

Regular Board of Education Meeting

Monday, May 18, 2020 6:00 PM

District Central Office -- Training Room  
1519 10th Street  
Gering, NE 69341

1. Signature of Notification
2. Call to Order, Pledge of Allegiance, Roll Call, Welcome Visitors
1. Acknowledge Open Meetings Law
2. Notice of this meeting was published in the Gering Courier on Thursday, May 14, 2020.
3. Excuse Absent Board Members
4. Consent Agenda
1. Minutes From Previous Board Meeting
2. Approval of Claims/Bills
3. First Reading of Board Policies
1. 801.15 USE OF VIDEO CAMERAS ON SCHOOL BUSES
2. 802.1 SCHOOL FOOD PROGRAMS
3. 802.3 COLLECTIONS OF MONEY AND FOOD TICKETS
4. 802.4 FOOD SERVICE RECORDS AND REPORTS
5. 802.5 FREE OR REDUCED COST MEALS ELIGIBILITY AND MEAL CHARGES
6. 802.6 VENDING MACHINES
7. 802.7 SCHOOL FOOD PROCUREMENT
4. Second Reading of Board Policies
1. 801.6 STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES
2. 801.7 SUMMER SCHOOL PROGRAM TRANSPORTATION SERVICE
3. 801.10 TRANSPORTATION IN INCLEMENT WEATHER

4. 801.11 SCHOOL-OWNED VEHICLES

5. 801.12 STUDENT TRANSPORTATION IN PRIVATE VEHICLES

6. 801.13 USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

7. 801.14 TRANSPORTATION RECORDS

5. Personnel Items

1. Contract Approvals

1. Lorna Davis - Guidance Counselor, Gering Junior High

2. Rae Johnson - English Teacher, Gering Junior High

3. Kristen Smith - FTE 0.5 - English Teacher, Gering Junior High / FTE 0.5 - Family & Consumer Sciences Teacher - Gering High School

4. Christopher Guadarrama - Spanish Teacher, Gering High School

5. Holly Widener - Resource Teacher, Gering High School

6. Byron Olsen - Director of Student Services

7. Ronda Roth - Resource Teacher, Geil Elementary

2. Resignations

1. Jessica Jersild - Resource Teacher, Geil Elementary

5. Patron Comments

6. Reports and Discussions

1. Recognition of Bulldog Staff Member of the Month - Randy Plummer, Gering High School

2. Curriculum Committee Report

3. Facilities Committee Report

4. Business Committee Report

1. Trial Balance Summary

2. Fund Balances

3. Schedule of Investments

4. Financial Statements

## 5. Superintendent's Report

### 1. Preschool & Head Start Update

### 2. Teletherapy Services for 2020-2021

## 7. Action Items

1. Discuss, consider, and take action regarding issues relating to the retention of legal counsel to assist the board in administering the personnel hearing requested by Brandy Johnson

2. Discuss, consider, and take action regarding the approval of an Affidavit of Closure of Attendance Centers required by the Nebraska Department of Education

3. Discuss, consider, and take action regarding an extension of the employment and compensation of non-exempt educational support employees (clerical staff & custodial staff) serving the School District on an on-call basis due to the emergency conditions engendered by the ongoing COVID-19 pandemic and epidemic sickness and pursuant to the Emergency Declaration Resolution resulting therefrom adopted by this Board of Education on March 16, 2020.

4. Discuss, consider, and take action regarding the approval of an Interlocal Cooperative Agreement with Educational Service Unit #13 to establish and participate in a Day Treatment Program

5. Discuss, consider, and take action regarding approval of a Food Service Management Company

6. Discuss, consider, and take action regarding the approval of the 2020-2021 student handbooks

## 8. Tentative Committee Meeting Dates

## 9. Board Comments

## 10. Adjourn

### **84-1407. Act, how cited.**

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

**Source:**Laws 2004, LB 821, § 34.

### **84-1408. Declaration of intent; meetings open to public.**

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

**Source:**Laws 1975, LB 325, § 1; Laws 1996, LB 900, § 1071; Laws 2004, LB 821, § 35.

## **Annotations**

- Nebraska's public meetings laws do not apply to school board deliberations pertaining solely to disputed adjudicative facts. *McQuinn v. Douglas Cty. Sch. Dist. No. 66*, 259 Neb. 720, 612 N.W.2d 198 (2000).
- The primary purpose of the public meetings law is to ensure that public policy is formulated at open meetings. *Marks v. Judicial Nominating Comm.*, 236 Neb. 429, 461 N.W.2d 551 (1990).
- The public meetings law is broadly interpreted and liberally construed to obtain the objective of openness in favor of the public, and provisions permitting closed sessions must be narrowly and strictly construed. *Grein v. Board of Education of Fremont*, 216 Neb. 158, 343 N.W.2d 718 (1984).
- A county board of equalization is a public body whose meetings shall be open to the public. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

### **84-1409. Terms, defined.**

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Videoconferencing means conducting a meeting involving participants at two or more locations through the use of audio-video equipment which allows participants at each location to hear and see each meeting participant at each other location, including public input. Interaction between meeting participants shall be possible at all meeting locations.

**Source:**Laws 1975, LB 325, § 2; Laws 1983, LB 43, § 1; Laws 1989, LB 429, § 42; Laws 1989, LB 311, § 14; Laws 1992, LB 1019, § 124; Laws 1993, LB 635, § 1; Laws 1996, LB 1044, § 978; Laws 1997, LB 798, § 37; Laws 2004, LB 821, § 36; Laws 2007, LB296, § 810; Laws 2011, LB366, § 2.

## **Annotations**

- A township is a political subdivision, and as such, a township board is subject to the provisions of the public meetings laws. *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).

- A county agricultural society is a public body to which the provisions of the Nebraska public meetings law are applicable. *Nixon v. Madison Co. Ag. Soc'y*, 217 Neb. 37, 348 N.W.2d 119 (1984).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. *State ex rel. Schuler v. Dunbar*, 208 Neb. 69, 302 N.W.2d 674 (1981).
- As an administrative agency of the county, a county board of equalization is a public body. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- The electors of a township at their annual meeting are a public body under the Open Meetings Act. *State ex rel. Newman v. Columbus Township Bd.*, 15 Neb. App. 656, 735 N.W.2d 399 (2007).
- The meeting at issue in this case was a "meeting" within the parameters of subsection (2) of this section because it involved the discussion of public business, the formation of tentative policy, or the taking of any action of the public power district. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).
- Informational sessions in which the governmental body hears reports are briefings. *Johnson v. Nebraska Environmental Control Council*, 2 Neb. App. 263, 509 N.W.2d 21 (1993).

**84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

**Source:**Laws 1975, LB 325, § 3; Laws 1983, LB 43, § 2; Laws 1985, LB 117, § 1; Laws 1992, LB 1019, § 125; Laws 1994, LB 621, § 1; Laws 1996, LB 900, § 1072; Laws 2004, LB 821, § 37; Laws 2004, LB 1179, § 1; Laws 2006, LB 898, § 1; Laws 2011, LB390, § 29; Laws 2012, LB995, § 17.

## **Annotations**

- There is no absolute discovery privilege for communications that occur during a closed session. *State ex rel. Upper Republican NRD v. District Judges*, 273 Neb. 148, 728 N.W.2d 275 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. *Wasikowski v. Nebraska Quality Jobs Bd.*, 264 Neb. 403, 648 N.W.2d 756 (2002).
- The public interest mentioned in this section is that shared by citizens in general and by the community at large concerning pecuniary or legal rights and liabilities. *Grein v. Board of Education*, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Hearing in closed executive session was contrary to this section since there was no showing of necessity or reason under subdivision (1)(a), (b), or (c), but did not result in reversal of board decision. *Simonds v. Board of Examiners*, 213 Neb. 259, 329 N.W.2d 92 (1983).
- Negotiations for the purchase of land need not be conducted at an open meeting but the deliberations of a city council as to whether an offer to purchase real estate should be made should take place in an open meeting. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Public meeting law was not violated where the Board of Regents of the University of Nebraska voted to hold a closed session to consider the university

president's resignation, and also discussed the appointment of an interim president during such session. Meyer v. Board of Regents, 1 Neb. App. 893, 510 N.W.2d 450 (1993).

**84-1411. Meetings of public body; notice; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body.**

(1) Each public body shall give reasonable advance publicized notice of the time and place of each meeting by a method designated by each public body and recorded in its minutes. Such notice shall be transmitted to all members of the public body and to the public. Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (a) twenty-four hours before the scheduled commencement of the meeting or (b) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2) A meeting of a state agency, state board, state commission, state council, or state committee, of an advisory committee of any such state entity, of an organization created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a public power district having a chartered territory of more than one county in this state, of the governing body of a public power and irrigation district having a chartered territory of more than one county in this state, of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, or of a community college board of governors may be held by means of videoconferencing or, in the case of the Judicial Resources Commission in those cases specified in section 24-1204, by telephone conference, if:

(a) Reasonable advance publicized notice is given;

(b) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio or visual recording devices, and a reasonable opportunity for input such as public comment or

questions to at least the same extent as would be provided if videoconferencing or telephone conferencing was not used;

(c) At least one copy of all documents being considered is available to the public at each site of the videoconference or telephone conference;

(d) At least one member of the state entity, advisory committee, board, council, or governing body is present at each site of the videoconference or telephone conference, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site; and

(e)(i) Except as provided in subdivision (2)(e)(ii) of this section, no more than one-half of the state entity's, advisory committee's, board's, council's, or governing body's meetings in a calendar year are held by videoconference or telephone conference; or

(ii) In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, such organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conferencing.

Videoconferencing, telephone conferencing, or conferencing by other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(3) A meeting of a board of an educational service unit, of the Educational Service Unit Coordinating Council, of the governing body of an entity formed under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act, of the governing body of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act, of a community college board of governors, of the governing body of a public power district, of the governing body of a public power and irrigation district, or of the Nebraska Brand Committee may be held by telephone conference call if:

(a) The territory represented by the educational service unit, member educational service units, community college board of governors, public power district, public power and irrigation district, Nebraska Brand Committee, or member public agencies of the entity or pool covers more than one county;

(b) Reasonable advance publicized notice is given which identifies each telephone conference location at which there will be present: (i) A member of the educational service unit board, council, community college board of governors, governing body of a public power district, governing body of a public power and irrigation district, Nebraska Brand Committee, or entity's or pool's governing body; or (ii) A nonvoting designee designated under subdivision (3)(f) of this section;

(c) All telephone conference meeting sites identified in the notice are located within public buildings used by members of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or entity or pool or at a place which will accommodate the anticipated audience;

(d) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including seating, recordation by audio recording devices, and a reasonable opportunity for input such as public comment or questions to at least the same extent as would be provided if a telephone conference call was not used;

(e) At least one copy of all documents being considered is available to the public at each site of the telephone conference call;

(f) At least one member of the educational service unit board, council, community college board of governors, governing body of the public power district, governing body of the public power and irrigation district, Nebraska Brand Committee, or governing body of the entity or pool is present at each site of the telephone conference call identified in the public notice, except that a member of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis, an organization created under the Municipal Cooperative Financing Act, or a governing body of a risk management pool or an advisory committee of such organization or pool may designate a nonvoting designee, who shall not be included as part of the quorum, to be present at any site;

(g) The telephone conference call lasts no more than five hours; and

(h) No more than one-half of the board's, council's, governing body's, committee's, entity's, or pool's meetings in a calendar year are held by telephone conference call, except that:

(i) The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of

its meetings by telephone conference call if the governing body's quarterly meetings are not held by telephone conference call or videoconferencing; and

(ii) An organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act may hold more than one-half of its meetings by telephone conference call if the organization holds at least one meeting each calendar year that is not by videoconferencing or telephone conference call.

Nothing in this subsection shall prevent the participation of consultants, members of the press, and other nonmembers of the governing body at sites not identified in the public notice. Telephone conference calls, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness other than a member of the public body to appear before the public body by means of video or telecommunications equipment.

**Source:**Laws 1975, LB 325, § 4; Laws 1983, LB 43, § 3; Laws 1987, LB 663, § 25; Laws 1993, LB 635, § 2; Laws 1996, LB 469, § 6; Laws 1996, LB 1161, § 1; Laws 1999, LB 47, § 2; Laws 1999, LB 87, § 100; Laws 1999, LB 461, § 1; Laws 2000, LB 968, § 85; Laws 2004, LB 821, § 38; Laws 2004, LB 1179, § 2; Laws 2006, LB 898, § 2; Laws 2007, LB199, § 9; Laws 2009, LB361, § 2; Laws 2012, LB735, § 1; Laws 2013, LB510, § 1; Laws 2017, LB318, § 1; Laws 2019, LB212, § 5.  
**Effective Date: September 1, 2019**

## **Cross References**

- **Intergovernmental Risk Management Act**, see section 44-4301.
- **Interlocal Cooperation Act**, see section 13-801.
- **Joint Public Agency Act**, see section 13-2501.
- **Municipal Cooperative Financing Act**, see section 18-2401.

## Annotations

- Under subsection (1) of this section, the Legislature has imposed only two conditions on the public body's notification method of a public meeting: (1) It must give reasonable advance publicized notice of the time and place of each meeting and (2) it must be recorded in the public body's minutes. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- An emergency is "(a)ny event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition." *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).
- An agenda which gives reasonable notice of the matters to be considered at a meeting of a city council complies with the requirements of this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- When notice is required, a notice of a special meeting of a city council posted in three public places at 10:00 p.m. on the day preceding the meeting is not reasonable advance publicized notice of a meeting as is required by this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Teacher waived right to object to lack of public notice in board of education employment hearing by voluntary participation in the hearing without objection. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).
- A county board of commissioners and a county board of equalization are not required to give separate notices when the notice states only the time and place that the boards meet and directs a citizen to where the agendas for each board can be found. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- A county board of equalization is a public body which is required to give advanced publicized notice of its meetings. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Notice of recessed and reconvened meetings must be given in the same fashion as the original meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- True notice of a meeting is not given by burying such in the minutes of a prior board proceeding. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- An agenda notice which merely stated "work order reports" was an inadequate notice under this section because it did not give interested persons knowledge that plans for a 345 kv transmission line through the district was going to be

discussed and voted upon at the meeting. Inadequate agenda notice under this section meant there was a substantial violation of the public meeting laws; however, later actions by the board of directors cured the defects in notice, and such actions were in substantial compliance with the statute. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).

**84-1412. Meetings of public body; rights of public; public body; powers and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body may require any member of the public desiring to address the body to identify himself or herself.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making a telephone conference call available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act;

(f) Reasonable arrangements are made to provide viewing at other in-state locations for a videoconference meeting if requested fourteen days in advance and if economically and reasonably available in the area; and

(g) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) The public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

(8) Public bodies shall make available at the meeting or the in-state location for a telephone conference call or videoconference, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**Source:**Laws 1975, LB 325, § 5; Laws 1983, LB 43, § 4; Laws 1985, LB 117, § 2; Laws 1987, LB 324, § 5; Laws 1996, LB 900, § 1073; Laws 2001, LB 250, § 2; Laws 2004, LB 821, § 39; Laws 2006, LB 898, § 3; Laws 2008, LB962, § 1.

## **Annotations**

- To preserve an objection that a public body failed to make documents available at a public meeting as required by subsection (8) of this section, a person who attends a public meeting must not only object to the violation, but must make

that objection to the public body or to a member of the public body. *Stoetzel & Sons v. City of Hastings*, 265 Neb. 637, 658 N.W.2d 636 (2003).

**84-1413. Meetings; minutes; roll call vote; secret ballot; when.**

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

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

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

**Source:**Laws 1975, LB 325, § 6; Laws 1978, LB 609, § 3; Laws 1979, LB 86, § 9; Laws 1987, LB 663, § 26; Laws 2005, LB 501, § 1; Laws 2009, LB361, § 3; Laws 2015, LB365, § 2; Laws 2016, LB876, § 1.

**Annotations**

- If a person present at a meeting observes and fails to object to an alleged public meetings laws violation in the form of a failure to conduct rollcall votes before taking actions on questions or motions pending, that person waives his or her

right to object at a later date. *Hauser v. Nebraska Police Stds. Adv. Council*, 264 Neb. 944, 653 N.W.2d 240 (2002).

- Subsection (2) of this section does not require the record to state that the vote was by roll call, but requires only that the record show if and how each member voted. Neither does the statute set a time limit for recording the results of a vote, after which no corrections of the record can be made. If no intervening rights of third persons have arisen, a board of county commissioners has power to correct the record of the proceedings had at a previous meeting so as to make them speak the truth, particularly where the correction supplies some omitted fact or action and is done not to contradict or change the original record but to have the record show that a certain action was taken or thing done, which the original record fails to show. *State ex rel. Schuler v. Dunbar*, 214 Neb. 85, 333 N.W.2d 652 (1983).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. *State ex rel. Schuler v. Dunbar*, 208 Neb. 69, 302 N.W.2d 674 (1981).
- There is no requirement that a public body make a record of where notice was published or posted. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

**84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.**

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

**Source:**Laws 1975, LB 325, § 9; Laws 1977, LB 39, § 318; Laws 1983, LB 43, § 5; Laws 1992, LB 1019, § 126; Laws 1994, LB 621, § 2; Laws 1996, LB 900, § 1074; Laws 2004, LB 821, § 40; Laws 2006, LB 898, § 4.

## **Annotations**

- The Legislature has granted standing to a broad scope of its citizens for the very limited purpose of challenging meetings allegedly in violation of the Open Meetings Act, so that they may help police the public policy embodied by the act. *Schauer v. Grooms*, 280 Neb. 426, 786 N.W.2d 909 (2010).
- Any citizen of the state may commence an action to declare a public body's action void. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- The reading of ordinances constitutes a formal action under subsection (1) of this section. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. *Wasikowski v. Nebraska Quality Jobs Bd.*, 264 Neb. 403, 648 N.W.2d 756 (2002).
- Under the Public Meetings Act, a county lacks capacity to maintain an action to declare its official conduct "void" for noncompliance with the act. *County of York v. Johnson*, 230 Neb. 403, 432 N.W.2d 215 (1988).
- When a petitioner under this section is successful in the district court, that court may allow attorney fees. *Tracy Corp. II v. Nebraska Pub. Serv. Comm.*, 218 Neb. 900, 360 N.W.2d 485 (1984).
- Informal discussions between the Tax Commissioner and the State Board of Equalization in which instructions were clarified, with such clarification leading

to the amendment of hearing notices, did not constitute a public meeting subject to the provisions of this section. *Box Butte County v. State Board of Equalization and Assessment*, 206 Neb. 696, 295 N.W.2d 670 (1980).

- The right to collaterally attack an order made in contravention of the Public Meeting Act must occur within a period of one year as is specifically provided by this section. *Witt v. School District No. 70*, 202 Neb. 63, 273 N.W.2d 669 (1979).
- Statutory change, requiring "publicized notice" for board of education employment hearings, occurring between dates meeting scheduled and conducted, held not to void proceedings. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).
- Voiding an entire meeting is a proper remedy for violations of the Open Meetings Act. Once a meeting has been declared void pursuant to Nebraska's public meetings law, board members are prohibited from considering any information obtained at the illegal meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Actions by the board of directors were merely voidable under this section, and not void. Pursuant to subsection (3) of this section, the plaintiffs were awarded partial attorney fees because they were successful in having the court declare that the board of directors was in substantial violation of the statute, even though the plaintiffs did not get the relief requested of having the board's actions declared void. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).

Regular Board of Education Meeting  
Monday, April 20, 2020 6:00 PM  
City of Gering Council Chambers  
1025 P Street  
Gering, NE 69341

1. Signature of Notification

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

2.1. Acknowledge Open Meetings Law

The Board of Education reserves the right to enter into Executive Session for the protection of the public interest; or the prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.

2.2. Notice of this meeting was published in the Gering Courier on Thursday, April 16, 2020.

3. Excuse Absent Board Members

4. Consent Agenda

Approval of the Consent Agenda Passed with a motion by Mary Winn and a second by Josh Lacy.

Brian Copsey: Yea

Brent Holliday: Yea

Josh Lacy: Yea

B.J. Peters: Yea

Brady Shaul: Yea

Mary Winn: Yea

4.1. Minutes From Previous Board Meeting

4.2. Approval of Claims/Bills

4.3. First Reading of Board Policies

4.3.1. 801.6 Student Transportation For Extracurricular Activities

4.3.2. 801.7 Summer School Program Transportation Services

4.3.3. 801.10 Transportation In Inclement Weather

4.3.4. 801.11 School-Owned Vehicles

4.3.5. 801.12 Student Transportation In Private Vehicles

4.3.6. 801.13 Use Of Private Vehicles On School Business

4.3.7. 801.14 Transportation Records

4.4. Second Reading of Board Policies

4.4.1. 709 Cash In School Buildings

4.4.2. 710 Disposition Of School Property

4.4.3. 801.1 Student Transportation

4.4.4. 801.2 Special Education Transportation

4.4.5. 801.3 Bus Scheduling And Routing

4.4.6. 801.4 Vehicle Safety Program

4.4.7. 801.5 Bus Driver Supervision

4.5. Personnel Items

4.5.1. Contract Approvals

4.5.1.1. Peter Culhane - STEM Teacher, Gering Junior High School

4.5.1.2. Karee Klassen - Social Studies Teacher, Gering High School

4.5.1.3. Tiandra Lively - Math Teacher, Gering Junior High

4.5.1.4. Taylor Montgomery - Science Teacher, Gering High School

4.5.1.5. Crystal Palser - Dean of Students, Gering High School

4.5.2. Resignations

4.5.2.1. Lacy Helms - English Teacher, Gering Junior High School

4.5.2.2. Jill Trautman - Resource Teacher, Gering High School

5. Patron Comments

6. Reports and Discussions

6.1. Extended Campus Learning Plan Update

Superintendent Hastings stated it has been going as well as can be expected, and students seem to be adapting well. At the Junior / Senior High level, student participation is at about 80%. Principals and staff have been striving to make contact with those who are not engaging. The district has received positive feedback on the elementary packet-based program which allows families to complete work together and tailored to their own schedules.

6.1.1. K-5 Elementary Report

Lincoln Elementary Principal Pam Barker noted that all elementary students are receiving up to three calls a week. They always get a call from their classroom teacher, a specials teacher / para-educator, and the building principals are calling certain grades each week. This method allows families to address questions, and enlist the support of our staff. Professional Learning Communities are meeting daily. The food service team has been providing approximately 500 grab-and-go meal packages (breakfast and lunch) each day, and pup packs are distributed on Fridays.

6.1.2. Gering Junior High Report

Principal Shawn Seiler highlighted their e-learning plan. He commended his staff on their ability to efficiently put out great lessons that meet concepts, and build inquiry and learning with

students. Dean of Students Julie Siebke echoed his sentiments before shining a spotlight on tomorrow night's virtual orientation meeting with parents and students.

