\$9,378.50	50.00%	\$9,378.50	\$468.93
130	Material and labor for additional parking lot - Amount to bill provided by Brian Sweeney.	\$45,000.00		\$45,000.00		\$45,000.00	100.00%	\$0.00	\$2,250.00
131	PR#21-Rev.-Addition of 6 x 6 field tile to the bottom of tiled walls in restrooms B102, B104, A123, A124, A222, and A223 with caulk @ floor.	\$1,771.00		\$1,771.00		\$1,771.00	100.00%	\$0.00	\$88.55
131	PR #39-Charge for larger Dedication plaque. Approved by Ryan.	\$660.00		\$660.00		\$660.00	100.00%	\$0.00	\$33.00
132	PR#41-New switch location for staff work room. Approved by Brian.	\$585.00		\$585.00		\$585.00	100.00%	\$0.00	\$29.25
133	PR #43-Additional 420' of 6' fence. Approved by Brian.	\$5,218.50		\$5,218.50		\$5,218.50	100.00%	\$0.00	\$260.93
134	PR#46-Construction and installation of (2) benches made of beetle kill pine slats and metal legs. Approved by Ryan.	\$2,211.00		\$1,105.50		\$1,105.50	50.00%	\$1,105.50	\$55.28
135	PR#47-Additional 3 course of brick for sign. Approved by Brian.	\$297.00		\$297.00		\$297.00	100.00%	\$0.00	\$14.85
136	PR#48-Addition of (2) low-e signs & (1) car pool sign. Approved by Ryan.	\$630.00				\$0.00	0.00%	\$630.00	\$0.00
137	PR#49-Moved Drain Lines. Approved by Brian.	\$1,685.00		\$1,685.00		\$1,685.00	100.00%	\$0.00	\$84.25
138	PR#50-Rev.-Motor for coiling door as agreed upon by Owner's Rep. Approved by Ryan.	\$467.00		\$467.00		\$467.00	100.00%	\$0.00	\$23.35

Est #14 10/10

A	B	C	D	E	F	G		H	I
139	PR#51-Two additional layers of wax for a total of 5 layers. Approved by Brian, Ryan, and Don.	\$676.00		\$676.00		\$676.00	100.00%	\$0.00	\$33.80
141	PR#53-Extensions for gym door thresholds. Approved by Brian.	\$147.79		\$147.79		\$147.79	100.00%	\$0.00	\$7.39
142	PR#55-2 Bicycle Racks to be assembled and installed by owners. Approved by Don.	\$763.12		\$763.12		\$763.12	100.00%	\$0.00	\$38.16
143	PR#57-Kick plate for B113A-A and Thumb turn cylinders for Intruder Classroom Locks with credit cores.	\$806.00		\$403.00		\$403.00	50.00%	\$403.00	\$20.15
144	PR#58-Raise 80' row of H fixtures up 1'. Approved by Brian.	\$396.00		\$396.00		\$396.00	100.00%	\$0.00	\$19.80
145	PR#60-Electrical work in Cafeteria & Rm 121. Approved by Brian.	\$555.00		\$555.00		\$555.00	100.00%	\$0.00	\$27.75
146									
147									
148									
	TOTALS	\$7,025,891.02	\$6,701,378.38	\$224,548.06	\$0.00	\$6,925,926.44	98.58%	\$99,964.58	\$346,296.32

**GERING HIGH SCHOOL**  
**STUDENT-PARENT HANDBOOK**  
**2012-2013**



**STUDENT - PARENT HANDBOOK  
OF GERING HIGH SCHOOL  
2012-2013**

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# Gering Public Schools Parent-Student Handbook 2012-2013 School Year

## Foreword

### Section 1 Intent of Handbook

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the school’s educational program and 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. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies and state and federal statutes and regulations.

### Section 2 Members of the Board of Education

Mike Brunner, President	Jody Miles
Brian Copsey	BJ Peters
Alan Doll	Mary Winn

### Section 3 Administrative Staff

Name	Position	School	Contact Information
Don Hague	Superintendent	Gering Public Schools	308-436-3125
Eldon Hubbard	High School Principal	Gering High School	308-436-3121
Shawn Seiler	Assistant High School Principal	Gering High School	308-436-3121
Kraig Weyrich	Assistant High School Principal, Freshmen Academy	Gering High School Freshmen Academy	308-436-4255
Glen Koski	Activities Director	Gering High School	308-436-3121

# Section 4 School Calendar

Adopted 2/20/12

## Gering Public Schools 2012-2013

August 2012						
Sun	Mo	Tu	We	Th	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
September 2012						
Su	Mo	Tu	We	Th	Fri	Sat
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
October 2012						
Su	Mo	Tu	We	Th	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
November 2012						
Su	Mo	Tu	We	Th	Fri	Sat
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
December 2012						
Su	Mo	Tu	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jul 16—Aug 3 Elementary Summer School  
 Aug 6-10 Registration begins for all new students  
 Aug 15 New Teacher Work Day/Orientation  
 Aug 16-17,20 Welcome Back All Staff In-Service  
 Teacher Staff Development/Work Day  
 Student Orientation Day grades TBA  
 Aug 20 First Day for High School/FA/7th Students  
 Aug 21 Kindergarten Orientation 9am to 11am  
 Aug 22 First Day for Kindergarten—6th & 8th grade  
 K-6 only early dismissal at 1pm  
 Aug 23 First full day for all K-6 students  
 Sept 3 LABOR DAY (NO SCHOOL)  
 Oct 19 Teacher Work Day (no school for all students)  
 End of 9 weeks (42 days)  
 Oct 22-24 Parent/Teacher Conferences  
 Oct 26 No school for students or teachers  
 Nov 21 Early Release  
 Nov 22-23 Thanksgiving Vacation  
 Dec 21 Early Release  
 End of 2nd 9 weeks (42 days)  
 Dec 24-Jan. 3 Holiday Break  
 Jan 4 No school for students/teacher work day  
 Feb 14-15 Winter Break—no school for students or teachers  
 Feb 18 No school for students (in service day)  
 Mar 15 End of 3rd 9 weeks (47 days)  
 Teacher Work Day  
 Mar 18-20 Parent/Teacher Conferences  
 Mar 22 No school for students or staff  
 Mar 29 Easter Break—no school for students or staff  
 Apr. 1 Easter Break—no school for students or staff  
 May 19 Senior Graduation at WNCC (TBD)  
 May 23 Last day for all students  
 End of 4th 9 weeks (43 days)  
 May 24 Teacher Work Day  
 May 28-29 Make up day (if needed)

### ELEMENTARY EARLY RELEASE

Every Wednesday August 22—May 15  
 Northfield Elementary—2pm  
 Lincoln Elementary 2:10pm  
 Geil Elementary 2:15pm  
 Cedar Canyon—2:25pm

### EARLY RELEASE at 1:00pm

Junior High/Freshman Academy/High School  
 September 19, October 17, November 14, January 16,  
 February 13, March 20 and April 17



Our vision: All Gering Public Schools students will maximize their individual potential.

The mission of Gering Public Schools is to develop the academic, personal and social skills of all students and to prepare them to be productive, responsible

January 2013						
Su	Mo	Tu	We	Th	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013						
Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013						
Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013						
Su	Mo	Tu	We	Th	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013						
Su	Mo	Tu	We	Th	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### Phone Numbers

District Admin. Office	436-3125
Special Services Office	436-3125
Transportation/Warehouse	436-2754
Senior High School	436-3121
Junior High School	436-3123



First/Last Day of School

# Article 1 – Mission and Goals

## Section 1 School Mission Statement

The mission of Gering Public Schools is to develop the academic, personal, and social skills of all students and to prepare them to be productive, responsible global citizens of the 21st century.

## Section 2 Goals and Objectives

The goals and objectives of the Gering Public Schools are to provide:

A curriculum that is based on state standards, comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.

Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.

A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.

Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.

Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill

A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.

School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.

A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.

An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.

A welcoming environment for parents and the community.

The goals and objectives of Gering High School utilize a multi-faceted approach for meeting the district mission statement.

1. Gering High School's comprehensive, coordinated, and sequential curriculum is based on state standards. The instructional program focuses on achievement and provides for the diverse learning needs of all students, including learners with disabilities and high ability learners. Drawing upon research, best practice, and reputable theory, curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, creativity, and respect for diversity.
2. Assessment procedures and results assist teachers in planning and providing appropriate instruction for all students. Results provide information for monitoring program success; for reporting to parents, policy makers, and the community; and in establishing improvement goals.
3. The GHS library/media/technology program provides a wide range of accessible print and electronic resources that expand opportunities for learning, contribute to information literacy, support the district curriculum, and enrich learning experiences for all students. Through this program students develop technological and research skills for accessing, evaluating, and using both print and electronic resources.
4. Instructional staff have appropriate training and preparation to work with the students assigned to them and are knowledgeable of the curriculum content for which they are responsible. They use teaching strategies that engage students actively in learning and help students understand and apply content across subject areas. Staff development activities support the school's efforts in curriculum development, instruction, assessment, and school improvement.
5. GHS administrators exercise leadership in the development and implementation of school goals and policies. Demonstrating leadership in

### **Section 3 Surveys**

School personnel rarely administer surveys of students. In the event that an external survey is conducted, the Principal or designee shall notify parents/legal guardians of students to be surveyed; the nature of the survey, the date and time when the survey shall be administered, and the purposes or uses for the survey results. School officials shall honor any parental/legal guardian's request to have his/her student exempt from participation in the survey.

### **Section 4 Mutual Respect**

The Gering Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

### **Section 5 Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

#### Complaint procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

#### Conditions Applicable to All Levels of Complaint Procedure

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, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

## **Article 2 - School Day**

### **Section 1 Daily Bell Schedule**

#### **GHS Regular Daily Schedule**

Period 1 8:15 a.m. – 9:45 a.m.

Period 2 9:55 a.m. – 11:25 a.m.

#### **Early Release Schedule**

8:15 a.m. – 9:15 a.m.

9:20 a.m. – 10:20 a.m.

Period 2	10:10 a.m. – 11:40 p.m.	9:16 a.m. – 10:17 a.m.
Period 3	12:20 p.m. – 1:50 p.m.	10:22 p.m. – 11:23 a.m.
Period 4	1:50 p.m. – 3:25 p.m.	11:28 a.m. – 12:30 p.m.

## **Section 2 Severe Weather and School Cancellations**

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

- **Decision to Close Schools.** A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).
- **After School Starts.** Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media. Parents should have a plan in place to accommodate these circumstances.
- **Parental Decisions.** Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes, provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.
- **What Not To Do.** Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.
- **Emergency Conditions.** The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning

#### **Section 4 Identification Cards**

Identification cards will be issued at the beginning of each school year. All students will be required to carry identification cards on their person during the school day and at all school activities. Students must be able to produce them upon the request of a school official. A five dollar (\$5.00) fee will be charged for lost or stolen ID cards.

#### **Section 5 Arrival to School/Dismissal From School**

Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, activities, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

#### **Section 6 Signing a Child In and Out of School**

Parents or guardians are required to call in for their children if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Students who leave before the end of the day must be signed out by a parent or guardian or an escort designated by the parent or guardian.

#### **Section 7 Emergency Closing Procedures**

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not

# Article 3 - Use of Building and Grounds

## Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits by parents to classrooms are encouraged, provided that the visits do not disrupt the educational program, or create a safety concern.

## Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

## Section 3 Care of School Property

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50¢ per page (up to replacement cost)
Torn Page:	20¢ per page (up to replacement cost)
Marks that cannot be erased:	20¢ per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

#### **Section 4 Lockers**

Students may be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

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

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

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 a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

#### **Section 6 Video Surveillance**

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

Notice is hereby given that video surveillance may occur on District 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.

#### **Section 7 Use of Telephone**

The office will not be responsible for personal messages for students during the school day, nor will students be called from class for a telephone call or message except in an

## **Section 8            Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

## **Section 9            Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

## **Section 10           Lost and Found**

Students who find lost articles are asked to take them to the office where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

## **Section 11           Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

## **Section 12           Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

## **Section 13           Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## **Section 14           Bulletins and Announcements**

Bulletin boards are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed

are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright: the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

the nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Section 16            Media Center**

The Media Center is maintained for student and teacher use. Feel free to check books out at any time. If you have trouble finding something in the media center, go to the librarian or the assistant librarian for help.

The Media Center is open from 7:50 a.m. until 4:20 p.m. at the high school and 8:10 a.m. until 3:50 p.m. at the Freshman Academy on regular school days. It is open during lunch periods for students who want to study or check out materials, and those using the library at this time are expected to be considerate and quiet. The Media Center should not be used as a social center.

Media Center checkout/fine policy:

1. Books are checked out for three weeks at a time. Renewals are allowed. Books do not have to be presented to be renewed. There is a 5 cents per day per item fine for late books (maximum fine limit of \$5.00). If the book is lost, the student will pay the replacement cost of the book.
2. Current magazines are checked out generally for the current class period only, and must be returned before the current class period is over. If the magazine is not returned before the bell, an hourly fine of 25 cents is charged (a maximum upper limit of \$3.00). If the current magazine is lost, the student is required to pay the replacement cost of \$6.95 per magazine.
3. All bound magazines, reference books, and old magazines are generally not checked out; however, other arrangements may be made. If an item is checked out, there will be a fine of 25 cents per item per day for all overdue items (maximum upper limit fine of \$3.00). If the item is lost, the student will pay for the replacement cost of the item. The student will also be charged a fine of \$5.00 per item.

# **Article 4 – Attendance**

## **Section 1 Attendance Policy**

Regular and punctual student attendance is required. The Board’s policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

## **Section 2 Pre-arranged Absence:**

An admit slip must be used for all pre-arranged absences. The pass must be signed by all of the student’s teachers before that student is excused for any related activity, church or family function. For school related activities, a list submitted by the sponsor will suffice. All required work must be completed prior to the absence. If the student fails to submit all make-up work in advance to the appropriate teacher, the student may receive a “0” in that class for the days missed.

## **Section 3 Attendance and Absences**

Section 79-201 of the Nebraska School Law states that “every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven, nor more than eighteen years of age, shall cause such child to attend regularly the public, private, denominational, or parochial day school each day that such school is open and in session...” Punctual and regular attendance is important since absence from school is the greatest single cause of lack of achievement in school.

1. Reporting - Normal school hours for students are 8:15 A.M. to 3:20 P.M. PARENTS SHOULD CALL THE SCHOOL OFFICE (436-3121) STARTING AT 7:30 A.M AND ON THROUGH THE DAY OF YOUR STUDENT’S ABSENCE. In the event a call is not possible, a written note will be required. Students are encouraged to conduct personal business errands outside of school hours.
2. Students must be in school for the entire day of a scheduled activity or performance in which the student is to participate. Exceptions to this rule must be granted by either the Principal or Assistant Principal.
3. ABSENCES: The limit on absences is four (4) per class, excluding exceptional absences. When a student surpasses the limit s/he will be required to do one of the following:
  - a. If a student is passing, s/he will be given an assignment sheet to have a parent and teacher sign indicating that assignments have been completed. The form must be turned in to the Assistant Principal.
  - b. If a student is failing the class, s/he will be required to buy back time in order to receive credit in the class.

When nine (9) absences have been recorded for a class or classes during the semester, exclusive of exceptional absences, the student will no longer receive

5. DEFINITIONS:

5.1 Exceptional Absences:

School Activities	Bereavement
Hospital Stay and Recovery	504/IEP plans
Serious Illness, Dr. Verified. (Ex. Mononucleosis)	
Spectator Attendance at State Events	
Court Related (A)	College visitations (2)
Suspensions	

5.2 Excused Absences:

Illness	College visitations
Club sport contests	(3 or more)
Court Related (B) Dr.	Excused Illness
Weather Related	Planned Absence
Church activities	3 Excused Tardies

5.3 Unexcused Absences:

Truancy Unverified Absence  
3 Unexcused Tardies

Planned absences without prior notification & makeup

5.4 Court Related A: Court related absences other than described in B.

5.5 Court Related B: Court related absences due to a student's civil or criminal misbehavior.

5.6 Planned Absence: Discretionary absence. Examples include state tournament, college visitation, family trip, wedding, graduation, and club sport contest. All planned absences require prior office notification and schoolwork turned in to the teacher prior to the absence.

5.7 Unverified Absence: Absence that is not excused by parent within 24 hours.

6. DUE PROCESS

6.1 Students who exceed the 9 absence limit may petition the Attendance Committee to request an extension.

6.2 The parent and/or guardian will be notified when three (3) absences have occurred in the semester.

6.3 Notification will be sent by mail when the student records his/her fifth (5) absence, in a class or classes.

6.4 Notification will be sent by certified mail when the student records his/her ninth (9) absence, in a class or classes.

6.5 Review procedures and review request forms will be provided with the 9th absence mailing.

6.6 A student will have 5 days, upon receipt of written notification of his/her 9th absence to request a review with the attendance committee. The committee will be made up of the principal and/or the assistant principal and three appointed faculty members.

6.7 Attendance decisions regarding students who are in the resource program, whose educational program is governed by an Individual Educational Plan (IEP) will be made by the appropriate individuals (SMT) and the

6.9 At the beginning of the following semester, the student will be allowed to re-enroll in class(es).

6.10 Students who skip school will be classified as truant. Truancy may result in detention(s), or in or out-of-school suspension. All absences except exceptional absences will be counted toward the nine-day limit.

7. TARDIES - Punctuality is a good work habit! Being tardy is defined as arriving to class after the tardy bell has rung. A student detained by a teacher, a counselor, or administrator must bring verification. This verification will excuse the tardy.

7.1 When a student is tardy to class he/she will be required to serve a fifteen (15) minute detention after school that day in the teacher's room. All teachers will adhere to this policy with no exceptions made for students who need to go to work, athletics, appointments, etc. Detention will be doubled if the student does not appear. Students failing to appear the second night will be referred to the office.

7.2 Tardies will count in the overall attendance policy.

7.3 Every (3) tardies will be counted as a day's absence, which will be included in the nine-day attendance limit.

8. ONE CALENDAR DAY (consecutive - not a blue or a gold day) will be allowed for make-up work for each day of absence.

#### **Section 4            Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

#### **Section 5            Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truanies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate

## **Section 6 Excessive Absenteeism**

Students who accumulate five (5) absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the attendance problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

**Reporting Habitual Truancy.** Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

## **Section 7 Transferring from Gering High School:**

If a student should find it necessary to withdraw from school, it is very important that he/she secure a clearance slip from the principal's office and have it signed by all of his/her teachers and parent/guardian. The slip is to be returned to the office after all individuals have signed it. Failure to check out of school in this manner will cause records to remain incomplete, making it impossible to send credits to another school.

attendance impossible. The superintendent's designee signs the form that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent's designee the person making the written request does in fact have legal guardianship and the child is experiencing either financial hardship requiring the child to be employed to support the child's family or one or more dependents of the child or an illness making attendance impossible or impracticable. (Nebraska law LB -996)

## Article 5 - Scholastic Achievement

### Section 1 Grading System

Parents may check their child's academic progress, attendance, and behavior reports online using the Infinite Campus Portal on the Gering Public Schools website. [www.geringschools.net](http://www.geringschools.net). Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A	94 to 100	(Superior work)
B	86 to 93	(Above average)
C	78 to 85	(Average)
D	70 to 77	(Below average)
F	Below 70	(Failure)
WF	Withdrawn/Failing (No credits, no GPA)	
WP	Withdrawn/Passing (No credits, no GPA)	
I	Incomplete	
P	Passing	

All teacher will define the grading procedures to be used in their classes.

### Section 2 High School Yearly Course Requirements

High school students in all grade levels are required to register in the following courses:

9th Grade	Math, English, Science, Social Studies, Information Technology, Physical Education and 3 electives
10th Grade	English, Science, Math, Physical Education and 4 electives
11th Grade	English, American History, Science, Math and 4 electives
12th Grade	English, American Government/International Relations and 6 electives

### Section 3 Graduation Requirements

All senior students who have met a prescribed curriculum established by the Board of Education are expected to participate in commencement exercises and related events. Students who have not met all graduation requirements will not be allowed to participate in the commencement exercises and students who have not paid all of their fees and fines and/or made up all of their detentions will have their diploma withheld until the above

Satisfactory completion of the following courses must be presented in the candidate's record:

English	40 semester hours
Social Sciences	30 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. and Health	15 semester hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance.

#### **Section 4            Schedule Changes**

Students wishing to change their schedules must do so within the first 2 weeks of each semester. All schedule changes require parental permission and approval of a school counselor. Students who drop classes after the two-week limit will receive a withdraw/failure grade in the class and will be transferred to a study hall. Final approval of all schedule changes will be made by the Principal only.

#### **Section 5            Report Cards**

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit.

#### **Section 6            Incompletes**

A grade of "Incomplete" will be given when a student's work for a nine-week period or semester period is not finished. . No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter. Unfinished work, causing the incomplete, must be finished within a two-week period of time. Exceptions to this policy may be made upon recommendation from the Student Assistance Team (SAT), due to a 504 Plan, or an IEP.

#### **Section 7            Parent-Teacher Conferences**

Parent-teacher conferences will be held at the end of the 1st and 3rd quarters. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers or via email.

Senior English (Coll. Comp.)	10 hours
American History	10 hours
American Government/International Relations	10 hours
Biology	10 hours
Chemistry I, Physiology, Physics (at least one)	10 hours
Beg./Int. Algebra I, Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus	30 hours
World Language (1 year) or Western Civilization (1 year)	10 hours

\*For Core Only, ten hours of Accounting may be substituted for 10 of the 20 hours of math requirement. The rest of the 170 hours required for graduation may be electives.

Senior candidates must have a minimum of 320 credit hours. Candidates for Valedictorian and Salutatorian may not have any open hours in their tenure at Gering High School. The cumulative grade point average includes credits from 9th through 12th grades. Student help, Library Aide, Study Hall, Upward Bound and Work Study do not contribute toward a student's cumulative GPA. To be eligible for Valedictorian or Salutatorian honors, students must have been enrolled at Gering High School for their entire junior and senior years.

## **Section 9 Honor Roll**

There are three honor roll designations for students attending Gering High School. If a student maintains an A average they qualify for the Superintendent's Honor Roll. If a student's GPA is between 3.5 and 3.9 they qualify for the Principal's Honor Roll. If they maintain a GPA between 3.0 and 3.4 they qualify for Secretary's Honor Roll. To be on the honor roll, juniors and seniors must carry at least 7 subjects, sophomores must carry 8 subjects and freshmen must be enrolled in 8 classes. All grades except Student Help, Study Hall, Library Aide, Upward Bound and Work Study are included in the average.

## **Section 10 National Honor Society:**

To be considered for National Honor Society a student must be a junior or a senior, have demonstrated excellent scholarship (at least a B average), be enrolled in a program containing the core classes as outlined previously, and shall have taken no open class periods. In order for freshmen to be considered for National Junior Honor Society, a student must meet the academic standards outlined in the national guidelines.

All candidates must also have strong moral character, be active in service to the school and community, and exhibit positive leadership actions. Requirements are given to all faculty members who are asked to comment on any student they feel should or should not be invited into membership; these comments are used only as guidelines. A faculty committee then reviews the criteria for each eligible candidate. A simple majority vote allows the sponsor to extend invitations to new members of the National Junior Honor Society or National Honor Society. Acceptance into the Junior National Honor Society does not automatically qualify a student for National Honor Society.

Removal from National Honor Society

the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

## **Section 11 Academic Integrity**

### **1. 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.

### **2. Definitions**

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

1. "Cheating" means intentionally to misrepresent 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 quizzes and other examinations or academic performances):
  - b. 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.
  - c. 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.
  - d. 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

knowledge and permission of the instructor.

- f. 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.
2. Papers (includes papers, essays, lab projects, and other similar academic work):
  - a. 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.
  - b. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. "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.
8. Plagiarism includes, but is not limited to the following:
  - 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

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism 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. Credit for the class may be withheld pending successful completion of the replacement test or project.
  - a. 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.
2. 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 if a student has engaged in a serious or repeated academic integrity offense or other rule violations, and if the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## **Section 12          Transcripts**

Students requesting transcripts must provide the office with a 24-hour notice.

Students are responsible for making sure they have the necessary courses and credits to meet graduation requirements.

# **Article 6 - Support Services**

## **Section 1          Positive Behavior Supports (PBS):**

In order to ensure a safe learning environment for all students, the school staff is committed to the following:

- Using a positive, preventative and educational approach to student behavior.
- Having a plan with clear direction for staff
- Explicitly teaching student behavior expectations
- Empowering all staff to implement the plan
- Having students taking responsibility for their own behavior
- Using natural and logical consequences when behavior problems occur
- Seeking parent support for appropriate student conduct and disciplinary procedures.

In order to carry out the philosophy and beliefs stated above, our school has chosen to implement the Positive Behavior Support (PBS) model. PBS is a program designed to build a positive, safe, and supportive learning environment. The district will provide the support and resources necessary to ensure the successful implementation of this program.

## What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments needs special education and related services.

How are Students With Disabilities Identified? Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP) Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

### **Section 3                    Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973.

Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.

The staff of Gering Senior High Schools recognizes that students can have experiences that may affect their academic and social life. The primary goal of the Student Assistance Team is preventative in nature designed to help students before their experiences become overwhelming. Experiences may include:

Depression	Dropping Out
Students Not Living at Home	Abuse
Divorce	Time Management
Eating Disorders	Suicide
Self Esteem	Test Anxiety
Death	Under Achievement
Single Parent Families	Failing Grades
Absenteeism/Tardiness	

Students in need of information or help may be referred by various concerned individuals including: self, peers, family, or school staff. Referral forms can be obtained from any staff member (which will include cooks, custodian staff, secretaries, library aides, coaches, teachers, or administrators). Completed forms can be returned to any staff member. After the referral, information will be gathered to help identify the problem(s) the student is experiencing. The Student Assistance Team will then meet to formulate an appropriate plan of action.

Once a problem has been identified and the extent of the problem is known, the student will be encouraged to accept the needed help. Team members will help students consider possible options and encourage them to make decisions that will resolve their problem in a positive way. At some level parents may be involved in the process.

The next step involves providing help for the student. The assistance recommended will vary with the type and severity of the problem. Finally, student assistance programs will provide support for students as they make adjustments in their lifestyles and seek to make appropriate life decisions.

In cases of extreme physical, mental, or family circumstances, the Student Assistant Team may elect to allow students to have a schedule that deviates from the listed requirements.

## **Section 5            Guidance Services**

The mission of Gering Senior High Schools' guidance program is to provide a system designed to anticipate and facilitate the educational, career, and personal/social needs of students. A curriculum approach to providing services focuses on the prevention of problems by providing all students with appropriate age level skills and guidance information. Among the many responsibilities of school counselors, the following are primary: Counseling students, consulting with staff members, and integrating guidance services into the schools' instructional program.. Counselors will meet the developmental needs of all students as well as respond to the special needs and interests of individual students.

The guidance delivery system will ensure that the skills of the counselor are used to optimum advantage; that the work of the psychologists, nurses, and administrators

school calendar. GAP also provides programming for students that may need alternative instruction or educational settings.

#### Valley Alternative Education School

Students who have a need for an alternative educational plan may be referred to VALTS..

The Student Assistance Team based upon a predetermined set of criteria will determine priority for the VALTS positions.

#### Criteria for Admission:

1. Referred by the student's home district.
2. Expressed desire to be part of the program (self-referral).
3. Expressed desire to achieve graduation.
4. Referred by high school Student Assistance Team.
5. Complete a series of academic/interest/aptitude tests prior to placement (administered by VALTS).
6. Not currently engaged in a special education program, substance abuse, on an involved parole situation, or a mental health treatment facility.
7. Reasonable student expectation to complete the program within one year of graduation class.
8. Agrees to abide by conditions and rules established for the program.
9. Completion of a successful intake interview.

## **Section 7 Health Services**

### Nurse's Office:

Any student who becomes ill during the school day will report to the school nurse. Students must sign the check-in sheet in the office, noting the time of arrival and when they returned to class. Students must notify parents before they will be allowed to leave the building for illness.

### Medication Administration Policy:

It is recognized that for effective treatment of chronic and/or acute illnesses, medication might need to be administered during school hours. A student who is required to take medication during the regular school day must comply with medication administration policy. The policy has been developed for the safety of the student receiving the medication and for the safety of all students. Medication will be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act.

In order for school personnel to administer prescription medication to a student, it is necessary to have a doctor and/or health care provider's authorization and written order and a parent/guardian's authorization. Medication must be brought to school in the original labeled prescription bottle by parent/guardian with proper label including child's name, health care provider's name, drug name, and instructions for use (time, dosage, duration). The authorization must be renewed on an annual basis and/or if the prescription changes. Loose capsules, tablets, unidentified or non-labeled medication will not be accepted for administration. Medication will not be administered without the above authorization and information.

Department of Health and Human Services Regulation and Licensure, the Department of Health and Human Services, and the State Department of Education.

1. Over-the-counter medication (such as Tylenol, ibuprofen, cough drops, saline eye drops, hydrocortisone cream, triple antibiotic ointment, insect sting swab, topical cooling gel) may be given with parents/guardians permission by trained school personnel by signing the pertinent section on Student Health Information form at the beginning of the school year. That permission releases Gering Public Schools and employees from liability in case of choking, allergic reaction, side effects and/or health risks related to the medication. Parents/guardians may also supply over-the-counter medication for their student to be kept at the school.
2. Medication will be kept in a secured area. Students may carry medication only with the approval of the parents and building principal and the appropriate paperwork completed. Emergency protocol for medication-related reactions will be in place. Medications must be picked up by an adult on the last day of school, or they will be disposed of.
3. Schools are not staffed with a full-time nurse. The student has a responsibility to remember to report to office at medication administration time.
4. The superintendent shall be responsible, in conjunction with the school nurse or medication aide, for developing rules and regulations governing the administration of medication, prescription and nonprescription, including emergency protocols, to students and for ensuring persons administering medication have met the requirement of state statues. Annually, each student shall be provided with the requirements for administration of medication at school.

Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol (NDE- Title 92 NAC Chapter 59):

The Nebraska State Board of Education mandated that this protocol to be adopted and implemented in all accredited public schools, approved nonpublic schools and early childhood education programs. Through Attack on Asthma Nebraska and the Nebraska Department of Education, certain staff members are trained to respond to anyone experiencing a life-threatening asthma or anaphylaxis emergency at school.

The Emergency Protocol includes:

1. *CALL 911*
2. *Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol*
3. *Check airway patency, breathing, respiratory rate, and pulse*
4. *Administer medications (EpiPen® and Albuterol) per standing order*
5. *Determine cause as quickly as possible*
6. *Monitor vital signs (pulse, respiration, etc)*
7. *Contact parents immediately and physician as soon as possible*
8. *Any individual treated for symptoms with epinephrine at school will be transferred to medical facility*

The protocol medication is kept on school grounds, therefore will not be available at

with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning. The school nurse role consists of the following:

- Ensures compliance with school entry health requirements
- Provides care and case management for children with chronic health problems,
- Monitors security and safe administration of medications
- Assures the health and safety of the school students and staff
- Manages disaster preparedness and emergency service plans
- Provides health education and staff wellness programs
- Provide resources and guidance in the areas of disease and infection control practices at school
- Assures student compliance with state and local regulations related to health and safety (Immunizations; Health Screens)
- Identifies school health needs and advocates for necessary resources

Parents and/or Guardians are responsible for the health care of their child, while the school is available to assist, assess, and monitor that care during regular school hours, Parents and/or Guardians are responsible for notifying the school of their student's:

- Chronic or Acute health related diseases, conditions, and/or issues (For example, severe allergies, diabetes, epilepsy, asthma, urinary or bowel issues, etc)
- Recent physical, vision, and/or dental exams.
- Updated immunizations. (Records are reviewed annually and summary report sent to Nebraska State Health Department.)
- Need for medication administration during the regular school day; Please refer to Medication Administration Policy
- Need for excuse from Physical Education, then a physician or parent note is required
- Absence from school due to illness. Please inform school of type of illness so that the number and type of illnesses and symptoms can be monitored and reported to local health department as necessary.
- Updated emergency contact information and a plan/arrangements in place if parent/guardian is unable to pick up their ill child from school and/or when child is ill and needs to stay home

The Gering School District employs three fulltime nurses who cover the district's nine locations (High School, Freshman Academy, Junior High, Cedar Canyon, Geil, Lincoln, Northfield, Preschool, and the Twin City Alternative Program.) Each school location has a First Responder Team and staff who are CPR/First Aide/AED certified, Attack on Asthma and Medication Administration trained to assist as the schools are not staffed with a fulltime nurse. Basic first aide will be administrated to a student, if more extensive care is needed, then the parent/guardian (or emergency contact) will be notified.

## HEALTH SCREENINGS

Health Screenings will be performed as recommended by the Department of Health and Human Services. Parents/Guardians will be notified in writing if medical, dental, vision, audiology, or other follow-up is recommended after the screening is completed.

- vesicles become dry; Avoid contact with susceptibles. No exclusion of contacts. Alert parents of immune-suppressed child(ren) of possible exposure.
2. Conjunctivitis (Pink Eye): Exclude symptomatic cases. Urge medical care. May return when eye is normal in appearance or with documentation from physician that child is no longer infectious. No exclusion of contacts.
  3. Common Cold: Exclusion unnecessary. No exclusion of contacts.
  4. Diphtheria: Exclude cases. Return with a documented physician approval. Exclude inadequately immunized close contacts as deemed appropriate by school officials following investigation by the local and/or Nebraska Department of Health and Human Services. Report immediately by telephone all cases to local and/or state health departments.
  5. Enterobiasis (Pinworm, Thread-worm, Seatworm): Exclude until treated as documented by physician. No exclusion of contacts. Careful hand washing essential.
  6. Fifth Disease: Exclude until fever and malaise are gone. May return with rash with documented physician approval. No exclusion of contacts; however, alert any students or staff who are pregnant, have chronic hemolytic anemia or immunodeficiency to consult their physician.
  7. Hepatitis A: Exclude for no less than 7 days after onset of jaundice. Return with documented physician approval. No exclusion of contacts. Immune globulin (IG) prevents disease if given within two weeks of exposure. IG to family contacts only. Careful hand washing essential.
  8. Herpes Simplex (Type 1): Exclusion unnecessary. No exclusion of contacts. Avoid contact with immune suppressed or eczematous persons. Good hygiene, avoid sharing toilet articles.
  9. Impetigo: Exclude until brought under treatment as documented by physician. No exclusion of contacts. Good personal hygiene essential. Avoid common use of toilet articles.
  10. Influenza: Exclude for duration of illness. No exclusion of contacts.
  11. Meningitis (Bacterial and Viral): Exclude for duration of illness. Return with documented physician approval. No exclusion of contacts. Chemoprophylaxis appropriate for family and intimate contacts.
  12. Measles (Rubeola): Exclude for duration of illness and for no fewer than 4 days after onset of rash. Exclude unimmunized students on same campus from date of diagnosis of first case until 14 days after rash onset of last known case or until measles immunization received or laboratory proof of immunity is presented or until history of previous measles infection is verified as per records or the Nebraska Department of Health and Human Services. Report immediately by telephone all cases to local and/or state health departments.
  13. Mumps (Epidemic Parotitis): Exclude until swelling has subsided. No exclusion of contacts. Inform parents of unimmunized students on campus of possible exposure and encourage immunization.
  14. Pediculus (Head or body lice): Exclude until after appropriate treatment is

16. Poliomyelitis: Exclude until physician approves return.
17. Ringworm: Exclude until treatment started. No exclusion of contacts. Good sanitation practices and don't share toilet articles.
18. Rubella (German Measles): Exclude for duration of illness and for no less than 4 days after onset of rash. Exclude unimmunized students on same campus from date of diagnosis of first case until 23\* days after rash onset of last known case or until rubella immunization received or laboratory proof of immunity is presented. Report immediately by telephone all cases to local and/or state health department.
19. Scabies: Exclude until the day after treatment started. No exclusion of contacts.
20. Shingles/Herpes Zoster: Exclude children with shingles / zoster if the vesicles cannot be covered until after the vesicles have dried. Individuals with shingles /zoster should be instructed to wash their hands if they touch the potentially infectious vesicles.
21. Streptococcal Infection (Scarlet Fever, Scarletina, Strep Throat): Exclude until afebrile and under treatment for 24 hours. No exclusion of contacts. Early medical care important and usually requires 10 days of antibiotic treatment. Screening for asymptomatic cases not recommended.
22. Tuberculosis Pulmonary: Exclude. Physician treatment essential. May return with documented physician approval. No exclusion of contacts. Skin test contacts and chemoprophylaxis with INH if positive (in absence of disease). Exclusion of non-pulmonary tuberculosis unnecessary.

In addition, Gering Public Schools policy includes:

1. Elevated Body Temperature: A student with temperature over 100 degrees shall be sent home from school. The student can return to school once fever free for 24 hours without the use of fever-reducing medication (Tylenol, Ibuprofen, etc). A fever is defined as 100-degrees Fahrenheit or 37.8-degrees Celsius. Or student may return with documented physician approval.
2. Hepatitis B and Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS): Determination of the school attendance status of a student with Hepatitis B or HIV/AIDS will be on a case by case basis.
3. Missed school days from illness: If a student is absent for five consecutive school days due to illness, then doctor note is required to allow for his/her return to school.
4. Nausea and/or Vomiting: If student has nausea and/or vomiting, then remaining out of school for 24-hours is strongly recommended.
5. MRSA (Methicillin-resistant Staphylococcus Aureus): May return with documented physician approval.

*Updated 1/2012*

#### **Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. A list of vital statistics birth certificate requirements can be obtained from Health Department.

date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

## **Section 8                    Transportation Services**

The school district maintains bus service for the convenience of its students and parents. Riding the bus is a privilege, not a right. Students who live outside the radius of one mile from Gering Freshmen Academy, may apply for a bus pass. Students must ride the bus assigned and leave the bus only at their designated stop. Violations of the rules by a student will result in disciplinary action.

Students who miss a bus for any high school activity, event or field trip, are not to drive to the location using their own or another vehicle. Students shall report to the high school office for determination as to whether the student will attend school or the activity.

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

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

Philosophy - All students have the right to attend school in a drug free environment conducive to good learning. The use of illicit drugs, alcohol, or other substances is not only illegal, but it interferes with both effective learning and the healthy development of young people. The educational system has a fundamental and ethical obligation to prevent drug abuse and maintain a drug free and safe educational environment, not only throughout the schools, but also in all school related activities.

## **Section 2                    Use/Possession of Health Endangering Substances**

Pursuant to its statutory authority to adopt policies, rules and regulations necessary to protect the government and health of students in the school district, the Board of Education of Gering Public Schools has determined that the possession or use by students of tobacco or tobacco products, alcohol, narcotics, or other dangerous and/or illegal drugs shall be prohibited:

- A. During the school day.
- B. On school grounds
- C. By a participant in school activities.
- D. As a spectator at school activities involving Gering participants.
- E. Off school grounds, if there is a substantial interference with school purposes.

Students who possess or use tobacco or tobacco products, alcohol or narcotics, or other dangerous drugs, except as directed by a physician during the school day, on school grounds, or while participating in or attending school activities, shall be subject to disciplinary sanctions, including but not limited to expulsion or suspension. Where there is “reasonable suspicion” that a student has been using alcohol, the administration may request the student to submit to a “breathalyzer” test to determine use. If the student refuses such test or does not admit to use where there is “reasonable suspicion” of use, the student may be subject to the disciplinary consequences as described in the GHS Parent Student Handbook.

## Guidelines for Students Participating in Extra Curricular Activities.

### **Section 3            Disciplinary Procedures and Actions**

Any student charged with having violated school rules or Nebraska State laws relating to possession, use, or sale of alcohol, tobacco, marijuana, mood-altering drugs, controlled substances, or any drug “look-alike” substance, on school premises, at school sponsored sanctioned activities, or when being transported in vehicles dispatched by the school district, shall be immediately notified (along with the student’s parents) of the charge, given a full written statement of the charge and accompanying suspension, and advised of his/her rights to a review of the validity of the charge in the form of a hearing before the school’s Board of Education within a reasonable time. In order to insure the student’s right to due process, the procedural requirements of Nebraska State Law, Student Suspension or Expulsion Act, sections 79-4170 to 79-4205 shall be followed. Those students found to have violated school rules or Nebraska State laws shall be subject to the following disciplinary actions and procedures under the direction of the school principal or the school’s site administrative staff, as determined by the number of prior offenses by the student.

1. Procedures for Dealing with Students Under the Influence of Alcohol, Drugs, or Other Harmful Substances Other Than Tobacco.
  - a. Any staff member who believes that a student is under the influence of alcohol or drugs will notify a principal or designee immediately.
  - b. The principal or designee may request assistance from a trained drug recognition expert to help determine if a student is under the influence of alcohol, drugs, or other harmful substance (other than tobacco).
  - c. If the student is determined to be under the influence, the principal or designee will take the necessary disciplinary actions as outlined in the following section.
2. Disciplinary Actions for Students Under the Influence of Alcohol, Drugs or Other Harmful Substance Other Than Tobacco.
  - a. First offense
    - i. A meeting is held with student and parents.
    - ii. The student is given a five (5) day out-of-school suspension, but shall be offered the option of in-school suspension if s/he agrees to have immediate testing for drugs/alcohol in the body and to seek diagnostic evaluation for substance abuse if the tests are positive. The student must follow those recommendations made by a resource specialist for substance use/abuse or related problems. If the student fails to follow treatment recommendations s/he shall be required to complete the remainder of the five-day out-of-school suspension. (The School District will provide a list of qualified specialists).
    - iii. A recommendation for long-term suspension or expulsion will be considered, depending upon the severity of the case.

will be automatically suspended for ten days.

- iii. Parents will be provided with information on qualified substance abuse treatment resources.
  - iv. The student will be required to undergo assessment by a qualified substance abuse specialist and submit proof of an assessment by that specialist before being allowed to return to school. The student must agree to fulfill those recommendations made by the substance abuse specialist.
  - v. Failure to comply with the above will result in long-term suspension or expulsion hearings being initiated against the student.
- c. Third offense (occurring within three years of the first offense)
- i. The student will be suspended pending expulsion proceedings which will be initiated according to the School District's expulsion policy.

### 3. Procedures for Dealing with Students in Possession

Students who possess alcohol, narcotics, other drugs, drug "look-alikes," or drug paraphernalia on school property or at school sponsored/sanctioned activities will be handled in the following manner:

- a. Any staff member who comes in contact with evidence and/or contraband will notify a principal or a designee immediately.
- b. Any staff member who has reasonable suspicion to believe that a student is in possession of alcohol, narcotics, other drugs, drug "look-alikes," or drug paraphernalia will notify a principal or designee immediately.
- c. The principal or designee may call the local police department and request assistance in conducting a search for any illegal substances. All substances (contraband) found in the search will be given to the police department for analysis to determine if it is an illegal substance.
- d. Upon notification by the appropriate agency for law enforcement that the contraband contains narcotics or other dangerous drugs, or if possession of alcohol is involved, the principal or designee will take the necessary disciplinary action as outlined in Section VI-E.

### 4. Disciplinary Actions for Students in Possession

Discipline is the same as outlined in the Disciplinary Actions for Students Under the Influence of Alcohol, Drugs or Other Harmful Substance Other Than Tobacco in Section B of Comprehensive Substance Abuse Policy.

### 5. Procedures for Dealing with Students Engaged in Selling, Giving, or Exchanging

Students who are engaged in selling, giving or exchanging alcohol, narcotics, other drugs, drug "look-alikes," or drug paraphernalia on school property or at school sponsored/sanctioned activities will be handled in the following manner:

- a. If an employee is witness to any act in which alcohol, narcotics, other

Section IV, "Searches."

- c. Follow the same procedure for handling evidence and/or contraband as outlined above in Section VI-C.
6. Disciplinary Actions for Students Selling, Giving, or Exchanging
- Any student found to be in violation of school rules or Nebraska State Laws by possessing, selling, giving, or exchanging any substance stated herein, shall be immediately notified (along with the parents) of the charge, and shall otherwise be entitled to the same right to a hearing according to School District policy.
- a. First offense
    - i. Student is given a ten (10) day suspension.
    - ii. The principal or designee will conduct a conference with parents and/or police representatives.
    - iii. A recommendation for long-term suspension or expulsion will be considered, depending upon the severity of the case.
    - iv. The school administration will cooperate fully with local law enforcement agencies when investigations and searches, related to drug offenses, are in progress.
  - b. Second offense
    - i. The student will be suspended, pending a long-term suspension or expulsion proceeding which will be initiated according to the School District's expulsion policy.
7. Procedures for Dealing with Students in Possession of Tobacco Products
- a. First and second offense
    - i. Student will be given a written warning and detentions assigned.
    - ii. Parents will be contacted and receive a copy of the written warning to the student.
  - b. Third and subsequent offenses
    - i. The student will be suspended for three (3) days or must successfully complete a smoking cessation class/rehabilitative program.
    - ii. The principal or designee will conduct a conference with the student and parent.

# Article 8 - Student Conduct Rules

## Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

### Progressive Discipline Procedure:

Gering's discipline plan is designed to be progressive in nature. Students who are repeatedly referred to the principal's office for additional disciplinary measures will be disciplined according to the charts listed below. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher. Each time a student receives an office behavior referral he/she will receive a specific number of points. Any points received shall be cumulative throughout the school year. Accumulation of 90 or more points in any category or combination thereof, throughout the school year, will result in recommendation to the Board of Education for expulsion from the Gering Public Schools.

Gering High School will make an effort to provide counseling for all students who demonstrate need. The high school administration reserves the right to accept personal and/or family counseling as an alternative to expulsion, so long as the student and/or parent(s) continue with counseling until dismissed by counselor.

## Section 2 PROGRESSIVE DISCIPLINE LEVELS

Actions that are not disruptive in nature to the learning process, discipline would be the same as category 1 but without points. Failure to attend detention would result in points.

- A. Detention
- B. Detentions
- C. 1-5 Days In-School Suspension
- D. 5-10 Days In-School Suspension
- E. 1-5 Days Out-of-School Suspension
- F. 5-10 Days Out-of-School Suspension
- G. 10 Days Out-of-School Suspension
- H. Recommend Expulsion
- I. Police will be notified

Note: Parents will be notified at levels C through I. In-School Suspension may be substituted for Out-of-School Suspension

### PROGRESSIVE DISCIPLINE LEVELS

OFFENSE	CAT	PTS	1	2	3	4	5
1. Public display of affection	I	0	A	B	B	C	
2. Dress code violations	I	0	A	B	B	C	
3. Other	I	0	A	B	B	C	
4. Sleeping in Class	II	8	A	B	B	C	
5. Disrespectful to authority	II	8	A	B	B	C	

12. Other	II	8	A	B	B	C	
13. Cheating/Plagiarism	III	10	B	B	C	C	F
14. Skipping/Cutting class	III	10	B	B	C	C	F
15. Disorderly conduct	III	10	B	B	C	C	F
16. Failure to identify self to school officials	III	10	B	B	C	C	F
17. Inappropriate dress	III	10	B	B	C	C	F
18. Indecent material	III	10	B	B	C	C	F
19. Jeopardizing the safety of oneself or others	III	10	B	B	C	C	F
20. Leaving school grounds without permission	III	10	B	B	C	C	F
21. Lying	III	10	B	B	C	C	F
22. Misuse of school material & equipment	III	10	B	B	C	C	F
23. Not following request of school official	III	10	B	B	C	C	F
24. Trespassing	III	10	B	B	C	C	F
25. Skipping office assigned detentions	III	10	B	B	C	C	F
26. Use/possession of tobacco products	III	10	Substance	Abuse	Policy		
27. Other	III	10	B	C	D	D	G
28. Careless driving/speeding	IV	14	C	C	D	F	F
29. False call/Forgery of notes	IV	14	C	C	D	F	F
30. Vandalism 1	IV	14	C	C	D	F	F
31. Theft 1	IV	14	C	C	D	F	F
32. Disrespect to faculty members	IV	14	C	C	D	F	F
33. Other IV	IV	14	C	C	D	F	F
34. Gross Misbehavior	V	21	C	D	E	G	
35. Harassment/Intimidation/Bullying	V	21	C	D	E	G	
36. Vandalism 2	V	21	C	D	E	G	
37. Theft 2	V	21	C	D	E	G	
38. Insubordination	V	21	C	D	E	G	
39. Fighting	V	21	C	D	E	G	
40. Other	V	21	C	D	E	G	
41. Indecent behavior	VI	28	F	G	G	H	
42. Open/persistent defiance of authority	VI	28	F	G	G	H	
43. Threatening behavior	VI	28	F	G	G	H	
44. Physical assault	VI	28	F	G	G	H	
45. Under the influence of alcohol/drugs	VI	28	Substance	Abuse	Policy		
46. Possession of alcohol/ drugs or drug paraphernalia	VI	28	Substance	Abuse	Policy		
47. Other	VI	28	G	H	H	I	
48. Extortion	VII	42	G/I	G/I			
49. False fire alarm	VII	42	G/I	G/I			
50. Selling, giving, or exchanging alcohol/drugs	VII	42	Substance	Abuse	Policy		
51. Possession of weapon other than firearm	VII	42	G/I	G/I			
52. Possession or use of firecrackers	VII	42	G/I	G/I			
53. Terroristic Threats	VII	42	G/I	G/I			

61. Other

VIII 90 H/I

### Section 3

### Forms of School Discipline

A. **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, other violations of rules and standards of behavior adopted by the Gering Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. 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.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, 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.
4. 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.

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

B. **Long-Term Suspension:** A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of 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.

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

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

**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.

**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.

**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.

**Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is under 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order 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

disciplined for subsequent conduct as provided in Board policy and state statute.

**D. Other Forms of Student Discipline.** Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students; parent conferences; rearrangement of schedules; requirementing 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.

#### **Section 4 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.

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

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

- a. Willfully disobeying any reasonable written or oral request of a school staff member or the voicing of disrespect to those in authority.
- b. 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;
- c. 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

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;

- f. 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;
- g. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
- h. Public indecency or sexual conduct;
- i. 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;
- j. 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;
- k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
- l. Violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
- m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
- n. 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 is defined as language that is obscene, vulgar, or abusive in nature, or that is intended to insult, threaten, or harass another person.

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.

- p. Willfully violating the behavioral expectations for those students riding Gering Public Schools buses.

**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.
- c. 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.
- d. 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:
  - i. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
  - ii. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
  - iii. A plan for its transportation into and from the school, its storage while in school, and its removal from the school is established and approved by the building administrator and the superintendent.

## **B. 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.

**C. Student Appearance:** Students at Gering Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or that 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: 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. Shirts and tops must have necklines that will be close to the collar bones in front and back.

- a. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- c. 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).
- d. Head wear including hats, caps, bandannas, and scarves;
- e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar language.
- f. Clothing must be “in good repair”. Therefore, wearing jeans with holes in them will not be permitted, whether skin is revealed or not (other examples: frayed shorts, or torn clothing, holes in clothing)
- g. Clothing or jewelry that is gang related.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by 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.

## **D. Electronic Devices**

Philosophy and Purpose. 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.

### 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:
  - a. 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
  - b. 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
  - c. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

### Possession and Use of Electronic Devices.

1. Cell phone usage is 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, during passing times, and after school hours, in the designated areas, provided that the student not commit any abusive use of the device (see paragraph (4)(a). 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

2. illegal activities in violation of state or federal laws or regulations;
3. unethical activities, such as cheating on assignments or tests;
4. immoral or pornographic activities;
5. activities in violation of Board or school policies and procedures relating to student conduct and harassment;
6. recording 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;
7. "sexting;" or 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.

**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.

**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.

**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.

**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. Harassment and Bullying Policy:**

One of the missions of Gering Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in

power or view of superiority over a period of time. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying/harassment is a violation of student conduct rules, and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

#### **F. 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:

1st Offense: Students will be confronted and directed to cease.

2nd Offense: Students will be confronted, directed to cease, and parents will be notified.

3rd Offense: Students will face appropriate disciplinary consequences.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could progressive disciplinary consequences.

#### **G. Acceptable Use Policy for Electronic Resources**

The use of electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of your privilege. Students using electronic resources are required to follow District policy and procedures. The supervising staff member will determine what is appropriate use in accordance with the following guidelines, and may deny, revoke, or suspend your access.

- a) The use of your account and/or access must be consistent with the educational objectives of the Gering Public Schools. Use of electronic resources for recreational games is prohibited.
- b) To transmit or knowingly receive any materials in violation of any United States or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic or obscene material, or material protected by trade secret.
- c) Use for commercial activities is generally not acceptable. Use for product advertising or political lobbying is prohibited. Extensive use for personal and private business is also prohibited.
- d) Abide by the generally accepted rules of network etiquette. These

- or that of other students.
- iv. Note that electronic mail (e-mail) is not permitted on student accounts. Network storage areas will be treated as school property. District personnel may review files and communications. Material relating to, or in support of, illegal activities will be reported to the proper authorities
  - v. The sending of “chain letters” is considered a misuse of the system and may result in the loss of the account.
  - vi. Talk, Write and Chat commands are not permitted on student accounts.
  - vii. Permission of the supervising staff member must be obtained before “downloading” any files due to potential “virus” infection.
  - viii. Be reasonable in the amount of time you use the system. Be considerate of other individuals using the system. Time limits may be imposed.
  - ix. Classroom use will take precedence over independent use.

~~¶~~B. e) Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or computer system. These include, but are not limited to: viruses, forging e-mail, hacking, and attempting to use administrative commands.

~~¶~~C. f) Do not vandalize by harming or destroying the data or hardware on this system or any other system.

~~¶~~D. g) Security of any computer system is essential. Access to electronic resources is intended for the exclusive use by authorized individuals. Any problems, which arise from the use of an account, are the responsibility of the account holder. This may include, but it not limited to the following:

- i. trespassing in another’s work or files;
- ii. giving out your password or the password of others;
- iii. attempting to login to another individual’s account;
- iv. failure to notify the supervising staff member of a security problem.

~~¶~~E. h) The Gering Public Schools will periodically revise the Acceptable Use Policy and will make determinations on whether specific uses of the network are consistent with the intent of policy.

~~¶~~F. I) Indemnity - Gering Public Schools makes no warranties of any kind, whether expressed or implied, for the Internet service. GPS will not be responsible for damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions cause by negligence, errors, or omissions. GPS will not be responsible for any financial charges incurred by an account user or someone else using the account. Use of any information obtained via Internet is at your own risk. GPS specifically denies any

## **Section 5 Reporting Student Law Violations:**

Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

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 will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Gering Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

1. Knowingly possessing illegal drugs or alcohol.
2. Assault.
3. Vandalism resulting in significant property damage.
4. Theft of school or personal property of a significant nature.
5. Automobile accident.
6. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

# **Article 9 - Extracurricular Activities Rights, Conduct, Rules and Regulations**

## **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 provides 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 experience 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

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.

### **Section 3            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 4            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' performances 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 the following: all sports, cheerleading, dance team, Pep Band, vocal, band, speech and debate, play productions and Mock Trial, DECA, 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

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 and 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, 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 a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner

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;

11. 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.
12. Repeated violation of any of the school rules.
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 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.
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 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.
16. Willfully violating the behavioral expectations for those students riding Gering Public School buses or vehicles used for activity purposes.
17. 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.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. 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.
20. 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 by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. 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.

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:

- A. 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
- B. 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.

## *Drug and Alcohol Offenses*

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

1. Possessing or using tobacco, chewing, or smoking during the season
  - First offense: Suspension from all activities and events for one week or one event and enrollment in a tobacco cessation class.
  - Second and subsequent offenses: Suspension from all activities and events for two weeks or three events and completion of a smoking cessation class.

until the student shows proof that the student: (a) is participating in substance abuse counseling with a qualified professional and is following the recommendations of the counselor and (b) tests negative in a District-administered drug test.

**Second Offense:** For the second positive test, the student is ineligible to participate in any extracurricular activities for nine weeks. The student may not return to participate in extracurricular activities until the student shows proof that the student: (a) is participating in substance abuse counseling with a qualified professional and is following the recommendations of the counselor and (b) tests negative in a District-administered drug test.

**Third Offense:** For the third positive test, the student is ineligible to participate in any extracurricular activities for ONE CALENDAR YEAR. The student may not return to participate in extracurricular activities until the student shows proof that the student: (a) is participating in substance abuse counseling with a qualified professional and is following the recommendations of the counselor and (b) tests negative in a District-administered drug test.

**Fourth Offense:** the student is ineligible to participate in any extracurricular activity for the remainder of the student's secondary school career.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up.

Positive results will not lead to the imposition of an academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

**Reduction for Self-Reporting:** If the student has self-reported, the first violation shall be reduced to one week 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.

**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 restricted 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:

First Violation: 30 consecutive days.

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.

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 if 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. A failure to self-report will lead to a longer suspension or other discipline. 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 : (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, the conduct which 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 conviction, a plea of no contest, and an adjudication of delinquency by a 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.

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.

3. 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 when determined to be appropriate.
4. The suspension may be imposed prior to the meeting if the meeting cannot 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.
5. 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.
6. 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 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. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.

If a hearing is requested:

1. 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.
2. 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.
3. 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.
4. 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.

## **participants in the activity programs available through and sponsored by Gering Public Schools.**

### **Section 6 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. When events occur during the regular school day only eligible participants will be dismissed or students with prior administrative approval will be excused for the event.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Activities 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 7 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 show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 40 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing two 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 meets eligibility guidelines.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to the following:
  - a. Instructional field trips which are a part of the scheduled course learning experience; or

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

## Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship, and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### Communicating with the coach

Communication you should expect from your child's coach includes:

- Philosophy of the coach
- Expectations the coach has for your child
- Locations and times of all practices and contests
- Team requirements
- Procedure should your child be injured
- Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically

so please make sure the coach is told.

- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
  - Call to set up an appointment with the coach

What should a parent do if the meeting with the coach did not provide satisfactory resolution?

- Call the athletic director to set up a meeting with the athletic director, coach, and parent present. At this meeting, an appropriate next step can be determined, if necessary.

## **Section 9 “Team Selection” and “Playing Time”**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

## **Section 10 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.

1. General Rules of Student Conduct at Dances. In addition to all rules of student

Gering High School or their own school are generally considered appropriate dates or invited guests.

4. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
5. Some school dances may be restricted to students attending specified grades levels at Gering Public Schools
6. Students who have been suspended from school or from extracurricular activities may not attend.
7. 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.
8. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
9. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
10. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.
11. 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.
12. 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.

#### Freshman Dance:

1. Dance will end at 10:00 p.m., only GHS Freshmen Academy students are allowed to attend, the doors to the dance will close at 30 minutes after the dance begins, students are not allowed to leave early unless released to parent/guardian.