#### 6.1.3. Gering High School Report

Principal Rocky Schneider felt things are going really well. He is proud of his staff for persisting through hard times, and being innovative in and around solving some problems that have arose. Staff communication has been key. Surprisingly, student participation has been better in core classes than electives. Another big piece they have been working on is course registrations for next year. Although the deadline for completion has been extended, they still only have a little over half of all students registered. Counselors and administrators are working to engage students individually. On Friday, May 15, GHS will host a virtual graduation ceremony for students who will be leaving for military service. Assistant Principal Kory Knight indicated that teachers are concerned about students who are not participating in classes. A plan is in place to conduct home visits in pairs this week to ensure that students are safe and have what they need to successfully finish the school year. Although their team is very affixed on what is going on now, they are planning for the future. From a positive aspect, teachers are discovering new platforms for presenting information that they plan to continue using in the traditional learning setting. In conclusion, Mario Chavez, current Dean of Students, expressed that our staff has done an excellent job of adapting. He feels confident many of the techniques being used will be part of the way we educate down the road. B.J. Peters concurred stating that his ESU team has said many times these unusual circumstances are putting new tools in the teacher's toolbelts right now with the blended type learning activities.

#### 6.1.4. Special Education Report

Director of Student Services Laura Barrett indicated that adequately meeting the needs of students who were already struggling to access the current general education curriculum has been difficult. Now they have that curriculum in an entirely different way, and it is in a new format. Their team has really focused their goals on the safety and health of students and families, and ensuring that they have the support they need in accessing materials. Some services have changed. IEP meetings have been put on hold for some families to avoid adding stress, so that they do have an opportunity to be a part of the conversation. Brian Copsy inquired about how families are assisted when they inquire about general resource needs such as internet / electricity. Kory Knight stated they are directed to the district's FAQ page where additional local agency outreach is noted.

#### 6.1.5. Food Service Report

Previously covered; Approximately 500 meal packages (breakfast and lunch) are being distributed daily per Business Manager Tim Meisner.

### 6.2. Curriculum Committee Report

#### 6.2.1. Grading Practices During COVID-19 Shutdown

Superintendent Hastings noted that within the proposed Action Items, a resolution is presented offering guidance on this matter. It focuses on how grading will be handled during this extremely unusual situation we are in. Grading is much more complicated than what you see on the surface. When it is layered with COVID, it's hard to balance accountability with the realization that what we are doing is different than anything kids or teachers have ever experienced, and we did it blindly without previous experience or special training. There is some fallout with no fault to anyone. Our attendance rate is down. Although it is currently at

about 80% which is fantastic under the circumstances, if our average daily attendance were that low we would be concerned. Some kids have thrived and excelled in this setting, but others may not be. As we work through this, the resolution asks that the Board temporarily suspend all curriculum and graduation related policies for the remainder of this school year. We do not want to see someone not graduate because of the fourth quarter of their senior year. Students need to participate! A pass-fail system would be implemented, and GPA's would be frozen as of the end of third quarter. If students are not on track to graduate or pass a course, then we administratively have worked out a method to make sure they can achieve that. If a student doesn't pass a course they need to graduate or move forward next year, they will have the opportunity for credit recovery in summer school. Summer school will be held, but we are unsure what it will look like at this time. If a student's GPA would be impacted in a positive way because they excelled in this setting administrators would move in favor of the student. They just don't want to see anyone go backwards as the result of the current circumstances. Mary Winn reported on the American Civics Committee which was held prior to the regularly scheduled Curriculum Committee meeting. There was no public comment. A specific protocol will need to be utilized for students to return library books and Chromebooks, pick up their belongings, etc., so there are still many challenges ahead of us. Hastings indicated that classes will likely wrap-up 5-days before, so students can safely do so.

#### 6.2.2. Ag Program Update

Director of Curriculum Terri Martin indicated that they are awaiting completion of the registration process, so curriculum materials can be ordered. Principal Rocky Schneider noted that they are proposing five ag science classes. They plan to offer two introductory classes as well as at least one other ag class. Terri added that Mrs. Johns will also be working on implementing the FFA program, and assisting with the work-related studies with the CTE programs in addition to building the program foundation; It will be a full load for her!

#### 6.3. Facilities Committee Report

No report.

#### 6.4. Business Committee Report

Josh Lacy indicated their meeting started with discussion and review of a pending surplus sale which consists of a lot of old / obsolete equipment. Next, the committee looked at scenarios of how COVID may affect the district's budget this fall. Brent Holliday noted that contingencies are in place in the event they would need to resort to it. Currently there are no pressures; This is planning for the unknown.

##### 6.4.1. Trial Balance Summary

##### 6.4.2. Fund Balances

##### 6.4.3. Schedule of Investments

##### 6.4.4. Financial Statements

#### 6.5. Superintendent's Report

A contract proposed for approval tonight would be an 11-month contract for incoming Student Services Director Byron Olsen. Due to his current employment with Alliance Public Schools running through June 30, Mr. Olsen cannot legally be employed by two district's at the same time. This will need to be rewritten into a 12-month contract at a later date.

## 7. Action Items

7.1. Discuss, consider, and take action regarding a Resolution of the Board of Education covering 4th Quarter Grading and Graduation Requirements for the 2019-2020 school year  
Approval of the Grading and Graduation Resolution as presented Passed with a motion by Mary Winn and a second by Brian Copsey.

Brian Copsey: Yea  
Brent Holliday: Yea  
Josh Lacy: Yea  
B.J. Peters: Yea  
Brady Shaul: Yea  
Mary Winn: Yea

7.2. Discuss, consider, and take action regarding the approval of a contract with Byron Olsen to serve as Director of Student Services  
Approval of an 11-month employment contract with Byron Olsen Passed with a motion by Brent Holliday and a second by Josh Lacy.

Brian Copsey: Yea  
Brent Holliday: Yea  
Josh Lacy: Yea  
B.J. Peters: Yea  
Brady Shaul: Yea  
Mary Winn: Yea

7.3. Discuss, consider, and take action on approval of a contract with Gary Cooper to serve as Interim Superintendent for the 2020-2021 school year  
Approval of a contract with Gary Cooper to serve as Interim Superintendent for the 2020-2021 school year Passed with a motion by Josh Lacy and a second by Brian Copsey.

Brian Copsey: Yea  
Brent Holliday: Yea  
Josh Lacy: Yea  
B.J. Peters: Yea  
Brady Shaul: Yea  
Mary Winn: Yea

7.4. Discuss, consider, and take action on approval of a Consultant Employment Agreement with Gary Cooper  
Approval of a Consultant Employment Agreement with Gary Cooper Passed with a motion by Brian Copsey and a second by Mary Winn.

Brian Copsey: Yea  
Brent Holliday: Yea

Josh Lacy: Yea  
B.J. Peters: Yea  
Brady Shaul: Yea  
Mary Winn: Yea

#### 8. Tentative Committee Meeting Dates

### **Future Board Meetings**

Second April Meeting - Tues, April 28th @ 12:00 p.m.

Regular Board Meeting - Mon, May 18th @ 6:00 p.m.

Second May Meeting - Tues, May 26th @ 12:00 p.m.

### **Tentative Committee Meeting Dates:**

Policy Review Committee -- Mon, April 27 @ 4:30 p.m. via Zoom

Personnel Committee -- Thurs, April 30 @ 4:30 p.m. via Zoom

Curriculum Committee -- Tues, May 5 @ 4:30 p.m. via Zoom

Facilities Committee -- Thurs, May 7 @ 4:30 p.m. ????

Business Committee -- Mon, May 11 @ 4:30 p.m. via Zoom

#### 9. Board Comments

Mary Winn stated she is in awe of what the administrators and teachers have done. She couldn't imagine doing what they are doing. Keep up the great work! Brent Holliday echoed this sentiment. He and a friend had been talking at how they had adapted. He likes the fact that we are doing the best we can to bring closure to the year before we start next year. Their family had driven past Northfield, and his daughter commented that she didn't realize when leaving in March it would be her last time in that building as she will now move to the Junior High next year. It dawned on him the impact that it has had on everyone, children included. Teachers have gone above and beyond, and extended extra compassion. Brady Shaul reiterated that what the teachers are doing in uncharted territory is remarkable. Josh Lacy believes that the parents of these students are going to come away with a new respect and appreciation for what the teachers do; For what administrators do. With two children at home who he and his wife are trying to homeschool, he knows it is tough. Josh extended his appreciation for the willingness of everyone to overcome and continue supporting students despite the challenges. Brian Copey agreed with this. There will be some positive takeaways. The connection students have

with teachers is special. His daughter had toured the new GHS facility with another friend from Salt Lake City last summer. As they walked out, their visitor couldn't believe how many teachers remembered them. The board welcomed new staff members who were on the meeting.

10. Possible move into closed session

Motion to enter into closed session at 7:40 p.m. Passed with a motion by Brian Copsey and a second by Brady Shaul.

Brian Copsey: Yea

Brent Holliday: Yea

Josh Lacy: Yea

B.J. Peters: Yea

Brady Shaul: Yea

Mary Winn: Yea

Motion to exit executive session at 8:10 p.m. Passed with a motion by Brent Holliday and a second by Brady Shaul.

Brian Copsey: Yea

Brent Holliday: Yea

Josh Lacy: Yea

B.J. Peters: Yea

Brady Shaul: Yea

Mary Winn: Yea

11. Adjourn

Meeting was adjourned at 8:16 p.m.

Board of Education Work Session  
Tuesday, April 28, 2020 12:00 PM  
District Central Office -- Training Room  
1519 10th Street  
Gering, NE 69341

### 1. Signature of Notification

### 2. Call to Order, Roll Call & Welcome Visitors

Board President called the meeting to order at 12:02 p.m.

#### 2.1. Acknowledge Open Meetings Law

The Board of Education reserves the right to enter into Executive Session for the protection of the public interest; or the prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.

2.2. Notice of this meeting was published in the Gering Courier on April 23, 2020.

### 3. Reports and Discussions

Before looking at fall scheduling scenarios, Superintendent Bob Hastings shared his thoughts on what the administrative team would like summer school to look like. The proposed models depend on the age of the student. For students attending GHS, programming would begin around the first of June in an online setting. Largely the goal for this group of students will be credit recovery to ensure seniors attain required credits for graduation. Then, remediation of students who are not seniors, but want to be adequately prepared for the next sequence in a set of classes. The focus will primarily be on core classes to help students achieve those goals. Principal Schneider indicated that they currently have 30-40 students wanting to participate. At the Junior High level, administrators believe that students benefit from personal contact, so they hope to do a blended approach to maintain smaller class sizes while having time for the students to come together, and get one-on-one help from teachers. The program is anticipated to start around July 6, running through the end of July. The later summer dates were selected with the belief it would offer a better chance for in-person instruction to take place. Principal Seiler stated the participant list was finalized yesterday, and they anticipate 30 students will take advantage of the opportunity. Elementary students will attend summer school face-to-face in small groups starting at the end of July as a jumpstart approach. B.J. Peters inquired about whether staffing would be a concern. Hastings indicated the upper grade levels will be covered, and elementary staff members will be recruited next. Student check-out for the 2019-20 school year will begin next week. Upper grade levels will clean out their own lockers in small groups while elementary teachers are bagging items to ensure that contact is brief. An early graduation will be hosted virtually in May to recognize students leaving for the military. Superintendent Hastings stated that at the recommendation of PPHD, the in-person graduation will not be held in June. A ceremony is now being planned for July.

#### 3.1. POSSIBLE Alternative Calendars for 2020-2021

Superintendent Hastings presented scenarios to the Board to show them how alternative start dates could affect the upcoming school year. Currently, school is scheduled to start on August 14. If the start date would be pushed back, those days / weeks would be added to the end date to maintain the same number of instructional hours / days. To avoid a late-summer end date, the school day could also be extended. An adjustment of 5-minutes, for example, could make up

days or even a week, especially if implemented at the beginning of the year. Another scenario presented was the possibility of smaller groups. Some models show a later spike in October as a possibility. At this time there are many unknowns. Hastings recommendation is that if an outbreak occurs, and it can be managed, the instructional time should be added to the end of the school year. If it drags on longer than 3-4 weeks, administrators and the school board need to be prepared to make decisions about online learning alternatives. Mary Winn asked if this would be a state-wide decision or district-by-district. Hastings replied that the current directives were put in place by health districts, and PPHD acted as one closing all Panhandle schools, so what happened in Omaha didn't happen here. However, in the end, a state-wide directive was made. Hastings suspects that it will get more precise, but it is still unknown. Brian Copsey asked if Gering faces extending the school year past May, or deep into June, would the commissioner likely offer a waiver? He expressed an uneasiness about releasing school in July, and asking them to return the second week of August. Hastings stated that indication has not been made outside of expecting that school may be impacted in the fall. In closing, Interim Superintendent Gary Cooper shared his thoughts on circumstances. He noted that while questions arise, we won't know much about the start of next year until July when state and / or regional officials offer guidance. B.J. Peters adjourned the meeting at 12:48 p.m.

#### 4. Adjourn

Payee Name	Account Description Element	Check Date
Gering Public Schools	Cash in Bank-Twyla	4/8/2020
Gering Public Schools	Other Expenses	4/8/2020
Gering Public Schools	Supeintendent Salary	4/2/2020
TAHER, Inc	Contracted Services/Repairs	4/2/2020
TAHER, Inc	Food Supplies	4/9/2020
ACKERMAN, VALERIE A.	Refund Lunch Receipts	4/30/2020
ADDISON, SEAN F.	Refund Lunch Receipts	4/30/2020
AGUALLO, MELISSA	Refund Lunch Receipts	4/30/2020
AGUALLO, NICOLE R.	Refund Lunch Receipts	4/30/2020
AGUILERA, HUGO E.	Refund Lunch Receipts	4/30/2020
AGUIRRE, GILBERT F.	Refund Lunch Receipts	4/30/2020
ALLEN, JILL	Refund Lunch Receipts	4/30/2020
ALLRED, JUSTIN	Refund Lunch Receipts	4/30/2020
ALVARADO, BONN C.	Refund Lunch Receipts	4/30/2020
ANDERSON, DAVID L.	Refund Lunch Receipts	4/30/2020
ANDERSON, MATTHEW	Refund Lunch Receipts	4/30/2020
ANDERSON, SCOTT R.	Refund Lunch Receipts	4/30/2020
ANDREWS, AMBER	Refund Lunch Receipts	4/30/2020
ARNOLD, FRANKLIN	Refund Lunch Receipts	4/30/2020
BAKER, MATTHEW	Refund Lunch Receipts	4/30/2020
Bauer, Bill	Refund Lunch Receipts	4/30/2020
BECHTOLD, JANIE	Refund Lunch Receipts	4/30/2020
CONKLIN, JANELLE	Refund Lunch Receipts	4/30/2020
GRINDEL, LEIF	Refund Lunch Receipts	4/30/2020
HAUCK, MEGAN	Refund Lunch Receipts	4/30/2020
MENDEZ, MICHAELLA A.	Refund Lunch Receipts	4/30/2020
SAENZ, MICHELLE	Refund Lunch Receipts	4/30/2020
ASSELIN, JAMIE	Refund Lunch Receipts	4/30/2020
AWISZUS, ARTHUR	Refund Lunch Receipts	4/30/2020
AYALA, DIONE	Refund Lunch Receipts	4/30/2020
BACKUS, DEBORAH	Refund Lunch Receipts	4/30/2020
BAIRD, CARL	Refund Lunch Receipts	4/30/2020
BAKER, NICOLE	Refund Lunch Receipts	4/30/2020
BARNES, HEIDI L.	Refund Lunch Receipts	4/30/2020
BARRETT, LAURA	Refund Lunch Receipts	4/30/2020
BAUER, ROBERT	Refund Lunch Receipts	4/30/2020
BAUM, JUSTIN	Refund Lunch Receipts	4/30/2020
BEAL, BRIAN	Refund Lunch Receipts	4/30/2020
BEALS, JASON	Refund Lunch Receipts	4/30/2020
BECK, BRIAN	Refund Lunch Receipts	4/30/2020
BECKER, ALAN	Refund Lunch Receipts	4/30/2020
BECKER, JENNIFER	Refund Lunch Receipts	4/30/2020
Bell, Charlie	Refund Lunch Receipts	4/30/2020
Benavides, Matt	Refund Lunch Receipts	4/30/2020
BENNETT, WHITNEY	Refund Lunch Receipts	4/30/2020
BERGE, JOHN	Refund Lunch Receipts	4/30/2020

Berger, Jarred	Refund Lunch Receipts	4/30/2020
Bernhardt, Kirk	Refund Lunch Receipts	4/30/2020
BERTHOLD, DARCY	Refund Lunch Receipts	4/30/2020
BICKFORD, PAM	Refund Lunch Receipts	4/30/2020
BILTJINITIS, JOE	Refund Lunch Receipts	4/30/2020
BLAHA, JACOB	Refund Lunch Receipts	4/30/2020
Blanco, Lisa	Refund Lunch Receipts	4/30/2020
BLISS, MARK	Refund Lunch Receipts	4/30/2020
Boggs, Annie	Refund Lunch Receipts	4/30/2020
BOHLMAN, TRACEY	Refund Lunch Receipts	4/30/2020
Bohnsack, Jennifer	Refund Lunch Receipts	4/30/2020
BOLEK, TIMOTHY	Refund Lunch Receipts	4/30/2020
BOOKMAN, JOHN	Refund Lunch Receipts	4/30/2020
BORGMAN, COLIN	Refund Lunch Receipts	4/30/2020
BORJAS, BRENDA	Refund Lunch Receipts	4/30/2020
BOWER, REBECCA	Refund Lunch Receipts	4/30/2020
Brester, Angie	Refund Lunch Receipts	4/30/2020
CLAUSE, CHRISTINE	Refund Lunch Receipts	4/30/2020
DOBRINSKI, TRINI	Refund Lunch Receipts	4/30/2020
JACOX, KIM	Refund Lunch Receipts	4/30/2020
KERSEY, HEATHER	Refund Lunch Receipts	4/30/2020
MORLOCK, LISA	Refund Lunch Receipts	4/30/2020
RYKER, AMANDA	Refund Lunch Receipts	4/30/2020
SULLIVAN, BECKY	Refund Lunch Receipts	4/30/2020
Welsh, Adrianna	Refund Lunch Receipts	4/30/2020
MURILLO, NICOLE	Refund Lunch Receipts	4/23/2020
ARELLANO, MELISSA	Refund Lunch Receipts	4/30/2020
Brown, Broc	Refund Lunch Receipts	4/30/2020
BROWN, LISA D.	Refund Lunch Receipts	4/30/2020
BRUCKNER, DUSTIN	Refund Lunch Receipts	4/30/2020
BRUMBAUGH, SHANE	Refund Lunch Receipts	4/30/2020
BRUNNER, KERRI R.	Refund Lunch Receipts	4/30/2020
BRUNZ, BRANDI	Refund Lunch Receipts	4/30/2020
BRUNZ, SHANNON	Refund Lunch Receipts	4/30/2020
Freeburg, Adam	Refund Lunch Receipts	4/30/2020
LAUGHLIN, ERIK	Refund Lunch Receipts	4/30/2020
Trautman, Jill	Refund Lunch Receipts	4/30/2020
BOWRON, CORTNEY	Refund Lunch Receipts	4/30/2020
BUENO, MAIRA	Refund Lunch Receipts	4/30/2020
Busby, Kim	Refund Lunch Receipts	4/30/2020
BYRD, GREGORY S.	Refund Lunch Receipts	4/30/2020
CAMDZIC, SAMIR	Refund Lunch Receipts	4/30/2020
CAMPBELL, DENVER H.	Refund Lunch Receipts	4/30/2020
CAMPOS, LINDA	Refund Lunch Receipts	4/30/2020
CANO, MAREBELLE	Refund Lunch Receipts	4/30/2020
CARDONA, CAROLINE	Refund Lunch Receipts	4/30/2020
CARPENTER, JASON	Refund Lunch Receipts	4/30/2020

CASTRO, JENNIFER R.	Refund Lunch Receipts	4/30/2020
Fiesterman, Jana	Refund Lunch Receipts	4/30/2020
Hastings, Bob	Refund Lunch Receipts	4/30/2020
KAUTZ, MATTHEW	Refund Lunch Receipts	4/30/2020
MARQUEZ, KIMBERLY	Refund Lunch Receipts	4/30/2020
OLMOS, MARISSA	Refund Lunch Receipts	4/30/2020
PAYNE, SHAWNA	Refund Lunch Receipts	4/30/2020
BRANDT, DEZARAE	Refund Lunch Receipts	4/30/2020
BUSTILLOS, IRMA	Refund Lunch Receipts	4/30/2020
CHELOHA, GARY	Refund Lunch Receipts	4/30/2020
CHERRY, TANYA	Refund Lunch Receipts	4/30/2020
CHRISMAN, RYAN M.	Refund Lunch Receipts	4/30/2020
CLAREY, CHARLES	Refund Lunch Receipts	4/30/2020
CLARK, SARAH M.	Refund Lunch Receipts	4/30/2020
CLOSSON, ALISHA M.	Refund Lunch Receipts	4/30/2020
Closson, Mary Ann	Refund Lunch Receipts	4/30/2020
CLYMER, SEAN	Refund Lunch Receipts	4/30/2020
COFFEY JR., ANTHONY	Refund Lunch Receipts	4/30/2020
CONKLIN, ANTHONY	Refund Lunch Receipts	4/30/2020
Conklin, Tiffany A.	Refund Lunch Receipts	4/30/2020
CONN, ERIC	Refund Lunch Receipts	4/30/2020
CORONA, JANE	Refund Lunch Receipts	4/30/2020
CORONA, JESUS	Refund Lunch Receipts	4/30/2020
Couch, Scott	Refund Lunch Receipts	4/30/2020
COX, KIMBERLY	Refund Lunch Receipts	4/30/2020
COZAD, JESSIE	Refund Lunch Receipts	4/30/2020
CRABLE, TERESA	Refund Lunch Receipts	4/30/2020
CRANE, JEFF	Refund Lunch Receipts	4/30/2020
CULEK, KRISTY	Refund Lunch Receipts	4/30/2020
CURR, STEPHANIE	Refund Lunch Receipts	4/30/2020
DAHLINGER, JULIE	Refund Lunch Receipts	4/30/2020
DAVIES, AMY	Refund Lunch Receipts	4/30/2020
DAVIS, LORNA	Refund Lunch Receipts	4/30/2020
DE LOS SANTOS, JUAN	Refund Lunch Receipts	4/30/2020
DENNIS, KARISSA	Refund Lunch Receipts	4/30/2020
DEWITT, LESTER	Refund Lunch Receipts	4/30/2020
DOLL, STEPHEN	Refund Lunch Receipts	4/30/2020
DRIVER, SCARLET	Refund Lunch Receipts	4/30/2020
DUNHAM, ZANN	Refund Lunch Receipts	4/30/2020
EBLE, MELISSA	Refund Lunch Receipts	4/30/2020
ELLIOTT COLBY	Refund Lunch Receipts	4/30/2020
Engel, Kelsey	Refund Lunch Receipts	4/30/2020
Engelhaupt, Ann	Refund Lunch Receipts	4/30/2020
ENLOW, DAYLE	Refund Lunch Receipts	4/30/2020
ENLOW, TRAVIS	Refund Lunch Receipts	4/30/2020
ENRIQUEZ, HOLLY	Refund Lunch Receipts	4/30/2020
Erdman, Craig	Refund Lunch Receipts	4/30/2020