**Eligibility for Selection as Royalty.** Nomination and selection as 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

endeavors and participation.

- The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
- The student must have a cumulative grade average of a B or its equivalent.
- The student must not have had excessive violations of school policies and procedures during his/her high school career.
- The student may not, within twenty-four months of the of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) 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.

**Royalty Candidate Eligibility and Selection:** The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.

**Pre-Qualification of and Acceptance by Student:** All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated for or awarded dance royalty.

**Specific Dance Royalty Eligibility and Selection Requirements:**

**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.
- Every student organization in GHS is contacted and asked to nominate a candidate from within their organization. If the organization has both male and female members, they may nominate a male and female candidate. Single gender organizations may only nominate candidates of that gender.
- Each organization will provide an alternate as well. If a student has already been nominated from another organization, the alternate will be added from the

The Student Council sponsors will count all ballots for both elections.

### Winter Royalty

Winter Royalty is held during the winter season. The crowning for Winter Royalty is done at either a basketball game or a wrestling match. The dance is held on the following Saturday in the high school gym. Dance time is from 9:00 pm – 12:00 am. G-Club and GGAA will select senior students as candidates. The student body will vote for the royalty candidates. GGAA sponsors Winter Royalty. The dress is semi-formal. The Gering Girls Athletic Organization (GGAA) and G-Club organize the Winter Royalty Coronation and Dance. The following procedures are used for the nomination and election of the Winter Royalty:

- GGAA nominates six senior girls and G-Club nominates six senior boys.
- Any senior who has not been selected as Homecoming King/Queen or attendant will be eligible for Winter Royalty.
- The members of each organization (GGAA and G-Club) will vote for six candidates from the list of eligible senior members in their organization.
- The top six vote getters are placed on the ballot. If there is a tie for the final position, all persons tied will go onto the ballot.
- The six queen candidates nominated by GGAA and the six king candidates nominated by G-Club are placed on the ballot.
- Student Council members will distribute the ballot so that the entire student body and teachers can vote for one candidate for king and one candidate for queen.
- The final candidates are announced as soon as possible after the balloting has occurred.
- To be eligible, a candidate must agree to attend the entire Winter Royalty Dance and represent the school properly.

### Prom Royalty

- 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.
- The Senior Class Officers will nominate three queen and king candidates subject to a determination of eligibility by the Royalty Eligibility Committee.
- 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 and senior students

## **Section 11 Student Fees Policy**

The Board of Education of Gering Public Schools has adopted this student fees policy in

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

- Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear nonspecialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear nonspecialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.
- The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.
- Personal or consumable items & miscellaneous
  - Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

- **Damaged or Lost Items.** Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
  - **Materials Required for Course Projects.** Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
  - **Music Course Materials.** Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
  - **Parking.** Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.
- **Extracurricular Activities—Specialized equipment or attire.** Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for

equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

- Extracurricular Activities–Fees for participation. Any fees for participation in extra-curricular activities for the current school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.
- Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
- Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
- Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.
- Participation in before-and-after-school. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services

students purchase from the District’s breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

- **Waiver Policy.** The District’s policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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 and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.
- **Distribution of Policy.** The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, 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 not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Appendix“1” to 2012-2013 Student Fees Policy of Gering Public Schools—  
Additional Specification of Required Materials and Fees

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) <sup>1</sup> or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged;

Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Students are encouraged but not required to purchase such equipment .for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Breakfast--\$ Lunch--\$2.50 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests, such as the ACT test, are optional and to be paid directly to the private companies involved.
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$20.00 per year. For

Equipment and attire	<p>Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.</p>	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p>																												
		<table border="1"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Tennis</td> <td>Tennis racquet</td> </tr> <tr> <td>Cross County</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Soccer</td> <td>Soccer shin guards</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Swimming/ Diving</td> <td>Swim suit</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Tennis</td> <td>Racquet</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>Wrestling head gear</td> </tr> <tr> <td>Cheerleading and Dance Team Squads</td> <td>Shoes, approved uniforms (top &amp; skirt; jacket) poms</td> </tr> </table>	Basketball	No additional	Tennis	Tennis racquet	Cross County	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Soccer	Soccer shin guards	Softball	Softball glove	Speech/Debate	Dress attire; copies of research	Swimming/ Diving	Swim suit	Track	No additional	Tennis	Racquet	Volleyball	Volleyball knee pads	Wrestling	Wrestling head gear	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket) poms
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		conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform cleaning fee of up to \$20.00.
Clubs/Organizations	Annual Dues	Not to exceed \$50.00
Social & Recognition Activities		
School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	\$25.00 per event
Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the fee for graduation robes, caps,

Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,500 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.
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## Article 10 State and Federal Programs

### Section 1 Notice of Nondiscrimination

The Gering Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs or activities, treatment, or employment.

### Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination of Students.

Purpose: Gering Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Gering Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the

the Superintendent of Gering Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4            Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

#### **Section 5            Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973 SEE ARTICLE 6 SECTION 3**

#### **Section 6            Notification of Rights Under FERPA (STUDENT RECORDS)**

The Gering Public Schools will on occasion release routine directory information (84-712.05) to the general public which includes: "Student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous educational agency or institution attended by the student, and other similar information." The information released may be to military recruiters, newspapers, colleges & universities, athletic and activity programs, etc. Parents may have their student's name and information withheld from dissemination upon written request to the office of the principal.

The Family Educational Rights and Privacy Act (FERPA) afford 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

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 and effectively provide the function or service for which they are responsible. Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

## **Section 7 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, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards

## **ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION**

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 designates such student work as directory information and 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 Gering 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.

## **Section 8 Notice Concerning Disclosure of Student Recruiting Information**

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

## **Section 9 Notice Concerning Staff Qualifications**

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to

the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled:

purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any

screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ). Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

**Definition of Surveys of Matters Deemed to be Sensitive:** Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Section 11 Parental Involvement Policies**

### **A. General - Parental/Community Involvement in Schools:**

Gering Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.

instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.

7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

#### B. Title I Parental Involvement Policy:

The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and

activities to improve student academic achievement and school performance.

3. Building the schools' and parents' capacity for strong parental involvement.

4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.

5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.

6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

1. Convene an annual meeting, 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 the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's high standards; (2) describe the school's responsibility to provide all children with the opportunity to meet the State's high standards; (3) describe the school's responsibility to provide all children with the opportunity to meet the State's high standards; (4) describe the school's responsibility to provide all children with the opportunity to meet the State's high standards; (5) describe the school's responsibility to provide all children with the opportunity to meet the State's high standards; (6) describe the school's responsibility to provide all children with the opportunity to meet the State's high standards; (7) describe the school's responsibility to provide all children with the opportunity to meet the State's high standards; (8) describe the school's responsibility to provide all children with the opportunity to meet the State's high standards; 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which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

**Building Capacity for Involvement:** To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

**Accessibility:** In carrying out the parental involvement activities for this Title I Parental

updated periodically to meet the changing needs of the parents and the school.

## **Section 12 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational services for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in

other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school or origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Gering Public Schools based on it being the school of origin, the new school and Gering Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

### **Section 13 Breakfast and Lunch Programs**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

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.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.

such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to do the following: work for their meals, use a separate lunch room, go through a separate serving line, enter the lunchroom through a separate entrance, eat meals at a different time, or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - A publicly-announced, simple method for making an oral or written request for a hearing.
  - An opportunity to be assisted or represented by an attorney or other person.
  - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.

The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.

The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

# **GERING JUNIOR HIGH SCHOOL**

**7<sup>th</sup> and 8<sup>th</sup> Grade**

**2012-2013**

## **PARENT-STUDENT HANDBOOK**

**Gering Junior High School  
800 Q Street  
Gering, NE 69341  
(308) 436-3123**

### **GERING PUBLIC SCHOOLS**

#### **VISION STATEMENT**

*All Gering Public Schools students will maximize their potential.*

#### **MISSION STATEMENT**

*The mission of Gering Public Schools is to develop the academic, personal, and social skills of all students and to prepare them to be productive, responsible global citizens of the 21<sup>st</sup> century.*

## Foreword

### **Intent of Handbook:**

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

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

### **School Mission Statement ~~On the Cover~~**

~~Welcome to Gering Junior High School. The mission of Gering Public Schools is to develop the academic, personal and social skills of all students and to prepare them to be productive, responsible global citizens of the 21<sup>st</sup> century.~~

### **Mutual Respect**

The Gering Junior High School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

### **Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

#### Complaint procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

#### Conditions Applicable to All Levels of Complaint Procedure

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, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

### **~~RIGHT TO FREEDOM FROM DISCRIMINATION BASED ON RACE, CREED, COLOR, NATIONAL ORIGIN, SEX OR HANDICAPPING CONDITIONS~~**

~~Gering Schools do not discriminate on the basis of race, color, national origin, sex, disability, marital status or age in admission or access to, or treatment of employment in, its programs and activities. If you feel you have been discriminated against, or have inquiries regarding grievance activities, or compliance with Title IX, Title VI, or section 504, contact Mr. Don Hague, Superintendent of Schools, 1800 8th Street, Gering, NE 69341, (308) 436-3125.~~

~~COMPLAINTS CONCERNING MIGRANT EDUCATION, TITLE I, TITLE II (EISENHOWER FUNDS), TITLE III (SCHOOL TECHNOLOGY RESOURCES), TITLE IV (SAFE AND DRUG FREE SCHOOLS), TITLE VI (INNOVATIVE EDUCATION), AND TITLE VII (EMERGENCY IMMIGRANT EDUCATION), TITLE X (HOMELESS CHILDREN)~~

~~If there is a complaint regarding a federal program, and it has not been resolved at the district level, the initiating party should contact the Director of Special Services, who will provide the initiating party information on how to forward the complaint to the Nebraska Department of Education. (Director of Student Services, 1800 8<sup>th</sup> St., Gering, NE 69341, 436-3125)~~

## NONDISCRIMINATION STATEMENT

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.

### **Change of residence, address and/or telephone numbers**

Any change of residence outside of the Gering School District, and/or change of address or telephone number within the district must be reported as soon as possible as it may affect emergency contact procedures and optional enrollment qualifications

Your personal e/mail address may be recorded at the office if parents/guardians so desire to facilitate communication with your child's teachers.

### **Notice of Nondiscrimination**

The Gering Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs or activities, treatment, or employment.

### **Designation of Directors**

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Director for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Superintendent
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Director of Student Services
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Director of Student Services or the Superintendent may be contacted at: 1800 8<sup>th</sup> Street, Gering, Nebraska 69341-2999, (308) 436-3125.

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

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

### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Gering Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

### **Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

### **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 and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. .

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:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Notice Concerning Staff Qualifications**

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive

### **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, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of 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 any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

### **Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.  
Homeless Coordinator: The Director of Student Services shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health

services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Director of Student Services shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Director of Student Services may designate duties hereunder as the s/he determines to be appropriate.

### **Breakfast and Lunch Programs**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

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.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs.

### **ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET**

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Gering Public Schools recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, Gering Public Schools encourages the responsible use of computers, computer networks (including the Internet), and other electronic resources in support of the mission and goals of the Gering District.

It is the policy of Gering Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

It is the policy of Gering Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Gering Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and e-mail, are not permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material
- To transmit obscene, abusive, sexually explicit, or threatening language;
- To violate any local, state, or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's materials, information, or files without permission; and,
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- To distribute or forward "chain letters" via email.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Students may...

- Design and post web pages and other material from school resources.
- Use direct communications such as e-mail, online chat, or instant messaging with a teacher's permission.

- Use the resources for any educational purpose.
- Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring:** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

**Enforcement of policy:** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

A Gering Public School staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.

Gering Public School staff will monitor students' use of the Internet by either direct supervision or by monitoring Internet use history to ensure enforcement of policy.

**Inappropriate Network Usage:** To the extent practical, steps shall be taken to promote the safety and security of users of Gering Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and the dissemination of personal identification information regarding minors.

**Education, Supervision and Monitoring:** It shall be the responsibility of all members of Gering Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

The Building Principal or designated representatives will provide age appropriate training for students who use Gering Public Schools Internet facilities. The training provided will be designed to promote Gering Public School's commitment to:

The standards and acceptable use of Internet services as set forth in the Gering Public Schools Network Acceptable Use and Internet Safety Policy;

Student safety with regard to:

- i. safety on the Internet;
- ii. inappropriate behavior while on online, on social networking Web sites, and in chat rooms; and
- iii. cyberbullying awareness and response.

**Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").**

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the Gering Public Schools Network Acceptable Use and Internet Safety Policy. Curriculum materials and a Scope and Sequence can be found at Common Sense Media:

[www.common Sense Media.org](http://www.common Sense Media.org)

## Disclaimers

Gering Public Schools and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus or service interruption.

Use of any information obtained via network access is at the risk of the user, and Gering Public Schools specifically denies any responsibility for the accuracy or quality of the information obtained.

Gering Public Schools cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material". If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.

Gering Public Schools is not liable for an individual's inappropriate use of the district's electronic communications systems, for violations of copyright restrictions or other laws, and for other costs incurred by users through use of Gering Public Schools electronic communication systems.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.

MINOR: The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

OBSCENE, as that term is defined in section 1460 of title 18, United States Code;

CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United State Code; or Harmful to minors.

HARMFUL TO MINORS: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- SEXUAL ACT; SEXUAL CONTACT: The terms "sexual act" and "sexual contact" have the meaning given such terms in section 2246 of title 18, United States Code.

## **DUE PROCESS**

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If a principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedures shall be followed: [ref. 79-4, 181]

- A. Written Charge and Summary of Evidence. [ref.79-4, 181(1)]
  1. File with Superintendent. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent.
  2. Send Written Notice: The school shall, within two (2) days of the decision send written notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under the Student Discipline Act.
- B. Written Notice: Written notice must include:
  1. Violation and Summary of Evidence. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student; [ref.79-4,181(2)(a)]
  2. Recommended Penalty. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject; [ref. 79-4, 181(2)(b)]

3. Right To Hearing. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges; [ref. 79-4, 181(2)(c)]
  4. Hearing Procedures. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing; [ref. 79-4,181(2)(d)]
  5. Examine Evidence and Witnesses. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right to:
    - a. Examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and
    - b. Know the identity of the witnesses to appear at the hearing and the substance of their testimony; [ref. 79-4, 181(2)(e)]
  6. Request for Hearing Form. A form on which the student, the student's parent, or the student's guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail as prescribed in Sections 79-4,181 (outline II.J.4) and 79-4,185 (outline II.J.5.a)
- C. Suspension Until 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: [ref. 79-4, 181(3)]
1. The date the disciplinary action takes effect if no hearing is requested;
  2. If a hearing is requested, the date the hearing examiner makes the report of his/her findings and a recommendation of the action to be taken to the superintendent, or
  3. 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 [ref. 79-4, 181(3)(a)]
    - b. A personal injury to the student himself or herself, other students, school employees, or school volunteers. [ref. 79-4,181(3)(b)]
- D. Discussions Prior to hearing. Nothing in the Student Discipline Act shall preclude the student, parent, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage. [ref. 4, 181]

#### **Procedures if Hearing Is Not Requested**

If a hearing is not requested by the student or the student's parent or guardian within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or his/her designee will automatically go into effect upon the fifth (5<sup>th</sup>) school day following receipt of the written notice by the student or his/her parent or guardian as required above under Section 79-4, 181 [ref. 79-4,184]

#### **Procedures If a Hearing is Requested**

- A. Request For Hearing. A hearing must be requested within five (5) school days after receipt of the written notice. [ref. 79-4, 182(1)]
1. Request For Hearing Beyond Five Days. If a hearing is requested more than five (5) school days but not more than thirty (30) calendar days following the actual receipt of written notice, the hearing shall be held but the imposed punishment shall continue in effect pending final determination. [ref. 79-4, 185]
- B. Appointment/Qualifications of Hearing Examiner. If a hearing is requested, the superintendent must appoint a hearing examiner. [ref. 79-4, 182(1)]
1. Qualifications. The hearing examiner can be any person designated by the school district's superintendent, school board, or counsel, if such person:
    - a. Has not brought the charges against the student
    - b. Is not a witness at the hearing, and
    - c. Has no involvement in the charge [ref. 79-4,182(2)]

2. General Duties. [ref 79-4, 183]
  - a. Impartiality - In addition to other duties, it is the duty of the hearing examiner to remain impartial throughout all deliberations.
  - b. Availability - The hearing examiner must be available, prior to any hearing held pursuant to the act, to answer any questions the principal, the student, or the student's parent or guardian may have regarding the nature and conduct of the hearing.
- C. Notice of Time/Place For Hearing. Within two (2) school days after being appointed, the hearing examiner must give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing. [ref. 79-4,182(1)]
  1. The hearing shall be scheduled within a period of five (5) school days after it is requested, but such time may be changed by the hearing examiner for good cause. [ref. 79-4,182(3)]
  2. No hearing shall be held upon less than two (2) school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties. [ref. 79-4,182(3)]
- D. Right To Examine Records/Statements. The principal or legal counsel for the school, the student, and the student's parents or guardian, or representative shall have the right to examine the records and written statements referred to in the Student Discipline Act and the statement of any witness in the possession of the school board at a reasonable time prior to the hearing. [ref. 79-4,182(4)]

**CONDUCT THAT CONSTITUTES GROUNDS FOR SHORT OR LONG TERM SUSPENSION,  
EXPULSION, OR REASSIGNMENT**

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School officials have the authority to discipline students by suspension, exclusion, expulsion, or mandatory reassignment. In addition, in the case of a clear and present danger to the student or to other students, emergency procedures may be followed. For the purpose of this section, the terms shall have the following meanings:

1. ~~Emergency Exclusion~~— Immediate exclusion if the student has a dangerous communicable disease presenting a threat to self or others.
2. ~~Short Term Suspension~~— Up to and including five school days.
3. ~~Long Term Suspension~~— More than five school days, but less than 20 school days.
4. ~~Mandatory Reassignment~~— Assignment to another educational setting.
5. ~~Expulsion~~— Removal of educational opportunities for the balance of the current school semester with the loss of all credits.

The following conduct constitutes grounds for any of the preceding disciplinary actions: (Nebraska Revised Statutes 79-4180)

- (A) ~~Use of violence, force, coercion, threat, intimidation, or similar conduct that constitutes a substantial interference with school purposes.~~
- (B) ~~Willful damage to private or school property, stealing of substantial values, or repeated damage or theft of small value.~~
- (C) ~~Causing or attempting to cause physical injury to a school employee or student.~~
- (D) ~~Threatening or intimidating a student; trying to get money or other valuables from a student.~~
- (E) ~~Possession, handling, or transmitting any object or materials generally considered a weapon.~~
- (F) ~~Unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic beverage.~~
- (G) ~~Engaging in any other activity forbidden by law which activity constitutes a danger to other students or interferes with school purposes.~~
- (H) ~~Repeated violations of any established school rule.~~
- (I) ~~Possessing, handling, or detonating any object which explodes as stated in Criminal Code Section 28-1242: "It is unlawful to throw firecrackers or any object which explodes upon contact with another object, (a) from a motor vehicle or (b) onto a street, highway, or sidewalk."~~  
~~\*Unlawful throwing of firecrackers is a Class III misdemeanor. The punishment is up to three months imprisonment or up to a \$500 fine, or both.~~
- (J) ~~Public indecency.~~

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

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Gering Public Schools buses.
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.

#### **Reporting Student Law Violations:**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
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 will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Gering Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - a. Knowingly possessing illegal drugs or alcohol.
  - b. Assault.
  - c. Vandalism resulting in significant property damage.
  - d. Theft of school or personal property of a significant nature.
  - e. Automobile accident.
  - f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

**GERING PUBLIC SCHOOLS  
BOARD OF EDUCATION**

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Kraig Weyrich, Freshman Academy Assistant Principal

Mary Kay Haun, Geil Elementary Principal

George Schlothauer, Lincoln Elementary Principal

Pam Barker, Northfield Elementary Principal

Betty Smith, Cedar Canyon Principal

Curt Hanson, Director of Warehouse and Maintenance

**GENERAL STUDENT INFORMATION**

**Attendance Policy**

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

**Absence / Tardy Procedure**

Section 79-201 of the Nebraska School Law states that "every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven, nor more than sixteen years of age, shall cause such child to attend regularly the public, private, denominational, or parochial day school each day that such school is open and in session..." Punctual and regular attendance is important since absence from school is the greatest single cause of lack of achievement in school.

- ❑ It is the parent's/guardians responsibility to notify the school each time their child is absent or tardy. Normal School hours for students are **8:05 a.m. until 3:28 p.m.** PARENTS SHOULD CALL THE SCHOOL OFFICE (436-3123) STARTING AT 7:30 a.m. AND ON THROUGH THE DAY OF YOUR STUDENT'S ABSENCE.
- ❑ Attendance will be tracked by counting periods missed. One day's absence will be counted as seven (7) academic class periods. Attendance totals will be recounted at the end of each week.
- ❑ When a student has missed the equivalent of three days, the principal or her/his designee will **call contact** the parent or guardian to let them know of the school's concern. When the student reaches 35 periods of absence the principal or her/his designee will send a letter to the parent to inform them of their child's attendance record.
- ❑ When a student has missed 70 or more periods, a letter will be sent home asking the parent or guardian to contact the school to set up a meeting. A copy of this letter will be sent to the County Attorney, who may set up a truancy hearing. A meeting will then be held that will include the student, the parent/guardian, a school administrator and a school counselor. This meeting will serve to draw up a new attendance agreement. The student will also be required to buy back time (see below). If the student does not buy back the necessary number of periods, they may lose credit in their classes.
- ❑ Any student who is absent for five consecutive school days due to illness must have a note from a physician allowing them to return to school.

- ❑ Three unexcused tardies will count as an absence.
- ❑ In order to buy back the time, a student must follow the process below.
  - The student will have one night of detention for every period he or she is over the 70 periods limit
  - If a student who has missed 70 periods is passing all of their classes, they will be required to meet with a school administrator, counselor, or attendance monitor to determine if they need to buy back time.
  - If a student is failing a class or a teacher needs the student to come in, he/she will either stay in detention or go to mandatory tutoring.
  - Make up time may also be assigned during the lunch hour.
  - At the end of every week, the numbers will be updated. The process will be repeated until the necessary time has been made up to get the student down to 35 periods missed.
  - Once the student has served the required number of detentions or provided progress reports indicating s/he is passing all classes, the school will consider the time as having been made up.
  - If attendance is addressed in a 504 or an IEP plan, that plan will supersede this attendance policy.
  - **A student shall be considered absent if they are more than 20 minutes late to any class.**

We understand that there may be circumstances that prevent students from attending school. We will accept the following as excuses:

**Exceptional Absences (not counted in the cumulative absence total):**

School activities Court Related Bereavement Hospital stay and recovery  
 Weather related Serious Illness (must have a note from the Dr. with specific dates)  
 Suspensions

**Other absences (counted in the cumulative absence total):**

Illness Planned absence Church activities Club sport contests  
 Nurse's Office Office Behavior Referral 3 unexcused tardies

**Make-up Work:** Students are allowed 2 days to make up assignments for every day of excused absence.

**Academic Integrity**

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.

Definitions

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

1. "Cheating" means intentionally to misrepresent 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):
  - (1) 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.
  - (2) 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.

(3) 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.

(4) 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.

(5) 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):

(1) 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.

(2) 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.

(3) 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.

(4) 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.

(5) 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:

(1) 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.

(2) 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 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 for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism 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. Credit for the class may be withheld pending successful completion of the replacement test or project.
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 a 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.

### Academic Progress Report

Academic progress reports will be taken home by students or sent home at the midpoint of each nine week term or at any other time when the teachers feel it is necessary. The reports are to be read and signed by a parent/guardian and returned to the designated teacher. At the teachers' discretion, parents may be informed as to the student's progress via a telephone call, or e-mail.

### Accidents or Injuries

Please report accidents or injuries to the classroom teacher or to an administrator. The teacher or administrator will file an accident report. An administrator may call the school nurse to examine the injury.

### Accreditation

Both Gering Junior High and High School are members of and accredited by the North Central Association of Colleges and Secondary Schools **AdvancED**.

**Arrival At School/Dismissal From School:** Students are expected to arrive at school no more than 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building 20 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

### Asbestos Management Plan

Gering Public Schools has conducted asbestos inspections in all of its facilities as required by Section 203 of Title 15, Chapter 53, subchapter II, of the Toxic Substance Control Act. 15 U.S.C. 2643, of 1986. Management plans requiring those inspections are available for your review in the principal's office and in the Central Admin-istrating Office at 1800 Eighth Street, Gering, Nebraska during regular business hours.

### Behavior (Positive Behavior Support) **MOVED TO ALPHABETIZE**

In order to ensure a safe learning environment for all students, the school staff is committed to:

- Using a positive, preventative, and educational approach to student behavior
- Having a plan with clear direction for staff

- Explicitly teaching student behavior expectations
- Empowering all staff to implement the plan
- Students taking responsibility for their own behavior
- Using natural and logical consequences when behavior problems occur
- Seeking parent support for appropriate student conduct and disciplinary procedures

In order to carry out the philosophy and beliefs stated above, our school has chosen to implement the Positive Behavior Support (PBS) model. PBS is a program designed to build a more positive school-wide atmosphere. The ultimate goal is to teach students to be self-managers, who encourage and challenge each other to higher behavioral and academic standards. This is accomplished through the use of clear expectations which are explicitly taught, regularly acknowledged and fairly corrected. Students are “setup” for success in school.

### **Bell Schedule**

The daily schedule will be devised to optimize time allotted for educational instruction and the full utilization of educational staff shared between buildings. The daily schedule may be subject to change in order to meet constraints imposed by additions to the curriculum or changes in personnel.

#### **Daily Schedule**

Period 1	8:05 a.m. – 8:56 a.m.	Period 5	11:27 a.m. – 12:07 p.m.
Period 2	8:59 a.m. – 9:50 a.m.	Period 6	12:10 p.m. – 1:01 p.m.
Period 3	9:53 a.m. – 10:44 a.m.	Period 7	1:04 p.m. – 1:55 p.m.
Period 4	10:47 a.m. – 11:27 a.m.	Period 8	1:57 p.m. – 2:49 p.m.
		Kennel	2:52 p.m. - 3:28 p.m.

#### **Shortened Schedule**

Period 1	8:05 a.m. – 8:41 a.m.	Period 5	10:35 a.m. – 11:05 p.m.
Period 2	8:44 a.m. – 9:20 a.m.	Period 6	11:08 p.m. – 11:44 p.m.
Period 3	9:23 a.m. – 9:59 a.m.	Period 7	11:47 p.m. – 12:23 p.m.
Period 4	10:02 a.m. – 10:32 a.m.	Period 8	12:26 p.m. – 1:00 p.m.

**NO KENNEL**

### **Bicycles**

Bicycles must be parked in the racks provided and should be locked and licensed. The School District assumes no responsibility for the safety or security of these vehicles.

### **BIST (Behavior Intervention Support Team)**

An evidenced based program adopted by the Gering School District to help staff implement the following systems.

- A communication system or regular meetings, checklists for student/administrator referral, informal feedback and check ups.
- A proactive, rather than reactive, behavior system which fits with the goals of Positive Behavior Support.
- A common language which builds skills and develops responsibility.
- Safe places where students who are in trouble can go to process and get help.
- Mentors who will support teachers of difficult students. (Mentors can be teachers, colleagues, volunteers and others).
- A behavior intervention team of school staff to give back-up for teachers and administration.

#### **BIST operates on these basic life goals:**

1. I can do what I don't want to do. I can be productive and follow directions even when I don't want to.
2. I can be angry or upset and make good choices.
3. I can be okay when others are not okay.

**BIST Placement Steps:** Classroom Seat, Safe Seat, Buddy Room, Team Focus or Recovery Room, Principal's Office

Students must earn their way back into the previous step by processing with the teacher and/or meeting pre-established goals. After the Team has notified the parents, they make the recommendation to the principal to place a student in Team Focus or the Recovery Room. The final decision for placement lies with the principal.

### **Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and initialed by the Principal. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Personal messages and/or picture posters are NOT to be attached to student lockers without Administrative approval.

### **Bus Transportation LISTED UNDER TRANSPORTATION SERVICES**

The school district shall maintain buses for the convenience of its students. ~~Riding the bus is a privilege not a right.~~ Students who live outside the radius of one mile from Gering Junior High School may make application to the administration for a bus pass. This will be done during the first two weeks of school and following that, only students with bus passes will be allowed to ride the bus. Students are to ride the bus to which they have been assigned and leave the bus only at their designated stop. Students must be at the bus stop at the appropriate time to board the bus. Students riding the bus are subject to the rules in the Student Handbook. Students may be suspended from riding the bus for inappropriate behavior.

### **Cafeteria**

Gering Public School uses an automated scanning system to record payments and charges to family accounts. Parents/guardians are expected to maintain a positive balance in their family lunch account.

At the start of the school year, a letter is sent home with students including an application for free or reduced lunches and breakfasts. We encourage you to complete the form and return it as soon as possible

Benefits from the prior year expire on **September 19<sup>th</sup>** of the current school year and a new application must be submitted. Any charges incurred from that point until the new form is approved are the responsibility of the parent/guardian.

Parents whose children don't qualify for free or reduced lunches are asked to send money for their breakfasts or lunches. A minimum of one week of meals per student is recommended with larger payments highly encouraged. For families with students attending more than one school, a single payment can be sent to any school for all of its children and it will be credited to the family account.