ERDMAN, MICHAEL	Refund Lunch Receipts	4/30/2020
ERNST, CALVIN	Refund Lunch Receipts	4/30/2020
ESSEX, ELIJAH	Refund Lunch Receipts	4/30/2020
Gering Public Schools	Supeintendent Salary	4/30/2020
LACY, LORETTA	Refund Lunch Receipts	4/30/2020
O'BRIEN, TANIA	Refund Lunch Receipts	4/30/2020
OSBORN-COMBS, BRIANNE	Refund Lunch Receipts	4/30/2020
PRESTON, SHERRY	Refund Lunch Receipts	4/30/2020
Boarders Inn & Suites	Activity Acct. Expenses	4/2/2020
Logoz LLC	Activity Acct. Expenses	4/2/2020
Koski, Aaron	Officials	4/9/2020
Logoz LLC	Activity Acct. Expenses	4/9/2020
Ogallala Public School	Entry Fees	4/9/2020
A&A Porta Potties LLC	Rentals or Leases	4/23/2020
Emily Harrison and Kansas State Universi	Activity Acct. Expenses	4/23/2020
Monument Shadows Golf Course	Supplies	4/23/2020
Sherwin-Williams Company	Activity Acct. Expenses	4/23/2020
NYC Trip/Randy Plummer	Activity Acct. Expenses	4/30/2020
TAHER, Inc	Activity Acct. Expenses	4/30/2020
VISA	Activity Acct. Expenses	4/30/2020
City Of Gering	Electricity	4/6/2020
Esu #13 _5760	Prof Devel	4/6/2020
Linweld	Supplies	4/6/2020
WEX BANK	Gas & Oil	4/6/2020
Charter Communications	Internet Service	4/9/2020
Johnson Cashway _8920	Supplies	4/16/2020
Verizon Wireless	Telephone	4/16/2020
BLUFFS FACILITY SOLUTIONS	Supplies	4/23/2020
Johnson Cashway _8920	Supplies	4/23/2020
Wal-Mart _18940	Supplies	4/23/2020
Gering Public Schools	Accounts Payable	4/24/2020
Black Hills Energy	Natural Gas Services	4/30/2020
QUADIENT FINANCE USA, INC.	Supplies	4/30/2020
Schindler Elevator Corporation	Supplies	4/30/2020
VISA	Supplies	4/30/2020
AC Electric Motor Service, LLC	Supplies	4/30/2020
Allo Communications	Telephone	4/30/2020
Barker, Pam	Supplies	4/30/2020
Bierfreund, Glenda	Contracted Services/Repairs	4/30/2020
Bluffs Physical Therapy	Other Agencies	4/30/2020
CAPITAL BUSINESS SYSTEMS, INC.-TEXAS	Copier Costs	4/30/2020
Capital Business Sytems, Inc.	Supplies	4/30/2020
Connell, Jamie	Mileage Reimbursement	4/30/2020
Culligan of Scottsbluff	Supplies	4/30/2020
DAS State Accounting - Central Finance	Internet Service	4/30/2020
Dennis Supply Co. - Sb	Supplies	4/30/2020
ESU #10	Prof Devel	4/30/2020

Esu #13 _5760	Contracted Pupil Trans	4/30/2020
First Student	Contracted Pupil Trans	4/30/2020
Foos, Brandy	Mileage Reimbursement	4/30/2020
Frank Parts Company	Supplies	4/30/2020
Fresh Foods Inc.	School Improvement	4/30/2020
Gering Courier	Advertising & Printing	4/30/2020
Gilmore Bell	Contracted Services/Repairs	4/30/2020
Grease N Go	Gas & Oil	4/30/2020
Hi Performance Car Wash-Blt, Inc.	District Stock	4/30/2020
Hillyard/Sioux Falls	District Stock	4/30/2020
Jostens _9015	Pupil Services	4/30/2020
KSB School Law	Legal Services	4/30/2020
Linweld	Supplies	4/30/2020
McGraw Hill LLC	Science Materials	4/30/2020
Menards	District Stock	4/30/2020
Midwest Connect, LLC	District Stock	4/30/2020
Mitlehner, Stacey	Mileage Reimbursement	4/30/2020
Money Wise Office Supply	District Stock	4/30/2020
Moravek, Michael	Mileage Reimbursement	4/30/2020
NASB	School Improvement	4/30/2020
NCECBVI	Prof Devel	4/30/2020
NCSA	Prof Devel	4/30/2020
NEBRASKA AG ED ASSOCIATION	Prof Devel	4/30/2020
Nebraska Safety & Fire Equipment Inc.	Supplies	4/30/2020
NWEA	Achievement Tests	4/30/2020
One Source	Contracted Services/Repairs	4/30/2020
Pearson	Tests	4/30/2020
Pearson Education Inc.	Science Materials	4/30/2020
Perry, Guthery, Haase & Gessford, P.C.,	Legal Services	4/30/2020
Print Express	Supplies	4/30/2020
Quill Corporation	District Stock	4/30/2020
Region I Office Of Human Development	Region I OHD	4/30/2020
Regional Care, Inc.	IRS 125 Plan	4/30/2020
RIVERSIDE DISCOVERY CENTER	Other Expenses	4/30/2020
Schindler Elevator Corporation	Supplies	4/30/2020
School Datebooks	Supplies	4/30/2020
Snell Services, Inc.	Supplies	4/30/2020
SOLIANT HEALTH	Soliant Health. (Tele-Therapy Services)	4/30/2020
Staples Advantage	Supplies	4/30/2020
Star-Herald	Advertising & Printing	4/30/2020
Team Chevrolet	Tires & Parts	4/30/2020
THE MUSICIAN'S CHOICE, LLC	Supplies	4/30/2020
Wilson, Ashlee	Mileage Reimbursement	4/30/2020
WPCI	Contracted Services/Repairs	4/30/2020

Check Number	Amount	Fund
1	\$1,795.06	05
1081	\$11,372.16	03
1211	\$2,510.69	06
1212	\$83,615.65	06
1213	\$6,771.94	06
1214	\$15.50	06
1215	\$2.80	06
1216	\$31.70	06
1217	\$12.44	06
1218	\$24.95	06
1219	\$17.45	06
1220	\$8.50	06
1221	\$75.80	06
1222	\$3.75	06
1223	\$30.70	06
1224	\$23.15	06
1225	\$16.60	06
1226	\$14.65	06
1227	\$51.00	06
1228	\$33.40	06
1229	\$49.20	06
1230	\$19.35	06
1231	\$3.30	06
1232	\$3.95	06
1233	\$32.90	06
1234	\$36.05	06
1235	\$43.50	06
1236	\$36.50	06
1237	\$38.25	06
1238	\$5.50	06
1239	\$21.15	06
1240	\$4.05	06
1241	\$41.55	06
1242	\$34.20	06
1243	\$76.30	06
1244	\$22.75	06
1245	\$10.65	06
1246	\$5.05	06
1247	\$13.50	06
1248	\$107.45	06
1249	\$21.30	06
1250	\$3.80	06
1251	\$16.05	06
1252	\$10.10	06
1253	\$10.75	06
1254	\$13.95	06

1255	\$16.30 06
1256	\$1.30 06
1257	\$14.75 06
1258	\$19.60 06
1259	\$6.30 06
1260	\$100.05 06
1261	\$24.60 06
1262	\$2.80 06
1263	\$13.45 06
1264	\$61.25 06
1265	\$42.66 06
1266	\$22.65 06
1267	\$37.01 06
1268	\$16.30 06
1269	\$1.60 06
1270	\$3.45 06
1271	\$24.47 06
1272	\$10.05 06
1273	\$3.45 06
1274	\$3.40 06
1275	\$2.60 06
1276	\$28.20 06
1277	\$4.50 06
1278	\$3.60 06
1279	\$7.40 06
1280	\$34.30 06
1281	\$25.00 06
1282	\$34.80 06
1283	\$15.00 06
1284	\$32.25 06
1285	\$52.15 06
1286	\$38.75 06
1287	\$28.30 06
1288	\$85.40 06
1289	\$68.65 06
1290	\$118.75 06
1291	\$38.95 06
1292	\$46.80 06
1293	\$23.90 06
1294	\$64.30 06
1295	\$32.15 06
1296	\$73.55 06
1297	\$31.90 06
1298	\$20.85 06
1299	\$34.50 06
1300	\$31.10 06
1301	\$23.35 06

1302	\$20.50 06
1303	\$47.60 06
1304	\$47.35 06
1305	\$42.50 06
1306	\$15.45 06
1307	\$29.40 06
1308	\$117.15 06
1309	\$19.45 06
1310	\$52.60 06
1311	\$88.60 06
1312	\$58.00 06
1313	\$21.80 06
1314	\$49.50 06
1315	\$12.84 06
1316	\$20.60 06
1317	\$32.35 06
1318	\$85.15 06
1319	\$13.85 06
1320	\$41.80 06
1321	\$28.80 06
1322	\$12.10 06
1323	\$12.40 06
1324	\$36.45 06
1325	\$22.35 06
1326	\$18.29 06
1327	\$24.05 06
1328	\$23.84 06
1329	\$27.00 06
1330	\$34.30 06
1331	\$37.20 06
1332	\$38.30 06
1333	\$17.00 06
1334	\$54.70 06
1335	\$99.50 06
1336	\$19.10 06
1337	\$83.85 06
1338	\$36.65 06
1339	\$15.70 06
1340	\$58.25 06
1341	\$34.75 06
1342	\$52.40 06
1343	\$38.25 06
1344	\$80.70 06
1345	\$30.80 06
1346	\$25.60 06
1347	\$25.95 06
1348	\$15.20 06

1349	\$10.55	06
1350	\$54.05	06
1351	\$70.10	06
1352	\$3,316.02	06
1353	\$74.20	06
1354	\$63.60	06
1355	\$27.70	06
1356	\$51.70	06
8581	\$545.00	05
8582	\$3,150.00	05
8583	\$30.00	05
8584	\$168.00	05
8585	\$189.00	05
8586	\$150.00	05
8587	\$250.00	05
8588	\$1,368.00	05
8589	\$662.23	05
8590	\$580.76	05
8591	\$40.00	05
8592	\$1,049.40	05
202983	\$37,140.78	01
202984	\$2,560.00	01
202985	\$87.97	01
202986	\$2,460.98	01
202987	\$135.00	01
202988	\$35.20	01
202989	\$40.01	01
202990	\$31,238.13	01
202991	\$79.14	01
202992	\$13.68	01
202993	\$131,871.29	01
202994	\$13,755.97	01
202995	\$4,000.00	01
202996	\$3,442.16	01
202997	\$11,445.74	01
203003	\$748.50	01
203004	\$4,400.40	01
203005	\$57.53	01
203006	\$274.90	01
203007	\$5,622.75	01
203008	\$3,588.56	01
203009	\$30.30	01
203010	\$77.28	01
203011	\$8.00	01
203012	\$229.32	01
203013	\$469.20	01
203014	\$170.00	01

203015	\$66,635.98	01
203016	\$30,211.53	01
203017	\$55.21	01
203018	\$306.15	01
203019	\$75.19	01
203020	\$275.20	01
203021	\$2,000.00	01
203022	\$44.35	01
203023	\$13.60	01
203024	\$1,456.04	01
203025	\$472.57	01
203026	\$2,626.00	01
203027	\$1,607.56	01
203028	\$68,961.47	01
203029	\$372.67	01
203030	\$59.00	01
203031	\$16.62	01
203032	\$579.74	01
203033	\$33.00	01
203034	\$1,000.00	01
203035	\$113.33	01
203036	\$225.00	01
203037	\$235.00	01
203038	\$5,319.00	01
203039	\$6,650.00	01
203040	\$245.00	01
203041	\$67.50	01
203042	\$32,196.35	01
203043	\$903.00	01
203044	\$625.80	01
203045	\$86.97	01
203046	\$939.40	01
203047	\$355.00	01
203048	\$65.00	01
203049	\$260.06	01
203050	\$206.11	01
203051	\$4,791.49	01
203052	\$15,810.00	01
203053	\$52.44	01
203054	\$1,194.49	01
203055	\$941.78	01
203056	\$148.60	01
203057	\$20.99	01
203058	\$45.50	01

## Gering Public Schools

### Disbursement Detail Listing

**Bank Name:** US Bank-Employee Benefit

**Date Range:** 04/01/2020 - 04/30/2020

**Sort By:** Check

**Bank Account:** 150517593649

**Voucher Range:** -

**Dollar Limit:** \$0.00

**Fiscal Year:** 2019-2020

**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: US Bank-Employee Benefit

Bank Account: 150517593649

1081	04/08/2020		Gering Public Schools	V531911	03.2.1130.0690.0.00.00	close acct	\$11,372.16
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Check Total: \$11,372.16

Bank Total: \$11,372.16

#### Manual Checks Recap

1081	04/08/2020	10670	Gering Public Schools		MANUAL 03.2.1130.0690.0.00.00	close acct	\$11,372.16
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Check Total: \$11,372.16

Manual Checks Total: \$11,372.16

## Gering Public Schools

### Disbursement Detail Listing

**Bank Name:** US Bank-Twyla Fulk

**Date Range:** 04/01/2020 - 04/30/2020

**Sort By:** Check

**Bank Account:** 150516430637

**Voucher Range:** -

**Dollar Limit:** \$0.00

**Fiscal Year:** 2019-2020

**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: US Bank-Twyla Fulk

Bank Account: 150516430637

1	04/08/2020		Gering Public Schools	V310558	05.3.0000.0019.0.00.00	close acct	\$1,795.06
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Check Total: \$1,795.06

Bank Total: \$1,795.06

#### Manual Checks Recap

1	04/08/2020	10669	Gering Public Schools		MANUAL 05.3.0000.0019.0.00.00	close acct	\$1,795.06
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Check Total: \$1,795.06

Manual Checks Total: \$1,795.06

## Gering Public Schools

### Disbursement Detail Listing

**Bank Name:** FSB-Cafe      **Date Range:** 04/01/2020 - 04/30/2020      **Sort By:** Check  
**Bank Account:** 500863874      **Voucher Range:** -      **Dollar Limit:** \$0.00

**Fiscal Year:** 2019-2020

**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: FSB-Cafe

Bank Account: 500863874

1211	04/02/2020	1215	Gering Public Schools	CAFE PAYROLL 03/2020	06.2.1099.0115.0.00.00	CAFE REGULAR SALARIES	\$2,129.52	
1211	04/02/2020	1215	Gering Public Schools	CAFE PAYROLL 03/2020	06.2.1099.0210.0.00.00	FICA/SOCIAL SECURITY	\$163.15	
1211	04/02/2020	1215	Gering Public Schools	CAFE PAYROLL 03/2020	06.2.1099.0220.0.00.00	RETIREMENT	\$210.35	
1211	04/02/2020	1215	Gering Public Schools	CAFE PAYROLL 03/2020	06.2.1099.0292.0.00.00	LTD INSURANCE	\$7.67	
							Check Total:	\$2,510.69
1212	04/02/2020	1215	TAHER, Inc	0056823-IN	06.2.1099.0318.0.00.00	OPERATING EXPENSES FOR FEBRUARY 2020	\$83,615.65	
							Check Total:	\$83,615.65
1213	04/09/2020	1218	TAHER, Inc	0055516-IN	06.2.1099.0407.0.00.00	LOSS OF PRODUCT FROM FAULTY FREEZER JUNE 2019	\$6,771.94	
							Check Total:	\$6,771.94
1214	04/30/2020	1221	ACKERMAN, VALERIE A.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - TRINITY ACKERMAN	\$15.50	
							Check Total:	\$15.50
1215	04/30/2020	1221	ADDISON, SEAN F.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - PATRICK ADDISON	\$2.80	
							Check Total:	\$2.80
1216	04/30/2020	1221	AGUALLO, MELISSA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ZACHARY AGUALLO	\$31.70	
							Check Total:	\$31.70
1217	04/30/2020	1221	AGUALLO, NICOLE R.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KOLTON AGUALLO	\$12.44	
							Check Total:	\$12.44
1218	04/30/2020	1221	AGUILERA, HUGO E.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MARLENE AGUILERA	\$9.35	
1218	04/30/2020	1221	AGUILERA, HUGO E.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - DANNA AGUILERA	\$15.60	
							Check Total:	\$24.95

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 500863874

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
1219	04/30/2020	1221	AGUIRRE, GILBERT F.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CODY AGUIRRE	\$17.45	
							Check Total:	\$17.45
1220	04/30/2020	1221	ALLEN, JILL	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JAMISEN	\$3.50	
1220	04/30/2020	1221	ALLEN, JILL	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - HAYLEY	\$5.00	
							Check Total:	\$8.50
1221	04/30/2020	1221	ALLRED, JUSTIN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - HUNTER ALLRED	\$52.30	
1221	04/30/2020	1221	ALLRED, JUSTIN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - GANNON ALLRED	\$23.50	
							Check Total:	\$75.80
1222	04/30/2020	1221	ALVARADO, BONN C.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - TAYLOR ALVARADO	\$3.75	
							Check Total:	\$3.75
1223	04/30/2020	1221	ANDERSON, DAVID L.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - COLIN ANDERSON	\$30.70	
							Check Total:	\$30.70
1224	04/30/2020	1221	ANDERSON, MATTHEW	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - WALKER ANDERSON	\$23.15	
							Check Total:	\$23.15
1225	04/30/2020	1221	ANDERSON, SCOTT R.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CAIS ANDERSON	\$16.60	
							Check Total:	\$16.60
1226	04/30/2020	1221	ANDREWS, AMBER	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - LOGAN	\$12.05	
1226	04/30/2020	1221	ANDREWS, AMBER	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CALEB	\$2.60	
							Check Total:	\$14.65
1227	04/30/2020	1221	ARNOLD, FRANKLIN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KHOL	\$24.65	
1227	04/30/2020	1221	ARNOLD, FRANKLIN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - DRAKE	\$26.35	
							Check Total:	\$51.00
1228	04/30/2020	1221	BAKER, MATTHEW	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - GABRIEL	\$33.40	
							Check Total:	\$33.40
1229	04/30/2020	1221	Bauer, Bill	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - LEVI	\$49.20	

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 500863874

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$49.20
1230	04/30/2020	1221	BECHTOLD, JANIE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ELAINE BECHTOLD	\$19.35
Check Total:							\$19.35
1231	04/30/2020	1221	CONKLIN, JANELLE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BROOKE BALLINGER	\$3.30
Check Total:							\$3.30
1232	04/30/2020	1221	GRINDEL, LEIF	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - AINZLEY ANDERSON	\$3.95
Check Total:							\$3.95
1233	04/30/2020	1221	HAUCK, MEGAN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KEENAN ALLEN	\$12.20
1233	04/30/2020	1221	HAUCK, MEGAN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - DAVID CAMPOS	\$20.70
Check Total:							\$32.90
1234	04/30/2020	1221	MENDEZ, MICHAELLA A.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CAYDEN ARNTT	\$26.55
1234	04/30/2020	1221	MENDEZ, MICHAELLA A.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ELIAS MENDEZ	\$9.50
Check Total:							\$36.05
1235	04/30/2020	1221	SAENZ, MICHELLE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ALYSON	\$18.10
1235	04/30/2020	1221	SAENZ, MICHELLE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - DANTE	\$11.70
1235	04/30/2020	1221	SAENZ, MICHELLE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND -	\$13.70
Check Total:							\$43.50
1236	04/30/2020	1222	ASSELIN, JAMIE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CHASE	\$34.20
1236	04/30/2020	1222	ASSELIN, JAMIE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ALYSSA	\$2.30
Check Total:							\$36.50
1237	04/30/2020	1222	AWISZUS, ARTHUR	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JACOB	\$9.50
1237	04/30/2020	1222	AWISZUS, ARTHUR	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - SHARESE	\$28.75
Check Total:							\$38.25
1238	04/30/2020	1222	AYALA, DIONE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ROMIN	\$5.50
Check Total:							\$5.50

## Gering Public Schools

### Disbursement Detail Listing

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Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
1239	04/30/2020	1222	BACKUS, DEBORAH	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND -	\$5.35	
1239	04/30/2020	1222	BACKUS, DEBORAH	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KYLIE	\$15.80	
							Check Total:	\$21.15
1240	04/30/2020	1222	BAIRD, CARL	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND -	\$4.05	
							Check Total:	\$4.05
1241	04/30/2020	1222	BAKER, NICOLE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - TRISSA	\$41.55	
							Check Total:	\$41.55
1242	04/30/2020	1222	BARNES, HEIDI L.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - HARLIE	\$34.20	
							Check Total:	\$34.20
1243	04/30/2020	1222	BARRETT, LAURA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - SAM	\$54.10	
1243	04/30/2020	1222	BARRETT, LAURA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MASON	\$22.20	
							Check Total:	\$76.30
1244	04/30/2020	1222	BAUER, ROBERT	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BRIANNA	\$22.75	
							Check Total:	\$22.75
1245	04/30/2020	1222	BAUM, JUSTIN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - LIBBY	\$6.55	
1245	04/30/2020	1222	BAUM, JUSTIN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MURPHY	\$4.10	
							Check Total:	\$10.65
1246	04/30/2020	1222	BEAL, BRIAN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - PRESTON	\$5.05	
							Check Total:	\$5.05
1247	04/30/2020	1222	BEALS, JASON	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND -	\$13.50	
							Check Total:	\$13.50
1248	04/30/2020	1222	BECK, BRIAN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BELLA	\$107.45	
							Check Total:	\$107.45
1249	04/30/2020	1222	BECKER, ALAN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ALANNA	\$21.30	
							Check Total:	\$21.30
1250	04/30/2020	1222	BECKER, JENNIFER	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - SAVANNA	\$3.80	
							Check Total:	\$3.80
1251	04/30/2020	1222	Bell, Charlie	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - AIDEN	\$3.80	
1251	04/30/2020	1222	Bell, Charlie	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ASHER	\$5.15	
1251	04/30/2020	1222	Bell, Charlie	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - AXTON	\$7.10	
							Check Total:	\$16.05
1252	04/30/2020	1222	Benavides, Matt	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JOHN	\$10.10	
							Check Total:	\$10.10