If a family account drops below **negative \$10.00**, the account is considered delinquent and no further regular lunches or breakfasts will be offered. Rather an alternate snack will be provided to the student as approved by the Nebraska Department of Education Nutrition Services. Of course, a sack lunch can also be brought from home.

School lunch administrators and food service personnel will be notified when a student lunch balance has reached a negative \$10.00 balance. Administrators will work cooperatively with students and parents/guardians to resolve delinquent accounts. Remaining delinquent accounts will be turned over to a collection agency and costs for collection services will be added to the family account. If a student's lunch account becomes negative, they will not be allowed to charge ala carte or milk.

At the end of the school year, if a family no longer has children attending school, moves out of the district, or become eligible for free meals, the family may request reimbursement of any balance in the family account. Funds for families with students continuing the following school year will remain in the family account for the next school year. **The cafeteria will open for breakfast at approximately 20 minutes prior to the start of each school day.**

### **Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50¢ per page (up to replacement cost)
Torn Page:	20¢ per page (up to replacement cost)
Marks that cannot be erased:	20¢ per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Cheating/Plagiarism: Listed under Academic Integrity**

Cheating will not be condoned and necessary steps will be taken to eliminate such practice. It is the belief that students are accountable for their own assignments and should not ask peers for copies of their work. Cheating may constitute grounds for grade reduction, suspension or expulsion from school. Cheating involves one or more of the following actions:

1. Unauthorized sharing of schoolwork.
2. To use the work of another person as your own.
3. To copy information from another student's test, examination, theme, book report, or term paper.
4. Plagiarism is defined as "using someone else's words or ideas without giving proper credit—even if you do so unintentionally"—and is regarded as intellectual theft and a dishonest act. Plagiarism may be avoided by the use of appropriate citations (269).

(Odell, Lee et al. Elements of Language. Sixth Course. New York: Holt, Rinehart and Winston, 2001.)

All of the following would be considered plagiarism:

- Quoting exactly from a source without documentation
- Paraphrasing from a source without documentation
- Presenting the ideas of another person or persons without documentation.

These offenses may take many forms, including, but not limited to, the following:

- Copying and pasting from an on-line source
- Copying exactly from any printed material without attribution
- Simply modifying text from the two above sources, e.g., changing several words
- Duplicating, without credit, the sentence structure of the source
- Using any graphic, audio, or video material without permission and without acknowledging the source
- Presenting the work of another person, including other students, family members, and/or teachers, even with their permission, as your own
- Presenting work purchased from a commercial entity as your own
- Presenting, without the instructor's permission, work that was written for another class ("Plagiarism Q & A." 21 May 2003. <<http://www.ehhs.cmich.edu/~mcpears/whatis.html>>.)
- 4. To prepare for cheating in advance. Such action involves (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using the test or notes during a test or examination, (3) talking while taking quizzes, tests or examinations. (4) use of an electronic device.
- 5. To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, etc.)
- 7. Cheating may be proved against a person only under one of the following conditions:
  - 7.1 A teacher or administrator personally observes an act of cheating as designed above.
  - 7.2 A student admits to a teacher or administrator that he/she has committed an act of cheating.

### **Closed Campus — MOVED BELOW**

Students will not be allowed to leave the school grounds at any time during the school day except with permission from school administration. Before leaving the building, the student must obtain a "permit to leave the building" pass from the office. This pass must be signed and dated by an administrator or designee. Any student who wishes to leave campus during the school day must notify the school office and provide written authorization from a parent / guardian at least one school day prior to leaving. We encourage students to remain in school, eat in our cafeteria and leave only in the case of family emergency or dire personal need. The frequency of off campus privileges will be regulated at the discretion of school administration. Students may not leave the school grounds or talk to people from off-campus without permission from the office.

### **MOVED TO PAGE 1**

#### **Complaint Procedures**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

##### **1. Complaint procedure:**

Step 1. Have a scheduled conference with the staff person involved in the complaint matter.

- \_\_\_\_\_ ~~Step 2. Appeal to the Principal if the matter is not resolved at Step 1.~~
- \_\_\_\_\_ ~~Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2~~
- \_\_\_\_\_ ~~Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal~~
- \_\_\_\_\_ ~~should be made within five (5) days of the Superintendent's decision.~~

#### 2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

#### **Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

#### **Dances:**

- Student dances are to be sponsored by school organizations. The following rules must be followed:
- There must be at least 10 adult chaperones provided by the organization, two of which must be school staff members.
- Dance hours may not last longer than 9:00 P.M.
- **Students must show their student I.D. to enter.**
- No students from other schools may enter.
- The doors to the dance close 30 minutes after the dance begins. Students may not enter the dance after that time unless accompanied by parent/guardian.
- Students are not allowed to leave the dance early unless a parent / guardian comes into the dance to get them.
- The sponsoring organization will be responsible for decorations and clean up.
- Sponsors have the final determination on selection of music and themes.
- Dances will be scheduled for Monday - Friday. Dances will NOT be held on weekends.

#### **Deliveries:**

No deliveries to students of flowers, balloons, pizzas, gifts or other items will be permitted during regular school hours, or without prior administrative approval.

#### **Drug-Free Schools:**

The District implements regulations and practices that will ensure compliance with the Federal 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. **The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.**

#### **Electronic Resources:**

Students will have many opportunities to use the Internet, and other electronic resources as part of their educational opportunities in Gering Public Schools. Students using electronic resources must be careful to follow District Policy and Procedures. (See Acceptable Use Policy for Electronic Resources - page 22)

WARNING: Students are reminded that anytime you share information electronically, it is **NO LONGER**

**PRIVATE INFORMATION!!!!!!** Examples may include, but are not limited to: MySpace, Facebook, computers, cell phones (including text messages), personal blogs, and any/all other electronic devices. Students are thus notified that the school administration, while possibly not initially involved in securing information in the sharing process of electronic information, **WILL** follow normal investigative procedures if a possible school violation and/or activity suspension may be involved.

**Emergency Closing Procedures** Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

**Entering and Leaving the Building** **Changed to Arrival At School/Dismissal from School and alphabetized**

~~Beginning of School:~~ Students should not be on school grounds prior to 7:50 AM. During fair weather conditions the first bell will ring at 8:05 AM allowing students to enter the building and to proceed to their lockers and classrooms. During bad weather the entrance will be open by 7:55 AM for students to enter the building. Students are to stay in the hall and are not to go to any other part of the building without permission.

~~During the School Day:~~ Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office. Our regular academic school day ends at 3:20 PM.

~~School personnel are available for student supervision 15 minutes prior to the start of the school day until 15 minutes after dismissal. If you drop your child before or after those hours, they will be unsupervised. Please make arrangements to drop off or pick up your child when school personnel are on duty.~~

**Fines and Fees Policy:** **Listed under Care of School Property**

~~Fees will be collected in specific classes pursuant to Nebraska State Law. Students will pay for material used in class projects that become the student's personal property.~~

~~Any damage to other school property not covered by the fees mentioned above, such as marring of school desks, chairs, walls, or the abuse of maps and textbooks will be assessed against the student as a fine. All fees and fines will be assigned by an instructor, a sponsor, or the principal, and will be assessed at a rate equivalent to the replacement cost.~~

~~The failure of a student to pay for a lost book or any fines will be cause for the school to hold student schedules and credits until such fines are paid.~~

**Fire and Evacuation Drills:**

Detailed instructions for building evacuation drills can be found on the bulletin board of each classroom. Students should study these instructions and be familiar with all exits. Fire drills will be held throughout the school year. Other drills relative to the evacuation or safe sheltering of students may be held as needed.

**Grading Scale:**

The grading scale for Gering Public Schools will be as follows:

- ~~\_\_\_\_\_ 94 – 100 = A~~
- ~~\_\_\_\_\_ 87 – 93 = B~~
- ~~\_\_\_\_\_ 78 – 86 = C~~
- ~~\_\_\_\_\_ 70 – 77 = D~~
- ~~\_\_\_\_\_ 69 – Below = F~~

## **Grading System**

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A -	94 to 100 (Superior work)
B -	86 to 93 (Above average)
C -	78 to 85 (Average)
D -	70 to 77 (Below average)
F -	Below 70 (Failure)
WF -	Withdrawn/Failing (No credits, no GPA)
WP -	Withdrawn/Passing (No credits, no GPA)
I -	Incomplete
P -	Passing

Each teacher will define the grading procedures to be used in their classes.

## **Guidance and Counseling Services:**

The mission of Gering Junior / Senior High School's guidance program is to provide a system designed to anticipate and facilitate the educational, career, and personal/social needs of students. A curriculum approach to providing services focuses on the prevention of problems by providing all students with appropriate age level skills and guidance information. Among the many responsibilities of school counselors, the following are primary: Counseling students, consulting with staff members, and integrating guidance services into the schools' instructional program. Counselors will meet the developmental needs of all students as well as respond to the special needs and interests of individual students.

The guidance delivery system will ensure that the skills of the counselor are used to optimum advantage; that the work of the psychologists, nurses, and administrators support and enrich the guidance program; that the classroom teacher's already important guidance role is strengthened; and, that parents and community resources are kept informed and encouraged to participate in the development of students.

## **Hall Passes:**

Teachers wishing to have unscheduled students in their rooms or elsewhere for special conferences will make out a dated, timed, and signed hall pass and give it to the student before he/she is to use the pass. Teachers receiving the request must also sign and time it before it is valid. Anytime you have a hall pass, you are to return to your room before the end of the period and this pass is to be signed and timed by the teacher.

## **Health Program:**

As defined by the National Association of School Nurses, school nursing is a specialized practice of professional nursing that advances the well being, academic success, and life-long achievement of students. School nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy, and learning.

The school nurse role consists of:

- Ensures compliance with school entry health requirements
- Provides care and case management for children with chronic health problems
- Monitors security and safe administration of medications.
- Assures the health and safety of the school students and staff
- Manages disaster preparedness and emergency service plans
- Provides health education and staff wellness programs
- Provide resources and guidance in the areas of disease and infection control practices at school.
- Assures student compliance with state and local regulations related to health and safety (Immunizations; Health Screens)
- Identifies school health needs and advocates for necessary resources.

Parents and/or Guardians are responsible for the health care of their child, while the school is available to assist, assess, and monitor that care during regular school hours. Parents and/or Guardians are responsible for notifying the school of their student's:

- Chronic or Acute health related diseases, conditions, and/or issues (For example, severe allergies, diabetes, epilepsy, asthma, urinary or bowel issues, etc)
- Recent physical, vision, and/or dental exams.

- Updated immunizations. (Records are reviewed annually and summary report sent to Nebraska State Health Department.)
- Need for medication administration during the regular school day; Please refer to Medication Administration Policy
- Need for excuse from Physical Education, then a physician or parent note is required
- Absence from school due to illness. Please inform school of type of illness so that the number and type of illnesses and symptoms can be monitored and reported to local health department as necessary.
- Updated emergency contact information and a plan/arrangements in place if parent/guardian is unable to pick up their ill child from school and/or when child is ill and needs to stay home

The Gering School District employs three fulltime nurses who cover the district's nine locations (High School, Freshman Academy, Junior High, Cedar Canyon, Geil, Lincoln, Northfield, Preschool, and the Twin City Alternative Program.) Each school location has a First Responder Team and staff who are CPR/First Aide/AED certified, Attack on Asthma and Medication Administration trained to assist as the schools are not staffed with a fulltime nurse. Basic first aide will be administered to a student, if more extensive care is needed, then the parent/guardian (or emergency contact) will be notified.

### Health Screenings

Health Screenings will be performed as recommended by the Department of Health and Human Services. Parents/Guardians will be notified in writing if medical, dental, vision, audiology, or other follow-up is recommended after the screening is completed.

### Contagious and Infectious Diseases

As recommended by the Nebraska Department of Health and Human Services, please refer to the below for minimum isolation periods and control measures:

***Please note:***

*Susceptible*=person with disease; *Contacts*=those who have been in contact with diseased person.

*Day of onset* of specific symptom is counted as "day zero"; the day after onset is "day 1"

1. **Chickenpox**: Exclude for at least 5 days after the eruption first appears or until vesicles become dry; Avoid contact with susceptibles. No exclusion of contacts. Alert parents of immune-suppressed child(ren) of possible exposure.
2. **Conjunctivitis (Pink Eye)**: Exclude symptomatic cases. Urge medical care. May return when eye is normal in appearance or with documentation from physician that child is no longer infectious. No exclusion of contacts.
3. **Common Cold**: Exclusion unnecessary. No exclusion of contacts.
4. **Diphtheria**: Exclude cases. Return with a documented physician approval. Exclude inadequately immunized close contacts as deemed appropriate by school officials following investigation by the local and/or Nebraska Department of Health and Human Services. ***Report immediately by telephone*** all cases to local and/or state health departments.
5. **Enterobiasis (Pinworm, Thread-worm, Seatworm)**: Exclude until treated as documented by physician. No exclusion of contacts. Careful hand washing essential.
6. **Fifth Disease**: Exclude until fever and malaise are gone. May return with rash with documented physician approval. No exclusion of contacts; however, alert any students or staff who are pregnant, have chronic hemolytic anemia or immunodeficiency to consult their physician.
7. **Hepatitis A**: Exclude for no less than 7 days after onset of jaundice. Return with documented physician approval. No exclusion of contacts. Immune globulin (IG) prevents disease if given within two weeks of exposure. IG to family contacts only. Careful hand washing essential.
8. **Herpes Simplex (Type 1)**: Exclusion unnecessary. No exclusion of contacts. Avoid contact with immune suppressed or eczematous persons. Good hygiene, avoid sharing toilet articles.
9. **Impetigo**: Exclude until brought under treatment as documented by physician. No exclusion of contacts. Good personal hygiene essential. Avoid common use of toilet articles.
10. **Influenza**: Exclude for duration of illness. No exclusion of contacts.
11. **Meningitis (Bacterial and Viral)**: Exclude for duration of illness. Return with documented physician approval. No exclusion of contacts. Chemoprophylaxis appropriate for family and intimate contacts.
12. **Measles (Rubeola)**: Exclude for duration of illness and for no less than 4 days after onset of rash. Exclude unimmunized students on same campus from date of diagnosis of first case until 14 days after rash onset of last known case or until measles immunization received or laboratory proof of immunity is presented or until history of previous measles infection is verified as per records or the Nebraska Department of Health and Human Services. ***Report immediately by telephone*** all cases to local and/or state health departments.

13. **Mumps (Epidemic Parotitis):** Exclude until swelling has subsided. No exclusion of contacts. Inform parents of unimmunized students on campus of possible exposure and encourage immunization.
14. **Pediculosis (Head or body lice):** Exclude until after appropriate treatment is started. No exclusion of contacts; however they should be notified of exposure.
15. **Pertussis (Whooping Cough):** return as per written documentation. Exclude inadequately immunized close contacts as deemed appropriate by school officials following investigation by the local and/or state Department of Health and Human Services. Chemoprophylaxis may be considered for family and close contacts. **Report immediately by telephone** all cases to local and/or state health departments.
16. **Poliomyelitis:** Exclude until physician approves return.
17. **Ringworm:** Exclude until treatment started. No exclusion of contacts. Good sanitation practices and don't share toilet articles.
18. **Rubella (German Measles):** Exclude for duration of illness and for no less than 4 days after onset of rash. Exclude unimmunized students on same campus from date of diagnosis of first case until 23\* days after rash onset of last known case or until rubella immunization received or laboratory proof of immunity is presented. **Report immediately by telephone** all cases to local and/or state health department.
19. **Scabies:** Exclude until the day after treatment started. No exclusion of contacts.
20. **Shingles/Herpes Zoster:** Exclude children with shingles / zoster if the vesicles cannot be covered until after the vesicles have dried. Individuals with shingles /zoster should be instructed to wash their hands if they touch the potentially infectious vesicles.
21. **Streptococcal Infection (Scarlet Fever, Scarletina, Strep Throat):** Exclude until afebrile and under treatment for 24 hours. No exclusion of contacts. Early medical care important and usually requires 10 days of antibiotic treatment. Screening for asymptomatic cases not recommended.
22. **Tuberculosis Pulmonary:** Exclude. Physician treatment essential. May return with documented physician approval. No exclusion of contacts. Skin test contacts and chemoprophylaxis with INH if positive (in absence of disease). Exclusion of non-pulmonary tuberculosis unnecessary.

In addition, Gering Public Schools policy includes:

1. **Elevated Body Temperature:** A student with temperature over 100 degrees shall be sent home from school. The student can return to school once fever free for 24 hours without the use of fever-reducing medication (Tylenol, Ibuprofen, etc). A fever is defined as 100-degrees Fahrenheit or 37.8-degrees Celsius. Or student may return with documented physician approval.
2. **Hepatitis B and Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS):** Determination of the school attendance status of a student with Hepatitis B or HIV/AIDS will be on a case by case basis.
3. **Missed school days from illness:** If a student is absent for five consecutive school days due to illness, then doctor note is required to allow for their return to school
4. **Nausea and/or Vomiting:** If student has nausea and/or vomiting, then remaining out of school for 24-hours is strongly recommended
5. **MRSA (Methicillin-resistant Staphylococcus Aureus):** May return with documented physician approval.

### Summary of the School Immunization Rules and Regulations For 2012-2013 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 year enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

Students from Kindergarten through 12 <sup>th</sup> Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV if given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Additionally, for 7 <sup>th</sup> Grade Only	1 dose of Tdap (must contain Pertussis booster)

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)  
Updated 1/2012

### **Home Work:**

Students may be required to do home work for several classes. This work is to be ready when class starts. All homework will be completed and turned in according to that grade level team's policy. If a student fails to complete homework or make-up homework on their own time, they may be assigned a specified time to do so. Wednesday night is considered to be family night. Every effort will be made by the staff to minimize the amount of homework assigned on Wednesdays.

### **Honor Roll:**

Each nine weeks, the honor roll is announced. This is done in recognition of the pupils who have achieved high scholastic ratings in their class work. To be placed on the Honor Roll, students must maintain an average of **3.00** or above for the grading period. All elective and core subjects are used in the computation of grade point for honor roll.

### **Identification Badges:**

Students will be issued identification badges at the beginning of the school year. These I.D. badges will be used for various computerized electronic accounting, security and procurement purposes. Students are expected to keep their badges on their person at all times during school hours or at school functions or activities, and be willing to produce their badges upon request by school officials. Lost or damaged I.D. badges must be replaced at a \$5.00 cost to the student.

### **Incompletes:**

A grade of "Incomplete" will be given when a student's work for a nine-week period or semester is not finished. Unfinished work, causing the incomplete, must be finished within a two-week period of time. Exceptions to this policy may be made upon recommendation from the Student Assistance Team, due to a 504 Plan, or an IEP.

### **Infinite Campus:**

Gering Public Schools has upgraded its student information systems to a web-based system that parents can access from home, public library, or other computer system having internet access. This system is called **Infinite Campus**. Parents / guardians can access their child's records by filling out a brief form and getting a password from the Junior High front office. Due to privacy concerns, parents must present a photo ID at that time. With this password, parents will be able to access information about their junior high student and any other of their children in other GPS buildings.

### **Injuries at School/Insurance:**

The Gering Public Schools does not pay medical bills for students injured at school or while participating in extracurricular activities. The school provides information and enrollment forms for parents wishing to purchase medical insurance through an independent insurance company, which is not affiliated with the Gering Public Schools. Parents are encouraged to review the insurance material especially if their son or daughter will be participating in athletics.

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

### **Lockers:**

Each student is assigned a locker with a combination lock to be used for coats, books, and other school supplies. If your locker does not lock securely, inform the office immediately so that better security arrangements may be made. **The school assumes no responsibility for articles lost or stolen.** Students will be held responsible for the content and appearance of their lockers. A damage fee may be assessed for destruction of lockers. **Lockers are the property of Gering Public Schools and are subject to search without notice if school administrators feel there is reasonable cause for the search.** Students are encouraged to leave valuables at home and minimize the amount of money they bring to school. Please have your child mark their personal items for easy identification.

### **Loitering**

Students are reminded that unless they are in organized sports, activities, or under the direct supervision of school personnel, they must vacate the premises by 3:45 p.m. or one-half hour after dismissal.

### **Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles may be claimed by the owner. If articles are lost at school, report that loss to office personnel. The lost / found container will be cleaned out at the end of each nine weeks period. Items not claimed will be given to local charities.

**Media Center:** *Hours* - Monday through Friday 7:45 a.m. – 3:45 p.m. When students wish to work in the media center after 3:45 p.m., they may make arrangements with the Media Director. Teachers may request an extension of hours in order to accommodate student schedules.

*Fine Policy* - Students who borrow media center materials are fully responsible for returning them on time and for their care. Fines will be assessed for overdue and damaged materials. Lost materials will be assessed at full purchase.

### **Media Notification:**

Representatives of the media, (newspaper, radio, and television), frequently visit our school to gather information, pictures and stories about various topics. Occasionally, due to family, religious, legal or other reasons, parents/guardians do **NOT** want their children to receive this publicity. If as a parent/guardian this is your wish, forms are available at the school which when completed, will be kept on hand and referred to when members of the media visit our school. Media personnel will be asked to avoid featuring any child for whom this form is on file. Please note that this procedure cannot apply to public events or to extracurricular programs or activities.

### **Medication Policy:**

It is recognized that many children are only able to attend regular school because of the effective use of medication in the treatment of chronic disabilities and acute illnesses. Any student who is required to take medication during the regular school day must comply with school regulations. The following regulations have been developed for the protection of every child receiving medications.

1. Prescription medications must be brought to school by an adult in a prescription container, properly labeled, including: child's name, physician's name, dosage including dates and times for administration. All medication must be accompanied by a signed permit from parent and physician. The permit must be renewed annually or whenever the medication prescription changes or expires.
2. Over-the-counter medications such as Tylenol, will be given when brought in by the parent and accompanied by a note giving staff permission to administer the medication on a short term basis. The school will not stock over-the-counter medication.
3. If emergency medication, such as an inhaler needs to be carried by a student, written permission needs to be on file at the school from the parent and physician. This permit must be renewed annually. Otherwise, students may not carry medication on their person during the school day. Medications must be kept in the office. **No loose capsules, tablets, aspirin or unidentified non-labeled substance will be accepted for dispensing to students by school staff.**
4. The schools are not staffed with a full-time nurse. The school staff will do everything they can to ensure that medication is given at appropriate times; however, there may be times that a dose may be missed. The student has a responsibility to remember that they need to take their medication.

### **Parent / Teacher Conferences:**

Parent / teacher conferences are held immediately following the first nine-week period for parents and teachers to discuss the progress of their child. Other conferences may be scheduled as needed.

### **Personal Learning Plan & Career Exploration**

To help students reach their chosen learning, earning, and living goals, an initial "Personal Learning Plan" (PLP) is developed with every student at GJH as part of Career Exploration coursework. The PLP is an online project which spans Grades 7-12, allowing students to keep track of graduation requirements, extra curricular activities, community involvement, and courses necessary for college admissions. The PLP serves as an ongoing, up-to-date visualization from which students view their transition through the educational system as a whole, rather than each year as an isolated event.

To spark interest in possible pursuits beyond high school, GJH Career Exploration courses expose students to the Nebraska 16 Career Cluster Model via the Nebraska Middle School Career Education and Engage! curricula. Career Exploration students also complete a variety of interest inventories to promote self-awareness related to personal interests, knowledge, and skills. Classroom presentations are provided by community professionals who share information about their career and workplace through an informal discussion format.

To access student PLPs and career information, login to [www.nebraskacareerconnections.org](http://www.nebraskacareerconnections.org) using your GJH Student ID and the password "bulldogs."

### **Pre-arranged Absence:**

An admit slip must be used for all pre-arranged absences. The pass must be signed by all of the student's teachers before that student is excused for any related activity, church or family function. For school related activities, a list submitted by the sponsor will suffice. All required work must be completed prior to the absence.

If the student fails to submit all make-up work in advance to the appropriate teacher, the student may receive a "0" in that class for the days missed.

### **Promotion/Retention**

Students will be promoted to the next grade level at the end of each school year based on the student's achievement and attendance. Students who cannot demonstrate proficiency at their grade level will be considered for retention. Acceptable student proficiency will be based on the following:

Promotion from 7<sup>th</sup> and 8<sup>th</sup> grade: Students must successfully complete 2 of the 4 core subjects (Math, English, Science, Social Studies). This means that if a student fails 3 of the 4 core subjects, they will be retained at grade level. If a student passes the second semester of a class after failing the first semester of that class, then the student will be considered to have passed that class.

Students who are unable to meet the proficiency requirements will have additional opportunities to demonstrate proficiency. Such opportunities may include, but shall not be limited to a mandatory summer school program focused on areas of deficiency or other such alternatives conducted by the district outside of the regular school day. Students must also meet the school attendance policy to be considered for promotion.

When a student is not successful in completing 2 of the 4 core subjects for a quarter, both the student and parent(s)/guardian will be informed. A conference will be held immediately after that quarter with the student, parent(s)/guardian, teacher(s), counselor, psychologist, and administrator to determine the interventions necessary to support the student's success.

### **Report Cards:**

~~Report cards will be distributed each quarter, the week following the end of the grading period. Class absences, tardies, effort, and conduct will also be recorded on the report cards.~~

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

### **Rtl (Response to Intervention)**

Rtl is a system of service delivery designed to provide effective instruction for all students using a comprehensive and preventive problem solving approach. It employs a tiered method of instructional delivery, in which the core curriculum addresses and meets the needs of most students (Tier 1), additional instruction is provided for those needing supplementary support (Tier 2), and intensive and individualized services are provided for the students who continue to demonstrate more intensive needs (Tier 3). At its foundation, Rtl includes measuring the performance of all students, and basing educational decisions regarding curriculum, instruction, and intervention intensity on student response to instruction.

### **Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes where applicable. All visitors to these areas must check out and wear a pair of safety glasses when entering any of these areas.

## Searches

~~School lockers remain the property of the Gering Public Schools. School officials reserve the right to and will periodically inspect school property, including lockers, and desks. School officials also reserve the right to search an individual if the search is reasonable or necessary to maintain order or safety. Any material that is deemed to be hazardous, illegal or a threat to the general welfare or conduct of the school may be confiscated and discarded. (See page 24)~~

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding use of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

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 a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

## Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in the event of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

**Signing A Child In And Out Of School:** Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Students are to stay on or within the boundary of the sidewalk. When students leave the campus without authorization, the school will:

- (1.) Notify parents or person(s) designated by parents immediately
- (2.) Communicate with parents or designee that:
  - a. parent or designee should begin to search for the student and,
  - b. School will notify the police department
- (3.) If parents or designee cannot be reached, verification and search procedures will still be implemented

Police will be informed if the student is potentially dangerous to self or others

### **Smoke-Free Environment**

Gering Public Schools declares all of our schools buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke and tobacco-free and abide by our District's policy.

### **Special Education**

The Gering Public School District operates an educational program for special needs students that is accessible to handicapped persons at Northfield Elementary School, Geil Elementary School, the Junior High School and High School. Information regarding the availability and location of these educational programs and services may be obtained by calling or contacting the Director of Special Services. (308-436-3125)

### **Special Education Services**

#### **What Does Special Education Mean?**

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### **Students Who May Benefit**

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, spe

cific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### **How are Students With Disabilities Identified?**

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multi-disciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### **Independent Evaluation**

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

### **Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.

10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Student Assistance Team**

The staff of Gering Junior / Senior High Schools recognizes that students can have experiences that may affect their academic and social life. The primary goal of the SAT is preventative in nature designed to help students before their experiences become overwhelming. Experiences may include:

Depression	Dropping Out
Students Not Living at Home	Abuse
Divorce	Time Management
Eating Disorders	Suicide
Self Esteem	Test Anxiety
Death	Under Achievement
Single Parent Families	Failing Grades
Absenteeism/Tardiness	

Students in need of information or help may be referred by various concerned individuals including: self, peers, family, or school staff. Referral forms can be obtained from any staff member (which will include cooks, custodial staff, secretaries, library aides, coaches, teachers, or administrators). Completed forms can be returned to any staff member. After the referral, information will be gathered to help identify the problem(s) the student is experiencing. The Student Assistance Team will then meet to formulate an appropriate plan of action.

Once a problem has been identified and the extent of the problem is known, the student will be encouraged to accept the needed help. Team members will help students consider possible options and encourage them to make decisions that will resolve their problem in a positive way. At some level, parents may be involved in the process.

The next step involves providing help for the student. The assistance recommended will vary with the type and severity of the problem. Finally, student assistance programs will provide support for students as they make adjustments in their lifestyles and seek to make appropriate life decisions.

In cases of extreme physical, mental, or family circumstances, SAT may elect to allow students to have a schedule that deviates from the listed requirements.

### **Student Council**

The Gering Junior High Student Council is an organization representing the student body. The officers of the student council are elected in the spring by the student body. Representatives to the student council are elected in the fall. One representative is chosen from each study hall. To be elected, students must be of good character, have leadership ability, and maintain at least average citizenship and scholastic grades. Students may be requested to resign their position if their citizenship or scholastic average falls below minimum acceptable standards as established by the student council.

### **Student Records**

The Gering Public Schools will on occasion release routine directory information (84-712.05) to the general public which includes:

*Student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous educational agency or institution attended by the student, and other similar information."*

The information released may be to military recruiters, newspapers, colleges & universities, athletic and activity programs, etc. Parents may have their student's name and information withheld from dissemination upon written request to the office of the principal.

### **Surveys**

Surveys of students are rarely administered by school personnel. In the event that an external survey is conducted, the Principal or designee shall notify parents/legal guardians of students to be surveyed, the nature of the survey, the date and time when the survey shall be administered, and the purposes or uses of the survey results. School officials shall honor any parental/legal guardian's request to have his/her student exempt from participation in the survey.