## Gering Public Schools

### Disbursement Detail Listing

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Bank Account: 500863874

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Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
1253	04/30/2020	1222	BENNETT, WHITNEY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CHARLIE	\$10.75	
							Check Total:	\$10.75
1254	04/30/2020	1222	BERGE, JOHN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND -	\$13.95	
							Check Total:	\$13.95
1255	04/30/2020	1222	Berger, Jarred	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - REESE	\$5.40	
1255	04/30/2020	1222	Berger, Jarred	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BODE	\$10.90	
							Check Total:	\$16.30
1256	04/30/2020	1222	Bernhardt, Kirk	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - AVERY	\$1.30	
							Check Total:	\$1.30
1257	04/30/2020	1222	BERTHOLD, DARCY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - GRACE	\$14.75	
							Check Total:	\$14.75
1258	04/30/2020	1222	BICKFORD, PAM	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KORA	\$19.60	
							Check Total:	\$19.60
1259	04/30/2020	1222	BILTJINITIS, JOE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - RYLEE	\$5.45	
1259	04/30/2020	1222	BILTJINITIS, JOE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BAYLI	\$0.85	
							Check Total:	\$6.30
1260	04/30/2020	1222	BLAHA, JACOB	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JUDE	\$100.05	
							Check Total:	\$100.05
1261	04/30/2020	1222	Blanco, Lisa	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - LISA	\$24.60	
							Check Total:	\$24.60
1262	04/30/2020	1222	BLISS, MARK	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KAYLA	\$2.80	
							Check Total:	\$2.80
1263	04/30/2020	1222	Boggs, Annie	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MACEY	\$4.85	
1263	04/30/2020	1222	Boggs, Annie	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ANNIE	\$8.60	
							Check Total:	\$13.45
1264	04/30/2020	1222	BOHLMAN, TRACEY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KAITLIN	\$29.55	
1264	04/30/2020	1222	BOHLMAN, TRACEY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MATTHEW	\$31.70	
							Check Total:	\$61.25
1265	04/30/2020	1222	Bohnsack, Jennifer	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JENNIFER	\$7.81	
1265	04/30/2020	1222	Bohnsack, Jennifer	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KADEN	\$17.95	
1265	04/30/2020	1222	Bohnsack, Jennifer	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KELSEY	\$16.90	
							Check Total:	\$42.66

## Gering Public Schools

### Disbursement Detail Listing

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Date Range: 04/01/2020 - 04/30/2020

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Bank Account: 500863874

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
1266	04/30/2020	1222	BOLEK, TIMOTHY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - HARLYN	\$1.45	
1266	04/30/2020	1222	BOLEK, TIMOTHY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KEELAN	\$21.20	
							Check Total:	\$22.65
1267	04/30/2020	1222	BOOKMAN, JOHN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JOSEPH	\$17.10	
1267	04/30/2020	1222	BOOKMAN, JOHN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MARLYSIA	\$19.91	
							Check Total:	\$37.01
1268	04/30/2020	1222	BORGMAN, COLIN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CONNAR	\$16.30	
							Check Total:	\$16.30
1269	04/30/2020	1222	BORJAS, BRENDA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ISABELLE	\$1.60	
							Check Total:	\$1.60
1270	04/30/2020	1222	BOWER, REBECCA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - RYAN	\$1.95	
1270	04/30/2020	1222	BOWER, REBECCA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BROOKLYNN BOWER	\$1.50	
							Check Total:	\$3.45
1271	04/30/2020	1222	Brester, Angie	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ANGIE BRESTER	\$24.47	
							Check Total:	\$24.47
1272	04/30/2020	1222	CLAUSE, CHRISTINE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - NESSA BAILY	\$10.05	
							Check Total:	\$10.05
1273	04/30/2020	1222	DOBRINSKI, TRINI	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - AYDEN BALLHEIM	\$3.45	
							Check Total:	\$3.45
1274	04/30/2020	1222	JACOX, KIM	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - LEE BRENIZER	\$3.40	
							Check Total:	\$3.40
1275	04/30/2020	1222	KERSEY, HEATHER	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ISABELLA BLANCO	\$2.60	
							Check Total:	\$2.60
1276	04/30/2020	1222	MORLOCK, LISA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MORGAN MORLOCK	\$22.15	
1276	04/30/2020	1222	MORLOCK, LISA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KYLA	\$6.05	

## Gering Public Schools

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Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$28.20
1277	04/30/2020	1222	RYKER, AMANDA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ANNLEIGH BAUER	\$4.50
Check Total:							\$4.50
1278	04/30/2020	1222	SULLIVAN, BECKY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ETHAN BARGER	\$3.60
Check Total:							\$3.60
1279	04/30/2020	1222	Welsh, Adrianna	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - EMMALYN BLAKE	\$7.40
Check Total:							\$7.40
1280	04/23/2020	1229	MURILLO, NICOLE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MIA	\$34.30
Check Total:							\$34.30
1281	04/30/2020	1230	ARELLANO, MELISSA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JOE	\$14.00
1281	04/30/2020	1230	ARELLANO, MELISSA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - URIAH YBARRA	\$11.00
Check Total:							\$25.00
1282	04/30/2020	1230	Brown, Broc	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BRETT	\$13.60
1282	04/30/2020	1230	Brown, Broc	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JOEL	\$13.60
1282	04/30/2020	1230	Brown, Broc	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JACELYN	\$7.60
Check Total:							\$34.80
1283	04/30/2020	1230	BROWN, LISA D.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JESSICA	\$15.00
Check Total:							\$15.00
1284	04/30/2020	1230	BRUCKNER, DUSTIN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ELI	\$10.20
1284	04/30/2020	1230	BRUCKNER, DUSTIN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - IVY	\$22.05
Check Total:							\$32.25
1285	04/30/2020	1230	BRUMBAUGH, SHANE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - HAILEY	\$27.55
1285	04/30/2020	1230	BRUMBAUGH, SHANE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MASON	\$24.60
Check Total:							\$52.15
1286	04/30/2020	1230	BRUNNER, KERRI R.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CODY	\$20.90
1286	04/30/2020	1230	BRUNNER, KERRI R.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - TRENTON	\$17.85
Check Total:							\$38.75
1287	04/30/2020	1230	BRUNZ, BRANDI	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND -	\$28.30

## Gering Public Schools

### Disbursement Detail Listing

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Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
						Check Total:	\$28.30
1288	04/30/2020	1230	BRUNZ, SHANNON	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - LANDEN	\$85.40
						Check Total:	\$85.40
1289	04/30/2020	1230	Freeburg, Adam	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ADAM	\$68.65
						Check Total:	\$68.65
1290	04/30/2020	1230	LAUGHLIN, ERIK	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - TESSA	\$66.20
1290	04/30/2020	1230	LAUGHLIN, ERIK	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - LILY	\$52.55
						Check Total:	\$118.75
1291	04/30/2020	1230	Trautman, Jill	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JILL	\$12.95
1291	04/30/2020	1230	Trautman, Jill	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KINZEY	\$17.65
1291	04/30/2020	1230	Trautman, Jill	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BRENDAN	\$8.35
						Check Total:	\$38.95
1292	04/30/2020	1236	BOWRON, CORTNEY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JORDYNN CAPE	\$46.80
						Check Total:	\$46.80
1293	04/30/2020	1236	BUENO, MAIRA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CESAR	\$23.90
						Check Total:	\$23.90
1294	04/30/2020	1236	Busby, Kim	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KIM	\$64.30
						Check Total:	\$64.30
1295	04/30/2020	1236	BYRD, GREGORY S.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - GREGORY	\$20.90
1295	04/30/2020	1236	BYRD, GREGORY S.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - GREGORY	\$4.50
1295	04/30/2020	1236	BYRD, GREGORY S.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - NATALIE	\$6.75
						Check Total:	\$32.15
1296	04/30/2020	1236	CAMDZIC, SAMIR	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - TOBIAS	\$73.55
						Check Total:	\$73.55
1297	04/30/2020	1236	CAMPBELL, DENVER H.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MARTIKA	\$31.90
						Check Total:	\$31.90
1298	04/30/2020	1236	CAMPOS, LINDA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - HIZELLE	\$20.85
						Check Total:	\$20.85
1299	04/30/2020	1236	CANO, MAREBELLE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - EMMY	\$23.35
1299	04/30/2020	1236	CANO, MAREBELLE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JASLYN	\$11.15
						Check Total:	\$34.50

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 500863874

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
1300	04/30/2020	1236	CARDONA, CAROLINE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BENJAMIN	\$31.10
Check Total:							\$31.10
1301	04/30/2020	1236	CARPENTER, JASON	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JAIDEN	\$5.35
1301	04/30/2020	1236	CARPENTER, JASON	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JAYLEE	\$18.00
Check Total:							\$23.35
1302	04/30/2020	1236	CASTRO, JENNIFER R.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BENJAMIN	\$20.50
Check Total:							\$20.50
1303	04/30/2020	1236	Fiesterman, Jana	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MADISON	\$16.15
1303	04/30/2020	1236	Fiesterman, Jana	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MAKENZIE	\$31.45
Check Total:							\$47.60
1304	04/30/2020	1236	Hastings, Bob	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JOHAH	\$47.35
Check Total:							\$47.35
1305	04/30/2020	1236	KAUTZ, MATTHEW	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - DYLAN CHAMNESS	\$32.95
1305	04/30/2020	1236	KAUTZ, MATTHEW	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MACEY KAUTZ	\$9.55
Check Total:							\$42.50
1306	04/30/2020	1236	MARQUEZ, KIMBERLY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CAITLYN CHARLES	\$15.45
Check Total:							\$15.45
1307	04/30/2020	1236	OLMOS, MARISSA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - XAVIER J. CERVANTES	\$29.40
Check Total:							\$29.40
1308	04/30/2020	1236	PAYNE, SHAWNA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BRYNLEE	\$117.15
Check Total:							\$117.15
1309	04/30/2020	1237	BRANDT, DEZARAE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - AVA CLYBURN	\$19.45
Check Total:							\$19.45
1310	04/30/2020	1237	BUSTILLOS, IRMA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ALAN	\$33.80
1310	04/30/2020	1237	BUSTILLOS, IRMA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ISABELLA	\$18.80
Check Total:							\$52.60
1311	04/30/2020	1237	CHELOHA, GARY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - GRACYN	\$88.60

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 500863874

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$88.60
1312	04/30/2020	1237	CHERRY, TANYA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BRAYDON	\$58.00
Check Total:							\$58.00
1313	04/30/2020	1237	CHRISMAN, RYAN M.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ZACHARY	\$11.85
1313	04/30/2020	1237	CHRISMAN, RYAN M.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - EMMA	\$9.95
Check Total:							\$21.80
1314	04/30/2020	1237	CLAREY, CHARLES	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ANDREW	\$25.95
1314	04/30/2020	1237	CLAREY, CHARLES	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CHARLES	\$23.55
Check Total:							\$49.50
1315	04/30/2020	1237	CLARK, SARAH M.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ZAKKARIA	\$12.22
1315	04/30/2020	1237	CLARK, SARAH M.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BENJAMIN	\$0.62
Check Total:							\$12.84
1316	04/30/2020	1237	CLOSSON, ALISHA M.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - CADEN	\$2.00
1316	04/30/2020	1237	CLOSSON, ALISHA M.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JACK	\$18.60
Check Total:							\$20.60
1317	04/30/2020	1237	Closson, Mary Ann	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MARY	\$32.35
Check Total:							\$32.35
1318	04/30/2020	1237	CLYMER, SEAN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - DRAYVIN	\$19.80
1318	04/30/2020	1237	CLYMER, SEAN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KARLI	\$28.50
1318	04/30/2020	1237	CLYMER, SEAN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - WILLIAM	\$36.85
Check Total:							\$85.15
1319	04/30/2020	1237	COFFEY JR., ANTHONY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JACKSON	\$13.30
1319	04/30/2020	1237	COFFEY JR., ANTHONY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KALLIE	\$0.55
Check Total:							\$13.85
1320	04/30/2020	1237	CONKLIN, ANTHONY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BLAIKE	\$41.80
Check Total:							\$41.80
1321	04/30/2020	1237	Conklin, Tiffany A.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ADIN	\$14.00
1321	04/30/2020	1237	Conklin, Tiffany A.	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - LUKAS	\$14.80
Check Total:							\$28.80
1322	04/30/2020	1237	CONN, ERIC	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ADREICK	\$12.10
Check Total:							\$12.10
1323	04/30/2020	1237	CORONA, JANE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JASLEN	\$12.40

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 500863874

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$12.40
1324	04/30/2020	1237	CORONA, JESUS	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - QUERIDA YBARRA	\$12.15
1324	04/30/2020	1237	CORONA, JESUS	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - AALIYAH YBARRA	\$9.00
1324	04/30/2020	1237	CORONA, JESUS	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - FELIPE CORONA	\$15.30
Check Total:							\$36.45
1325	04/30/2020	1237	Couch, Scott	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - SCOTT	\$22.35
Check Total:							\$22.35
1326	04/30/2020	1237	COX, KIMBERLY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - HUBERT	\$18.29
Check Total:							\$18.29
1327	04/30/2020	1237	COZAD, JESSIE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - DILLON	\$24.05
Check Total:							\$24.05
1328	04/30/2020	1237	CRABLE, TERESA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MERRICK	\$6.94
1328	04/30/2020	1237	CRABLE, TERESA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MAXAMUS	\$12.75
1328	04/30/2020	1237	CRABLE, TERESA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MAVERICK	\$4.15
Check Total:							\$23.84
1329	04/30/2020	1237	CRANE, JEFF	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - BROOKE	\$27.00
Check Total:							\$27.00
1330	04/30/2020	1237	CULEK, KRISTY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MAKENNA	\$8.95
1330	04/30/2020	1237	CULEK, KRISTY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - MITCHELL	\$25.35
Check Total:							\$34.30
1331	04/30/2020	1237	CURR, STEPHANIE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - SARAH	\$37.20
Check Total:							\$37.20
1332	04/30/2020	1237	DAHLINGER, JULIE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JAXON	\$17.90
1332	04/30/2020	1237	DAHLINGER, JULIE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - REESE	\$20.40
Check Total:							\$38.30
1333	04/30/2020	1237	DAVIES, AMY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ALLIE	\$17.00
Check Total:							\$17.00
1334	04/30/2020	1237	DAVIS, LORNA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JENNA	\$23.22
1334	04/30/2020	1237	DAVIS, LORNA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - TRENT	\$31.48

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 500863874

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$54.70
1335	04/30/2020	1237	DE LOS SANTOS, JUAN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND -	\$33.30
1335	04/30/2020	1237	DE LOS SANTOS, JUAN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - GAVIN	\$29.15
1335	04/30/2020	1237	DE LOS SANTOS, JUAN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ZAVIEN	\$37.05
Check Total:							\$99.50
1336	04/30/2020	1237	DENNIS, KARISSA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - LYDIA	\$19.10
Check Total:							\$19.10
1337	04/30/2020	1237	DEWITT, LESTER	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ZOE	\$83.85
Check Total:							\$83.85
1338	04/30/2020	1237	DOLL, STEPHEN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - LAUREN	\$22.40
1338	04/30/2020	1237	DOLL, STEPHEN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - REGAN	\$14.25
Check Total:							\$36.65
1339	04/30/2020	1237	DRIVER, SCARLET	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KAYLEE	\$14.00
1339	04/30/2020	1237	DRIVER, SCARLET	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - AUSTIN	\$1.70
Check Total:							\$15.70
1340	04/30/2020	1237	DUNHAM, ZANN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - TAYLOR	\$58.25
Check Total:							\$58.25
1341	04/30/2020	1237	EBLE, MELISSA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - DYLAN, NATEKA & SHYANN	\$34.75
Check Total:							\$34.75
1342	04/30/2020	1237	ELLIOTT COLBY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JACOBY	\$52.40
Check Total:							\$52.40
1343	04/30/2020	1237	Engel, Kelsey	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KELSEY	\$38.25
Check Total:							\$38.25
1344	04/30/2020	1237	Engelhaupt, Ann	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ADAM	\$80.70
Check Total:							\$80.70
1345	04/30/2020	1237	ENLOW, DAYLE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ALONSO	\$16.80
1345	04/30/2020	1237	ENLOW, DAYLE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JASON	\$14.00
Check Total:							\$30.80
1346	04/30/2020	1237	ENLOW, TRAVIS	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - DONOVAN & BRYLEE	\$25.60
Check Total:							\$25.60

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Cafe

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 500863874

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
1347	04/30/2020	1237	ENRIQUEZ, HOLLY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - OLIVIA	\$25.95
						Check Total:	\$25.95
1348	04/30/2020	1237	Erdman, Craig	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - OLIVIA	\$15.20
						Check Total:	\$15.20
1349	04/30/2020	1237	ERDMAN, MICHAEL	LUNCH.REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND -	\$10.55
						Check Total:	\$10.55
1350	04/30/2020	1237	ERNST, CALVIN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ADDISON	\$30.95
1350	04/30/2020	1237	ERNST, CALVIN	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - COLIN	\$23.10
						Check Total:	\$54.05
1351	04/30/2020	1237	ESSEX, ELIJAH	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - EVAN	\$70.10
						Check Total:	\$70.10
1352	04/30/2020	1237	Gering Public Schools	CAFE PAYROLL 04/2020	06.2.1099.0115.0.00.00	CAFE REGULAR SALARIES	\$2,812.51
1352	04/30/2020	1237	Gering Public Schools	CAFE PAYROLL 04/2020	06.2.1099.0210.0.00.00	FICA/SOCIAL SECURITY	\$215.57
1352	04/30/2020	1237	Gering Public Schools	CAFE PAYROLL 04/2020	06.2.1099.0220.0.00.00	RETIREMENT	\$277.81
1352	04/30/2020	1237	Gering Public Schools	CAFE PAYROLL 04/2020	06.2.1099.0292.0.00.00	LTD INSURANCE	\$10.13
						Check Total:	\$3,316.02
1353	04/30/2020	1237	LACY, LORETTA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - EMILY	\$35.60
1353	04/30/2020	1237	LACY, LORETTA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - JOHN	\$38.60
						Check Total:	\$74.20
1354	04/30/2020	1237	O'BRIEN, TANIA	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - KORBIN COWAN	\$63.60
						Check Total:	\$63.60
1355	04/30/2020	1237	OSBORN-COMBS, BRIANNE	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - TOCCOA	\$27.70
						Check Total:	\$27.70
1356	04/30/2020	1237	PRESTON, SHERRY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - LYDIA CONNOT	\$10.40
1356	04/30/2020	1237	PRESTON, SHERRY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - SARAH CONNOT	\$16.70
1356	04/30/2020	1237	PRESTON, SHERRY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - THOMAS CONNOT	\$14.25
1356	04/30/2020	1237	PRESTON, SHERRY	LUNCH REFUND	06.2.1099.0104.0.00.00	LUNCH REFUND - ZACHARY CONNOT	\$10.35

## Gering Public Schools

### Disbursement Detail Listing

**Bank Name:** FSB-Act

**Date Range:** 04/01/2020 - 04/30/2020

**Sort By:** Check

**Bank Account:** 500863858

**Voucher Range:** -

**Dollar Limit:** \$0.00

**Fiscal Year:** 2019-2020

**Print Employee Vendor Names**

**Exclude Voided Checks**

**Exclude Manual Checks**

**Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
							Check Total:	\$51.70
							Bank Total:	\$100,856.10

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Act

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 500863858

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

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				
8581	04/02/2020	1214	Boarders Inn & Suites	129282-129288	05.2.6113.0980.2.01.17	Rooms for state cheeleading	\$545.00	
							Check Total:	\$545.00
8582	04/02/2020	1214	Logoz LLC	12533	05.2.8012.0980.2.01.17	District wrestling shirt and hoodie order	\$642.00	
8582	04/02/2020	1214	Logoz LLC	12585	05.2.8012.0980.2.01.17	Wrestling Royal/white jackets	\$240.00	
8582	04/02/2020	1214	Logoz LLC	12662	05.2.8008.0980.2.01.17	2nd round of T-shirts for Wizard of Oz Musical	\$917.00	
8582	04/02/2020	1214	Logoz LLC	12664	05.2.7200.0980.2.01.21	HOSA Polo	\$26.00	
8582	04/02/2020	1214	Logoz LLC	12713	05.2.8020.0980.2.01.17	Boys Soccer order for parents	\$1,325.00	
							Check Total:	\$3,150.00
8583	04/09/2020	1219	Koski, Aaron	9TH & JV CLOCK	05.2.6040.0100.2.01.17	9th & JV Boys BB clock	\$30.00	
							Check Total:	\$30.00
8584	04/09/2020	1219	Logoz LLC	12682	05.2.6109.0980.2.01.21	Book Club T-Shirts	\$168.00	
							Check Total:	\$168.00
8585	04/09/2020	1219	Ogallala Public School	SPEECH.INVITE	05.2.5053.0150.2.01.17	Ogallala Speech meet	\$189.00	
							Check Total:	\$189.00
8586	04/23/2020	1231	A&A Porta Potties LLC	3652	05.2.6106.0327.2.01.17	March Portable Toilet rental	\$75.00	
8586	04/23/2020	1231	A&A Porta Potties LLC	3652	05.2.6107.0327.2.01.17	March Portable Toilet rental	\$75.00	
							Check Total:	\$150.00
8587	04/23/2020	1231	Emily Harrison and Kansas State Universi	STUCO SCHOLARSHIP	05.2.5021.0980.2.01.17	Student Council scholarship for Emily Harrison	\$250.00	
							Check Total:	\$250.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: FSB-Act

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 500863858

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
8588	04/23/2020	1231	Monument Shadows Golf Course	307067	05.2.6100.0410.2.01.17	Golf Balls with GHS Logo	\$1,368.00
Check Total:							\$1,368.00
8589	04/23/2020	1231	Sherwin-Williams Company	3996-5	05.2.5004.0980.2.01.21	Pro-Park Waterborne Traffic Marking Paint Blue - Rex	\$38.79
8589	04/23/2020	1231	Sherwin-Williams Company	3996-5	05.2.5004.0980.2.01.21	Pro-Park Waterborne Traffic Marking Paint White - Rex	\$28.79
8589	04/23/2020	1231	Sherwin-Williams Company	3996-5	05.2.5004.0980.2.01.21	Premium Fast Dry Waterborne Traffic Marking	\$594.65
Check Total:							\$662.23
8590	04/30/2020	1238	NYC Trip/Randy Plummer	NYC TRIP	05.2.5010.0980.2.01.17	Payment to group going to NYC trip from working	\$580.76
Check Total:							\$580.76
8591	04/30/2020	1238	TAHER, Inc	27	05.2.5053.0980.2.01.17	Coffee and paper products for judges	\$40.00
Check Total:							\$40.00
8592	04/30/2020	1238	VISA	VISA.KOSKI 202638	05.2.2415.0678.2.01.17	AD conference (room in Lincoln - Best Western)	\$202.38
8592	04/30/2020	1238	VISA	VISA.KOSKI 202638	05.2.2415.0980.2.01.17	Weight Room equipment	\$79.00
8592	04/30/2020	1238	VISA	VISA.KOSKI 202638	05.2.2415.0980.2.01.17	Lincoln parking meter fee (no receipt)	\$2.00
8592	04/30/2020	1238	VISA	VISA.KOSKI 202638	05.2.5049.0980.2.01.17	CREDIT - the webstaurant store	(\$33.46)
8592	04/30/2020	1238	VISA	VISASCHNEIDER 202639	05.2.5017.0980.2.01.17	Cookies for ceremony and delivery fee	\$79.99
8592	04/30/2020	1238	VISA	VISASCHNEIDER202351	05.2.5031.0980.2.01.21	2020 Quill & Scroll Membership/Pins & Honor	\$719.49
Check Total:							\$1,049.40
Bank Total:							\$8,182.39