### **Telephones**

The office will not be responsible for personal messages for students during the school day, nor will students be called from class for a telephone call or message except in an emergency. If a student receives a phone call, a message will be taken and delivered at the earliest possible convenience. If you are asked to call back, you will have to do so before classes, at noon, or after school.

There is a courtesy phone in the foyer near the office that is to be used by students to make telephone calls. This phone is to be used either before or after regular school hours. Telephones in the office or in other parts of the building are for staff use only, and are not to be used by students.

### **Textbooks**

Textbooks are assigned to your personal care. You are held accountable for them and will be required to pay for loss or excessive damage. Students will place their name in ink on the inside front cover of each book when they are issued. All textbooks shall be covered with a book cover. Free book covers are available in the front office.

### **Transcripts**

Students requesting transcripts must provide the office with a 24-hour notice. Students are responsible for making sure they have the necessary courses and credits to meet graduation requirements.

### **Transferring from Gering Public Schools**

If a student should find it necessary to withdraw from school, it is very important that he/she secure a clearance slip from the principal's office and have it signed by all of his/her teachers and parent/guardian. The slip is to be returned to the office after it has been signed by all individuals. Failure to check out of school in this manner will cause records to remain incomplete, making it impossible to send credits to another school.

### **Transportation Services moved from *Bus Transportation***

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses. All buses are equipped with audio and video recorders.

## **Behavior on School Buses**

- I. **General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
- II. **Special Conduct Rules for Riding School Buses.**
  - A. Rules for Getting On and Off the Bus
    1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
    2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
    3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.

4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

**B. Rules on the Bus**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**III. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

**Video Surveillance**

The Board of Education has authorized the use of video cameras on school district property and district vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities, school busses and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Notice is hereby given that video surveillance may occur on district property or in district vehicles. 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.

**Visitors to the Building**

Visitations by individuals wishing to observe the instructional program at Gering Public Schools are welcomed, so long as such visits have the purpose of gaining an insight into the educational or instructional dynamics within the school setting. Individuals wishing to observe in the school must submit a request in writing to the building principal **24 hours prior** to the visitation.

Student age visitors are NOT permitted in Gering Junior High without the accompaniment of a parent or guardian.

**EXTRA-CURRICULAR ACTIVITIES**

**Activity Participation - General Requirements**

Any student participating in a school activity must exhibit good citizenship in the school and in the community. Activities in the school shall be organized and administered to contribute to the health, worthy use of leisure time, citizenship, and character objectives of education.

A student must be in attendance the **ENTIRE** school day in order to participate in a practice, game or activity. If, however, she/he secures the administration's permission prior to the absence, participation may be acceptable.

When activities occur during regular school hours, **ONLY** eligible participants or those students with prior administrative approval will be excused for the event. While at the event/activity, the non-participating student must remain under the direct supervision of a parent/guardian.

## Activity Participation - Extra-Curricular Guidelines

- A. The following procedures are designed to put into practice the following philosophies:
1. Extracurricular Program: Students who participate in Gering Public School's extracurricular program receive benefits not accorded the student who does not participate in extracurricular activities; therefore, students have an additional responsibility to represent the school and its programs in a manner symbolic of the goals, objectives, mission, and philosophy of the Gering Public Schools.
  2. Student Misconduct: A policy that has significant consequences for inappropriate student behavior sends a strong message to students that they need to reflect upon their behavior at all times and to make appropriate decisions. This policy may also provide students with a rationale to resist negative peer pressure.
- B. Extracurricular Activities governed by this policy include but is not limited to football, volleyball, softball, cross country, soccer, tennis, basketball, wrestling, swimming, track, golf, speech & debate, Harmony, treble choir, mixed chorus, instrumental band, jazz band, National Honor Society (Junior High and High School), all school play, musical, Mock Trial, cheerleading, Student Council, and other clubs and organizations. This listing is not intended to be all-inclusive and at times may apply to additional activities that exhibit similar characteristics to those listed.
- C. The following student conduct shall constitute grounds for suspension of the privilege to participate in extracurricular activities.
1. Possessing, chewing or smoking tobacco during the season
  2. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance as defined in section 28-401, or alcohol as defined in section 53-1-3 or being under the influence of a controlled substance or alcohol.
  3. Student misconduct that may result in in-school suspension or out-of-school suspension.
  4. Serious student misconduct as defined in section 79-267 of the State of Nebraska School Laws and the Student Parent Handbook ("*...grounds for long-term suspension, expulsion, or mandatory reassignment...*")
- Affected students are those who participate in extracurricular activities and have been cited by law enforcement officers or are determined to have committed one of the above-mentioned conducts.
- D. Affected students, Item C.1, will be handled in the following manner:
1. First offense: Suspension from all activities pending enrollment in a tobacco cessation class and subject to consequences in the Discipline Policy.
  2. Second and subsequent offenses: Suspension from all activities pending completion of a tobacco cessation class and subject to consequences in the Discipline Policy.
- E. Affected students, Items C. 2-3, will be handled in the following manner:
1. First offense: Suspension from all public events, not to exceed three events or a period of two weeks.
    - 1.1 Students shall practice with the team.
    - 1.2 An event is a scheduled day.
    - 1.3 Students must complete a sport or an activity in good standing for events to be considered.
  2. Second offense: A second such infraction will result in the student being suspended from all activities for a period of 9 weeks. Students may be reinstated after complying with the following: E-1 and successful completion of an 8-hour drug/alcohol education class or counseling.
  3. Subsequent Offenses: Suspension from all activities for one calendar year and successful completion of an 8-hour drug/alcohol education class or counseling.
- F. The policy governs infractions that occur throughout the school year, inclusive of extracurricular activities that extend into August and June. Violations that occur out of season will take effect at the start of the student's participation in an activity.
- G. Decisions affecting students will be made by the School Principal or designee. Appeals to the decision may be made to the Superintendent of Schools according to the District's Public Complaint Procedure (District Policy 1312)

### GERING JUNIOR HIGH SCHOOL STUDENT CONTROL AND DISCIPLINE POLICY

The Board believes that any unit of society must have rules and regulations designed to establish order and to protect all members of the community in the exercise of their rights and responsibilities.

The Superintendent of Schools is directed to establish rules and regulations of conduct which are fundamentally fair, justly applied, and consistent with the laws and constitution of the State of Nebraska and the United States. The Board of Education also authorizes the Superintendent of Schools to delegate to other school officials the authority and responsibility to administer these rules and regulations and develop additional rules and regulations within the limits of Nebraska Statutes, Board of Education Policy and administrative regulations.

These rules and regulations should prohibit any conduct:

- a. during the school day
- b. on school grounds
- c. by a participant in school activities
- d. as a spectator at school activities involving Gering participants
- e. off school grounds, if there is a substantial interference with school purposes that 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 that interferes with the health, safety, well-being, or the rights of self or others.

Students shall be expected to regard staff members as individuals, employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for them, they shall be required to respect the rights of staff members (and other students as well) and interference with those rights shall not be condoned. No student shall have the right to interfere with the efforts of instructional staff to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have a right to interfere with the motivation to learn or the learning activities and efforts of other students. Gering Junior High School administration expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Violations of school rules and procedures will be handled to aid in maintaining and promoting an orderly environment within which students can learn and grow. The administration of discipline is designed to maintain order and be uniform, fair and non-biased. Application of specific disciplinary measures can be found in the section entitled "Progressive Discipline Procedures" (pg.21) and will serve as a guide toward holding students accountable for their actions in a fair and consistent manner.

The administration of the "Progressive Discipline Procedures" (pg. 21) cannot be an absolute for all students in all situations; therefore, the administration will consider mitigating circumstances when assigning discipline to individual students. In the event that a student's offense does not fall within a defined category, the administration will assign discipline at a level consistent with like offenses. In all cases the staff and administration at Gering Junior High School will adhere to the students' due process rights.

#### **Alternative Education Plan for Expelled Students:**

In the case of an expelled student, an alternative education plan will be provided the student according to provisions outlined in Board Policy 505.04 and pertinent regulations and procedures.

#### **Definition of Discipline:**

Discipline shall be regarded as a process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior, and to hold students accountable for inappropriate behaviors.

#### **Detentions:**

Teachers may detain students after school hours. Before assigning students to detention, the teacher will inform the student of the conduct that allegedly constitutes the violation, and the student will be given an opportunity to explain his/her version of the incident. An assigned teacher/staff member will help with detention during designated times of the day.

All students will bring work to detention and will not be allowed to sleep. In addition to detention, teachers may require a student to come either before school or remain after school with prior notice given to the student. Students must make arrangements for their own transportation.

A student who is unable to achieve self-discipline and has a rapid accumulation of detentions will be subject to short-term removal from class. Detention will be held in a designated room five days a week (Monday through Friday). Students who do not report to detention at their appointed time will be assessed additional detentions or suspension.

#### **Dress and Grooming: ~~Title changed to Student Appearance, moved to alphabetize~~**

~~The school board recognizes that, within certain limits, each student's mode of dress and grooming is a manifestation of personal style and individual preference. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. The purpose of the student dress code is to encourage students to 'dress for success' and to come to school properly prepared for participating in the educational process. Believing that a well-groomed student body has a positive effect on the attitudes and accomplishments of the individual, the board of education reserves the right to request that members of the student body follow certain basic dress and grooming practices. An individual's dress, personal appearance and cleanliness, like one's behavior, should reflect sensitivity to and a respect for others. The fact that the school will permit a wide variety of clothing styles does not mean that they are all equally appropriate.~~

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment following rules relative to youth gang apparel, possessions, and behaviors apply to all students on school grounds and/or at school activities. ~~This list is not inclusive of all items which may be excluded.~~

- ~~1. Clothing that carries derogatory, obscene, suggestive statements or connotations, or endorses/promotes any illegal activity is prohibited. (Examples: T-shirts with alcohol, tobacco or other drug advertisements or logos, etc.)~~
- ~~2. Clothing which is distracting from the learning environment. (Examples: no shoes, mesh shirts without undergarments, half shirts, tank tops, spaghetti strap or revealing tops, hats and caps in the building, sharp objects as an accessory, short shorts, biking/tight shorts, frayed cutoffs, torn clothing, pajamas, bedroom slippers, etc.) Shirts should lie close to the collar bones, front and back. Coats and "hoodies" are not allowed to be worn in the classroom and are to be placed in lockers..~~
- ~~3. As stated in board policy, clothes must be "in good repair". Therefore, wearing jeans with holes in them will not be permitted, whether skin is revealed or not (other examples: frayed shorts, or torn clothing, holes in clothing)-~~
- ~~4. It is the intent of the school that it be free from threats or harmful influence of any groups that advocate drugs or disruptive behaviors. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming, which by the nature of its color, arrangement, trademark, or any other attribute, denotes membership in such groups will not be permitted. Such group-related clothing may vary and may change from year to year; therefore, it is the responsibility of the administration to determine appropriateness of clothing and accessories. (Example: "8 ball, sagging pants, chains, suspenders worn off the shoulder, hairnets, caps with graffiti written on them, bandannas, etc.)~~

### **Cell Phones and Electronic Devices:**

~~The use and/or possession of cellular telephones, hand-held electronic games, MP3 players, iPods, CD players, PSPs, laser pointers, game cards, trading cards or any other similar device that might serve to disrupt the learning environment is prohibited. The use of cell phones is permitted before and after school. Using a cell phone at any other time is subject to the following consequences:~~

#### **Electronic Devices**

Philosophy and Purpose. Gering Jr. High School 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 Jr. High School hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

#### 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:
  - a. 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
  - b. 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,
  - c. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

Possession and Use of Electronic Devices. 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.

Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). 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.

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 laptop computer for a class presentation).

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).

## Violations

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.) 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.

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.

- **First offense violation:** confiscation of ~~cell phone~~ **electronic device**, one detention, 8 discipline points. **Electronic device will be returned to student** ~~Student picks up phone in the office after school and~~ after the student has served the detention.
- **Second offense violation:** confiscation of cell phone, 2 detentions, 8 discipline points. **Electronic device will be returned to the parent** after school and ~~Parent must pick up phone in the office after~~ student has served the detentions.
- **Third offense violation:** confiscation of ~~cell phone~~ **electronic device**, one day ISS, 8 discipline points. **Electronic device will be returned to the parent after school and** ~~Parent must pick up phone in the office~~ after student has served the In School Suspension.
- **Subsequent offenses violations:** Same as third offense and add another day of ISS for each subsequent **violation**.

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:

1. Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
2. Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

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.

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.

### **Fighting:**

Fighting, either physical or verbal, is prohibited on school property or at school sponsored events. A student shall not threaten, cause or attempt to cause physical injury to any student or to a school employee. The school insists that students seek the assistance of teachers, counselors, and administrators to resolve conflicts. Students who engage in fighting will be disciplined, a parent/student/ administrator conference will be held prior to the student's return to school and the police will be notified. Multiple instances of fighting, or whenever a staff member is injured, will result in mandatory reassignment or expulsion. (Nebraska School Law Section 79-4, 170-9-4, 205)

### **Firearms on School Grounds - Possession**

1. Any person who possesses a firearm in a school, on school grounds, in a school owned vehicle, or at a school-sponsored activity or athletic event shall be guilty of the offense of unlawful possession of a firearm on school grounds. (LB988)
2. Unlawful possession of a firearm on school grounds is a Class IV misdemeanor. Any firearm possessed in violation of this offense shall be confiscated without warrant by a police officer or may be confiscated without warrant by school administrative or teaching personnel.
3. After the firearm is no longer needed as evidence it shall be destroyed in such manner as the court may direct.
4. Students possessing firearms on school grounds will be disciplined according to category VI "Possession of Firearms" of the progressive discipline policy.

### **Gang Activity or Association:**

For the purpose of these policies, a gang is a group of three or more people who:

1. Interact together to the exclusion of others;
2. Claim a territory or area;
3. Have a name;
4. Have rivals/enemies; and
5. Exhibit antisocial behavior - often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

1. Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
2. Present a physical safety hazard to self, students, staff members, or other employees;
3. Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence, or
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress or behavior is in violation of these regulations, the principal or designee will ask the student to make the appropriate correction. If the student refuses, the parent/guardian will be notified and asked to make the necessary correction. The principal or designee will make the final decision and take appropriate corrective or disciplinary action.

### **Harassment/Bullying:**

All Gering Public Schools employees and students have the responsibility to keep school administrators informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual/ethnic harassment or bullying. It is the responsibility of each school district administrator, principal, department head, teacher, and supervisor to provide a working and academic environment free of sexual/ethnic harassment or sexual/ethnic intimidation. The school district will take prompt action to investigate and act upon all reported instances of alleged sexual/ethnic harassment or bullying, per District guidelines. Harassment is behavior represented in words, pictures or actions that is offensive to a person. Harassment must involve issues of sexuality or ethnicity. Bullying is defined as treating another person abusively by words or actions using force or coercion. The Principal will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing or bullying student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against a student for alleging in good faith a violation of this policy.

Complaints should be reported to the classroom teacher and/or an administrator. If the student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent the complaint may be processed to the Board of Education.

Harassment and Bullying Policy: One of the missions of Gering Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

**Pop, Candy, and Gum:**

Consumption of pop, candy or other snack items shall be confined to the concession area. Students will not be permitted to bring beverages, candy, or other food items into the building without approval of school officials. Sunflower seeds and chewing gum are not allowed in the school building. We are fortunate to have carpet throughout the majority of our building. Chewing gum is severely damaging to carpet and constitutes an excessive amount of custodial time for clean up and removal.

**Profanity:**

Profanity is not an acceptable manner of expressing oneself. Use of profanity will result in disciplinary action from the principal or the assistant principal’s office.

**Sexual/Ethnic Harassment: Moved Above**

~~All Gering Public School employees and students have the responsibility to keep school administrators informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual/ethnic harassment. It is the responsibility of each school district administrator, principal, department head, teacher, and supervisor to provide a working and academic environment free of sexual/ethnic harassment or sexual/ethnic intimidation. The school district will take prompt action to investigate and act upon all reported instances of alleged sexual/ethnic harassment, per District guidelines. Harassment is behavior represented in words, pictures, or actions that are offensive to a person. Any act of threat by force or verbalization against another person.~~

**Skateboards, Roller Skates, In-line Skates or Skate Shoes:**

Skateboards, scooters, roller skates, in-line skates or skate shoes are not allowed in the hall or school lockers. These are not to be ridden in or around the school. Please leave these items at home.

**Solicitations:**

In consideration of the large number of youth organizations that use raffles or some other types of solicitation as fund raising activities, and in the interest of fairness, fund raising activities will be restricted solely to school sponsored organizations. Any fund raising activity that takes place on school property must have administrative approval.

**Standards of Student Conduct Pertaining to Drugs, Alcohol and 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 or alcohol 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.

### **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 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 unlawful substances will be 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 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 environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **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.

Pursuant to school statutory authority to adopt policies, rules and regulations necessary to protect the government and health of students in the School District, the Board of Education of Gering Public Schools has determined that the possession or use by students of tobacco or tobacco products, alcohol, narcotics, or other dangerous and/or illegal drugs or drug paraphernalia shall be prohibited:

1. during the school day
2. on school grounds
3. by a participant in school activities
4. as a spectator at school activities involving Gering participants.

Students who possess or use tobacco products, alcohol, narcotics, or other dangerous drugs or drug paraphernalia except as directed by a physician during the school day, on school grounds, or while participating in or attending school activities shall be subject to disciplinary sanctions, including, but not limited, to, expulsion or suspension. Students involved in extra-curricular activities shall be subject to additional disciplinary actions. Enforcement of disciplinary sanctions shall be in accordance with the procedures established by the Gering Public Schools Comprehensive Substance Abuse Policy and Guidelines for Students Participating in Extra-Curricular Activities. This information will be provided to each student at the beginning of the school year.

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

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midribs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

- 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 entendre.
- g. Clothing or jewelry that is gang related.
- h. "Hoodies" are not allowed to be worn in the classroom and are to be placed in lockers.

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.

#### **Student Conduct at School Events:**

Gering Junior/Senior High School students, who attend activities at school, or at another location, are reminded that they are representatives of the entire student body. They should conduct themselves in a manner that will bring credit to our school. Students are expected to observe rules and regulations established by Gering Junior/Senior High School as expressed through this handbook. The administration and staff will work cooperatively with other schools if student conduct becomes a problem. Violation of these rules and regulations could lead to suspension or expulsion from school and/or activities.

#### **Substitute Teachers:**

Substitutes play a unique role in continuing the educational mission of Gering Public Schools while a teacher is absent from the class. It is critically important to insure that the substitute's experience at the Gering Schools will be positive, so that they will continue to feel welcome and serve in our school. Punishments will be doubled for offenses incurred under the direction or supervision of a substitute teacher.

#### **Use or Possession of Illegal Drugs, Alcohol or Tobacco Products: Listed under Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

~~All students have the right to attend school in a drug free environment conducive to good learning. The use of illegal drugs, alcohol, or other substances is not only illegal, but it interferes with both effective learning and the healthy development of young people. The educational system has a fundamental and ethical obligation to prevent drug abuse and maintain a drug free and safe educational environment, not only throughout the schools, but also in all school-related activities.~~

#### **Gering Junior High School Progressive Discipline Procedure:**

Gering's discipline plan is designed to be progressive in nature. Students who are repeatedly referred to the principal's office for additional disciplinary measures will be disciplined according to the charts listed below. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher. Each time a student is disciplined by an administrator he/she will receive a specific number of points. Any points received shall be cumulative throughout the school year. Accumulation of 180 or more points in any category or combination thereof, throughout the school year, will result in recommendation to the Board of Education for expulsion from the Gering Public Schools.

Gering Junior High School will make an effort to provide counseling for all students who demonstrate need. The junior high school administration reserves the right to accept personal and/or family counseling as an alternative to expulsion, so long as the student and/or parent(s) continue with counseling until dismissed by counselor.

The following Definition of Terms is provided in order to help clarify inappropriate behaviors at Gering Junior High School.

**Arson**

The burning of, or attempt to burn, any buildings, or part of any building, structure, or property of the school district.

**Bomb Threat**

Raising or creating any false alarm of bomb in and to any buildings, or part of any building, structure, or property of the school district by any means or manner whatsoever.

**Bullying**

Treating another person abusively by words or actions using force or coercion.

**Cheating**

To violate rules dishonestly (as on daily work or an examination).

**Detentions**

Time during the day (before or after school) when a student is required to report to a specified area to make up time. Examples of reasons would be misbehavior, tardies, lack of effort in class or classes, etc.

**Disrespect to Faculty Member**

Lack of respect.

**Disruption of School/Class/Assemblies**

Examples include: Yelling and/or running in the halls, persistent talking in class, horseplay, throwing things, disruptive objects, etc.

**Explosives, Fireworks and Foul Substances**

Any Article containing an explosive or combustible substance -including fireworks - or foul, offensive or injurious substances or compounds, with intent to use the same against the person or property of another.

**Expulsion**

The term "expulsion" means disciplinary action whereby a student:

1. is separated by the Board of Education from school attendance for a period in excess of ten (10) days.
2. is separated from school attendance for the balance of the then current semester or current year; or
3. suffers a penalty which automatically prevents his or her completing within normal time his or her overall course of study in any school in the school district.

The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes or given home-bound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities or school-provided transportation.

**Extortion/Blackmail**

The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.

**False Alarm of Fire**

Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school district by any means or manner whatsoever.

**False Reporting**

The act of claiming the name of another person to excuse a student from class or school.

**Fighting**

The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc.)

**Gross Misbehavior**

Misbehaving that is totally beyond simple appropriate behavior, i.e. overt behavior that threatens property or the safety and well-being of others including the promotion of fighting.

**Harassment/Intimidation**

Any act of threat by force or verbalization against another person.

**Illegal Entry**

Forced entry or entry without administrative authorization into a building, room or school property.

**Illegal Explosives**

Possessing, using, threatening to use or transferring any weapon or instrument capable of inflicting bodily injury.

**Inappropriate Behavior/Gestures**

Behavior on school grounds that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, spitting, unauthorized games, littering, loitering, etc.

**Inappropriate Dress**

See Dress Code provisions delineated earlier in the handbook.

### **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.

### **Indecent Material**

The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

### **In-School Suspension**

Any disciplinary action whereby a student is separated from class attendance, but is required to be at school. In-school suspension generally lasts from one to three days.

### **Insubordination**

Disregard for the authority of a staff member.

### **Loitering**

Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

### **Long Term Suspension**

More than five school days, but less than twenty school days.

### **Mandatory Reassignment**

Assignment to another educational setting.

### **Member of the Administrative Staff/Designee**

A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority.

### **Misuse of School Materials/Equipment**

Misusing and/or using school materials in an unauthorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, home ec. food products, etc., misuse of computer accounts or materials.

### **Other School Personnel/Staff Members**

All school district employees and functionaries except teachers. The term includes, but is not limited to, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance personnel, bus drivers, etc.

### **Physical or Verbal Assault**

The act of initiating a violent physical or verbal attack against another student on school property, on a school bus or at a school sponsored event.

### **Plagiarize**

To steal and pass off as one's own work without crediting the source, knowingly or unknowingly.

### **Possession or Illegal Use of Weapon**

The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

### **Possession/Use of Tobacco**

Smoking by any students or the possession of smoking materials (chewing tobacco) is not permitted on school property. Smoking shall be defined as being in the immediate proximity of smoking materials (chewing tobacco) and exhibiting probable suspicion of intent. GJHS Substance Abuse Policy governs this rule.

### **Profanity**

The use of language that is unacceptable to school/community standards.

### **Public Display of Affection**

The showing of affection that is not appropriate in the school setting (such as kissing or embracing).

### **School Property**

Any building, buildings, part of any building, structure, land or property of the school district.

### **Short Term Suspension**

Up to and including five school days.

### **Suspension**

Any disciplinary action whereby a student is separated from school attendance for a period of ten or less days and which does not constitute an expulsion. The term does not include situations in which a student is assigned a special course of study, enrolled in special classes or given home-bound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities, or school provided transportation.

### **Theft**

The act of acquiring and/or being in possession of the property of another, without consent of the owner.

### **Trespassing**

Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart there from by members of the school staff, refusing or neglecting to depart there from.

### **Truancy**

The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

**Unauthorized Games in School Building**

Gambling, poker, etc.

**Unlawful Intimidation of School Authority**

Interfering with administrators, teachers or other school personnel by force or violence.

**Vandalism**

Destruction of school property or property belonging to another.

**Verbal/Physical/Written Threat to Teacher/Staff**

Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.

**Vulgarity**

Offensive, lewd, obscene.

**PROGRESSIVE DISCIPLINE CONSEQUENCES**

- A. Detention
- B. Detention(s)
- C. Detention(s) or In-School Suspension
- D. In-School Suspension
- E. In or Out-of-School Suspension (police may be notified)
- F. Out of School Suspension (police may be notified)
- G. Out of School Suspension/Expulsion (police will be notified)
- H. Expulsion (police will be notified)

**PROGRESSIVE DISCIPLINE LEVELS**

<b>OFFENSE</b>	<b>CAT</b>	<b>PTS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
1. <b>Inappropriate</b> public display of affection		I	0	A	B	B	C	
2. Dress code violations	I	0	A	B	B	C		
3. Gum	I	0	A	B	B	C		
4. Other Cat. I	I	0	A	B	B	C		
5. Sleeping in Class	I	8	A	B	B	C		
6. Disruption of class/school/assembly	I	8-	A	B	B	C		
7. Inappropriate behavior/gestures	I	8	A	B	B	C		
8. Profanity/vulgarity	I	8	A	B	B	C		
9. Failure to attend detention (teacher)	I	8	A	B	B	C		
10. Cell phone (confiscation)	II	8	SEE PROCEDURE ON PG. 19					
11. Repeated violations of Category I	II	8	A	B	B	C		
12. Other Cat. II	II	8	A	B	B	C		
13. Cheating/Plagiarism	II	10	B	B	C	C	D	
14. Skipping/Cutting class	II	10	B	B	C	C	D	
15. Disorderly conduct	II	10	B	B	C	C	D	
16. Failure to identify self to school officials	II	10	B	B	C	C	D	
17. Inappropriate dress	II	10	B	B	C	C	D	
18. Indecent material	III	10	B	B	C	C	D	
19. Jeopardizing the safety of oneself or others	III	10	B	B	C	C	D	
20. Leaving school grounds without permission	III	10	B	B	C	C	D	
21. Lying	III	10	B	B	C	C	D	
22. Misuse of school material & equipment	III	10	B	B	C	C	D	
23. Not following request of school official	III	10	B	B	C	C	D	
24. Trespassing	III	10	B	B	C	C	E	
25. Skipping detentions (office)	III	10	B	B	C	C	D	
26. Use/possession of tobacco products	III	10	C	C	D	D	E	
27. Other Cat. III	III	10	C	C	D	D	E	
28. False call/Forgery of notes	IV	14	C	C	D	D	E	
29. Vandalism 1	IV	14	C	C	D	D	E	
30. Theft 1	IV	14	C	C	D	D	E	
31. Disrespect to faculty members	IV	14	C	C	D	D	E	
32. Other Cat. IV	IV	14	C	C	D	D	E	
33. Gross Misbehavior	V	21	C	D	D	E	F	
34. Harassment/Intimidation/Bullying	V	21	D	D	E	F	G	
35. Vandalism 2	V	21	E	E	F	F	G	

36. Theft 2	V	21	E	E	F	F	G
37. Insubordination	V	21	E	E	F	F	G
38. Fighting	V	21	E	E	F	F	G
39. Other Cat. V	V	21	E	E	F	F	G
40. Indecent behavior	VI	28	E	E	F	F	G
41. Open/persistent defiance of authority	VI	28	E	E	F	F	G
42. Threatening behavior	VI	28	E	E	F	F	G
43. Physical assault	VI	28	E	E	F	G	G
44. Under the influence of alcohol/drugs	VI	28	E	E	F	G	G
45. Possession of alcohol/drugs or drug paraphernalia	VI	28	E	E	F	G	G
46. Other Cat. VI	VI	28	E	E	F	G	G
47. Extortion	VII	42	F	F	G	H	
48. False fire alarm	VII	42	F	F	G	H	
49. Selling, giving, or exchanging alcohol/drugs	VII	42	F	F	G	H	
50. Possession of weapon other than a firearm	VII	42	F	F	G	H	
51. Possession or use of firecrackers	VII	42	F	F	G	H	
52. Terroristic Threats	VII	42	F	F	G	H	
53. Other Cat. VII	VII	42	F	F	G	H	
54. Arson	VIII	180	G	H	H	H	
55. Bomb threat	VIII	180	H	H	H	H	
56. Physical assault (school employee)	VIII	180	H	H	H	H	
57. Possession and/or use of explosives	VIII	180	H	H	H	H	
58. Use of any instrument as a weapon	VIII	180	H	H	H	H	
59. Possession of firearm	VIII	180	(One calendar year)				
60. Other Cat. VIII	VIII	180	H	H	H	H	

### ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES

**Moved to page 6**

The use of electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of your privilege. Students using electronic resources are required to follow District policy and procedures. The supervising staff member will determine what is appropriate use in accordance with the following guidelines, and may deny, revoke, or suspend your access.