# Gering Public Schools

## Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Fiscal Year: 2019-2020

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

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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## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

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: PVNB- General			Bank Account: 149321				
202983	04/06/2020	1217	City Of Gering	000.100.200.300 3/30	01.2.2610.0322.1.06.00	GEIL - EL/DM/RC	\$4,235.99
202983	04/06/2020	1217	City Of Gering	000.100.200.300 3/30	01.2.2610.0322.1.06.00	GEIL - SS/SW/WA	\$149.14
202983	04/06/2020	1217	City Of Gering	000.100.200.300 3/30	01.2.2610.0340.1.00.00	GEIL - SA/SL	\$327.66
202983	04/06/2020	1217	City Of Gering	26093001 03/30/2020	01.2.2610.0322.2.02.00	JR HIGH - EL/DM/RC	\$6,783.89
202983	04/06/2020	1217	City Of Gering	26093001 03/30/2020	01.2.2610.0323.2.02.00	JR HIGH - SA	\$972.80
202983	04/06/2020	1217	City Of Gering	26093001 03/30/2020	01.2.2610.0323.2.02.00	JR HIGH - WA/SS/SW	\$284.44
202983	04/06/2020	1217	City Of Gering	26095001 03/30/2020	01.2.2610.0322.1.00.00	STADIUM/TECH BLDG -	\$551.64
202983	04/06/2020	1217	City Of Gering	26095001 03/30/2020	01.2.2610.0322.2.00.00	STADIUM/TECH BLDG -	\$551.64
202983	04/06/2020	1217	City Of Gering	33400.34501 03/30/20	01.2.2610.0322.2.01.00	HIGH SCHOOL - EL FOR	\$51.72
202983	04/06/2020	1217	City Of Gering	33400.34501 03/30/20	01.2.2610.0323.2.01.00	HIGH SCHOOL - VO TECH BLDG	\$16.75
202983	04/06/2020	1217	City Of Gering	3500.5000.6000 03/30	01.2.2610.0322.2.01.00	HIGH SCHOOL - EL/DM/RC	\$11,320.63
202983	04/06/2020	1217	City Of Gering	3500.5000.6000 03/30	01.2.2610.0323.2.01.00	HIGH SCHOOL - SA	\$1,398.30
202983	04/06/2020	1217	City Of Gering	3500.5000.6000 03/30	01.2.2610.0323.2.01.00	HIGH SCHOOL - SW/SS/WA	\$432.06
202983	04/06/2020	1217	City Of Gering	412.209.803 03/30/20	01.2.2610.0112.1.00.00	ADMIN -	\$510.75
202983	04/06/2020	1217	City Of Gering	412.209.803 03/30/20	01.2.2610.0322.1.00.00	ADMIN - EL (1525 10TH STREET)	\$289.08
202983	04/06/2020	1217	City Of Gering	412.209.803 03/30/20	01.2.2610.0340.1.00.00	ADMIN - EL (1523 10TH STREET)	\$153.40
202983	04/06/2020	1217	City Of Gering	6062101 03/30/2020	01.2.2610.0322.1.00.00	WAREHOUSE - EL	\$254.01
202983	04/06/2020	1217	City Of Gering	7021202 03/30/20	01.2.2610.0322.1.04.00	LINCOLN - EL/DM/RC	\$4,230.49
202983	04/06/2020	1217	City Of Gering	7021202 03/30/20	01.2.2610.0323.1.04.00	LINCOLN - SW/SS/WA	\$157.45
202983	04/06/2020	1217	City Of Gering	7021202 03/30/20	01.2.2610.0340.1.00.00	LINCOLN - SA	\$608.00
202983	04/06/2020	1217	City Of Gering	7500.8000 03/30/2020	01.2.2610.0322.1.05.00	NORTHFIELD - EL/DM/RC	\$3,084.29
202983	04/06/2020	1217	City Of Gering	7500.8000 03/30/2020	01.2.2610.0323.1.05.00	NORTHFIELD - SW/SS/WA	\$168.65
202983	04/06/2020	1217	City Of Gering	7500.8000 03/30/2020	01.2.2610.0340.1.00.00	NORTHFIELD - SA	\$608.00
Check Total:							\$37,140.78

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
202984	04/06/2020	1217	Esu #13 _5760	MID-WINTER CONF.	01.2.2212.0670.1.00.02	Mid-Winter Conference 2/17/20	\$1,280.00
202984	04/06/2020	1217	Esu #13 _5760	MID-WINTER CONF.	01.2.2212.0670.2.00.02	Mid-Winter Conference 2/17/20	\$1,280.00
Check Total:							\$2,560.00
202985	04/06/2020	1217	Linweld	A4357	01.2.2510.0410.2.00.00	MATERIALS FOR JUSTIN REINMUTH'S CLASS	\$239.85
202985	04/06/2020	1217	Linweld	A4357	01.2.2510.0410.2.00.00	MATERIALS FOR JUSTIN REINMUTH'S CLASS	\$32.11
202985	04/06/2020	1217	Linweld	A4357	01.2.2510.0410.2.00.00	CREDIT FOR MATERIALS RETURNED	(\$183.99)
Check Total:							\$87.97
202986	04/06/2020	1217	WEX BANK	64511421	01.2.2751.0336.1.00.00	DISTRICT FUEL FOR FEBRUARY 2020	\$564.69
202986	04/06/2020	1217	WEX BANK	64511421	01.2.2751.0336.1.00.00	DISTRICT FUEL FOR MARCH 2020	\$602.75
202986	04/06/2020	1217	WEX BANK	64511421	01.2.2751.0336.2.00.00	DISTRICT FUEL FOR MARCH 2020	\$602.74
202986	04/06/2020	1217	WEX BANK	64511421	01.2.2751.0336.2.00.00	DISTRICT FUEL FOR FEBRUARY 2020	\$564.69
202986	04/06/2020	1217	WEX BANK	64511421	01.2.2760.0336.1.09.99	SPED FUEL FOR MARCH	\$39.22
202986	04/06/2020	1217	WEX BANK	64511421	01.2.2760.0336.1.09.99	SPED FUEL FOR FEBRUARY 2020	\$86.89
Check Total:							\$2,460.98
202987	04/09/2020	1220	Charter Communications	0147823040120	01.2.1136.0344.1.00.06	INTERNET	\$67.50
202987	04/09/2020	1220	Charter Communications	0147823040120	01.2.1136.0344.2.00.06	INTERNET	\$67.50
Check Total:							\$135.00
202988	04/16/2020	1223	Johnson Cashway _8920	228186	01.2.2610.0410.1.06.00	MISC ITEMS FOR GEIL SCHOOL	\$35.20
Check Total:							\$35.20
202989	04/16/2020	1223	Verizon Wireless	9851597955	01.2.1136.0342.1.00.06	TECH PHONE	\$20.01

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
202989	04/16/2020	1223	Verizon Wireless	9851597955	01.2.1136.0342.2.00.06	TECH PHONE	\$20.00
Check Total:							\$40.01
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	402806	01.2.2610.0410.1.00.00	Jan 2020 cleaning at Central	\$350.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	402808	01.2.2610.0410.1.04.00	Jan 2020 cleaning for linc	\$3,325.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	402808	01.2.2610.0410.2.02.00	Jan 2020 cleaning at the JH	\$3,325.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	402809	01.2.2610.0410.1.04.00	Jan 2020 cleaning at headstart at Lincoln	\$200.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	402960	01.2.2610.0410.2.01.00	Jan 2020 cleaning at High School events	\$2,975.50
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	403748	01.2.2610.0410.1.04.00	Feb 2020 cleaning at lincoln headstart	\$200.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	403749	01.2.2610.0410.1.00.00	Feb 2020 cleaning at central	\$350.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	403750	01.2.2610.0410.1.04.00	Feb 2020 cleaning at Lincoln	\$3,325.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	403750	01.2.2610.0410.2.02.00	Feb 2020 cleaning at JH	\$3,325.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	404026	01.2.2610.0410.2.01.00	Feb 2020 cleaning for HS events	\$3,102.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	405139	01.2.2610.0410.1.04.00	March 2020 cleaning at Lincoln	\$880.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	405754	01.2.2610.0410.1.04.00	March 2020 cleaning at linc	\$4,161.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	405754	01.2.2610.0410.2.02.00	March 2020 cleaning JH	\$4,161.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	405756	01.2.2610.0410.1.00.00	March cleaning central	\$350.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	405760	01.2.2610.0410.1.00.00	March cleaning	\$1,056.00
202990	04/23/2020	1232	BLUFFS FACILITY SOLUTIONS	SC53089	01.2.2610.0410.1.00.00	Invoice sc53089 for Apr 1 2020	\$152.63

Check Total: \$31,238.13

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
202991	04/23/2020	1232	Johnson Cashway _8920	234314	01.2.2610.0410.1.05.00	Tapper bit, hasp, screws, strap hanger and screw	\$30.64
202991	04/23/2020	1232	Johnson Cashway _8920	234516	01.2.2610.0410.1.00.00	Finance charge	\$1.19
202991	04/23/2020	1232	Johnson Cashway _8920	234517	01.2.2610.0410.1.06.00	Lid support for the Geil library	\$4.13
202991	04/23/2020	1232	Johnson Cashway _8920	234664	01.2.2610.0410.1.06.00	Metal working resp n95 for Geil	\$26.98
202991	04/23/2020	1232	Johnson Cashway _8920	235211	01.2.2610.0409.1.00.00	Grounding plug, cap and pvc pressure pipe for	\$16.20
Check Total:							\$79.14
202992	04/23/2020	1232	Wal-Mart _18940	006900151727	01.2.2610.0410.1.00.00	Sped for a booster seat for the sub 3	\$13.68
Check Total:							\$13.68
202993	04/24/2020		Gering Public Schools	V564708	01.4.0000.0070.0.00.00	Bond Fund	\$131,871.29
Check Total:							\$131,871.29
202994	04/30/2020	1239	Black Hills Energy	7913648248 04/21/20	01.2.2610.0321.2.01.00	METERED GAS – VO TECH BUILDING	\$191.81
202994	04/30/2020	1239	Black Hills Energy	9670576170 04/21/20	01.2.2610.0321.2.01.00	METERED GAS – HIGH	\$7,166.90
202994	04/30/2020	1239	Black Hills Energy	9675064681 04/21/20	01.2.2610.0321.1.00.00	METERED GAS – TECH BUILDING	\$160.40
202994	04/30/2020	1239	Black Hills Energy	9675064681 04/21/20	01.2.2610.0321.2.00.00	METERED GAS – TECH BUILDING	\$160.40
202994	04/30/2020	1239	Black Hills Energy	9677004195 04/21/20	01.2.2610.0321.2.02.00	METERED GAS – JUNIOR	\$2,129.18
202994	04/30/2020	1239	Black Hills Energy	9679319409 04/21/20	01.2.2610.0321.1.00.00	METERED GAS –	\$243.71
202994	04/30/2020	1239	Black Hills Energy	9679319409 04/21/20	01.2.2610.0321.2.00.00	METERED GAS –	\$243.70
202994	04/30/2020	1239	Black Hills Energy	9679994423 04/21/20	01.2.2610.0321.1.06.00	METERED GAS – GEIL	\$764.54
202994	04/30/2020	1239	Black Hills Energy	9680843910 04/21/20	01.2.2610.0321.1.05.00	METERED GAS –	\$847.57
202994	04/30/2020	1239	Black Hills Energy	9681655110 04/21/20	01.2.2610.0321.2.01.00	METERED GAS – HIGH SCHOOL CAFETERIA	\$599.80
202994	04/30/2020	1239	Black Hills Energy	9759129006 04/21/20	01.2.2610.0321.1.04.00	METERED GAS – LINCOLN	\$1,247.96
Check Total:							\$13,755.97

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
202995	04/30/2020	1239	QUADIENT FINANCE USA, INC.	0779 04/21/2020	01.2.2510.0410.1.00.00	POSTAGE	\$2,000.00
202995	04/30/2020	1239	QUADIENT FINANCE USA, INC.	0779 04/21/2020	01.2.2510.0410.2.00.00	POSTAGE	\$2,000.00
Check Total:							\$4,000.00
202996	04/30/2020	1239	Schindler Elevator Corporation	7153102434	01.2.2610.0410.1.04.00	Invoice # 7153102434 on 2/18/2020	\$3,442.16
Check Total:							\$3,442.16
202997	04/30/2020	1239	VISA	MARTIN.VISA 202605	01.2.1800.0410.2.00.00	Gardener's: Seeds & Bulbs 1/30/2020	\$31.59
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.1210.0670.1.00.99	Sped Supervisory Travel. Meal expense on DT Tours,	\$15.69
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.1210.0670.1.00.99	Sped Supervisory Travel. Meal expense on DT Tours,	\$40.05
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.1210.0670.1.00.99	Sped Supervisory Travel. Meal expense on DT Tours,	\$37.15
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.1210.0670.1.00.99	Sped Supervisory Travel. 2 night hotel expense-DT	\$302.78
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.1250.0410.1.05.99	Walmart Order for NF LL: School Age Supplies - Baby	\$90.16
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.1250.0410.1.05.99	PlakSmacker Order for NF LL: School Age Supplies -	\$156.90
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.1250.0410.1.05.99	Freight on PlakSmacker Order	\$25.21
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.2141.0353.1.09.99	Pearson Invoice# 9081032: Q Interactive Starter Kit for	\$225.00
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.2141.0353.1.09.99	Freight on Pearson Order	\$10.00
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.2161.0410.1.00.99	WPS Invoice# WPS-315425: SPM Home Auto Score	\$62.00
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.2161.0410.1.00.99	Freight on WPS Order	\$6.20
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.2161.0410.1.00.99	WPS Invoice# WPS-316473: SPM-P Home Auto Score	\$62.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.2161.0410.1.00.99	Freight on WPS Order	\$6.20
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.4408.0410.1.09.99	E/C Supplies (Hook-Velcro Coins). J. Connell. Feiner	\$32.00
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.4408.0410.1.09.99	E/C Supplies (Loop-Velcro Coins). J. Connell. Feiner	\$32.00
202997	04/30/2020	1239	VISA	VISA.BARRETT 202602	01.2.4408.0410.1.09.99	Freight on Feiner Supply Order	\$12.90
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202405	01.2.1136.0410.1.00.06	Camera/Mic for Tim M work computer	\$20.00
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202405	01.2.1136.0410.2.00.06	Camera/Mic for Tim M work computer	\$20.00
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202406	01.2.1136.0410.1.00.06	Chromebook Screens	\$95.21
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202406	01.2.1136.0410.2.00.06	Chromebook Screens	\$95.21
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202407	01.2.1136.0410.1.00.06	Chromebook Screens	\$62.70
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202407	01.2.1136.0410.2.00.06	Chromebook Screens	\$62.70
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202408	01.2.1136.0410.1.00.06	Chromebook Batteries	\$44.98
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202408	01.2.1136.0410.2.00.06	Chromebook Batteries	\$44.98
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202409	01.2.1136.0410.1.00.06	Chromebook Touchscreen	\$48.00
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202409	01.2.1136.0410.2.00.06	Chromebook Touchscreen	\$48.00
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202603	01.2.1136.0410.1.00.06	Projector Lamp	\$31.37
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202603	01.2.1136.0410.2.00.06	Projector Lamp	\$31.37
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202604	01.2.1136.0410.1.00.06	Chromebook batteries	\$77.48
202997	04/30/2020	1239	VISA	VISA.GRIFFITH 202604	01.2.1136.0410.2.00.06	Chromebook batteries	\$77.48
202997	04/30/2020	1239	VISA	VISA.HANSON 202510	01.2.2610.0409.1.00.00	clorox wipes for district stock	\$40.98
202997	04/30/2020	1239	VISA	VISA.HANSON 202510	01.2.2610.0409.1.00.00	Clorox wipes for distraict stock	\$59.17
202997	04/30/2020	1239	VISA	VISA.HANSON 202510	01.2.2610.0410.1.00.00	Suckers for the sped kids on the sub	\$43.47

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
202997	04/30/2020	1239	VISA	VISA.HANSON 202510	01.2.2610.0410.2.02.00	Mailing for the JH for UPS at Staples	\$127.00
202997	04/30/2020	1239	VISA	VISA.HANSON 202633	01.2.2610.0112.1.00.00	Repaired a flat on the Maint pickup and they also	\$17.37
202997	04/30/2020	1239	VISA	VISA.HANSON CREDIT	01.2.2610.0409.1.00.00	CREDIT FOR RETURNS	(\$4.25)
202997	04/30/2020	1239	VISA	VISA.MORRIS 202473	01.2.1130.0410.1.44.16	FRESH FOODS	\$21.96
202997	04/30/2020	1239	VISA	VISA.MORRIS 202473	01.2.1130.0410.1.44.16	FRESH FOODS	\$126.97
202997	04/30/2020	1239	VISA	VISA.MORRIS 202644	01.2.1130.0408.1.06.16	Filters for water fountain	\$112.17
202997	04/30/2020	1239	VISA	VISA.WIEDEMAN 202283	01.2.2410.0410.1.05.15	Donuts for all pro parents	\$20.67
202997	04/30/2020	1239	VISA	VISA.WIEDEMAN 202283	01.2.2410.0630.1.05.15	Speakers Bureau Application for Williams	\$75.00
202997	04/30/2020	1239	VISA	VISA.WIEDEMAN 202376	01.2.1130.0690.1.05.15	3rd grade morning work spiral review	\$21.94
202997	04/30/2020	1239	VISA	VISA.WIEDEMAN 202377	01.2.1130.0408.1.05.15	Correction tape (white out), Red rubber ands and	\$33.28
202997	04/30/2020	1239	VISA	VISA0150 202634	01.2.2610.0410.1.00.00	Junk from the Maint.	\$35.00
202997	04/30/2020	1239	VISA	VISA0150 202634	01.2.2610.0410.1.00.00	Junk from Maint	\$45.50
202997	04/30/2020	1239	VISA	VISA0150 202647	01.2.1117.0670.2.02.22	Embassy suites band confrence	\$371.24
202997	04/30/2020	1239	VISA	VISA0150 202647	01.2.1117.0670.2.02.22	Parking	\$22.50
202997	04/30/2020	1239	VISA	VISA0200 202618	01.2.1118.0670.2.01.21	Motel/NE Bandmasters – Embassy Suites (Per CC	\$318.00
202997	04/30/2020	1239	VISA	VISA0200 202618	01.2.1118.0670.2.01.21	Parking/NE Bandmasters – Express Market Place (Per	\$22.50
202997	04/30/2020	1239	VISA	VISA0291 202601	01.2.1250.0410.1.05.99	S/A Supplies for NF LL Verbal Behavior. Index	\$68.94
202997	04/30/2020	1239	VISA	VISA0291 202601	01.2.1250.0410.1.05.99	S/A Supplies for NF LL Verbal Behavior. Red	\$17.90

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

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Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
202997	04/30/2020	1239	VISA	VISA0291 202601	01.2.1250.0410.1.05.99	S/A Supplies for NF LL Verbal Behavior. Green	\$19.90
202997	04/30/2020	1239	VISA	VISA0291 202601	01.2.1250.0410.1.05.99	S/A Supplies for NF LL Verbal Behavior. Noun	\$344.94
202997	04/30/2020	1239	VISA	VISA0291 202601	01.2.1250.0410.1.05.99	S/A Supplies for NF LL Verbal Behavior. 4 Drawer	\$269.91
202997	04/30/2020	1239	VISA	VISA0291 202601	01.2.1250.0410.1.05.99	S/A Supplies for NF LL Verbal Behavior. Shoebox	\$40.48
202997	04/30/2020	1239	VISA	VISA0291 202601	01.2.1250.0410.1.05.99	S/A Supplies for NF LL Verbal Behavior. Laminating	\$35.20
202997	04/30/2020	1239	VISA	VISA0291 202601	01.2.1250.0410.1.05.99	S/A Supplies for NF LL Verbal Behavior. Tab	\$36.16
202997	04/30/2020	1239	VISA	VISA0291 202601	01.2.1250.0410.1.05.99	S/A Supplies for NF LL Verbal Behavior. ABLLS-R	\$439.45
202997	04/30/2020	1239	VISA	VISA0291 20269111.96	01.2.2310.0410.1.00.01	Unofficial Transcript Stamp	\$5.98
202997	04/30/2020	1239	VISA	VISA0291 20269111.96	01.2.2310.0410.2.00.01	Unofficial Transcript Stamp	\$5.98
202997	04/30/2020	1239	VISA	VISA0291 REINMUTH	01.2.2510.0410.2.00.00	3D PRINTER - WILL BE REIMBURSED BY INSURANCE	\$5,087.00
202997	04/30/2020	1239	VISA	VISABARKER 202307	01.2.1130.0409.1.04.14	Barker- Materials for Interventions	\$140.00
202997	04/30/2020	1239	VISA	VISABARKER 202307	01.2.1130.0409.1.04.14	Barker/Peterson/Mize- Materials for interventions	\$140.00
202997	04/30/2020	1239	VISA	VISABARKER 202307	01.2.1130.0409.1.04.14	Barker/Peterson/Mize- Materials for interventions	\$182.00
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202239	01.2.1171.0410.2.01.21	HP711 Cyan, Black, Magenta & Yellow Print	\$129.12
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202240	01.2.1122.0410.2.01.21	Briggs & Stratton 590615 RC Spacer-Carburetor from	\$24.84

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

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Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202241	01.2.1122.0410.2.01.21	Briggs & Stratton 591299 Carburetor from	\$27.97
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202309	01.2.2410.0410.2.01.21	8 1/2 X 11 Wall Mount Sign Holder's for Tornado Alerts	\$40.79
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202310	01.2.2410.0670.2.01.21	Meals/IC Master Schedule Workshop - Buffalo Wild	\$42.58
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202310	01.2.2410.0670.2.01.21	Meals/IC Master Schedule Workshop - Angus Burgers	\$48.63
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202310	01.2.2410.0670.2.01.21	Meals/IC Master Schedule Workshop - Ruby Tuesday	\$26.59
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202310	01.2.2410.0670.2.01.21	Meals/IC Master Schedule Workshop - Panda Express	\$34.80
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202352	01.2.1128.0410.2.01.21	Arduino UNO R3 for Engineering from	\$199.80
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202353	01.2.1128.0410.2.01.21	Pitsco Education Balsa Wood for Engineering from	\$95.90
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202353	01.2.1128.0530.2.01.21	Dragino LoRa Development Kit for Engineering from	\$165.99
202997	04/30/2020	1239	VISA	VISASCHNEIDER 202353	01.2.1128.0530.2.01.21	TP-Link AC1200 Smart WiFi Router 5GHz for	\$44.95
202997	04/30/2020	1239	VISA	VISASEILER 202498	01.2.2410.0410.2.02.22	Pizza for staff working all day 3/18	\$93.95
202997	04/30/2020	1239	VISA	VISASEILER 202499	01.2.2410.0410.2.02.22	Amazon- 3/2/20 Paper plates office	\$37.99
202997	04/30/2020	1239	VISA	VISASEILER 202499	01.2.2410.0410.2.02.22	Amazon- 3/9/20 Coffee for office	\$98.05
202997	04/30/2020	1239	VISA	VISASEILER 202499	01.2.2410.0410.2.02.22	Amazon- 3/13/20 Pencils, 2 pocket folders, tab	\$82.17

Check Total: \$11,445.74

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

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Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
203003	04/30/2020	1240	AC Electric Motor Service, LLC	3685	01.2.2610.0410.1.05.00	Invoice 3685 pump at Northfield	\$404.86
203003	04/30/2020	1240	AC Electric Motor Service, LLC	3939	01.2.2610.0410.1.05.00	Tear down and check out and clean pump parts	\$343.64
Check Total:							\$748.50
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.1136.0344.1.00.06	NORTHFIELD INTERNET	\$101.60
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.1136.0344.1.00.06	GEIL INTERNET	\$101.60
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.1136.0344.1.00.06	LINCOLN INTERNET	\$101.60
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.1136.0344.2.00.06	HIGH SCHOOL INTERNET	\$360.81
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.1136.0344.2.00.06	JUNIOR HIGH INTERNET	\$101.60
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.1290.0382.1.09.99	PRESCHOOL TELEPHONE - SPED 25%	\$19.93
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.2410.0342.1.04.14	PRESCHOOL TELEPHONE - GENERAL 75%	\$59.79
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.2410.0342.1.04.14	LINCOLN TELEPHONE	\$988.19
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.2410.0342.1.05.15	NORTHFIELD TELEPHONE	\$348.84
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.2410.0342.1.06.16	GEIL TELEPHONE	\$367.32
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.2410.0342.2.00.00	LONG DISTANCE - DISTRICT	\$24.02
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.2410.0342.2.01.21	HIGH SCHOOL TELEPHONE	\$778.00
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.2410.0342.2.02.22	JUNIOR HIGH TELEPHONE	\$528.91
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.2510.0342.1.00.00	ADMIN TELEPHONE	\$358.26
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.2510.0342.1.00.00	ADMIN INTERNET	\$101.60
203004	04/30/2020	1240	Allo Communications	3826 04/24/2020	01.2.2510.0342.2.00.00	WAREHOUSE TELEPHONE	\$58.33
Check Total:							\$4,400.40
203005	04/30/2020	1240	Barker, Pam	REIMB/HOBBY LOBBY	01.2.1130.0410.1.04.14	Barker- gift for Lauren Brant	\$57.53
Check Total:							\$57.53
203006	04/30/2020	1240	Bierfreund, Glenda	04/01/2020	01.2.4408.0318.1.09.99	G. Bierfreund Invoice dated 04.01.20. Resource	\$199.50
203006	04/30/2020	1240	Bierfreund, Glenda	04/01/2020	01.2.4408.0671.1.00.99	G. Bierfreund Invoice dated 04.01.20. Mileage	\$75.40

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$274.90
203007	04/30/2020	1240	Bluffs Physical Therapy	APRIL 2020	01.2.2171.0378.1.04.99	Bluffs PT April 2020 Invoice. Rec'd 04.30.20. Elem Age	\$170.25
203007	04/30/2020	1240	Bluffs Physical Therapy	APRIL 2020	01.2.2171.0378.1.05.99	Bluffs PT April 2020 Invoice. Rec'd 04.30.20. Elem Age	\$677.25
203007	04/30/2020	1240	Bluffs Physical Therapy	APRIL 2020	01.2.2171.0378.1.06.99	Bluffs PT April 2020 Invoice. Rec'd 04.30.20. Elem Age	\$210.00
203007	04/30/2020	1240	Bluffs Physical Therapy	APRIL 2020	01.2.2171.0378.2.02.99	Bluffs PT April 2020 Invoice. Rec'd 04.30.20. Secondary	\$127.50
203007	04/30/2020	1240	Bluffs Physical Therapy	APRIL 2020	01.2.4408.0378.1.00.99	Bluffs PT April 2020 Invoice. Rec'd 04.30.20. E/C Ages	\$240.00
203007	04/30/2020	1240	Bluffs Physical Therapy	APRIL 2020	01.2.4408.0378.1.04.99	Bluffs PT April 2020 Invoice. Rec'd 04.30.20. E/C Ages	\$534.00
203007	04/30/2020	1240	Bluffs Physical Therapy	APRIL 2020	01.2.4408.0378.1.05.99	Bluffs PT April 2020 Invoice. Rec'd 04.30.20. E/C Ages	\$60.00
203007	04/30/2020	1240	Bluffs Physical Therapy	MARCH 2020	01.2.2171.0378.1.04.99	Bluffs PT March 2020. Elementary PT Services.	\$425.25
203007	04/30/2020	1240	Bluffs Physical Therapy	MARCH 2020	01.2.2171.0378.1.05.99	Bluffs PT March 2020. Elementary PT Services.	\$806.25
203007	04/30/2020	1240	Bluffs Physical Therapy	MARCH 2020	01.2.2171.0378.1.06.99	Bluffs PT March 2020. Elementary PT Services.	\$450.00
203007	04/30/2020	1240	Bluffs Physical Therapy	MARCH 2020	01.2.2171.0378.2.02.99	Bluffs PT March 2020. Secondary PT Services. Jr	\$322.50
203007	04/30/2020	1240	Bluffs Physical Therapy	MARCH 2020	01.2.4408.0378.1.00.99	Bluffs PT March 2020. PT Services for Ages 0-2	\$206.25
203007	04/30/2020	1240	Bluffs Physical Therapy	MARCH 2020	01.2.4408.0378.1.04.99	Bluffs PT March 2020. E/C PT Services for Ages 3-5	\$1,206.00
203007	04/30/2020	1240	Bluffs Physical Therapy	MARCH 2020	01.2.4408.0378.1.05.99	Bluffs PT March 2020. E/C PT Services for Ages 3-5	\$187.50
Check Total:							\$5,622.75

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Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

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Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
203008	04/30/2020	1240	CAPITAL BUSINESS SYSTEMS, INC.-TEXAS	26886999	01.2.2410.0315.1.04.14	COPIER - LINCOLN	\$599.26
203008	04/30/2020	1240	CAPITAL BUSINESS SYSTEMS, INC.-TEXAS	26886999	01.2.2410.0315.1.05.15	COPIER - NORTHFIELD	\$704.27
203008	04/30/2020	1240	CAPITAL BUSINESS SYSTEMS, INC.-TEXAS	26886999	01.2.2410.0315.1.06.16	COPIER - GEIL	\$462.79
203008	04/30/2020	1240	CAPITAL BUSINESS SYSTEMS, INC.-TEXAS	26886999	01.2.2410.0315.2.01.21	COPIER - HIGH SCHOOL	\$796.99
203008	04/30/2020	1240	CAPITAL BUSINESS SYSTEMS, INC.-TEXAS	26886999	01.2.2410.0315.2.02.22	COPIER - JUNIOR HIGH	\$701.53
203008	04/30/2020	1240	CAPITAL BUSINESS SYSTEMS, INC.-TEXAS	26886999	01.2.2510.0315.2.00.00	COPIER - CENTRAL OFFICE	\$323.72
Check Total:							\$3,588.56
203009	04/30/2020	1240	Capital Business Sytems, Inc.	966562	01.2.1130.0410.1.04.16	invoice 966562	\$24.70
203009	04/30/2020	1240	Capital Business Sytems, Inc.	975962	01.2.1130.0410.1.04.16	CONTRACT OVRAGE CHARGE FOR 03/10/20 TI	\$5.60
Check Total:							\$30.30
203010	04/30/2020	1240	Connell, Jamie	MILEAGE - APR 2020	01.2.1250.0671.1.00.99	Elem Age Mileage Reimbursement for J.	\$8.91
203010	04/30/2020	1240	Connell, Jamie	MILEAGE - MAR 2020	01.2.1250.0671.1.00.99	Elem Age Mileage Reimbursement for J.	\$28.23
203010	04/30/2020	1240	Connell, Jamie	MILEAGE - MAR 2020	01.2.4408.0671.1.00.99	Ages 0-5 E/C Mileage Reimbursement March 2020	\$40.14
Check Total:							\$77.28
203011	04/30/2020	1240	Culligan of Scottsbluff	24456	01.2.2610.0410.1.00.00	ADMIN - RENT COLD & ROOM TEMP COOLER FROM	\$8.00
Check Total:							\$8.00
203012	04/30/2020	1240	DAS State Accounting - Central Finance	1214104	01.2.1136.0344.1.00.06	INTERNET	\$114.66
203012	04/30/2020	1240	DAS State Accounting - Central Finance	1214104	01.2.1136.0344.2.00.06	INTERNET	\$114.66
Check Total:							\$229.32
203013	04/30/2020	1240	Dennis Supply Co. - Sb	SBO1179484-001	01.2.2610.0410.2.01.00	20x20x2 2" Merv Pleated air filters for the furnace at the	\$469.20
Check Total:							\$469.20

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Bank Name: PVNB- General

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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
203014	04/30/2020	1240	ESU #10	070180 03/12/2020	01.2.1250.0670.1.00.99	ESU# 10 Invoice dated 03.12.20. NDE Transition	\$170.00
Check Total:							\$170.00
203015	04/30/2020	1240	Esu #13 _5760	CONSORTIUM 03/30/20	01.2.1136.0496.1.00.06	CONSORTIUM SERVICES FOR MARCH 2020	\$941.17
203015	04/30/2020	1240	Esu #13 _5760	CONSORTIUM 03/30/20	01.2.1136.0496.2.00.06	CONSORTIUM SERVICES FOR MARCH 2020	\$941.16
203015	04/30/2020	1240	Esu #13 _5760	NON-SPED 03/30/20	01.2.4235.0318.1.00.00	Counseling & Consultation Services by Kim Loomis for	\$2,000.70
203015	04/30/2020	1240	Esu #13 _5760	SPED LOOMIS 3/30/20	01.2.4235.0318.1.00.00	Counseling & Consultation Services by Kim Loomis for	\$564.30
203015	04/30/2020	1240	Esu #13 _5760	SPEDSERVIC 03/2020	01.2.1250.0318.1.00.99	ESU# 13 Monthly Invoice 03/2020. Sped Inservice &	\$194.35
203015	04/30/2020	1240	Esu #13 _5760	SPEDSERVIC 03/2020	01.2.1250.0318.2.00.99	ESU# 13 Monthly Invoice 03/2020. Sped Inservice &	\$194.35
203015	04/30/2020	1240	Esu #13 _5760	SPEDSERVIC 03/2020	01.2.1250.0370.1.00.99	ESU# 13 Monthly Invoice 03/2020.	\$30,277.63
203015	04/30/2020	1240	Esu #13 _5760	SPEDSERVIC 03/2020	01.2.2161.0318.1.00.00	ESU# 13 Monthly Invoice 03/2020. OT	\$48.20
203015	04/30/2020	1240	Esu #13 _5760	SPEDSERVIC 03/2020	01.2.2161.0318.2.00.00	ESU# 13 Monthly Invoice 03/2020. OT	\$306.12
203015	04/30/2020	1240	Esu #13 _5760	SPEDSERVIC 03/2020	01.2.2171.0318.1.00.00	ESU# 13 Monthly Invoice 03/2020. PT	\$266.11
203015	04/30/2020	1240	Esu #13 _5760	SPEDSERVIC 03/2020	01.2.2171.0318.2.00.00	ESU# 13 Monthly Invoice 03/2020. PT	\$489.89
203015	04/30/2020	1240	Esu #13 _5760	SPEDSERVIC 03/2020	01.2.2760.0331.1.00.99	ESU# 13 Monthly Invoice 03/2020. Transportation	\$748.00
203015	04/30/2020	1240	Esu #13 _5760	VALTS 03/30/2020	01.2.1131.0318.2.00.00	VALTS PARTICIPATION - 2ND QUARTER 20192020	\$29,584.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
203015	04/30/2020	1240	Esu #13 _5760	W121843	01.2.1210.0670.1.00.99	ESU# 13 Invoice for Ne MTSS Day on 03.05.20. L.	\$20.00
203015	04/30/2020	1240	Esu #13 _5760	WORLD.LANGUAGE	01.2.1119.0410.2.01.21	Workshop: Nebraska World Language New Standards on	\$60.00
Check Total:							\$66,635.98
203016	04/30/2020	1240	First Student	167593	01.2.2750.0119.1.00.00	SPED MILES FOR MARCH	\$581.62
203016	04/30/2020	1240	First Student	167593	01.2.2750.0676.0.00.00	ACTIVITY TRIPS FOR MARCH 2020	\$2,865.38
203016	04/30/2020	1240	First Student	167593	01.2.2750.0676.0.00.00	REGULAR ROUTES FOR MARCH 2020	\$26,182.90
203016	04/30/2020	1240	First Student	167593	01.2.2760.0331.1.09.99	SPED MILES FOR MARCH	\$581.63
Check Total:							\$30,211.53
203017	04/30/2020	1240	Foos, Brandy	MILEAGE - APR 2020	01.2.4408.0671.1.00.99	Ages 3-5 Mileage Reimbursement for B. Foos.	\$24.73
203017	04/30/2020	1240	Foos, Brandy	MILEAGE - MAR 2020	01.2.4408.0671.1.00.99	Ages 0-5 Mileage Reimbursement for March	\$30.48
Check Total:							\$55.21
203018	04/30/2020	1240	Frank Parts Company	490178	01.2.1121.0410.2.01.21	Exhaust Tubing, Floor Dry Absorbent, Trouble Light	\$306.15
Check Total:							\$306.15
203019	04/30/2020	1240	Fresh Foods Inc.	0749	01.2.2310.0360.1.00.01	Strategic Planning Session: 03.10.2020	\$37.60
203019	04/30/2020	1240	Fresh Foods Inc.	0749	01.2.2310.0360.2.00.01	Strategic Planning Session: 03.10.2020	\$37.59
Check Total:							\$75.19
203020	04/30/2020	1240	Gering Courier	126921	01.2.2310.0350.1.00.01	Affidavit of Publication: Special Meeting (March	\$4.00
203020	04/30/2020	1240	Gering Courier	126921	01.2.2310.0350.2.00.01	Affidavit of Publication: Special Meeting (March	\$4.00
203020	04/30/2020	1240	Gering Courier	129663	01.2.2310.0350.1.00.01	Affidavit of Publication: Special Meeting (March	\$24.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
203020	04/30/2020	1240	Gering Courier	129663	01.2.2310.0350.2.00.01	Affidavit of Publication: Special Meeting (March	\$24.00
203020	04/30/2020	1240	Gering Courier	130307	01.2.2310.0350.1.00.01	Affidavit of Publication: Regular Meeting (March	\$87.20
203020	04/30/2020	1240	Gering Courier	130307	01.2.2310.0350.2.00.01	Affidavit of Publication: Regular Meeting (March	\$87.20
203020	04/30/2020	1240	Gering Courier	133085	01.2.2310.0350.1.00.01	Mar 24, 2020 Special Meeting Minutes Publication	\$22.40
203020	04/30/2020	1240	Gering Courier	133085	01.2.2310.0350.2.00.01	Mar 24, 2020 Special Meeting Minutes Publication	\$22.40
Check Total:							\$275.20
203021	04/30/2020	1240	Gilmore Bell	8041378	01.2.2510.0318.1.00.00	LEGAL SERVICES RENDERED IN CONNECTION WITH	\$1,000.00
203021	04/30/2020	1240	Gilmore Bell	8041378	01.2.2510.0318.2.00.00	LEGAL SERVICES RENDERED IN CONNECTION WITH	\$1,000.00
Check Total:							\$2,000.00
203022	04/30/2020	1240	Grease N Go	176569	01.2.2750.0336.1.00.00	Oil changed in Sub 8 4/1/2020	\$44.35
Check Total:							\$44.35
203023	04/30/2020	1240	Hi Performance Car Wash-Blt, Inc.	22194	01.2.2610.0409.1.00.00	washing of cars and subs	\$13.60
Check Total:							\$13.60
203024	04/30/2020	1240	Hillyard/Sioux Falls	603827000	01.2.2610.0409.1.00.00	switch cord for backpack for district stock	\$49.39
203024	04/30/2020	1240	Hillyard/Sioux Falls	603830322	01.2.2610.0409.1.00.00	Handsoap for district stock	\$505.78
203024	04/30/2020	1240	Hillyard/Sioux Falls	603842409	01.2.2610.0409.1.00.00	Northstar, polishing pads and seal 341 for district	\$776.99
203024	04/30/2020	1240	Hillyard/Sioux Falls	603847164	01.2.2610.0410.2.01.00	Bubble buster for the wet and dry at the HS	\$42.40
203024	04/30/2020	1240	Hillyard/Sioux Falls	603847165	01.2.2610.0410.2.02.00	Jet min promax for the JH	\$81.48
Check Total:							\$1,456.04

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
203025	04/30/2020	1240	Jostens_9015	737588	01.2.1130.0313.2.01.21	12- Valedictorian, 10 Salutatorian & 12 Top Ten	\$472.57
Check Total:							\$472.57
203026	04/30/2020	1240	KSB School Law	7720	01.2.2310.0317.1.00.01	Invoice# 7720, Legal Services March 2020	\$1,313.00
203026	04/30/2020	1240	KSB School Law	7720	01.2.2310.0317.2.00.01	Invoice# 7720, Legal Services March 2020	\$1,313.00
Check Total:							\$2,626.00
203027	04/30/2020	1240	Linweld	21550789	01.2.1123.0410.2.01.21	Miscellaneous Welding Supplies - Order	\$1,607.56
Check Total:							\$1,607.56
203028	04/30/2020	1240	McGraw Hill LLC	112387537001	01.2.2212.0411.1.00.02	Your Turn Practice Books for 2nd Grade 2/27/2020	\$1,455.11
203028	04/30/2020	1240	McGraw Hill LLC	112387537001	01.2.2212.0411.1.00.02	Your Turn Practice Books for 5th Grade 2/27/2020	\$209.16
203028	04/30/2020	1240	McGraw Hill LLC	112387537001	01.2.2212.0411.1.00.02	Your Turn Practice Books for 4th Grade 2/27/2020	\$567.72
203028	04/30/2020	1240	McGraw Hill LLC	112387537001	01.2.2212.0411.1.00.02	Your Turn Practice Books for 3rd Grade 2/27/2020	\$478.08
203028	04/30/2020	1240	McGraw Hill LLC	112403232001	01.2.2212.0413.2.00.02	Inspire Earth Science/Quote Date 1/31/2020	\$11,339.22
203028	04/30/2020	1240	McGraw Hill LLC	112404340001	01.2.2212.0413.2.00.02	Zoology/Quote Date 1/31/2020	\$4,593.60
203028	04/30/2020	1240	McGraw Hill LLC	112411572001	01.2.2212.0413.2.00.02	Inspire Biology/Quote Date 1/31/2020	\$13,740.00
203028	04/30/2020	1240	McGraw Hill LLC	112411572001	01.2.2212.0413.2.00.02	Inspire Physical Science/Quote Date	\$16,950.00
203028	04/30/2020	1240	McGraw Hill LLC	112649011001	01.2.2212.0411.1.00.02	Reading Wonders Student Workspace 1 Year	\$19,628.58
Check Total:							\$68,961.47

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
203029	04/30/2020	1240	Menards	10291	01.2.2610.0410.1.00.00	2 gallon plus gas can for maint	\$10.99
203029	04/30/2020	1240	Menards	10291	01.2.2610.0410.1.00.00	cyclone and vinyl for Sub 8	\$27.95
203029	04/30/2020	1240	Menards	10309	01.2.2610.0410.1.00.00	3 wire plug and pvc cap for maint	\$8.84
203029	04/30/2020	1240	Menards	10628	01.2.2610.0409.1.00.00	2 wheeled coolers, coleman 50 qt and 50 wheeled	\$308.90
203029	04/30/2020	1240	Menards	11038	01.2.2610.0410.1.00.00	Straight link for Maint	\$15.99
Check Total:							\$372.67
203030	04/30/2020	1240	Midwest Connect, LLC	217621	01.2.2610.0409.1.00.00	Mailing labels for district stock for mailing	\$59.00
Check Total:							\$59.00
203031	04/30/2020	1240	Mitlehner, Stacey	MIELAGE - MAR 2020	01.2.1250.0671.1.00.99	Elem Mileage Reimbursement March	\$8.34
203031	04/30/2020	1240	Mitlehner, Stacey	MIELAGE - MAR 2020	01.2.1250.0671.2.00.99	Secondary Mileage Reimbursement March	\$0.86
203031	04/30/2020	1240	Mitlehner, Stacey	MIELAGE - MAR 2020	01.2.4408.0671.1.00.99	E/C Mileage Reimbursement March 2020. PT Services.	\$7.42
Check Total:							\$16.62
203032	04/30/2020	1240	Money Wise Office Supply	0045332-002	01.2.2610.0410.1.00.00	credit	(\$29.70)
203032	04/30/2020	1240	Money Wise Office Supply	0048538-001	01.2.2610.0409.1.00.00	Supplies for district stock	\$297.20
203032	04/30/2020	1240	Money Wise Office Supply	0048703-001	01.2.2610.0409.1.00.00	9x12 clasp envelops for the district stock for the	\$267.25
203032	04/30/2020	1240	Money Wise Office Supply	0049067-001	01.2.1250.0410.1.06.99	Moneywise Invoice# 0049067-001 dated	\$44.99
Check Total:							\$579.74
203033	04/30/2020	1240	Moravek, Michael	MILEGE - MAR 2020	01.2.1250.0671.1.00.99	Elem Age Mileage Reimbursement March	\$10.26