- ~~1. The use of your account and/or access must be consistent with the educational objectives of the Gering Public Schools. Use of electronic resources for recreational games is prohibited.~~
- ~~2. To transmit or knowingly receive any materials in violation of any United States or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic or obscene material, or material protected by trade secret.~~
- ~~3. Use for commercial activities is generally not acceptable. Use for product advertising or political lobbying is prohibited. Extensive use for personal and private business is also prohibited.~~
- ~~4. Abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 
  - ~~4.1 Be polite. Do not be abusive in your messages to others. Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited.~~
  - ~~4.2 Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.~~
  - ~~4.3 Do not reveal your full name, phone number, or home address, or that of other students.~~
  - ~~4.4 Note that electronic mail (e-mail) is not permitted on student accounts. Network storage areas will be treated as school property. Files and communications may be reviewed by District personnel. Material relating to, or in support of, illegal activities will be reported to the proper authorities.~~
  - ~~4.5 The sending of "chain letters" is considered a misuse of the system and may result in the loss of the account.~~
  - ~~4.6 Talk, Write and Chat commands are not permitted on student accounts.~~
  - ~~4.7 Permission of the supervising staff member must be obtained before "downloading" any files due to potential "virus" infection.~~
  - ~~4.8 Be reasonable in the amount of time you use the system. Be considerate of other individuals using the system. Time limits may be imposed.~~
  - ~~4.9 Classroom use will take precedence over independent use.~~~~

5. Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or computer system. These include, but are not limited to: viruses, forging e-mail, hacking, and attempting to use administrative commands.
  1. Do not vandalize by harming or destroying the data or hardware on this system or any other system.
  2. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use by authorized individuals. Any problems which arise from the use of an account are the responsibility of the account holder. This may include, but it not limited to:
    - 7.1 trespassing in another's work or files;
    - 7.2 giving out your password or the password of others;
    - 7.3 attempting to login to another individual's account;
    - 7.4 failure to notify the supervising staff member of a security problem.
  3. The Gering Public Schools will periodically revise the *Acceptable Use Policy* and will make determinations on whether specific uses of the network are consistent with the intent of policy.
9. Indemnity—Gering Public Schools makes no warranties of any kind, whether expressed or implied, for the Internet service. GPS will not be responsible for damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, errors, or omissions. GPS will not be responsible for any financial charges incurred by an account user or someone else using the account. Use of any information obtained via Internet is at your own risk. GPS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
10. Failure to follow this Acceptable Use Policy may result in suspension of account privileges. Students who violate the Acceptable Use Policy will also be subject to the school's discipline policy.

#### **NOTIFICATION OF RIGHTS UNDER FERPA FOR On Page 4 ELEMENTARY AND SECONDARY INSTITUTIONS**

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.  
Parent or eligible students may ask Gering 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 a 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 educational 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 task.  
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. (Optional) upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

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 are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **On Page 25 — SEARCHES**

Searches within the school building or in school grounds will be authorized by the principal when there are circumstances which would cause a reasonable person to believe that he search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the policies of the Board of Education or a violation of federal, state or local laws.
2. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

#### **A. Locker/Desk/Storage Area, Car searches:**

All lockers and other storage areas on school premises remain the property of the issuing agency and are provided for the use of the students and are subject to inspection, access for maintenance, and search pursuant to this policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks will be removed.

1. The principal, or a member of the administrative staff and a faculty witness, will search a locker and its contents when the person conducting the search has reasonable cause to conduct the search.
2. The school district maintains the right to utilize canine searches in order to insure the safety and security of school personnel and property.
3. —

#### **B. Personal Searches**

The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, will search the person of a student while on the school premises and/or during a school activity if the principal has reasonable cause to conduct a search of that student for a violation of the policy herein. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student
2. Searches of the shoes and socks of the student
3. Any object in the possession of the student, such as a purse or briefcase.
4. A "pat down" of the exterior of the student's clothing

More extensive searches of the person of a student than those enumerated above shall be conducted in a private room by a person of the same sex as the student being searched and witnessed by one other person of the same sex as the person being searched. Searches of the person of a student which requires removal of clothing other than coat or jacket and shoes and socks shall be conducted only upon grounds of probable cause.

#### **C. Cars**

Cars parked on school property or in close proximity to the school will be subject to search per these guidelines.

#### **D. Custody of Evidence**

Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
2. Turned over to a law enforcement officer in accordance with the subsection of this regulation entitled "Involvement of Law Enforcement Officers."

#### **E. Involvement of Law Enforcement Officers**

Except in cases of extreme danger to life or property, or when notification is not possible through reasonably diligent efforts, the parent of any student shall be notified prior to requesting police to conduct a search of the person. In those instances when notification is not possible prior to requesting police to conduct the search, the student's parents shall be notified as soon as is reasonably possible thereafter. Upon finding probable cause for a search, the principal, or a member of

~~the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:~~

- ~~1. Search any area of the school premises, any student, or any motor vehicle on the school premises.~~
- ~~2. Identify, retain, or dispose of contraband found in the course of a search conducted in accordance with this section.~~

(07-27-10)

**RECEIPT OF 2012-2013 STUDENT - PARENT HANDBOOK  
OF GERING JUNIOR HIGH SCHOOL**

This signed receipt acknowledges receipt of the 2012-2013 Student-Parent Handbook of Gering Junior High School. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

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

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to:

\_\_\_\_\_  
Gering Junior High School  
800 Q Street  
Gering, Nebraska 69341-2999

## Gering Public Schools Parent-Student Permission Information Record Sheet

**\*\*Please check all appropriate responses**, list all children at grade levels, sign the signature line and return to the school office. All forms are due back five school days after you have received them. The parent(s)/guardian(s) and child(ren) signatures and checked responses are the only signatures required for the below listed forms.

### **STUDENT-PARENT HANDBOOK RESPONSE SHEET**

Yes, I hereby acknowledge that I have received a copy of the Gering Elementary Student Handbook.  
 I have reviewed the handbook with my children, including the behavior guidelines and expulsion procedures.

### **FIELD TRIP/HEALTH INFORMATION**

Yes, I hereby give permission for my child(ren) to accompany his/her teacher on school trips during the year.  
 No, I do not give permission for my child(ren) to accompany his/her teacher on school trips during the school year.  
 Yes, I hereby authorize the school to obtain, through a physician of its choice, any emergency medical care that may become reasonably necessary treatment by a qualified physician, in his office or hospital emergency room, in the event of an accident or serious illness for the student(s) in the course of any school activity.  
 No, I do not authorize the school to obtain a physician for my child during the course of a field trip.

### **PICTURE – NEWS RELEASE**

Yes, I hereby give permission for my child to be photographed, filmed (school website), or ~~video taped~~videotaped for use by Gering Elementary Schools.  
 No, I do not give permission for my child to be photographed, filmed, or video taped for publication.

### **ILLNESSES**

I give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

### **INTERNET POLICY**

Yes, I hereby give permission for my child for Internet Access through educationally screened and/or filtered web site. The Internet and Safety Policy, as approved by the Gering Public School Board in written format is available through the Gering Public School Elementary Handbook.

### **BUS REGULATIONS**

Yes, I hereby acknowledge that I have read the Gering Public School transportation regulations/etiquette in the Gering Elementary Student Handbook.

### **TITLE 1 REQUIREMENT**

Yes, I have reviewed the Title I Parent Involvement Policy section of this handbook and the Elementary School-Parent Student Compact. I shall inform the school of any changes I would like to suggest be made to these documents.

### **EARLY DISMISSAL**

Should severe weather occur, it is sometimes necessary to dismiss children from school early. It is important we know ~~beforehand~~ what beforehand what you wish your child to do or where to go if an early dismissal occurs. Please make arrangements, other than having your child call you at the time of early dismissal, as we cannot accommodate all phone calls in such a short time. We only have one phone line and it must be kept open for incoming calls in such a situation. Should we need to dismiss early due to severe weather, you will be contacted by phone via Connect Ed with a recorded message from Gering Public Schools Central Office. Information will also be available on local radio and/or television stations. Please indicate below what procedure you expect your child to follow. Be specific – no phone numbers accepted.

---

Child's Signature

---

Date

---

Parent's Signature

---

Date

~~GERING PUBLIC SCHOOLS~~



~~Elementary Student Handbook  
2010-2011~~

*This compact is a tool to help children to do well through the combined support of the school and home. It is an action plan that explains the duties that the school staff pledges to perform, the duties that parents pledge to carry out, and the responsibilities of the students. Please discuss this with your child and sign below.*

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**GERING PUBLIC SCHOOLS**  
**ELEMENTARY SCHOOL-PARENT-STUDENT COMPACT**

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***School Responsibilities***

We, the staff of Gering Elementary Schools, will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the State's student academic achievement standards.
2. Hold parent-teacher conferences at least annually (in the fall) during which this compact will be discussed at it relates to the individual child's achievement.
3. Provide parents with quarterly reports on their children's progress.
4. Provide parents reasonable access to staff through scheduled consultations.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

***Parent Responsibilities***

We, as parents, will support our children's learning in the following ways:

1. Monitor attendance.
2. Make sure that homework is completed.
3. Monitor the amount of television my children watch.
4. Participate, as appropriate, in decisions relating to my children's education.
5. Stay informed by reading all notices from the school and responding when appropriate.

***Student Responsibilities***

We, as students, will improve our academic achievement in the following ways:

1. Complete my assignments on time
2. Ask for help when needed
3. Behave appropriately by following the school's rules
4. Do my homework when assigned
5. Give my parents all notices from my school

***STAFF SIGNATURE:*** \_\_\_\_\_

***PARENT SIGNATURE:*** \_\_\_\_\_

***STUDENT SIGNATURE:*** \_\_\_\_\_

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**GERING PUBLIC SCHOOLS  
DISTRICT NO. 16  
GERING, NEBRASKA**

**INTRODUCTION**

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***Intent of Handbook***

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The purpose of this handbook is to provide you with information concerning the policies, regulations, and services that relate to the successful operation of the Gering Elementary Schools. This handbook does not form a contract, and the school reserves the right to change or modify the handbook as needed.

Communication and cooperation between the home and the school are essential in providing quality education to each child. Parents are encouraged to maintain regular contact with the school and to attend scheduled parent-teacher conferences. If a problem should arise or if clarification is needed, please contact your child's teacher or principal.

***Members of the Board of Education***

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Mike Brunner, Board President  
B.J. Peters, Vice President  
Jody Miles, Treasurer  
Alan Doll, Secretary  
Mary Winn, Member at Large  
Brian Copsey – Member at Large

***Administrative Staff***

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Don Hague, Superintendent of Schools – 436-3125  
Tim Meisner, Business Manager – 436-3125  
Candy Hubbard, Director of Student Services – 436-3125  
Jadie Beam, DIBELS, AIMSWEB Elementary Assessment Assistant – 436-3125  
Terri Martin, Director of Curriculum & Assessment– 436-3125

Pam Barker, Principal of Northfield Elementary – 436-5555  
Mary Kay Haun, Principal of Geil Elementary – 436-2545  
George Schlothauer, Principal of Lincoln Elementary – 436-2350  
Betty Smith, Principal of Cedar Canyon Elementary – 436-2004

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SCHOOL CALENDAR

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| Current school calendar for 20142-20123 inserted here

## MISSION, VISION AND GOALS

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### *School Mission and Vision Statements*

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The mission of Gering Public Schools is to develop the academic, personal and social skills of all students and to prepare them to be productive, responsible global citizens of the 21<sup>st</sup> century.

Our vision: All Gering Public Schools students will maximize their individual potential.

#### Critical Success Factors

1. Acknowledge and understand the increased diversity in families within the school district and develop educational programs that will help students succeed within our ever changing global society.
2. Guarantee quality educational opportunities, which support community ideals and ethics enabling all students to become critical thinkers and achieve basic and advanced skills to be lifelong learners.
3. Ensure that all segments of the community are included in the educational process by:
  - Developing a cooperative relationship between parents and schools that will lead to successful mutual involvement.
  - Developing an interactive involvement between the school and the entire community to expand learning opportunities leading to a commitment to lifelong learning.
4. Effectively use the school district's resources for maximum educational benefit to the entire community.
5. Create a working environment that allows the staff to have meaningful involvement in decision making, to be professionals, and to develop innovative curricula through cooperative community efforts.

### *Notice of Nondiscrimination*

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The Gering School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies or non-discrimination.

**Don Hague, Superintendent**  
**1800 8<sup>th</sup> Street, Gering, NE 69341**  
**(308) 436-3125**

If parents, employees and students do not feel that their complaints regarding Title IX, Title VI, Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office for Civil Rights. This would be their final opportunity for resolution. This address needs to be readily available to parents, employees and students for their appeals.

**Office for Civil Rights**  
**8930 Ward Parkway, Suite 2037**  
**Kansas City, MO 64114**  
**(816) 268-0550**  
**FAX: (816) 823-1404; TDD 800-437-0833**

If you have any questions, please do not hesitate to contact Rebecca Hasty, Nontraditional/Equity Programs Specialist, Career & Technical Education, Nebraska Department of Education, PO Box 94987, Lincoln, NE 68509-4987, (402) 471-4823, FAX (402) 471-4565, e-mail – [rhasty@nde.state.ne.us](mailto:rhasty@nde.state.ne.us).

### ***Exit Outcomes***

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We will know that we have achieved our mission when all Gering students develop these skills and demonstrate upon graduation:

1. Critical, creative, and collaborative thinking skills, including problem solving, scientific inquiry, decision making, and accessing appropriate resources.
2. An awareness of individual strengths and talents, which are manifested in self-directed, self-confident persons who make healthy social, physical, and mental decisions.
3. An appreciation of all cultures and an ability to effectively communicate with all people to produce an environment for economic, scientific, and historical understanding and exchange.
4. An ability to communicate effectively using reading, writing, speaking, and listening skills.
5. A proficiency in mathematic, scientific, and technological skills and the ability to adapt to change.
6. An appreciation of music, art, and literature as it applies to the historical progress of human development and its contribution to making life more pleasurable.
7. A responsibility to family and society.
8. A desire and capacity for lifelong learning that contributes to each individual's growth and development as productive citizens of society.
9. Personal qualities of integrity, loyalty, honesty, self-control, and mutual respect.
10. An awareness of the consequences of life changing decisions.
11. An ability to manage interpersonal relationships and work with others.

School Improvement Goals, Standards and Grade Level Essential Skills lists are available from your child's attendance center upon request.

### ***Mutual Respect***

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The Gering Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

### ***Multicultural Policy***

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Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Gering Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

## **Complaint Procedures**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. **Complaint Procedure:**

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.
- Step 5. If the complaint is regarding a federal program, and has not been resolved at the district level, the initiating party should contact the Director of Student Services. The Director of Student Services will provide the initiating party information on how to forward the complaint to the Nebraska Department of Education.

Using these procedures, the needs and desires of all parents can be met. It is the desire of all administrators and teachers to solve all problems at the building level whenever possible. Please remember that we stand ready to visit with you. We are more than willing to explain our position on a problem, and we will listen to your concerns.

All complaints shall be in writing, and no anonymous correspondence will be considered by the Board of Education.

2. **Conditions Applicable to All Levels of Complaint Procedure:**

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

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## **SCHOOL DAY**

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### **Daily Schedule (Kindergarten through 6<sup>th</sup> grade)**

<b>Building Time</b>	<b>Early Dismissal (Wednesdays)</b>
• Northfield Elementary 7:40am to 3:15pm	2:00pm
• Geil Elementary 7:45am to 3:20pm	2:05pm
• Lincoln Elementary 8:00am to 3:35pm	2:10pm
• Cedar Canyon 8:15am to 3:50pm	2:15pm

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**These times are tentative and are subject to change.**

Breakfast will be served 30 minutes prior to the start of the school day.

Supervision for all children will be provided at the school building approximately 10 minutes prior to the start of each school day. For safety purposes, we are, therefore, requesting that children not arrive any earlier than 10 minutes before the start time of their particular building and leave school grounds immediately after unless attending after-school programs or requested to stay by the principal or classroom teacher.

### **Severe Weather and School Cancellations**

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The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by local radio and television stations.

**Decision to Close Schools.** A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Students and parents will want to pay special attention to which public school district and/or building is being closed.

**After School Starts.** Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances. At the beginning of each school year you will be asked to provide the school with a plan for your child to follow in the event that this should occur.**

**Parental Decisions.** **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes, provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

**What Not To Do.** Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

**Emergency Conditions.** Gering Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

### **Emergency Procedures**

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In case of an emergency, it is absolutely necessary for school personnel to be able to contact the parents of a child or someone who knows the child. Therefore, it is very important that telephone numbers and addresses be kept up-to-date. If possible, an emergency phone number where a parent or guardian can be contacted at all times should be listed with the school. Unlisted numbers are becoming more frequent and they handicap the school in contacting parents. The school will not release an unlisted number to any individual, so please list a telephone number with the school. If the situation warrants, a Connect Ed call may go out explaining the emergency situation to parents.

At the beginning of the school year you, will be asked to provide the school with emergency contact information.

***Change of Address and Telephone Numbers***

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**It is CRITICAL THAT EVERY PARENT report a change of address and/or phone number to the elementary office as soon as possible.**

***Live Broadcast or Videotaping***

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Individuals may broadcast or videotape public school district events, including open Board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It shall be within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the administration.

News media coverage of sports and other special events is encouraged. Radio broadcasts of events will be arranged through the Activities Director.

**Video Surveillance**

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

Notice is hereby given that video surveillance may occur on District 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.

Notice is further given that students and members of the public may photograph, video or otherwise record students and others at events open to members of the public. The School District may take action to prohibit or limit such recording when determined to be appropriate. However, the School District cannot give assurance that such recording will not occur. As such, those who attend events open to members of the public are deemed to consent to such recording.

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**BUILDING AND GROUNDS**

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***Visitors***

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Parents are encouraged to visit school. Visits in a classroom should generally not exceed one hour in length and the visitor should be an observer and not a participant in the learning process. Teachers and principals appreciate knowing in advance that you plan to visit. Visitation just prior to or after a holiday is not very profitable to parents or the classroom teacher and is discouraged.

Visitation by students from outside the District and pre-school children visitations are discouraged. To assist teachers with beginning school in the fall and in closing school in late spring, the school asks that no visitations be made during the first two (2) weeks and last two (2) weeks of a school year.

***All visitors must report to the principal's office sign in, and receive a visitor's ~~badge~~ before badge before entering a classroom and upon leaving the building.***

Students wishing to visit Gering Elementary Schools must call the office 24 hours in advance and arrange for a guided visit of the school.

***Smoke-Free Environment***

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Gering Public Schools declares all of our schools buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke- and tobacco-free and abide by our District's policy.

***Care of School Property***

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Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. The administration reserves the right to determine the amount of all fines.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover/Broken Binding:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

Students must pay all fines before they can receive school publications and final grades.

***Searches***

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Searches within the school building or in school grounds will be authorized by the principal when there are circumstances that would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the policies of the Board of Education or a violation of federal, state or local laws.
2. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

**Locker/Desk/Storage Area**

All lockers and other storage areas on school premises remain the property of the issuing agency and are provided for the use of the students and are subject to inspection, access for maintenance, and search pursuant to this policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks will be removed.

1. The principal, or a member of the administrative staff and a faculty witness, will search a locker and its contents when the person conducting the search has reasonable cause to conduct the search.

A. Personal Searches

The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, will search the person of a student while on the school premises and/or during a school activity if the principal has reasonable cause to conduct a search of that student for a violation of the policy herein. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student
2. Searches of the shoes and socks of the student
3. Any object in the possession of the student, such as a purse or backpack.
4. A "pat down" of the exterior of the student's clothing

More extensive searches of the person of a student than those enumerated above shall be conducted in a private room by a person of the same sex as the student being searched and witnessed by one other person of the same sex as the person being searched. Searches of the person of a student which requires removal of clothing other than coat or jacket and shoes and socks shall be conducted only upon grounds of probable cause.

B. Custody of Evidence

Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
2. Turned over to a law enforcement officer in accordance with the subsection of this regulation entitled "Involvement of Law Enforcement Officers."

C. Involvement of Law Enforcement Officers

Except in cases of extreme danger to life or property, or when notification is not possible through reasonably diligent efforts, the parent of any student shall be notified prior to requesting police to conduct a search of the person. In those instances when notification is not possible prior to requesting police to conduct the search, the student's parents shall be notified as soon as is reasonably possible thereafter. Upon finding probable cause for a search, the principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student, or any motor vehicle on the school premises.

Identify, retain, or dispose of contraband found in the course of a search conducted in accordance with this section.

***Bicycles/Scooters***

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Children riding bicycles or scooters to school should park them in the bicycle rack or area designated by the principal. Bicycle racks are not supervised at all times during the day; therefore, for protection against theft, a method of locking the bicycle or scooter to the bicycle rack is a necessity. Although school administrators and teachers are interested in protecting the property of students, they cannot assume responsibility for items such as bicycles or scooters for which they cannot provide supervision throughout the day.

Bicycles and scooters are to be ridden directly from home to the bicycle rack and vice versa when the school day ends. No bicycles or scooters are to be ridden on the playground or other school property, except when going to and from the bicycle rack.

### ***Student Valuables***

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Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage. Administration has final authority on all items brought to school.

### ***Lost and Found***

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Students who find lost articles are asked to take them to the office where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### ***Accidents***

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Every accident in the school building and/or on the school grounds must be reported immediately to school personnel.

### ***Insurance***

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#### ***INJURIES AT SCHOOL***

The Gering Public Schools does not pay for medical bills for students injured at school or while participating in extracurricular activities. The school provides information and enrollment forms for parents wishing to purchase medical insurance through an independent insurance company which is not affiliated with the Gering Public Schools. Parents are encouraged to review the insurance material.

### ***Copyright and Fair Use Policy***

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It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Toxic Substance Control Act**

Gering Public Schools annually conducts asbestos inspections in its facilities as required by Section 203 of Title 2 of the Toxic Substance Control Act. 15 U.S.C. 2643. Management plans requiring those inspections are available for your review in the principals' offices and in the Central Administration Office at 1800 Eighth Street, Gering, Nebraska during regular business hours.

## **ATTENDANCE**

### **Attendance Policy**

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Field Code Changed

### **Attendance and Absences**

**Absences From School - Definitions.** An absence from school will be reported as: (a) an -excused absence or (b) an unexcused absence.

Field Code Changed

1. **Excused Absences.** Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
  - (B) Illness which causes a student to be absent from school,
  - (C) Doctor or dental appointment which require student to be absent from school,
  - (D) Court appearances that are required by a court order and the student is not responsible for needing to be in court,
  - (E) School sponsored activities which require students to be absent from school,
  - (F) Family trips in which student accompanies parent(s)/legal guardian(s),
  - (G) Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two 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.

2. **Unexcused Absences:** An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

A student who accumulates unexcused absences may be considered truant as per state law, [Neb.Rev.Stat. § 79-201 to 79-209](#). Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

**Absence Procedure.** A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issue by the Principal's office. A conditional admit slip, good for two days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip. Students missing classes for school activities must present a completed activities dismissal slip to the sponsor before being allowed to leave for the activity.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets, the school should be contacted by no later than 8:00 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

Reporting and Responding to Truant Behavior. In all school districts in this state, any superintendent, principal, teacher, or member of the school board who knows of any violation of section 79-201 on the part of any child of school age, his or her parent, the person in actual or legal control of such child, or any other person shall within three days report such violation to the attendance officer of the school, who shall investigate the case. When of his or her personal knowledge, by report or complaint from any resident of the district, or by report or complaint as provided in this section, the building Principal believes that any child is unlawfully absent from school, the Building Principal shall immediately investigate.

Excessive Absenteeism. Students who accumulate five (5) absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy or excessive absenteeism problem by the school social worker, or another person designated by the administration to identify conditions which may be contributing to the problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy or excessive absenteeism problem.

Reporting Habitual Truancy. If the child is absent more than twenty days per year or the hourly equivalent, the building Principal shall file a report with the county attorney of the county in which such person resides. The county attorney may file a complaint against a person violating section 79-201 before the judge of the county court of the county in which such person resides charging such person with violation of section 79-201 or may file a petition under the Nebraska Juvenile Code alleging the person violating section 79-201 is a juvenile described in subdivision (3)(a) or (3)(b) of section 43-247. Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism.

Sec. 20. Section 79-2104, Revised Statutes Cumulative Supplement, 2010

### **Tardiness**

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Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area five minutes after the first bell rings. Students who arrive after the first bell rings, but before 10:00 a.m. will be considered tardy. Five tardies will equal one absence. Students arriving after 10:00 a.m. will be considered absent for a half day. Students arriving after 1:00 p.m. will be considered absent for a full day.

### ***Leaving School***

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Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Appointments with doctors and/or dentists should be scheduled outside the regular school day.

### ***Make-up Work***

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When a child returns to school after an absence, all make-up work should be completed as soon as possible. Generally, a student will be allowed two days to make-up work for one day missed, except when make-up work must be completed sooner because it is impeding the child's progress. For example, if a student is absent for two (2) days, he/she will have four (4) days to make-up the missed work before being required to give up recesses and other free time. Chronic absentees or students who have failed to make-up work in the past may be required to stay in at recess or at lunchtime immediately upon their return to school from an absence.

Parents should work closely with the teacher to make the task of make-up work as easy and profitable as possible for the returning student. If an absence is anticipated, arrangements should be made for the make-up work prior to the absence.

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## **SCHOLASTIC ACHIEVEMENT**

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### ***Reporting to Parents***

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It is very important for students and parents to be informed about the student's progress in school. To understand themselves, to capitalize on their strong points and to remedy any weaknesses; students need to know what their strengths and weaknesses are. In order for parents to work cooperatively with the school in supporting educational endeavors, they need to know how their son or daughter is progressing, and they need information on the educational program. For these reasons, a good reporting system is a necessity.

The following procedures will be followed in reporting to parents:

1. Kindergarten through sixth grade will have two parent-teacher conferences during a school year. These conferences will be scheduled for parents at the end of the first nine (9) weeks of school and again at the end of the third nine (9) week period. In addition to scheduled parent-teacher conferences, individual conferences may be scheduled when a need exists or upon the request of the parent.
2. Report cards will be issued at the end of each nine (9) week period. When conferences are scheduled, at the end of a nine (9) week period, report cards will be given to parents during the conference. At the end of the other nine (9) week periods, report cards will be sent home with students. The school calendar included in this handbook designates the dates when each nine-week period ends. Report cards will generally be issued the following Thursday. Please remember these important dates.

### **Grading System**

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The grading system for the Gering Public School District is:

A	94 to 100	Superior Work
B	86 to 93	Above Average
C	78 to 85	Average
D	70 to 77	Below Average
F	Below 70	Failure
WF	Withdrawn/Failing	No Credits, no GPA
WP	Withdrawn/Passing	No Credits, no GPA
I	Incomplete	
P	Passing	No GPA

### **Promotion and Retention**

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The Gering Public School's administration and teachers have an interest in each individual student and all staff members are willing to work with students and parents to insure that academic progress is achieved. When academic progress has not been achieved, the decision must be made as to whether or not to retain the child in a grade for another year. The following policy will be followed when considering the promotion or retention of a child:

Generally speaking, the District does not support retention of a student in the same grade for the next school year. Several significant factors should be considered and certain procedures should be followed during the retention process if it is considered:

1. The attitude of principals and teachers toward promotion and retention must be positive so that the best interests and the future of the student are the primary consideration for decisions regarding grade placement.
2. In reaching a decision to retain a child, the teacher and/or principal, and when necessary, the school psychologist and specialists involved, should study all available data before a decision is reached.
3. Poor attendance and physical and emotional immaturity may be justification for retention.
4. Teacher judgment should always be a prime factor in reaching a decision to retain a child; however, to help the teacher, principal, and specialist reach this decision, achievement test results may be considered.
5. The final responsibility for the promotion or retention of an individual student rests with the principal as with any other official action taken within his/her school.
6. As the study of all factors is carried out to determine whether to promote or retain a child, close contact with parents should be maintained. Conferences with teacher, principal, and parents involved are necessary.

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## **SUPPORT SERVICES**

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### **After School Program**

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Through the Gering Public Schools, an after school program or extended learning opportunity for K-6 elementary students will be offered. The program stimulates students' social, physical, and intellectual abilities through participation with their school peers. If you need more information regarding this program, please contact your building principal.

### **Summer School**

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Summer School may be provided for those students meeting district criteria. If you need more information regarding summer school, please contact your building principal.

### ***School-Wide Title I***

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Students who receive a good education have a better chance for being successful in life. Title 1 is a federally funded program that helps students achieve academic standards and improve their scholastic performance.

Schools that meet income requirements can use Title 1 money to improve the whole school through a school-wide program. That means all students can benefit from Title 1. Geil, Lincoln, Northfield and Cedar Canyon elementary schools qualify for school-wide Title 1 programs. Each of these three buildings has a comprehensive plan to ensure high quality learning and continuous school improvement. The program currently focuses on the area of reading. It supports the Direct Instruction curriculum used in the district by providing more staff, materials, and professional development.

Parents are encouraged to be involved with the school and their children's education. This can be done by reading newsletters and notes, attending meetings and parent-teacher conferences, volunteering some time to the school, reviewing and updating the parent policy, pledging to support learning at home by signing the compact, and participating in activities sponsored by the school.