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
203033	04/30/2020	1240	Moravek, Michael	MILEGE - MAR 2020	01.2.4408.0671.1.00.99	Ages 0-5 Mileage Reimbursement March	\$22.74
Check Total:							\$33.00
203034	04/30/2020	1240	NASB	45726	01.2.2310.0360.1.00.01	Online Board Assessment - Encompass 360 Evaluation	\$1,000.00
Check Total:							\$1,000.00
203035	04/30/2020	1240	NCECBVI	O-533	01.2.2181.0670.1.00.99	NCECBVI Invoice# O-533 dated 04.14.20. Rec'd	\$113.33
Check Total:							\$113.33
203036	04/30/2020	1240	NCSA	63476	01.2.2510.0630.1.00.00	TIM MEISNER - NASBO STATE CONVENTION	\$75.00
203036	04/30/2020	1240	NCSA	63557	01.2.1210.0670.1.00.99	NCSA Invoice# 63557. Regis Fee for L. Barrett.	\$75.00
203036	04/30/2020	1240	NCSA	63557	01.2.2141.0670.1.00.99	NCSA Invoice# 63557. Regis Fee for B. Stone.	\$75.00
Check Total:							\$225.00
203037	04/30/2020	1240	NEBRASKA AG ED ASSOCIATION	GERING PUBLIC SCHOOL	01.2.2410.0670.2.01.21	Professional Fees for Carrie Johns for 2020-2021	\$235.00
Check Total:							\$235.00
203038	04/30/2020	1240	Nebraska Safety & Fire Equipment Inc.	53098	01.2.2610.0410.2.02.00	Service call at the JH	\$100.00
203038	04/30/2020	1240	Nebraska Safety & Fire Equipment Inc.	53098 & 53099	01.2.2610.0410.2.02.00	Middle north gym and middle north gym wire for	\$387.50
203038	04/30/2020	1240	Nebraska Safety & Fire Equipment Inc.	53099	01.2.2610.0410.2.02.00	22/4 Cmp wire at JH	\$287.50
203038	04/30/2020	1240	Nebraska Safety & Fire Equipment Inc.	8582	01.2.2610.0410.1.05.00	new intercom for Northfield	\$4,544.00
Check Total:							\$5,319.00
203039	04/30/2020	1240	NWEA	34670	01.2.2213.0424.1.00.02	MAP Reading Fluency Add-on for Bundle price	\$950.00
203039	04/30/2020	1240	NWEA	34670	01.2.2213.0424.1.00.02	MAP Growth K-12	\$2,375.00
203039	04/30/2020	1240	NWEA	34670	01.2.2213.0424.2.00.02	MAP Growth K-12	\$2,375.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PNVB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
203039	04/30/2020	1240	NWEA	34670	01.2.2213.0424.2.00.02	MAP Reading Fluency Add-on for Bundle price	\$950.00
Check Total:							\$6,650.00
203040	04/30/2020	1240	One Source	2538-20200331	01.2.2310.0318.1.00.01	PRE-EMPLOYMENT BACKGROUND CHECKS (10)	\$122.50
203040	04/30/2020	1240	One Source	2538-20200331	01.2.2310.0318.2.00.01	PRE-EMPLOYMENT BACKGROUND CHECKS (10)	\$122.50
Check Total:							\$245.00
203041	04/30/2020	1240	Pearson	9275423	01.2.2141.0353.1.09.99	Pearson Invoice# 9275423 dated 04.07.20. Q	\$67.50
Check Total:							\$67.50
203042	04/30/2020	1240	Pearson Education Inc.	7027076739	01.2.2212.0413.2.00.02	Additional Science Professional/Quote Date	\$1,994.64
203042	04/30/2020	1240	Pearson Education Inc.	7027080867	01.2.2212.0413.2.00.02	Marieb: Human Anatomy & Physiology/Quote Date	\$13,942.00
203042	04/30/2020	1240	Pearson Education Inc.	7027080867	01.2.2212.0413.2.00.02	Saferstein: Forensic Science/Quote Date	\$7,453.20
203042	04/30/2020	1240	Pearson Education Inc.	7027080867	01.2.2212.0413.2.00.02	The Cosmic Perspective/Quote Date	\$5,469.05
203042	04/30/2020	1240	Pearson Education Inc.	7027083135	01.2.2212.0413.2.00.02	Experience Chemistry/Quote Date	\$3,337.46
Check Total:							\$32,196.35
203043	04/30/2020	1240	Perry, Guthery, Haase & Gessford, P.C.,	1645 #156	01.2.2310.0317.1.00.01	03/12/2020 - NSEA Addendum RE: Coronavirus	\$451.50
203043	04/30/2020	1240	Perry, Guthery, Haase & Gessford, P.C.,	1645 #156	01.2.2310.0317.2.00.01	03/12/2020 - NSEA Addendum RE: Coronavirus	\$451.50
Check Total:							\$903.00
203044	04/30/2020	1240	Print Express	71472	01.2.2410.0410.2.01.21	GHS Return Address Envelopes	\$408.35
203044	04/30/2020	1240	Print Express	71483	01.2.1130.0313.2.01.21	1750 Graduation Admission Tickets - Invoice #71483	\$217.45

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$625.80
203045	04/30/2020	1240	Quill Corporation	89655909	01.2.2610.0409.1.00.00	Mailing labels for district stock for the mailings	\$86.97
Check Total:							\$86.97
203046	04/30/2020	1240	Region I Office Of Human Development	9201766	01.2.1230.0375.1.09.99	Region I OHD Invoice# 9201766. Rec'd 04.29.20.	\$895.32
203046	04/30/2020	1240	Region I Office Of Human Development	9201766	01.2.1230.0375.1.09.99	Region I OHD Invoice# 9201766. Rec'd 04.29.20.	\$44.08
Check Total:							\$939.40
203047	04/30/2020	1240	Regional Care, Inc.	30659	01.2.1130.0271.1.00.00	125 PLAN FOR APRIL 2020	\$177.50
203047	04/30/2020	1240	Regional Care, Inc.	30659	01.2.1130.0271.2.00.00	125 PLAN FOR APRIL 2020	\$177.50
Check Total:							\$355.00
203048	04/30/2020	1240	RIVERSIDE DISCOVERY CENTER NORTHFIELD 03/06/20		01.2.1130.0690.1.05.15	3 Animal Program's for 1st grade	\$65.00
Check Total:							\$65.00
203049	04/30/2020	1240	Schindler Elevator Corporation	7153106402	01.2.2610.0410.1.04.00	Invoice 7153106402 on 2/24/2020	\$260.06
Check Total:							\$260.06
203050	04/30/2020	1240	School Datebooks	S20-0171081	01.2.1130.0410.1.04.14	Barker/5th grade student planners	\$206.11
Check Total:							\$206.11
203051	04/30/2020	1240	Snell Services, Inc.	49855	01.2.2610.0410.2.02.00	Kitchen at the JH no hot water installed tankless	\$2,947.81
203051	04/30/2020	1240	Snell Services, Inc.	50220	01.2.2610.0410.2.01.00	Repair vents thru the roof for sewer smell repaired	\$1,843.68
Check Total:							\$4,791.49
203052	04/30/2020	1240	SOLIANT HEALTH	11244495	01.2.1230.0374.1.09.99	Soliant Health Invoice# 11244495 dated 03.29.20.	\$3,145.00
203052	04/30/2020	1240	SOLIANT HEALTH	11260018	01.2.1230.0374.1.09.99	Soliant Health Invoice# 11260018 dated 04.05.20.	\$3,400.00

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
203052	04/30/2020	1240	SOLIANT HEALTH	11260018	01.2.1230.0374.1.09.99	Soliant Health Invoice# 11260018 dated 04.05.20.	\$85.00
203052	04/30/2020	1240	SOLIANT HEALTH	11275069	01.2.1230.0374.1.09.99	Soliant Health Invoice# 11275069 dated 04.12.20.	\$2,635.00
203052	04/30/2020	1240	SOLIANT HEALTH	11287820	01.2.1230.0374.1.09.99	Soliant Health Invoice# 11287820 dated 04.19.20.	\$3,060.00
203052	04/30/2020	1240	SOLIANT HEALTH	11300901	01.2.1230.0374.1.09.99	Soliant Health Invoice# 11300901 dated 04.26.20.	\$3,400.00
203052	04/30/2020	1240	SOLIANT HEALTH	11300901	01.2.1230.0374.1.09.99	Soliant Health Invoice# 11300901 dated 04.26.20.	\$85.00
Check Total:							\$15,810.00
203053	04/30/2020	1240	Staples Advantage	8058109276	01.2.2410.0410.2.01.21	DYMO Address & File Folder Lables for Labelmaker -	\$52.44
Check Total:							\$52.44
203054	04/30/2020	1240	Star-Herald	114210-0205	01.2.2310.0350.1.00.01	Employment Ad: 02/01/2020	\$300.65
203054	04/30/2020	1240	Star-Herald	114210-0205	01.2.2310.0350.2.00.01	Employment Ad: 02/01/2020	\$300.65
203054	04/30/2020	1240	Star-Herald	122956-0229	01.2.2310.0350.1.00.01	Employment Ad: 02/29/2020	\$296.60
203054	04/30/2020	1240	Star-Herald	122956-0229	01.2.2310.0350.2.00.01	Employment Ad: 02/29/2020	\$296.59
Check Total:							\$1,194.49
203055	04/30/2020	1240	Team Chevrolet	56482	01.2.2750.0337.1.00.00	Ref # 56482 for the dawgs van used at Linc. for dawgs	\$668.11
203055	04/30/2020	1240	Team Chevrolet	60334	01.2.2750.0337.1.00.00	repalced the back struts on the hatch on the Cafe dodge	\$273.67
Check Total:							\$941.78
203056	04/30/2020	1240	THE MUSICIAN'S CHOICE, LLC	7935	01.2.1117.0410.2.01.21	I Will be A Child of Peace-Hagenberg	\$16.80

## Gering Public Schools

### Disbursement Detail Listing

Bank Name: PVNB- General

Date Range: 04/01/2020 - 04/30/2020

Sort By: Check

Bank Account: 149321

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
203056	04/30/2020	1240	THE MUSICIAN'S CHOICE, LLC	7935	01.2.1117.0410.2.01.21	O! What A Beautiful City-Kirchner	\$22.00
203056	04/30/2020	1240	THE MUSICIAN'S CHOICE, LLC	7935	01.2.1117.0410.2.01.21	Sanctus (From Requiem) Durufle	\$17.20
203056	04/30/2020	1240	THE MUSICIAN'S CHOICE, LLC	7935	01.2.1117.0410.2.01.21	Soon We Will Be Done-Pederson	\$22.80
203056	04/30/2020	1240	THE MUSICIAN'S CHOICE, LLC	7935	01.2.1117.0410.2.01.21	We Can Mend The Sky-Runestad	\$28.72
203056	04/30/2020	1240	THE MUSICIAN'S CHOICE, LLC	7935	01.2.1117.0410.2.01.21	Your Voices Tune-Handel/Malin	\$41.08
Check Total:							\$148.60
203057	04/30/2020	1240	Wilson, Ashlee	MILEAGE - MAR 2020	01.2.1250.0671.1.00.99	Elem Age Mileage Reimbursement March 2020	\$3.16
203057	04/30/2020	1240	Wilson, Ashlee	MILEAGE - MAR 2020	01.2.1250.0671.2.00.99	Secondary Age E/C Mileage Reimbursement March 2020	\$0.58
203057	04/30/2020	1240	Wilson, Ashlee	MILEAGE - MAR 2020	01.2.4408.0671.1.00.99	Ages 0-2 E/C Mileage Reimbursement March 2020	\$17.25
Check Total:							\$20.99
203058	04/30/2020	1240	WPCI	S138061	01.2.2310.0318.1.00.01	PRE-EMPLOYMENT DRUG SCREEN (1)	\$22.75
203058	04/30/2020	1240	WPCI	S138061	01.2.2310.0318.2.00.01	PRE-EMPLOYMENT DRUG SCREEN (1)	\$22.75
Check Total:							\$45.50
Bank Total:							\$502,282.48

### Manual Checks Recap

202993	04/24/2020	10671	Gering Public Schools	MANUAL	01.4.0000.0070.0.00.00	Bond Fund	\$131,871.29
Check Total:							\$131,871.29
Manual Checks Total:							\$131,871.29

## Gering Public Schools

### Disbursement Detail Listing

**Bank Name:** PVNB- General

**Date Range:** 04/01/2020 - 04/30/2020

**Sort By:** Check

**Bank Account:** 149321

**Voucher Range:** -

**Dollar Limit:** \$0.00

**Fiscal Year:** 2019-2020

**Print Employee Vendor Names**

**Exclude Voided Checks**

**Exclude Manual Checks**

**Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
			<u>Fund</u>				<u>Amount</u>
			01				\$502,282.48
			03				\$11,372.16
			05				\$9,977.45
			06				\$100,856.10
			<b>Fund Totals:</b>				<b>\$624,488.19</b>

**End of Report**

**Disbursements Grand Total: \$624,488.19**

**POLICY 801.15  
GERING PUBLIC SCHOOLS  
GERING, NE**

**USE OF VIDEO CAMERAS ON SCHOOL BUSES**

The Board supports the use of video as a means to monitor and maintain a safe environment for students and employees. Video cameras will be used on all school buses used for transportation to and from school, field trips, curricular events, and extracurricular events by the district. The contents of the videos may be used as evidence in a student disciplinary proceeding.

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Viewing of videos is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the video, stating the time, name of individual viewing, and the date the video was viewed.

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**Student Conduct**

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district policies and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Deleted: ¶

Approved 01/19/04

Reviewed 12/17/12,  
4/27/29

Revised 1/21/13, 5/18/20

**POLICY 802.1  
GERING PUBLIC SCHOOLS  
GERING, NE**

**SCHOOL FOOD PROGRAM**

The school district will operate a school lunch program, and may operate a breakfast program, in each attendance center. The school food program services will include hot lunches through participation in the National School Lunch Program and supplementary foods for students during the school day. Students may bring their lunches from home and purchase milk or juice and other incidental items.

School food service facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the director of food services for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with Board policy.

The school food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying the regular operating costs of the school food program. Supplies of the school food program shall only be used for the school food program.

The Board will set and periodically review the prices for school lunches, breakfast, and special milk programs. It shall be the responsibility of the superintendent to make a recommendation regarding the prices of school lunch, breakfast, and milk.

It shall be the responsibility of the director of food services to administer the program and to cooperate with central administration and the head cook for the proper functioning of the school food program.

Legal Reference: 42 U.S.C. §§ 1751 et seq. (1994).

Cross Reference: 1006.01 Use of School District Facilities and Equipment

Approved 01/19/04

Reviewed 12/17/12,  
4/27/20

Revised 1/21/13

**POLICY 802.3  
GERING PUBLIC SCHOOLS  
GERING, NE**

**COLLECTION OF MONEY AND FOOD TICKETS**

Central Office Administration shall be responsible for establishing procedures for the collection of lunch program money and identification badges. Proper accounting controls shall be created to ensure compliance with the National School Lunch Program.

| Approved 01/19/04

Reviewed 12/17/12,  
4/27/20

Revised 1/21/13

**POLICY 802.4  
GERING PUBLIC SCHOOLS  
GERING, NE**

**FOOD SERVICE RECORDS AND REPORTS**

An independent certified public accountant or registered accountant will audit the food services fund annually. The audit will comply with federal requirements.

The food services program will be operated on a non-profit basis. Any income derived from the operation of the program will be used to support the food services program and will not be used for any other purpose.

The Board shall review the food services financial records and be advised of recommendations for changes to the program.

Approved 01/19/04

Reviewed 12/17/12,  
4/27/20

Revised 1/21/13

**POLICY 802.5  
GERING PUBLIC SCHOOLS  
GERING, NE**

**FREE OR REDUCED COST MEALS ELIGIBILITY AND MEAL CHARGES**

The district shall comply with all state and federal laws applying to providing free and reduced meals under the National School Lunch Program, School Breakfast Program, and other related federal grant programs.

Free or Reduced Meals Eligibility

Families of students enrolled in the district who wish to qualify for free or reduced price meals may submit an application on or after July 1 for the current school year. If the financial situation of a household changes during the school year, they may submit a new application to become eligible. Applications are available at the Central Administrative Office of the school building.

Meal Charges

The written meal charge policy and guidelines shall be in place before the beginning of each school year, and parents shall be advised of the available payment systems and meal prices. The district will encourage pre-payment of meal balances, but the district must include a method for adding funds during the school day such as cash payments at the school office. A qualifying student with money to purchase a reduced price meal must be provided the meal; the district may not use that money for previously unpaid charges if the student intended to buy a meal that day.

All balances remaining in accounts shall carry over to the next month. Balances of households qualifying for free or reduced meals with funds remaining in the account at the end of the school year shall receive a refund. The district shall attempt to contact the household of all students transferring out or graduating from the district to return any unused funds remaining in the student's account. The district may set varying meal charge guidelines for students of different grade levels including charges relating to alternate meals, ala carte items and limits on charges that a parent may set for a student's daily lunch expenditures.

The district must set written guidelines regarding the collection of delinquent meal charges such as the amount of delinquent meal charges which initiate an established collection process, providing notice to households of those students and carrying out appropriate follow-up. Unpaid meal charges are classified as "delinquent debt" and remain on the food service accounting documents until they are collected or written off as uncollectible.

Guidelines must also cover how the district will handle situations where children eligible for reduced price meals do not have money in their accounts to cover the cost of their meal at the time of service. Households must be notified of all payment methods used by the district, including any fees. At least one payment method must be free of charge. The district cannot solely require the use of an online payment system; another option must be available.

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Confidentiality

The information provided by families on the free and reduced price application will be used only for determining eligibility for meal or milk benefits and verification of eligibility. Only staff

members and organizations carrying out the activities of the School Lunch Act shall have access to this information.

The district should use methods of lunch payment systems such as pre-payment to avoid openly identifying children who qualify for free or reduced meals. Meal cards, tickets, tokens or other methods of payment must not be coded or colored to identify such status.

Policy Communication

This policy will be provided in writing to all households at the start of each school year and to households that transfer to the district during the school year.

This policy will also be provided annually to all district staff responsible for enforcing the policy including food service professionals. Staff members such as counselors, school nurses, homeless liaisons, and others assisting students in need should also be informed of the policy. The district will maintain documentation of the annual distribution of this policy.

Legal Reference: 42 U.S.C. §§ 1751 et seq.  
7 C.F.R. §§ 210 et seq.  
USDA Unpaid Meal Charges, SP 46-2016, 47-2016 and 57-2016.

Cross Reference: 504.19 Student Fees

Legal Reference: 42 U.S.C. §§ 1751 et seq. (1994).

Cross Reference: 504.19 Student Fees

Approved 01/19/04    Reviewed                      Revised 1/21/13, 7/19/17  
12/17/12, 4/27/20

**POLICY 802.6  
GERING PUBLIC SCHOOLS  
GERING, NE**

VENDING MACHINES

Food served or purchased by students during the school day and food served or purchased for other than special circumstances shall be approved by central administration. Vending machines in the school building shall be the responsibility of the building principal. Purchases from the vending machines, other than the cafeteria, shall not be made during the lunch periods.

It shall be the responsibility of central administration to develop administrative regulations for the use of vending machines and other sales of food to students.

Legal Reference: 42 U.S.C. §§ 1751 et seq. (1994).

| Approved 01/19/04      Reviewed 3/26/13, 4/27/20      Revised

**POLICY 802.7  
GERING PUBLIC SCHOOLS  
GERING, NE**

**SCHOOL FOOD PROCUREMENT**

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

Procurement Policy

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

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

Micro-Purchase Procedures

Micro-Purchases may be used for a single purchase under \$10,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures

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

1. Contact a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write a contract for meal service between the sponsor and the winning bidder.

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Formal Competitive Solicitation Procedures

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

1. Prepare an IFB or RFP document specifically addressing the items to be procured
  - a. Include detailed specifications
  - b. Ensure price will be most heavily weighted

2. Publicly announce and advertise the bid/proposal at least 30 calendar days prior to bid opening
  - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a. Responsive bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
4. Award the contract
  - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
  - b. At least two weeks before program operations begin
  - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

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

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

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated ~~with the food~~ service procurement process. This review shall be summarized in written form and kept with the other required program documentation.
- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]

Deleted: with food

G. General Requirements:

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

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H. Duties of Food Service Supervisor:

1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
3. To place and confirm orders with vendors, or make plans to purchase the required items.
4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
7. To work with vendors on a fair and equal basis.
8. To develop a list of acceptable brands. (multiple Brands per bid item when possible)
9. To conduct an in-house procurement review once per year

School Food Authority Code of Conduct

The District seeks to conduct all procurement procedures in compliance with state and federal regulations and to prohibit conflicts of interest with employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by Federal, State, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Officers, employees, or agents of the District who violate this policy shall be subject to appropriate disciplinary actions.

- Legal Reference:
- 2 CFR 200 Uniform Admin. Requirements, Cost Principles, and Audit Requirements for Federal Awards
  - 7 CFR 210 National School Lunch Program
  - 2 CFR 200.317-326 Super Circular
  - 7 CFR 210.21 NSLP Procurement
  - 7 CFR 220.16 Breakfast Program
  - 7 CFR 225 Summer Food Service Program
  - 7 CFR 3016—Uniform Admin. Requirements For Grants And Coop. Agreements To State And Local Governments

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Approved 9/18/17

Reviewed 8/27/18, 4/27/20

Revised 9/17/18, 5/18/20

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**POLICY 801.6  
GERING PUBLIC SCHOOLS  
GERING, NE**

**STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES**

The Board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating in extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent. Students attending extracurricular events, other than those held at the school district facilities may be transported to the extracurricular event by school district transportation vehicles.

Students who are provided transportation in school district transportation vehicles for extracurricular events shall ride both to and from the event in the school vehicle unless arrangements have been made with the building principal/administrator prior to the event. A student's parent may personally appear and request in writing to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It shall be the responsibility of the superintendent to make a recommendation to the Board annually as to whether the school district shall provide the transportation authorized in this policy. In making the recommendation to the Board, the superintendent shall consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the Board or superintendent deem relevant.

Legal Reference: Neb. Statute 79-610 et seq.

Cross Reference: 504.19 Student Fees

| Approved 01/19/04

Reviewed 3/26/12, 3/23/20 Revised

**POLICY 801.7  
GERING PUBLIC SCHOOLS  
GERING, NE**

**SUMMER SCHOOL PROGRAM TRANSPORTATION SERVICE**

The school district may use school vehicles for transportation to and from summer extracurricular activities. The superintendent shall make a recommendation to the Board annually regarding their use.

Transportation to and from the student's attendance center for summer school instructional programs shall be within the discretion of the Board. It shall be the responsibility of the superintendent to make a recommendation regarding transportation of students in summer school instructional programs at the expense of the school district. In making the recommendation to the Board, the superintendent shall consider the financial condition of the school district, the number of students involved in summer school programs, and other factors deemed relevant by the Board or the superintendent.