### ***Positive Behavior Support (PBS)***

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In order to ensure a safe learning environment for all students, the school staff is committed to the following:

- Using a positive, preventative, and educational approach to student behavior
- Having a plan with clear direction for staff
- Explicitly teaching student behavior expectations
- Empowering all staff to implement the plan
- Students taking responsibility for their own behavior
- Using natural and logical consequences when behavior problems occur
- Seeking parent support for appropriate student conduct and disciplinary procedures

In order to carry out the philosophy and beliefs stated above, our school has chosen to implement the Positive Behavior Support (PBS) model. PBS is a program designed to teach students to build a more positive school-wide atmosphere. The ultimate goal is to teach students to be self-managers, who encourage and challenge each other to higher behavioral and academic standards. This is accomplished through the use of clear expectations which are explicitly taught, regularly acknowledged and fairly corrected. Students are "set-up" for success in school.

### ***Behavior Intervention Support Team (BIST)***

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BIST is an evidenced based program adopted by the Gering School District to help staff implement the following systems.

- A communications system of regular meetings, checklists for student/administrator referral, informal feedback and check ups.
- A proactive, rather than reactive, behavior system which fits with the goals of Positive Behavior Support.
- A common language which builds and develops responsibility.
- Safe places where students who are in trouble can go to process and get help.
- Mentors who will support teachers of difficult students. (Mentors can be teachers – colleagues, volunteers and others).
- A behavior intervention team of school staff to give back-up for teachers and administration.

BIST operates on these basic life goals:

- I can do what I don't want to do.
- I can be productive and follow directions even when I don't want to.
- I can be angry or upset and make good choices.
- I can be okay when others are not okay.

### ***Response-to-Intervention (RtI)***

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RtI is a system of service delivery designed to provide effective instruction for all students using a comprehensive and preventive problem solving approach. It employs a tiered method of instructional delivery, in which the core curriculum addresses and meets the needs of most students (Tier 1), additional instruction is provided for those needing supplementary support (Tier 2), and intensive and individualized services are provided for the students who continue to demonstrate more intensive needs (Tier 3). At its foundation, RtI includes measuring the performance of all students, and basing educational decisions regarding curriculum, instruction, and intervention intensity on student response to instruction.

### ***Twin Cities Alternative Program (TCAP)***

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Twin Cities Alternative Program (TCAP) is a joint venture between Scottsbluff Public Schools and Gering Public Schools. TCAP is an alternative to an out of district placement. It is an intensive behavior program for students in grades K-6<sup>th</sup> whose behavior is the primary disruption for their learning. TCAP is an option used only when exhaustive interventions have been implemented without success in the child's general/resource program.

The mission of the program is to provide a positive environment with clear expectations and immediate, consistent feedback to assist students in developing appropriate behavior management skills. TCAP believes that students should be served in the least restrictive environment allowing for academic and behavioral success.

Along with academic skills, students in TCAP will participate in individual and group social skills counseling. These skills provide the student with the necessary social guidance that is relevant to their success in TCAP, as well as in their home schools.

Students attending TCAP will be provided behavior intervention through the use of the Behavior Intervention Support Team (BIST), Crisis Prevention Institute strategies, and a four tier leveling system. When a student has completed the requirements for transition, the IEP team will consult with the student, parents, and home school concerning the transition.

The targeted population for this program includes students who have a current verification according to their Individual Educational Plan. Students will only be considered for this placement when it has been determined that all other interventions and placement options have been exhausted.

The program is located on the north side of the Junior High School. Classes are held from approximately 8:00 a.m. to 3:00 p.m. daily. For more information, contact Candy Hubbard, Director of Student Services.

### ***Special Education Identification and Placement Procedures***

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#### **What Does Special Education Mean?**

Special education means specially designed instruction, curriculum and services, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

#### **How are Students With Disabilities Identified?**

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

### Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### Re-evaluation

Students identified for special education will be re-evaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any re-evaluation of a student with a disability.

### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents or guardian;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who know the student and who understand the tests and procedures that assess the student's learning abilities. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1) Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2) Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

#### Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

#### Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

#### Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

#### Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Gering Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Director of Student Services at the Gering Public Schools District Offices.

#### ***Student Assistance Team (SAT)***

The staff of Gering Elementary Schools recognizes that students can have experiences that may affect their academic and social life. The primary goal of the SAT Team is preventative in nature, designed to help students before their experiences become overwhelming. Experiences may include:

Depression	Dropping Out
Students Not Living at Home	Abuse
Divorce	Time Management
Eating Disorders	Suicide
Self Esteem	Test Anxiety
Death	Under Achievement
Single Parent Families	Failing Grades
Absenteeism/Tardiness	

Students in need of information or help may be referred by various concerned individuals including: self, peers, family, or school staff. Referral forms can be obtained from any staff member. Completed forms should be returned to the counselor. After the referral, information will be gathered to help identify the problem(s) the student is experiencing. The SAT Team will then meet to formulate an appropriate plan of action.

Team members may include the parent, student, teacher, guidance counselor, Title I teacher, Special Education teacher, psychologist and/or administrator. Team members will consider possible options to resolve the student's problem.

For specific information regarding the SAT process, please contact your building principal or the Director of Student Services.

#### ***Guidance Services***

Gering Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and attendance and for students to discuss problems and resolve conflicts in classroom visits, small group counseling, and individual counseling. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### ***Health Program***

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As defined by the National Association of School Nurses, school nursing is a specialized practice of professional nursing that advances the well being, academic success, and life-long achievement of students. School nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy, and learning.

The school nurse role:

- Ensures compliance with school entry health requirements
- Provides care and case management for children with chronic health problems
- Monitors security and safe administration of medications.
- Assures the health and safety of the school students and staff
- Manages disaster preparedness and emergency service plans
- Provides health education and staff wellness programs
- Provide resources and guidance in the areas of disease and infection control practices at school.
- Assures student compliance with state and local regulations related to health and safety (Immunizations; Health Screens)
- Identifies school health needs and advocates for necessary resources.

Parents and/or Guardians are responsible for the health care of their child, while the school is available to assist, assess, and monitor that care during regular school hours. Parents and/or Guardians are responsible for notifying the school of their student's:

- Chronic or Acute health related diseases, conditions, and/or issues (For example, severe allergies, diabetes, epilepsy, asthma, urinary or bowel issues, etc)
- Recent physical, vision, and/or dental exams.
- Updated immunizations. (Records are reviewed annually and summary report sent to Nebraska State Health Department.)
- Need for medication administration during the regular school day; Please refer to Medication Administration Policy
- Need for excuse from Physical Education for a medical reason; then a healthcare provider note is required.
- Absence from school due to illness. Please inform school of type of illness so that the number and type of illnesses and symptoms can be monitored and reported to local health department as necessary.

- Updated emergency contact information and a plan/arrangements in place if parent/guardian is unable to pick up his/her ill child from school and/or when child is ill and needs to stay home

The Gering School District employs nurses who cover the district's facilities. Each school location has a First Responder Team and staff who are CPR/First Aide/AED certified, Attack on Asthma and Medication Administration trained to assist as the schools are not staffed with a fulltime nurse. Basic first aide will be administered to a student, if more extensive care is needed, then the parent/guardian (or emergency contact) will be notified.

### **Health Screenings**

Health Screenings will be performed as recommended by the Department of Health and Human Services. Parents/Guardians will be notified in writing if medical, dental, vision, audiology, or other follow-up is recommended after the screening is completed.

### **Contagious and Infectious Diseases**

As recommended by the Nebraska Department of Health and Human Services, please refer to the illnesses listed below for minimum isolation periods and control measures:

***Please note:***

*Susceptible*=person with disease; *Contacts*=those who have been in contact with diseased person. *Day of onset* of specific symptom is counted as "day zero"; the day after onset is "day 1"

1. **Chickenpox**: Exclude for at least 5 days after the eruption first appears or until vesicles become dry; Avoid contact with susceptibles. No exclusion of contacts. Alert parents of immune-suppressed child(ren) of possible exposure.
2. **Conjunctivitis (Pink Eye)**: Exclude symptomatic cases. Urge medical care. May return when eye is normal in appearance or with documentation from physician that child is no longer infectious. No exclusion of contacts.
3. **Common Cold**: Exclusion unnecessary. No exclusion of contacts.
4. **Diphtheria**: Exclude cases. Return with a documented physician approval. Exclude inadequately immunized close contacts as deemed appropriate by school officials following ~~investigation~~ investigation by the local and/or Nebraska Department of Health and Human Services. **Report immediately by telephone** all cases to local and/or state health departments.
5. **Enterobiasis (Pinworm, Thread-worm, Seatworm)**: Exclude until treated as documented by physician. No exclusion of contacts. Careful hand washing essential.
6. **Fifth Disease**: Exclude until fever and malaise are gone. May return with rash with documented physician approval. No exclusion of contacts; however, alert any students or staff who are pregnant, have chronic hemolytic anemia or immunodeficiency to consult their physician.
7. **Hepatitis A**: Exclude for no less than 7 days after onset of jaundice. Return with documented physician approval. No exclusion of contacts. Immune globulin (IG) prevents disease if given within two weeks of exposure. IG to family contacts only. Careful hand washing essential.
8. **Herpes Simplex (Type 1)**: Exclusion unnecessary. No exclusion of contacts. Avoid contact with immune suppressed or eczematous persons. Good hygiene, avoid sharing toilet articles.
9. **Impetigo**: Exclude until brought under treatment as documented by physician. No exclusion of contacts. Good personal hygiene essential. Avoid common use of toilet articles.
10. **Influenza**: Exclude for duration of illness. No exclusion of contacts.
11. **Meningitis (Bacterial and Viral)**: Exclude for duration of illness. Return with documented physician approval. No exclusion of contacts. Chemoprophylaxis appropriate for family and intimate contacts.
12. **Measles (Rubeola)**: Exclude for duration of illness and for no less than 4 days after onset of rash. Exclude unimmunized students on same campus from date of diagnosis of first case until 14 days after rash onset of last known case or until measles immunization received or laboratory proof of immunity is presented or until history of previous measles infection is verified as per records or the Nebraska Department of Health and Human Services. **Report immediately by telephone** all cases to local and/or state health departments.
13. **Mumps (Epidemic Parotitis)**: Exclude until swelling has subsided. No exclusion of contacts. Inform parents of unimmunized students on campus of possible exposure and encourage immunization.
14. **Pediculosis (Head or body lice)**: Exclude until after appropriate treatment is started. No exclusion of contacts; however they should be notified of exposure.

15. **Pertussis (Whooping Cough)**: return as per written documentation. Exclude inadequately immunized close contacts as deemed appropriate by school officials following investigation by the local and/or state Department of Health and Human Services. Chemoprophylaxis may be considered for family and close contacts. **Report immediately by telephone** all cases to local and/or state health departments.
16. **Poliomyelitis**: Exclude until physician approves return.
17. **Ringworm**: Exclude until treatment started. No exclusion of contacts. Good sanitation practices and don't share toilet articles.
18. **Rubella (German Measles)**: Exclude for duration of illness and for no less than 4 days after onset of rash. Exclude unimmunized students on same campus from date of diagnosis of first case until 23\* days after rash onset of last known case or until rubella immunization received or laboratory proof of immunity is presented. **Report immediately by telephone** all cases to local and/or state health department.
19. **Scabies**: Exclude until the day after treatment started. No exclusion of contacts.
20. **Shingles/Herpes Zoster**: Exclude children with shingles / zoster if the vesicles cannot be covered until after the vesicles have dried. Individuals with shingles /zoster should be instructed to wash their hands if they touch the potentially infectious vesicles.
21. **Streptococcal Infection (Scarlet Fever, Scarletina, Strep Throat)**: Exclude until afebrile and under treatment for 24 hours. No exclusion of contacts. Early medical care important and usually requires 10 days of antibiotic treatment. Screening for asymptomatic cases not recommended.
22. **Tuberculosis Pulmonary**: Exclude. Physician treatment essential. May return with documented physician approval. No exclusion of contacts. Skin test contacts and chemoprophylaxis with INH if positive (in absence of disease). Exclusion of nonpulmonary tuberculosis unnecessary.

In addition, Gering Public Schools policy includes:

1. **Elevated Body Temperature**: A student with temperature of 100 degrees or greater shall be sent home from school. It is recommended that the student can return to school once fever free for 24 hours without the use of fever-reducing medication (Tylenol, Ibuprofen, etc). A fever is defined as 100-degrees Fahrenheit or 37.8-degrees Celsius. Or student may return with documented physician approval.
2. **Hepatitis B and Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS)**: Determination of the school attendance status of a student with Hepatitis B or HIV/AIDS will be on a case by case basis.
3. **Missed school days from illness**: If a student is absent for five consecutive school days due to illness, then doctor note is required to allow for his/her return to school
4. **Nausea and/or Vomiting**: If student has nausea and/or vomiting, then remaining out of school for 24-hours is strongly recommended
5. **MRSA (Methicillin-resistant Staphylococcus Aureus)**: May return with documented physician approval.

### **Medication Administration Policy**

It is recognized that for effective treatment of chronic and/or acute illnesses, medication might need to be administered during school hours. A student who is required to take medication during the regular school day must comply with medication administration policy. The policy has been developed for the safety of the student receiving the medication and for the safety of all students. Medication will be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act.

In order for school personnel to administer prescription medication to a student, it is necessary to have a **doctor and/or health care provider's authorization and written order** and a **parent/guardian's authorization**. Medication **must** be brought to school in the original labeled prescription bottle by parent/guardian with proper label including child's name, health care provider's name, drug name, and instructions for use (time, dosage, duration). The authorization must be renewed on an annual basis and/or if the prescription changes. **Loose capsules, tablets, unidentified or non-labeled medication will not be accepted for administration.** **Medication will not be administered without the above authorization and information.**

A record of the medication administration will be kept for each student receiving medication including the student name, medication name, instructions for use, name and initials of personal who administered medication, date, time and route of administration, drug count with signature of school personal and

parent/guardian verify count, documentation of unusual circumstances, actions, or omissions. Administration of medication records shall be kept confidential. Records shall be available to the Department of Health and Human Services Regulation and Licensure, the Department of Health and Human Services, and the State Department of Education.

Over-the-counter medication (such as Tylenol, ibuprofen, cough drops, saline eye drops, hydrocortisone cream, triple antibiotic ointment, insect sting swab, topical cooling gel) may be given with parents'/guardians' permission by trained school personnel by signing the pertinent section on Student Health Information form at the beginning of the school year. That permission releases Gering Public Schools and employees from liability in case of choking, allergic reaction, side effects and/or health risks related to the medication. Parents/guardians may also supply over-the-counter medication for their student to be kept at the school.

Medication will be kept in a secured area. Students may carry medication only with the approval of the parents and building principal and the appropriate paperwork completed. Emergency protocol for medication-related reactions will be in place. Medications must be picked up by an adult on the last day of school, or they will be disposed of.

Schools are not staffed with a full-time nurse. The student has a responsibility to remember to report to office at medication administration time.

The superintendent shall be responsible, in conjunction with the school nurse or medication aide, for developing rules and regulations governing the administration of medication, prescription and nonprescription, including emergency protocols, to students and for ensuring persons administering medication has met the requirement of state statutes. Annually, each student shall be provided with the requirements for administration of medication at school.

#### **Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol (NDE- Title 92 NAC Chapter 59)**

The Nebraska State Board of Education mandated that this protocol to be adopted and implemented in all accredited public schools, approved nonpublic schools and early childhood education programs. Through Attack on Asthma Nebraska and the Nebraska Department of Education certain staff members are trained to respond to anyone experiencing a life-threatening asthma or anaphylaxis emergency at school.

The Emergency Protocol includes:

1. **CALL 911**
2. *Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol*
3. *Check airway patency, breathing, respiratory rate, and pulse*
4. *Administer medications (EpiPen® and Albuterol) per standing order*
5. *Determine cause as quickly as possible*
6. *Monitor vital signs (pulse, respiration, etc)*
7. *Contact parents immediately and physician as soon as possible*
8. *Any individual treated for symptoms with epinephrine at school will be transferred to medical facility*

The protocol medication is kept on school grounds, therefore will not be available at field trips, etc. If you do not want your student to receive this protocol, then please contact the school nurse.

#### **High Ability Learning (HAL)**

Pursuant to Nebraska Department of Education Rule 3 Regulations, Gering Public Schools identifies learners of high ability and seeks to address their unique needs through a variety of instructional methods. The Gering Public Schools HAL identification matrix incorporates criteria including nationalized

achievement test scores to identify students above the 90<sup>th</sup> percentile district-wide.

### ***Admission***

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A pupil must be five (5) years of age on or before October 15<sup>th</sup> to be enrolled in Kindergarten. All students entering the Gering Public Schools for the first time must present a valid birth certificate and a complete record of immunizations in addition to a physical examination requirement specified in the Nebraska Statute 79-214. In addition, a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to entering Nebraska schools for the first time. All students are required to have the following: 3 doses of DTaP, DTP, DT, one given on or after the 4<sup>th</sup> birthday; 3 doses of Polio vaccine; 3 doses of pediatric Hepatitis B vaccine; 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month; and 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, he or she does not need any varicella shots.

008.02 From July 1, 1994, and thereafter, each student shall be protected prior to enrollment against the diseases listed, except as follows:

008.02A Immunization shall not be required for a student's enrollment in any school in this state if he or she submits to the admitting official either of the following:

008.02A1 A statement (attachment 3, Refusal of Immunization for Medical Reasons, which is incorporated herein by this reference) signed by a physician licensed under the Uniform Licensing Law stating that, in the physicians' opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household; or

008.02A2 An affidavit (attachment 4, Refusal of Immunization for Religious Reasons, which is incorporated herein by this reference) signed by the student or, if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

### ***Student Fees***

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The Board of Education of Gering Public Schools has adopted a student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's Policy is to provide free instruction which is required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

Fees will be collected in specific classes pursuant to Nebraska state law. Students will pay for materials used in class projects that become the student's personal property.

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## **DRUGS, ALCOHOL AND TOBACCO**

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### ***Drug Free Schools***

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The District implements regulations and practices that will ensure compliance with the Federal 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.

### ***Comprehensive Substance Abuse Policy***

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#### ***PHILOSOPHY***

All students have the right to attend school in a drug free environment conducive to good learning. The use of illicit drugs, alcohol, or other substances is not only illegal; but it interferes with both effective learning and the healthy development of young people. The educational system has a fundamental and ethical obligation to prevent drug abuse and maintain a drug free and safe educational environment, not only throughout the schools, but also in all school related activities.

#### ***USE/POSSESSION OF HEALTH ENDANGERING SUBSTANCES***

Pursuant to its statutory authority to adopt policies, rules and regulations necessary to protect the government and health of students in the School District, the Board of Education of the Gering Public Schools has determined that the possession or use by students of tobacco or tobacco products, alcohol, narcotics, or other dangerous and/or illegal drugs or drug paraphernalia shall be prohibited:

- A. During the school day
- B. On school grounds
- C. By a participant in school activities
- D. As a spectator at school activities involving Gering participants
- E. Off school grounds, if there is a substantial interference with school purposes.

Students who possess or use tobacco or tobacco products, alcohol or narcotics, or other dangerous drugs or drug paraphernalia, except as directed by a physician during the school day, on school grounds, or while participating in or attending school activities, shall be subject to disciplinary sanctions, including but not limited to expulsion or suspension.

Enforcement of disciplinary sanctions shall be in accordance with the procedures established by the Gering Public Schools' Comprehensive Substance Abuse Policy and Guidelines for Students Participating in Extra Curricular Activities.

#### ***Disciplinary Procedures and Actions***

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Any student charged with having violated school rules or Nebraska State laws relating to possession use or sale of alcohol, tobacco, marijuana, mood-altering drugs, controlled substances, or any drug "look-alike" substance, on school premises, at school sponsored sanctioned activities, or when being transported in vehicles dispatched by the school district, shall be immediately notified (along with the student's parents) of the charge, given a full written statement of the charge and accompanying suspension, and advised of his/her rights to a review of the validity of the charge in the form of a hearing before the school's Board of Education within a reasonable time. In order to insure the student's right to due process, the procedural requirements of Nebraska State Law. Student Suspension or Expulsion Act sections 79-4170 to 79-4205 shall be followed. Those students found to have violated school rules or Nebraska State laws shall be subject to the following disciplinary actions and procedures under the direction of the school principal or the school's site administrative staff, as determined by the number of prior offenses by the student.

#### **A. Procedures for Dealing with Students Under the Influence of Alcohol, Drugs or Other Harmful Substances Other than Tobacco.**

1. Any staff member who believes that a student is under the influence of alcohol or drugs will notify a principal or designee immediately.

2. The principal or designee will take the necessary disciplinary actions as outlined in the following section (Section B).

**B. Disciplinary Actions for Students Under the Influence of Alcohol, Drugs or Other Harmful Substance Other Than Tobacco.**

1. First Offense

- a. A meeting is held with student and parents.
- b. The student is given a five (5) day out of school suspension, but shall be offered the option of in school suspension if he/she agrees to have immediate testing for drugs/alcohol in the body and to seek diagnostic evaluation for substance abuse if the tests are positive. The student must follow those recommendations made by a resource specialist for substance use/abuse or related problems. If the student fails to follow treatment recommendations he/she shall be required to complete the remainder of the five-day out of school suspension. (The School District will provide a list of qualified specialists).
- c. A recommendation for long-term suspension or expulsion will be considered, depending upon the severity of the case.
- d. In an emergency case necessitating immediate health care services, the above procedures shall be put in place as soon as the student is physically and mentally functional.

2. Second Offense (occurring within three years of the first offense).

- a. A conference will be held with the parents as soon as possible. Immediate drug/alcohol testing will take place.
- b. Upon confirmation of a positive drug/alcohol test, the student will automatically be suspended ten (10) days.
- c. Parents will be provided with information on qualified substance abuse treatment resources.
- d. The student will be required to undergo assessment by a qualified substance abuse specialist and submit proof of an assessment by that specialist before being allowed to return to school. The student must agree to fulfill those recommendations made by the substance abuse specialist.
- e. Failure to comply with the above will result in long term suspension or expulsion hearings being initiated against the student.

3. Third Offense (occurring within three years of the first offense).

- a. The student will be suspended pending expulsion proceedings which will be initiated according to the School District's expulsion policy.

**C. Procedures for Dealing with Students in Possession**

Students who possess alcohol, narcotics, other drugs, drug "look-alikes," or drug paraphernalia on school property or at school sponsored/sanctioned activities will be handled in the following manner:

1. Any staff member who comes in contact with evidence and/or contraband will notify a principal or a designee immediately.
2. Any staff member who has reasonable suspicion to believe that a student is in possession of alcohol, narcotics, other drugs, drug "look-alikes," or drug paraphernalia will notify a principal or designee immediately.
3. The principal or designee may call the local police department and request assistance in conducting a search for any illegal substances. All substances (contraband) found in the search will be given to the police department for analysis to determine if it is an illegal substance.
4. Upon notification by the appropriate agency for law enforcement that the contraband contains narcotics or other dangerous drugs, or if possession of alcohol is involved, the principal or designee will take the necessary disciplinary action as outlined in Section **E**.

**D. Disciplinary Actions for Students in Possession**

Discipline is the same as outlined in the Disciplinary Actions for Students Under the Influence of Alcohol, Drugs or Other Harmful Substance Other Than Tobacco in Section B of Comprehensive Substance Abuse Policy.

**E. Procedures for Dealing with Students Engaged in Selling, Giving, or Exchanging**

Students who are engaged in selling, giving or exchanging alcohol, narcotics, other drugs, drug “look-alikes”, or drug paraphernalia on school property or at school sponsored/sanctioned activities will be handled in the following manner:

1. If an employee is witness to any act in which alcohol, narcotics, other drugs, drug “look-alikes,” or drug paraphernalia is transferred from one person to another, the employee will immediately attempt to detain the student(s) involved and request that they accompany him to a principal or designee. If the student refuses, the employee will notify a principal or designee immediately.
2. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures outlined in the Section titled “Searches”.
3. Follow the same procedure for handling evidence and/or contraband as outlined above in Section C.

**F. Disciplinary Actions for Students Selling, Giving, or Exchanging**

Any student found to be in violation of school rules or Nebraska State laws by selling, giving, or exchanging any substance stated herein, shall be immediately notified (along with the parents) of the charge, and shall otherwise be entitled to the same right to a hearing according to School District policy.

1. First Offense
  - a. Student is given a **TEN** (10) day suspension, but shall be offered the option of returning to school after **FIVE** (5) days if he/she agrees to have immediate testing for drugs/alcohol in the body and to seek diagnostic evaluation for substance abuse if the tests are positive. The student must follow the recommendations made by a resource specialist for substance use/abuse or related problems. If the student fails to follow treatment recommendations, he/she shall be required to complete the remainder of the five-day suspension. (The School District will provide a list of qualified specialists).
  - b. The principal or designee will conduct a conference with parents and/or police representatives.
  - c. A recommendation for long-term suspension or expulsion will be considered, depending upon the severity of the case.
  - d. The school administration will cooperate fully with local law enforcement agencies when investigations and searches, related to drug offenses, are in progress.
2. Second Offense
  - a. The student will be suspended, pending a long-term suspension or expulsion proceeding which will be initiated according to the School District’s expulsion policy.

**G. Procedures for Dealing with Students in Possession of Tobacco Products**

1. First Offense
  - a. Student will be given a written warning.
  - b. Parents will be contacted and receive a copy of the written warning given to the student.

2. Second and Subsequent Offense (s)
  - a. The student will be suspended from school for three (3) days or must successfully complete a smoking cessation class/rehabilitative program.
  - b. The principal or designee will conduct a conference with the student and parent.

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## **STUDENT CONDUCT AND DISCIPLINE**

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### ***High School Activities***

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Elementary students are welcome at all high school sporting events. There are, however, no elementary students sections at these activities. Students are to sit in the stands with an adult. Students are not to be dropped off at an event without adult supervision. If a student attends an event and is running around without supervision the parent will be contacted and an adult will need to pick him/her up. Students may also have activity passes taken away for the rest of the year if it is warranted.

### ***Conduct and Discipline***

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Students in the Gering Elementary Schools are expected to conduct themselves in such a manner as to reflect credit to the school system and their families. Failure to do so will result in corrective action by school officials.

The Gering School officials feel that a child should, at all times, show proper respect for school property, personnel and fellow students. The majority of students show this respect, but to insure that all students comply, it is necessary to have certain rules and regulations.

Each elementary school and classroom teacher will specify to students reasonable rules and regulations which will apply in the classroom, lunchroom, halls and on the playground. Compliance with these regulations is required and will enhance the education of all students.

The Administrative Regulations of the Gering Public School District outlines the procedures to be followed in cases where disciplinary action is a necessity. These regulations are approved by the Board of Education and govern action in all of the elementary schools. The following is a direct quote from the Gering Public Schools Regulations:

### ***Administrative Regulations***

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#### ***STUDENT DISCIPLINE***

The primary objective of the public schools is the education of children and youth. It is recognized that this objective can be best realized with students who are happy, well-adjusted, law abiding and healthy young citizens. Unfortunately, not all children and youth are socially adjusted to the extent that they conform to the recognized standards of good conduct. It is sometimes necessary for the schools to take disciplinary action, not only for the sake of the individuals who do not obey the laws and regulations of society generally, the ~~school~~ schools particularly, but for the sake of other students. In this regard, every teacher in the public schools shall hold students to strict account of their conduct on or in close proximity to the school grounds, on the playground and during an intermission, recess, field trips and all other school sponsored activities.

In the maintenance of a sound-learning environment, the District shall expect acceptable behavior on the part of all students who attend school in the district. Discipline shall be enforced fairly and consistently, regardless of race, creed, sex, color, age or national origin. Such discipline shall be consistent with applicable federal and state laws.

The overall responsibility for discipline and the welfare of the student is assumed by the principal. The

principal will handle extreme behavioral cases. The imposition of serious discipline on any student, including but not limited to suspension from interscholastic activities, suspension from school, and expulsion shall be governed by the provision of the Disciplinary Procedures for Students in the Gering Public School District as adopted by the Board of Education.

The primary responsibility for discipline in the classroom rests with the teacher. The teacher shall use reasonable and professional judgment in controlling and maintaining order and in administering prudent disciplinary measures.

### ***Discipline Policy***

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1. **Short Term Suspension On Campus**

Under this condition students shall be isolated from their regular classes. They shall get their assignments from their respective teachers immediately after school. They shall work in isolation under the supervision of an administrator or his/her designee. They shall get permission from their supervisor for rest room privilege or library privilege and they may or may not be accompanied to see that these privileges are not abused. Library privilege provides only getting necessary materials and it does not include loitering and working in the library.

2. **Short Term Suspension Off Campus**

The student is suspended from school during school hours but may come in for assignments immediately after school. While under suspension, students are not eligible to take part in school activities. Short-term suspension can be made for a period of time not greater than five (5) school days.

### ***Conditions and procedures for assigning short term suspensions:***

The principal must make an investigation by checking or having another check with the involved teacher or teachers and the involved student or students. The principal may then suspend the student(s) if he/she feels that is for the best interest of the student(s), or, if this is necessary for a more orderly operation of the school.

Within 24 hours, or such time as is reasonable following the suspension, the principal must:

- Send a written statement to student, student's parent(s) or guardian describing the student's conduct or violation of rules.
- Give reason for the action taken.
- Confer with parent(s) or guardian, before, or at the time the student returns to class(es) or school.

### ***Conditions for Suspension***

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#### ***Emergency Suspension:***

- A. Communicable disease transmitted through normal school contact.
- B. External parasites that may be transmitted through normal school contact.

#### ***Short Term Suspension:***

- A. Use or possession of tobacco on school property or at school sponsored activities.
- B. Refusal to comply with reasonable standards of behavior established by teachers or administrators.
- C. Use of abusive or profane language, written or oral.
- D. Vandalism of property belonging to the school district, staff, or students.
- E. Fighting
- F. Theft of property belonging to the school district, staff or students.
- G. Committing any other act or becoming involved in any other activity which disrupts the normal educational opportunities for other students.
- H. Failure to comply with a reasonable request by authorized school personnel.
- I. Sexual misconduct.

- J. Sexually assaulting or attempting to sexually assault any person.
- K. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members.

Temporary removal will be used if the student's conduct presents a threat to the students or to others.

An emergency suspension will be made if the student has a dangerous disease, or his/her conduct presents a threat to the physical safety of the school community or is very disruptive.

***Procedure for emergency suspension:***

- Suspension shall not last longer than necessary to avoid the threats of emergency.
- If longer than five (5) days, there must be substantial compliance with the procedures provided for long-term suspension.

***3. Long Term Suspension Or Expulsion:***

- Long-term suspension is longer than five (5) days and less than 20 days.
- An expulsion is removing a student from school for the remainder of the semester.

***The following behavior constitutes grounds for long-term suspension and/or expulsion:***

- A. Use of violence, force, coercion, threat, substantial interference with school purposes
- B. Damage to property, private or school, of substantial value (\$25.00 or more)
- C. Causing or attempting to cause personal injury to a school employee, 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
- D. Threat to obtain money or anything of value
- E. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (results in one (1) full calendar year expulsion)
- F. Engaging in any activity forbidden by law which interferes with school purposes
- G. Repeated violation of rules and regulations
- H. Possession of a controlled substance or an alcoholic liquor
- I. Sexual misconduct
- J. Sexually assaulting or attempting to sexually assault any person.
- K. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members.

***Procedures required for long-term suspension:***

- A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to suspend or expel the student.
- Within two (2) days a written notice must be provided to the parent(s)/guardian and to the student informing them of the rights under the act.

***This notice shall include the following:***

- A. Rule violated and summary of evidence
- B. Penalty which the principal has recommended
- C. Notice of student's rights to a hearing
- D. Hearing procedures provided by this act and appeal procedures
- E. A statement concerning the right to know the identity of witnesses who will appear, and substance of their testimony
- F. The written notice letter shall include a form to the parent(s)/guardian of the student to request a hearing.

The following preliminary procedures must be followed if a hearing is requested within five (5) days of the notice:

- The Superintendent must appoint a hearing examiner and the hearing examiner must be given written notice by the principal as to the identity of the student(s) and parent(s)/guardian; teachers involved; nature of the hearing; and time and place of hearing.

***The requirements of a hearing examiner:***

- A. Has not brought charges against the student;
- B. Shall not be a witness at the hearing;
- C. Has no involvement in the charge (impartial);
- D. Is available;
- E. Can be anyone who meets these above qualifications.

The hearing must be held within five (5) days after the request, but it cannot be held without providing the principal, student, student's parents/guardian at least two (2) days of notice (school days).

The right to examine the record and written statements (including the statement of any witness for the school) prior to the hearing with the principal must be provided to legal counsel, student, student's parents, guardian or representative.

If no hearing is requested, the punishment goes into effect on the fifth day following the notice. A hearing may be held, if requested after five (5) days, but no later than 30 calendar days following receipt of notice; here punishment continues, pending final determination.

***The rules that apply when the hearing is conducted:***

- A. The following may be asked to attend the hearing: hearing examiner, the student, his/her representative (if any), the student's parents or guardian, the principal, the witnesses for the school, and the counsel for the School Board.
- B. Witnesses may testify and be present only when testifying.
- C. Anyone may be excluded by the examiner if they disrupt the hearing.
- D. The student may speak in his/her behalf and question witnesses, he/she may request not to speak; may be excluded, if necessary, when discussing student's emotional problem.
- E. The principal shall present statements to the hearing examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student's parents, guardian, or representative prior to the hearing.
- F. The hearing officer is not bound by rules of evidence or other courtroom procedures.
- G. The following persons may ask to testify at the hearing: the student, the student's parents, guardian, or representative, and the principal.
- H. Testimony shall be under oath; the hearing examiner shall administer the oath.
- I. The persons listed in G above as well as the hearing examiner shall have the right to question witnesses giving information at the hearing.
- J. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
- K. The proceedings shall be recorded at the expense of the school district.
- L. If more than one (1) student is charged with the violation of the same rule and acted in concert, a single hearing may be held, unless students' interests may be substantially prejudiced, as determined by the hearing examiner.

***Report of the hearing examiner:***

- A. The report must include hearing examiner's recommendations and the reasons for the decision.
- B. The report shall be reviewed by the Superintendent who may change, revoke, or impose the sanctions recommended. In no case may the Superintendent's charges be more severe than the examiner's recommendations.

- C. Written notice of the recommendations by the examiner and Superintendent shall be sent by registered mail or personal delivery to the student, and parent(s) or guardian.
- D. Upon receipt of the written notice, the determination recommendations shall take effect.
- E. During the intervening time, starting when the principal starts disciplinary action and ending at the completion of the hearing, the student shall be treated in a temporary disciplinary way as set forth by the Superintendent.

In the case of an expelled student, an alternative education plan will be provided the student according to provisions outlined in Board Policy and pertinent regulations and procedures.

### ***Student Appearance***

Students at Gering Public Schools are expected to dress in a way that is appropriate for a 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. The following is a list of examples of attire that **will not be** considered appropriate; **this list is not inclusive of all items which may be excluded:**

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);
- c. Clothing or jewelry that advertises 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";
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry that exhibits nudity, makes sexual references or carries double meanings.

### ***Harassment and Bullying***

All Gering Public Schools employees and students have the responsibility to keep school administrators informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual/ethics harassment **or bullying**. It is the responsibility of each school district administrator, principal, teacher, and supervisor to provide a working and academic environment free of sexual/ethnic harassment or sexual/ethnic intimidation. **The school district will take prompt action to investigate and act upon all reported instances of alleged sexual/ethnic harassment or bullying, per District guidelines. Harassment is behavior represented in words, pictures or actions that is offensive to a person. Harassment must involve issues of sexuality or ethnicity. Bullying is defined as treating another person abusively by words or actions using force or coercion. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Guidelines established to respond specifically to harassment/bullying behavior are as follows:**

**Step One:** The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps.

**Step Two:** The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may refer the student to the Child Study Team.

Step Four: If a student fails to respond positively to the corrective measures, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

### ***Gang Activity or Association***

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For the purpose of these policies, a gang is a group of three or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies; and
- Exhibit antisocial behavior-often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees;
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress or behavior is in violation of these regulations, the principal or designee will ask the student to make the appropriate correction. If the student refuses, the parent/guardian will be notified and asked to make the necessary correction. The principal or designee will make the final decision and take appropriate corrective or disciplinary action.

### ***Transportation***

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Bus transportation is a privilege offered for free to the students by the school district. Abuse of this privilege may result in a student being denied bus transportation.

*See Application for Permission to Ride School Bus (distributed to all students who riding the bus)*

### ***Bus Etiquette***

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1. Students must get on and off the bus at their designated bus stop **ONLY**. (This is the bus stop closest to their home address.) **The district does not transport students to and from day care addresses.**
2. Bus stops are at the side of the road or street. At these bus stops, order must be maintained to protect the safety of all students. There is to be no snowball or rock throwing, abusive language or horseplay.
3. Do not push or crowd when loading or unloading. Outside of ordinary conversation, classroom conduct is to be observed by students.
4. Go to the **REAR** of the bus as you enter. The rear seats are to be filled first unless the driver places you differently. **Students must remain seated while the bus is moving.**
5. The driver is in full charge of the bus and students. Students are requested to comply promptly, cheerfully and fully with his or her requests.

6. There must be "**ABSOLUTE SILENCE**" at all railroad crossings.
7. Aisles are to be kept clear of anything that might prove to be hazardous. (Band instruments, books, backpacks, etc.)
8. Do not put hands, arms, or head out of windows. No litter is to be thrown on the bus floor or from the bus. Students are not to yell at anyone in the bus or outside the bus.
9. The emergency door is for emergency exits only. **DO NOT OPEN IT!**
10. Horseplay, wrestling, abusive language, harassing or infringing on other students' rights or safety **WILL NOT BE TOLERATED.**
11. When the students leave the bus, they should walk to a distance of approximately twelve feet in front of the bus before crossing the roadway. Do not hide, crawl under the bus to recover anything, or hold onto the bus.
12. Always look both ways before crossing the street. Some drivers of cars ignore the bus signal, so be extremely careful with oncoming traffic.
13. Any damage to the bus is to be reported to the driver at once. **DO NOT** write on the seats or floor. Students will be held responsible for any damage they do to the bus.
14. **STUDENTS MUST BE AT THE BUS STOP ON TIME.** The bus **WILL NOT** wait for students who are tardy.
15. **NO FOOD OR DRINKS** are allowed on the bus with the exception of **LONG DISTANCE** activity and field trips. Trash must be put into the trash containers. If you spill, clean it up!  
**ABSOLUTELY NO SUNFLOWER SEEDS OR GUM CHEWING.** If these rules are not obeyed, food and drink will be forbidden on the busses at all times.
16. **RESPONSIBLE USE OF ELECTRONICS.** Example: headphones, iPads, etc.

**PENALTY:** Violations could be the cause of a student being suspended, temporarily or permanently from riding the school bus.

**PUPIL SAFETY INSTRUCTION:** During the school year, each pupil who is transported on a bus shall be instructed in safe riding practices and will be expected to participate in emergency drills.

**PARENTS:** We ask you to go over these regulations with your children so they have a safe trip to and from school.

#### ***Acceptable Use Policy for Electronic Resources***

The use of electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of your privilege. Students using electronic resources are required to follow District policy and procedures. The supervising staff member will determine what is appropriate use in accordance with the following guidelines, and may deny, revoke, or suspend your access.

1. The use of your account and/or access must be consistent with the educational objectives of the Gering Public Schools. Use of electronic resources for recreational games is prohibited.
2. To transmit or knowingly receive any materials in violation of any United States or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic or obscene material, or material protected by trade secret.
3. Use for commercial activities is generally not acceptable. Use for product advertising or political lobbying is prohibited. Extensive use for personal and private business is also prohibited.
4. Abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - 4.1 Be polite. Do not be abusive in your messages to others. Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited.
  - 4.2 Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
  - 4.3 Do not reveal your full name, phone number, or home address, or that of other students.
  - 4.4 Note that electronic mail (e-mail) is not guaranteed to be private. Network storage areas will be treated as school property. Files and communications may be reviewed by District personnel. Material relating to, or in support of, illegal activities will be reported to the proper authorities.
  - 4.5 The sending of "chain letters" is considered a misuse of the system and may result in the loss of the account.
  - 4.6 *Talk*, *Write* and *Chat* commands may be intrusive and should only be used after receiving permission from the other party.

- 4.7 Permission of the supervising staff member must be obtained before “downloading” any files due to potential “virus” infection.
- 4.8 Be reasonable in the amount of time you use the system. Be considerate of other individuals using the system. Time limits may be imposed.
- 4.9 Classroom use will take precedence over independent use.
5. Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or computer system. These include, but are not limited to: viruses, forging e-mail, hacking, and attempting to use administrative commands.
6. Do not vandalize by harming or destroying the data or hardware on this system or any other system.
7. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use by authorized individuals. Any problems which arise from the use of an account are the responsibility of the account holder. This may include, but it not limited to:
  - 7.1 trespassing in another’s work or files;
  - 7.2 giving out your password or the password of others;
  - 7.3 attempting to login to another individual’s account;
  - 7.4 failure to notify the supervising staff member of a security problem.
8. The Gering Public Schools will periodically revise the *Acceptable Use Policy* and will make determinations on whether specific uses of the network are consistent with the intent of policy.
9. Indemnity - Gering Public Schools makes no warranties of any kind, whether expressed or implied, for the Internet service. GPS will not be responsible for damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, errors, or omissions. GPS will not be responsible for any financial charges incurred by an account user or someone else using the account. Use of any information obtained via Internet is at your own risk. GPS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
10. Failure to follow this Acceptable Use Policy may result in suspension of account privileges as well as being subject to the school’s discipline policies.

**STATE AND FEDERAL PROGRAMS**

Field Code Changed

***Designation of Coordinator(s)***

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Gering Public Schools, 1800 8<sup>th</sup> Street, Gering, NE 69341 308-436-3125

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Director of Student Services
Homeless student laws	Children who are homeless	Director of Student Services
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

***Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973***

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities that are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

### **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:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **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, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of 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 any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

Field Code Changed

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 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 Staff Qualifications***

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The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Gering Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Gering Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.
4. According to requirements of Section 1119 of No Child Left Behind, parents will be notified if their child is being taught for four (4) consecutive weeks or more by a substitute teacher.

### ***Student Privacy Protection***

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Gering Public Schools protects the privacy of students in accordance with applicable laws which include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to

any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection: The District shall provide parents with reasonable notice of the adoption or continued use of student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Parental Involvement**

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### **A. General - Parental/Community Involvement in Schools**

Gering Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. Gering Public Schools fosters and facilitates, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. It is our philosophy to protect the emotional, physical and social well being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision.

### **B. Title I Parental Involvement**

Title I Parental Involvement is established in compliance with the No Child Left Behind Act of 2001. Gering Public Schools parental involvement philosophy is applicable to parents of all children, including parents participating in Title I programs.

Gering Public Schools implements programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of Gering Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of parental involvement in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement practices of the District.
6. Involving parents in the activities of the schools served under Title I.

Each school served under the Title I program shall:

1. Convene an annual meeting, 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 the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: Each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating: The Title I Parental Involvement Plan shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

### ***Homeless Students***

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Students defined in state law as homeless children shall be admitted without payment of tuition.

Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency.

Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's philosophy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

### ***School Breakfast and Lunch Programs***

Gering Public Schools uses an automated scanning system to record payments and charges to family accounts. Parent/guardians are expected to maintain a positive balance in their family lunch account, as the system works basically like a checking account, which requires money in the account to provide meals to students rather than a credit card account.

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.

At the start of the school year, a letter is sent home with students including an application for free or reduced lunches and breakfasts. We encourage you to complete the form and return it as soon as possible, as benefits from the prior year expire on September 30 of the current school year. Any charges incurred from that point until the new form is approved are the responsibility of the parent/guardian.

At the start of the school year, parents/guardians not approved for free lunches and breakfasts are to send money to cover lunch and breakfast costs. A minimum of one week of meals per student is recommended with larger payments highly encouraged. For families with students attending more than one school, a single payment can be sent to any school for all of its children, as the money will be credited to the family account.

On a weekly basis, when a family account is at \$10.00 or lower, a reminder will be sent home with the student so parents/guardians can be notified of the low balance. If a family account drops below negative \$10.00, the account is considered delinquent and no further regular lunches or breakfasts will be offered. Rather an alternate meal will be provided to the student as approved by the Nebraska Department of Education Nutrition Services. Of course, a sack lunch can also be brought from home. Gering Public Schools requests that food brought from home have nutritional value. Therefore, sack lunches consumed in the school cafeteria may not contain soda pop or candy. If you wish for your child to have a fast food lunch, you are welcomed to check them out and take them to lunch.

School lunch administrators and food service personnel will be notified when a student lunch balance has reached a negative \$10.00 balance. Administrators will work cooperatively with students and parents/guardians to resolve delinquent accounts. Remaining delinquent accounts will be turned over to a collection agency and costs for collection services will be added to the family account.

At the end of the school year, if a family no longer has children attending school, moves out of the district, or becomes eligible for free meals, the family may request reimbursement of any balance in the family account. Funds for families with students continuing the following school year will remain in the family account for the next school year.

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) 795-32-3272 (voice or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

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**WE APPRECIATE YOUR HELP AND COOPERATION AS WE WORK TOGETHER TO PROVIDE THE BEST POSSIBLE EDUCATION PROGRAMS! PROVIDING QUALITY PROGRAMS -- WE CARE!!!!**

GERING PUBLIC SCHOOLS  
GERING, NE

DRUG AND ALCOHOL TESTING POLICY

1 Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner

2 Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the secondary school (Grades 7-12) level are eligible for random testing. Students who do not consent to participate in the testing program shall not be eligible to participate in school sponsored competitive extracurricular activities. Students may volunteer for participation in the testing program even if they do not participate in a school sponsored competitive extracurricular activity.

3 Testing Procedure.

a. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random.

b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens and ensures an accurate chain of custody. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, though methods other than testing of urine samples may be used. The tests are to be designed to detect only the use of alcohol and illegal drugs, not medical conditions or the presence of authorized prescription medications.

4 Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

5 Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test;
- Refusal to participate in testing when selected; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student's parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.

- The student's privilege of participating in extracurricular activities will be restricted as follows:
  - For a first positive test, the student is ineligible to participate in any extracurricular activities for **two weeks or three events**, whichever is longer. The student may not return to participate in extracurricular activities until the student shows proof that the student: (a) is participating in substance abuse counseling with a qualified professional and is following the recommendations of the counselor and (b) tests negative in a District-administered drug test.
  - For a second positive test, the student is ineligible to participate in any extracurricular activity for **9 weeks**. The student may not return to participate in extracurricular activities until the student shows proof that the student: (a) is participating in substance abuse counseling with a qualified professional and is following the recommendations of the counselor and (b) tests negative in a District-administered drug test, and (c) agrees to submit to monthly District-administered drug test during the next twelve month period.
  - For a third positive test, the student is ineligible to participate in any extracurricular activity for **one calendar year**. The student may not return to participate in extracurricular activities until the student shows proof that the student: (a) is participating in substance abuse counseling with a qualified professional and is following the recommendations of the counselor and (b) tests negative in a District-administered drug test, and (c) agrees to submit to monthly District-administered drug test during the next twelve month period.
  - For a fourth positive test, the student is **ineligible to participate in any extracurricular activity for the remainder of the student's secondary school career**.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

6. Appeal Procedures.

A student or the student's parents or guardians may challenge the results of a positive test through an appeal process to be developed by the Superintendent or designee. In the event a student or the student's parents or guardians wish to challenge a positive test on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

7. Process.

The Superintendent or the Superintendent's designee is directed to develop specific testing procedures consistent with this policy.

GERING PUBLIC SCHOOLS  
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**Drug and Alcohol Testing Procedures**

1. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the secondary school (Grades 7-12) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to the following: athletic programs, cheerleading, dance team, band, Student Council, National Honor Society, academic teams, play productions, choir, Quiz Bowl, Mock Trial, Enviro Science Team, and Speech Team.

To participate in a school sponsored competitive extracurricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities until the form is submitted.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

2. Testing Procedure.

a. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No fewer than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent or designee shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens and ensures an accurate chain of custody of the specimen. The method of testing

may involve the use of breath, saliva, urine, or hair samples. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of alcohol or illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbituates, not medical conditions or the presence of authorized prescription medications.

### 3. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a "need to know" basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such.

Test results will be kept in confidential files separate from the students' other records. The test results will be destroyed when the student graduates or the graduation of his/her cohorts. .

### 4. Re-Testing.

A student or the student's parent or guardian may challenge the veracity of a positive test. If a positive test is proven to be false, the student will not be subject to the consequences of a positive test, provided that the consequences shall remain in place until the positive test is proven to be false.

The student or the student's parent or guardian shall make a request to challenge a positive test with the Superintendent or designee within 72 hours of the student being notified of the positive test. The Superintendent or designee shall determine whether the challenge shall involve a retest of the specimen or a second test.

If the challenge will involve a retest of the specimen, the specimen previously submitted will be forwarded to a testing laboratory for confirmatory testing. The laboratory must be approved by the Superintendent or designee and adhere to federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. The re-testing shall be at the expense of the student or the student's parent or guardian. To be a valid non-positive, the Superintendent or designee must be provided with information that establishes that the substance(s) detected in the initial test would remain detectable in the specimen at the time of the retest.

If the challenge will involve a second test, it will be completed using the District's standard procedures. The second test shall be at the expense of the student or the student's parent or guardian. To be a valid non-positive, the Superintendent or designee must be provided with information that establishes that the substance(s) detected in the initial test would remain detectable via the testing method chosen as of the time of the second test.

Approved: \_\_\_\_\_ Reviewed: 5/30/12 \_\_\_\_\_ Revised: \_\_\_\_\_

### Consent to Test

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of Gering Public Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize Gering Public Schools to conduct a drug and alcohol test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

I plan to participate in one or more of the following school sponsored competitive extracurricular activit(ies):

\_\_\_\_\_

I am volunteering to be placed in the testing pool.

\_\_\_\_\_

GERING PUBLIC SCHOOLS  
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Activity **Drop**  
wish to withdraw from

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I will submit this form to the Activities Director. My name will be withdrawn from the testing pool on the date this is received by the Activities Director.

Completing this form will pertain to all school sponsored competitive extracurricular activities. I understand that, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

ENTER THE POOL.

\_\_\_\_\_  
Activities  
Director

\_\_\_\_\_  
Date of Receipt

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**GERING PUBLIC SCHOOLS  
GERING, NE**

**CERTIFICATED EMPLOYEE EVALUATION**

Evaluation of certificated employees on their skills, abilities, and competence shall be an ongoing process supervised by the building principal/supervisor and conducted by approved evaluator. The goal of the formal evaluation of certificated employees, other than administrators, shall be to improve the educational program, to improve instruction, to maintain certificated employees who meet or exceed the board's standards of performance, to clarify the certificated employee's role, to ascertain the areas in need of improvement, and to develop a working relationship between the administrators and other employees.

Probationary teachers shall be formally observed and evaluated at least once each semester. Each formal observation shall be for an entire instructional period of at least 40 minutes.

Certified permanent employees shall be formally observed and evaluated at least once every three years. It shall be the responsibility of the building principal/supervisor to insure certificated employees are evaluated on a three year rotation plan. The specifics of the three year rotation plan are outlined in the administrative regulations. Each formal observation shall be for a minimum of 40 minutes. Additional evaluations shall be made in cases where there are major changes in assignments or noted changes in employee effectiveness. Evaluators may schedule additional evaluations when the evaluator feels it would be to the employee's and/or school district's benefit to conduct additional observations and evaluations, or at the employee's request.

The formal evaluation criteria shall be completed in writing. The formal evaluation shall provide an opportunity for the evaluator and the certificated employee to discuss the employee's performance and future areas of growth. The formal evaluation shall be completed by the evaluator, signed by the certificated employee and filed in the certificated employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the certificated employee's skills, abilities and competence.

The Superintendent will create an administrative regulation describing the procedure to be used for evaluations and including the evaluation instrument. At a minimum this will provide for evaluation of instructional performance, classroom organization and management, professional conduct, and personal conduct. It will provide for a written description of all noted deficiencies and an adequate timeline for implementing the concrete suggestions for improvement. The employee will be allowed to offer a written response. The regulation will also specify what training will be provided by the district for evaluators.

All evaluators who complete a formal evaluation on certificated employees in the district shall possess a valid Nebraska Administrators Certificate and shall be trained to use the evaluation system employed in the district. The Superintendent shall conduct the training. Training sessions shall include, but not be limited to:

1. A review of the district's certificated employee's evaluation policies and procedures.
2. A review of the expectations for evaluation
3. A review of the evaluation instruments
4. A discussion of evaluation skills

The evaluation procedure shall be annually communicated, in writing, to those being evaluated as outlined in the certified staff handbook.

Legal Reference: Neb. Statute 79-828, 79-318  
NDE Rule 10

Cross Reference: 406.02 Certificated Employee Qualifications, Recruitment,  
and Selection  
406.09 Certificated Employee Probationary Status  
408.05 Certificated Employee Reduction-In-Force

Approved 03/15/10 Reviewed 4/30/12 Revised: 6/18/12

**Personnel Committee Meeting**

July 05, 2012 12:00PM  
Superintendent's Office

**Attendance Taken at 12:00 PM:**

Present Board Members:

Jody Miles  
BJ Peters  
Mary Winn

**1. Attendance**

Also in attendance were Don Hague and Tim Meisner.

**2. Recommendation to Hire High School English Teacher**

Hague informed the committee that the High School English Teacher position has been offered to Nathan Hurley. Hurley's contract will be on July's regular business meeting agenda for approval from the full board.

**3. Recommendation to Hire Elementary Computer Teacher**

Hague informed the committee that the Elementary Computer Teacher position was offered to Gene Russel. Russel's contract will be on July's regular business meeting agenda for approval from the full board.

**4. Administration Salary Increase Discussion**

The committee reviewed administrative salary information and comparable arrays that were submitted for their review by the district. Previous methods utilized to determine pay increases were discussed and Hague recommended creating a consistent process to assist in determining future salary increases. The committee will recommend administrative salary increases to the full board in August, following an executive session. Miles recommended compensating Lincoln Elementary Principal Schlothauer for his work and efforts during the recent building moves between the school and the Aurora facility.

**5. Classified Staff Wage Increase Discussion**

The committee recommended a percentage method to increase classified staff salaries. Health insurance will also be adjusted beginning September 1, 2012. Classified staff must be a full time 12 month employee to qualify for health insurance benefits.

**6. Recommendation to Approve Elementary Student Handbook**

Changes to the elementary student handbook will be reviewed by the committee and will be submitted to the full board for approval in July.

**7. Recommendation to Approve Jr. High Student Handbook**

The committee will review the Jr. High Student Handbook prior to the July Board Meeting, where approval and adoption will be sought.

**8. Random Drug Testing Policy and Handbooks**

The random drug testing policy will be included in all student handbooks for the 2012-2013 school year.

**9. Recommendation to Approve Classified Handbook**

The classified handbook will be submitted to the full board in July for their approval and adoption.

**9.1. Pre-Employment/Random Test of Employees**

Hague requested input from the committee on the implementation of a pre-employment drug test and random testing of existing staff. Winn suggested including a pre-employment policy in the staff handbook. Approval for the implementation of a pre-employment drug test will be requested at the July board meeting. If adopted, this practice would begin with all staff hired on or after August 1, 2012.

**10. Old Business**

**10.1. Staff Evaluations**

Staff evaluations for the 2011-2012 school year have been submitted by building principals and are being tracked by central office staff.

**10.2. Superintendent Search Firms**

The July work session will focus on Superintendent Search Firms.

**10.3. Status Update on Personnel Committee Goals**

**11. Adjournment**

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Chairperson

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Superintendent

**Business Committee Meeting**

July 09, 2012 04:30PM

Board Room

**Attendance Taken at 4:33 PM:**

Present Board Members:

Mike Brunner

Brian Copsey

Absent Board Members:

Jody Miles

**1. Attendance**

Also in attendance were Don Hague and Tim Meisner.

**2. Recommendation to Approve Distribution Listing**

**Motion Passed:** passed with a motion by Mike Brunner and a second by Brian Copsey.

Mike Brunner Yes

Brian Copsey Yes

Jody Miles Absent

**3. Review of Financial Documents**

Meisner reviewed district financial documents with the committee. Associated costs at Lincoln Elementary and recent hail damage were discussed. Fund balances and the cafeteria account were reviewed. Upcoming cafeteria purchases and costs were discussed. New requirements and guidelines have been set for food services that will be implemented in the 2012-2013 school year. Meisner explained that the district may, if needed, cash in a CD to cover costs associated with the new Lincoln facility.

**4. Recommendation to Approve Anderson & Shaw Application for Payment**

**Motion Passed:** passed with a motion by Mike Brunner and a second by Brian Copsey.

Mike Brunner Yes

Brian Copsey Yes

Jody Miles Absent

**5. Para Substitute Policies and Expenses**

Copsey led a discussion regarding para educator substitute costs, which run between \$60,000 and \$70,000 per year, plus associated costs. Hague explained how para subs are necessary in some areas of education. Copsey recommended using discretion when utilizing para educators and their schedules. Para educator duties were reviewed and discussed. The intent of a para at the lower elementary schools is to work with smaller groups within the teacher's classroom. Upper grade teachers don't have the need for such assistance. The Reading Program utilizes para educators. Hague suggested reviewing para replacements to determine if replacement is actually necessary. Every Kindergarten class should have a para according to Hague. Hague stated that he will discuss the need for substitute para educators with district administrators. Para educator daily schedules may also be reviewed. The district will not need to provide para educators for bussing any longer since the district has hired First Student for their transportation needs.

**6. Adjournment**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Superintendent

Gering Public Schools  
Board of Education  
2012-2013 Rolling Calendar  
Revised 7/16/12

<b>COMMITTEE</b>	<b>MEMBERS</b>	<b>TIME</b>	<b>DATE</b>	<b>LOCATION</b>
<b>Administrator Days</b>	Hague	Day-long event	7/25-7/27	Kearney
<b>Personnel Committee</b>	Miles Peters Winn	Noon	8/9/12	Don's Office
<b>Business Committee</b>	Brunner Copsey Miles	4:30pm	8/13/12	Board Room
<b>Facilities Committee</b>	Brunner Doll Copsey	4:30pm	8/15/12	Northfield Elementary
<b>Work Session (Budget)</b>	Full Board	5:30pm	8/20/12	Board Room
<b>Regular BOE Meeting</b>	Full Board	7:00pm	8/20/12	Board Room
<b>Curriculum Committee</b>	Peters Doll Winn	7:00am	TBD	Board Room
<b>Steering Improvement Committee</b>	All Interested	TBD	TBD	Board Room
<b>Policy Review</b>	All Interested	4:30pm	8/27/12	Board Room
<b>Advisory Committee</b>	All Interested	4:00pm	8/29/12	Board Room
<b>NASB Membership Meeting</b>	All Interested	4:30pm – 7:30pm	8/29/12	Gering Civic Center