Cross Reference: 604.02 Summer School Instruction

Approved 01/19/04

Reviewed 10/25/12,  
3/23/20

Revised

**POLICY 801.10  
GERING PUBLIC SCHOOLS  
GERING, NE**

**TRANSPORTATION IN INCLEMENT WEATHER**

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent.

When weather conditions deteriorate during the day after school has begun, when school is cancelled or temporarily delayed, notification will be announced by commercial radio and other means of parental communication. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents.

Cross Reference: 602.02 School Day

Approved 01/19/04

Reviewed 10/25/12,  
3/23/20

Revised

**POLICY 801.11  
GERING PUBLIC SCHOOLS  
GERING, NE**

**SCHOOL-OWNED VEHICLES**

The Board may approve the purchase of vehicles to be used by staff for district business, including transportation services. The superintendent will develop and maintain regulations that define the appropriate use and care of district vehicles and the responsibilities of district staff using those vehicles.

Personal use of district vehicles is prohibited except where authorized by contract.

All drivers operating district-owned vehicles shall use seat belts and follow all traffic laws. Failure to do so is grounds for dismissal.

The driver of any district-owned vehicle, except school buses, is responsible for determining that the proper number of seat belts is available for the passengers. The vehicle shall not be driven until the driver and all passengers are buckled up.

Approved 01/19/04

Reviewed 10/25/12,  
3/23/20

Revised 4/20/20

**POLICY 801.12  
GERING PUBLIC SCHOOLS  
GERING, NE**

**STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Standing authorization for student transportation in private vehicles shall be granted by the Board to school administrators, school nurses and other student services personnel designated by the superintendent.

No employee shall transport students in private vehicles without insurance coverage in compliance with state law.

Special permission for providing student transportation may be granted in exceptional cases by the principal to other professional staff members such as coaches, music teachers and activity sponsors. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors and distance providing as follows:

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The employee, parent, or other adult driving the vehicle is properly licensed to drive;
4. The vehicle contains an adequate number of seat restraints and the adult driver requires their use; and
5. At least two staff members should accompany a student being transported in a private vehicle.

The district will develop procedures to implement this policy.

Cross Reference: 402.07 Transporting of Students by Employees

Approved 01/19/04

Reviewed 12/17/12,  
3/23/20

Revised 1/21/13, 4,20,20

**POLICY 801.13**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS**

The Board discourages the use of private vehicles for district business. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any non-emergency use of private vehicles.

No staff member will use a private vehicle for district business without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. School administrators, school nurses, other student services personnel, and teachers traveling between schools may be granted standing authorization by the ~~s~~Superintendent or ~~his/her~~ designee to use their private vehicles on school-related business. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board.

Approved 12/15/03

Reviewed 3/26/13, 3/23/20 Revised 4/20/20

**POLICY 801.14  
GERING PUBLIC SCHOOLS  
GERING, NE**

**TRANSPORTATION RECORDS**

The superintendent will instruct the transportation supervisor to establish a record keeping system for district transportation services. The system shall itemize usage by vehicle, activity, and mileage. Maintenance, repair, and depreciation costs shall also be allocated to each vehicle.

Approved 01/19/04

Reviewed 12/17/12,  
3/23/20

Revised 1/21/13, 4/20/20

**POLICY 204.12**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**PUBLIC PARTICIPATION IN BOARD MEETINGS**

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board shall set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. The board has the discretion to limit the amount of time set aside for public participation.

If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice at a particular meeting. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting shall not be interfered with or disrupted. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or another individual causing disruption may be asked to leave the board meeting.

Citizens wishing to address the board on a certain agenda item must notify the superintendent prior to the board meeting. Citizens wishing to present petitions to the board may do so at this time. However, the board will only receive the petitions and not act upon them or their contents.

Subjects for comment should involve areas within the board's proper responsibility. Discussion on unrelated matters is to be discouraged.

Individuals who have a complaint about employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the Wednesday preceding a Monday night meeting. This material will be transmitted to the members of the board for their consideration.

Legal Reference: Nebraska Statute 84-1408 to 1414

Cross Reference: 201.7 School Board Liability  
204.3 Public Hearings  
204.10 Agenda  
403.5 Public Complaints about Employees

Approved 1/20/03 Reviewed 2/23/15 Revised 9/14/09

THE MONTH ENDING APRIL 30, 2020  
TRIAL BALANCE SUMMARY- YEAR-TO-DATE

	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	BOND
9/1/2019	\$2,625,075.91	\$3,591,478.86	\$554,567.65	\$15,184.74	\$149,821.59	\$11,371.77	\$20,026.15	\$82,032.05	\$986,069.80
CD Deposit									
+ YTD RECPTS	\$14,471,035.79	\$17,972.59	\$3,695.04	\$795.08	\$0.00	\$0.39	\$320,155.83	\$661,398.51	\$1,166,039.30
+ RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
= AVAILABLE FUNDS	\$17,096,111.70	\$3,609,451.45	\$558,262.69	\$15,979.82	\$149,821.59	\$11,372.16	\$340,181.98	\$743,430.56	\$2,152,109.10
- YTD EXPENSE	\$14,402,008.16	\$3,161,957.33	\$52,930.00	\$4,369.35	\$149,821.59	\$0.00	\$309,433.69	\$639,342.16	\$1,091,945.99
- EXPENSE ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
= RECEIPT-EXP BALANCES	\$2,694,103.54	\$447,494.12	\$505,332.69	\$11,610.47	\$0.00	\$11,372.16	\$30,748.29	\$104,088.40	\$1,060,163.11

IMPREST	\$0.00								
PAYROLL	(\$217,295.99)								
CASH AT COUNTY	\$2,274,501.29								\$0.00
+ REGULAR CHECKING	\$57,852.12			\$11,610.47		\$11,372.16	\$721.08	\$112,046.22	\$760,105.75
+ MMA ACCOUNT	\$920,889.01	\$ 447,494.12	\$41,604.87		\$0.00		(\$5,885.34)	(\$7,957.82)	\$300,057.36
+ IMPREST SUSPENSE	\$0.00								
+ DUE TO BUILDING									
+ DUE FROM BOND									
+ CD'S			\$463,727.82				\$35,912.55		
+ or - A/R or (A/P)	(\$169,623.96)								
= FUND BALANCES	\$2,866,322.47	\$447,494.12	\$505,332.69	\$11,610.47	\$0.00	\$11,372.16	\$30,748.29	\$104,088.40	\$1,060,163.11

THE MONTH END APRIL30, 2019  
TRIAL BALANCE SUMMARY

target \$650K                      target \$750k

	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	BOND
41/01/2020 Balance	\$2,866,322.47	\$447,353.21	\$505,325.85	\$11,607.13	\$0.00	\$11,372.16	\$36,719.94	\$149,089.49	\$928,132.62
CD Deposit									
+ MTD Receipts	\$1,681,240.43	\$140.91	\$6.84	\$3.34	\$0.00	\$0.00	\$2,150.74	\$55,743.01	\$132,030.49
+ RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
= AVAILABLE FUNDS	\$4,547,562.90	\$447,494.12	\$505,332.69	\$11,610.47	\$0.00	\$11,372.16	\$38,870.68	\$204,832.50	\$1,060,163.11
- MTD EXPENSE	\$1,853,459.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,122.39	\$100,746.10	
- EXPENSE ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
= RECEIPT-EXP BALANCES	\$2,694,103.54	\$447,494.12	\$505,332.69	\$11,610.47	\$0.00	\$11,372.16	\$30,748.29	\$104,086.40	\$1,060,163.11

IMPREST	\$0.00								
PAYROLL	(\$386.28)								
CASH AT COUNTY	\$2,274,501.29								\$0.00
+ REGULAR CHECKING	\$60,139.81			\$11,610.47			\$721.08	\$112,046.22	\$760,105.75
+ MMA	\$459,876.09	\$ 447,353.21	\$41,604.87		\$0.00	\$11,372.16	(\$5,885.34)	(\$7,957.82)	\$300,057.36
+ IMPREST SUSPENSE	\$0.00								
DUE TO BUILDING DUE FROM BOND		\$0.00							
CD'S + or - A/R or (A/P)	(\$100,027.37)		\$463,727.82				\$35,912.55		
= FUND BALANCES	\$2,694,103.54	\$447,353.21	\$505,332.69	\$11,610.47	\$0.00	\$11,372.16	\$30,748.29	\$104,088.40	\$1,060,163.11

<b>Gering Public Schools Building Fund 4/30/2020</b>		
Cash Balance	4/30/2020	<u>\$447,494.12</u>
Projected Revenue	05/01/20-08/31/20	
Taxes		\$ -
Interest		<u>\$ -</u>
Total		<u>\$ -</u>
Projected Expenses		\$ -
Admin Building		\$ -
High School Project		<u>\$ 150,000</u>
Total		<u>\$ 150,000.00</u>
Cash Balance		<u>\$297,494.12</u>

<b>Gering Public Schools Depreciation Fund 4/30/2020</b>		
Cash Balance	4/30/2020	<u>\$505,332.69</u>
Projected Revenue	05/01/20-08/31/20	
Interest		<u>\$ -</u>
Total		<u>\$ -</u>
Projected Expenses		\$ -
Jr High Bleachers		<u>\$ 70,000.00</u>
Total		<u>\$ 70,000.00</u>
Cash Balance		<u>\$435,332.69</u>

**SCHEDULE OF INVESTMENTS HELD**

**AS OF APRIL 30, 2020**

<b>Depository</b>	<b>Number</b>	<b>Fund</b>	<b>Amount</b>	<b>Rate</b>	<b>Date of Issue</b>	<b>Date of Maturity</b>
Valley Bank	1097688	Depreciation	\$337,287.05	1.25%	11-26-08	11-26-20
Valley Bank	1097480	Depreciation	\$125,412.89	1.50%	03-18-08	03-18-209
Valley Bank	1097261	Activity- Whitney Parr	\$30,257.94	1.30%	08-16-07	08-16-20
US Bank	35050016148 3	Activity-Twyla Fulk	\$5,571.32	.45%		02-06-20

DATE: April 20, 2020

To: Board of Education  
Re: April Financial Statements.  
Date: May 18, 2020

The Business Committee has reviewed the financial records for the month of April, 2019. 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.

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General Fund revenue was \$1,345,682.55 Fund expenditures were \$367,618.93 and the payroll for April totaled \$1,485,840.43 general Fund expenditures for April were \$1,853,459.36. Building Fund revenue was \$140.91 expenditures were \$0.00. The Depreciation Fund revenue was \$6.84 and expenditures were \$0.00, the Qualified Capital Fund revenue was \$0.00 and expenditures were \$0.00 the Fee Fund revenue was \$3.34 expenditures were \$0.00 and the Employee Benefit Fund revenue was \$0.04 and expenditures were \$0.00.

The Activity Fund revenue was \$2,150.76 Activity Fund expenditures totaled \$33,870.68 Cafeteria Fund revenue was \$55,743.01 Cafeteria Fund expenditures were \$100,746.10 plus \$0.00 for payroll for a total of \$100,746.10: the Bond Fund revenue was \$132,030.49 expenditures were \$0.00.

		EXPENSES	REVENUE
<b>GENERAL FUND</b>		<b>\$367,618.93</b>	<b>\$1,681,524.43</b>
	<b>Payroll</b>	<b>\$1,485,840.43</b>	
<b>BUILDING</b>		<b>\$0.00</b>	<b>\$140.91</b>
<b>DEPRECIATION</b>		<b>\$0.00</b>	<b>\$6.84</b>
<b>QUALIFIED CAPITAL</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>EMPLOYEE BENEFIT</b>		<b>\$0.00</b>	<b>\$0.04</b>
<b>ACTIVITY</b>		<b>\$33,870.68</b>	<b>\$2,150.76</b>
<b>CAFETERIA</b>		<b>\$100,746.10</b>	<b>\$55,743.01</b>
	<b>Payroll</b>	<b>\$0.00</b>	
<b>FEE FUND</b>		<b>\$0.00</b>	<b>\$3.34</b>
<b>Bond Fund</b>		<b>\$0.00</b>	<b>\$132,030.49</b>

# AFFIDAVIT OF CLOSURE OF ATTENDANCE CENTERS

2019-2020 County-District #79-0016 \_\_\_\_\_

School System Name: Gering Public Schools \_\_\_\_\_

County of Scotts Bluff in the State of Nebraska

**Shawna Payne** being first duly sworn, deposes and says:

1. That she is the secretary of the school board/governing body of the Gering school system in the County of Scotts Bluff.
2. That due to the COVID-19 Pandemic and Directed Health Measure 2020-008, per Neb. Rev. Stat. 79-213, the school board or governing body deemed it advisable to close all schools with the district or system and that the school board/governing body then closed the attendance centers within the system beginning on March 16, 2020.
3. That this Affidavit is completed by the school system secretary of the school board/governing body to be filed with the State Board of Education in fulfillment of the requirements of Section 79-213 (R.R.S.).

School System Board / Governing Body Secretary's Signature

\_\_\_\_\_

## NOTARY

Subscribed in my presence and sworn to me before this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

Place Notary Seal Below

Notary Public or Other Acknowledging Officer

\_\_\_\_\_

## **INTERLOCAL AGREEMENT FOR DAY SCHOOL / TREATMENT FACILITY**

This Interlocal Agreement ("Agreement") is made and entered into under the provisions of the Nebraska Interlocal Cooperation Act, NEB. REV. STAT. §§ 13-801 to 13-827 ("Act"), between:

Educational Service Unit No. 13 (hereinafter referred to as "ESU 13"), Alliance Public School District No. 07-0006 (hereinafter referred to as "Alliance"), Banner County Public School District No. 04-0001 (hereinafter referred to as "Banner County"), Bayard Public School District No. 62-0021 (hereinafter referred to as "Bayard"), Bridgeport Public School District No. 62-0063 (hereinafter referred to as "Bridgeport"), Gering Public School District No. 79-0016 (hereinafter referred to as "Gering"), Hay Springs Public School District No. 81-0003 (hereinafter referred to as "Hay Springs"), Hemingford Public School District No. 07-0010 (hereinafter referred to as "Hemingford"), Leyton Public School District No. 17-0003 (hereinafter referred to as "Leyton"), Minatare Public School District No. 79-0002 (hereinafter referred to as "Minatare"), Mitchell Public School District No. 79-0031, (hereinafter referred to as "Mitchell"), Potter-Dix Public School District No. 17-0009 (hereinafter referred to as "Potter-Dix"), Scottsbluff Public School District No. 79-0032 (hereinafter referred to as "Scottsbluff"), and Sidney Public School District No. 17-0001 (hereinafter referred to as "Sidney").

The school districts are referred to collectively as "Districts". ESU 13 and the Districts are referred to collectively as "Parties".

WHEREAS, the Act provides that two or more public agencies may enter into an agreement for joint or cooperative action, and this Agreement is made and entered into pursuant to the provisions of that Act; and

WHEREAS, the Parties are school districts and an educational service unit and, therefore, also public agencies and political subdivisions of the State of Nebraska;

WHEREAS, the Parties desire to make the most efficient use of their taxing authority and other powers to enable them to cooperate with each other and other entities as further agreed on the basis of mutual advantage to provide goods, services, and facilities in a manner and pursuant to forms of governmental organization that will accord the best results in terms of geographic, economic, population, and other factors that will influence the needs and development of the Parties;

WHEREAS, the Parties have passed resolutions authorizing each party to approve and enter into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed by the parties as follows:

**1. No Separate Legal Entity.** This Agreement does not establish a separate legal or joint entity.

**2. Purpose.** The purpose of this Agreement is to operate a Day School / Treatment Facility, (hereinafter "Facility") which will include specialized therapeutic and educational services on a full time basis for youth that have been determined to meet entrance criteria at ESU 13, and to enter into any arrangements or agreements that are desirable or necessary to achieve this purpose.

**3. Term.** This Agreement shall commence on June 1, 2020 and shall continue until terminated by the Parties as provided herein, with a minimum term of 5 years.

**4. Administration.** The ESU 13 Administrator ("Administrator") shall be responsible for jointly administering the cooperative undertaking described in this Agreement, with the input of the superintendents of the Districts. The Administrator and District Superintendents shall meet bi-annually to discuss the operation and budget of the Facility. The Administrator may take any action authorized, either explicitly or implicitly, by the Interlocal Cooperation Act, including any action that may be necessary to perform the duties and functions as provided in this Agreement.

**5. Fiscal Agent.** ESU 13 shall serve as the fiscal agent for the purposes of this Agreement. The fiscal agent shall segregate funds contributed to a project pursuant to this Agreement from other funds it maintains and shall provide and review bi-annual statements to the Parties of all activity. The fiscal agent will thereafter be authorized to make all necessary and appropriate expenditures in support of the project.

**6. Control and Supervision.** ESU 13 shall exercise the degree of control and supervision of the Facility as necessary to achieve the purpose(s) of this agreement. Such control and supervision will include the enforcement of any rules and regulations adopted by the Parties for the safety of persons engaged in use of the Facility.

**7. Care and Maintenance.** ESU 13 shall be responsible for the general maintenance and care of the Facility, subject to financial payments or contributions made by the Districts.

**8. Facility Improvements.** ESU 13 may make such alterations, improvements, and repairs to the Facility as it desires without other Parties' approval. In circumstances where (1) capital construction additions or improvement expenses will be passed on to the Parties, the other Parties' must approve said facility improvements in writing and (2) the alterations, improvements, or repairs that need to be approved by the appropriate regulatory authority are so approved by that authority.

**9. Utilities.** ESU 13 shall be responsible for the payment of all utilities.

**10. Districts' Contributions.** ESU 13 shall, based upon the anticipated costs and outside contributions, determine the Districts' share of the annual facility expenses. Districts shall have the following payment options:

1. Option One – pay an all-inclusive amount proportionate to school district student enrollment;
2. Option Two – pay a flat dollar amount for services for membership in this Agreement (for the first year of this Agreement the flat dollar amount is \$3,333.00) plus a per seat cost.

Exhibit A, attached hereto, identifies each District's Option choice and initial annual cost. Districts shall not change their Option choice within the first 5 years of this Agreement, unless approved by Administrator or allowed pursuant to this paragraph. By June 1st of each year, Administrator will advise Districts of the upcoming school year's costs, which shall become effective September 1st. Administrator may increase the annual Districts' costs by up to 5% per year (due to cost of living/payroll increases, etc.). If the Administrator increases the annual cost by more than 5%, Districts shall have the right to change its Option choice or withdraw from the Agreement by giving notice to Administrator by July 15th.

**11. ESU 13 Responsibilities.** ESU 13 agrees to act as the Consortium Coordinating Agency, and as such, agrees to:

- A.** Furnish the therapeutic and educational personnel for the Facility as well as administrative personnel to manage all administrative duties in regard to this Agreement.

- B.** Perform all the bookkeeping and financial operations necessary to manage this Agreement.
- C.** Prepare and submit all necessary reports and agreements as required for the management of this Agreement.

**12. Expenses.** Unless provided otherwise herein, all expenses resulting from this Agreement shall be paid by ESU 13.

**13. Manner of Acquiring, Holding, and Disposing of Real and Personal Property.** The Parties' respective governing boards shall determine the manner of acquiring, holding, or disposing of real property in the event that such a need arises. In no event shall the Administrator have the authority to acquire real property on behalf of the Parties. The Administrator shall have the authority to acquire and hold any personal property that is needed or required for the implementation of any purpose of this Agreement. The title to all such personal property shall be held in the name of ESU 13. ESU 13 shall have the authority to dispose of such personal property, provided that (a) any such disposal shall comply with state law, and (b) any funds raised from such sale shall be shared by the parties in proportion to their contribution made to obtain the property.

**14. Financing and Budgeting.** The Administrator, or his or her designee, with input from the Districts' Superintendents will prepare and approve a budget on an annual basis based on a fiscal year that begins on September 1st and ends on August 31st. Each Party will budget separately to pay the costs and expenses that it will reasonably and necessarily incur to fulfill its obligations under this Agreement.

**15. Taxes.** This Agreement does not grant the Parties any authority to levy, collect, or account for any tax authorized under sections 13-318 through 13-326 or 13-2813 through 2816. The Party owning the Property will be liable for any real estate tax or assessment on such Property.

**16. Nondiscrimination.** The Parties shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

**17. Notice of Participation and Withdrawal of Party.** Unless a district notifies ESU 13 of its intent to withdraw from the Day School / Treatment Facility and this Agreement prior to March 1<sup>st</sup> of the current year, the district is committing to participate in the Facility and this Agreement for two years beyond the current year. Any party may withdraw from this

Agreement by giving written notification to the remaining parties by March 1<sup>st</sup> of the current year. Such withdrawal shall become effective two years from the end of the year notification is received. A party who has withdrawn shall have no right to accumulated assets of the Interlocal Cooperative Agency, nor shall the withdrawing party have a right to require the remaining parties to liquidate or otherwise dispose of assets of the Interlocal Cooperative Agency.

**18. Default.** A party shall be in default under this Agreement if it breaches, defaults on or otherwise fails to perform or satisfy any agreement, obligation, term, covenant, condition or provision set forth herein or arising hereunder, and such breach, default or failure to perform continues for a period of thirty (30) days after the party receives written notice of such breach or failure to perform from the other party; or, if such breach cannot reasonably be cured within such 30-day period, and the breaching party fails to commence to cure such breach within such thirty (30) days after notice from the non-breaching party or fails to proceed diligently to cure such breach within a reasonable time thereafter. Upon default by a party, the remaining parties may pursue any remedy provided by law.

**19. Liability Insurance.** Each party shall obtain and pay for its own liability insurance coverage for their participation in this Agreement. The minimum coverage under such insurance shall be \$1,000,000 for one accident and \$5,000,000 in the aggregate.

**20. New Members.** The Parties may add additional parties (at the then existing cost/rates) to this Agreement by the majority consent of the then current member Parties.

**21. Notice.** Each Party giving any Notice ("Notice") under this Agreement must give written Notice by personal delivery, registered or certified Mail (in each case, return receipt requested and postage prepaid), or electronic mail to the School Districts' superintendents and the ESU 13 Administrator at the address on file with the Nebraska Department of Education. Notice is effective only if the party giving the Notice has complied with this section.

**22. Reservation of Rights.** Each party reserves the right to enforce its own rights, obligations, or benefits of this Agreement.

**23. Amendments and Modifications.** The Parties may amend or modify this Agreement only by a signed, written unanimous agreement that identifies itself as an amendment or modification to this Agreement. No other alterations in the terms of this agreement shall be valid or binding.

**24. Severability.** If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full force, if the essential terms and conditions of this Agreement for each party remain enforceable.

**25. Counterparts.** The Parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the Parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other Parties to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other party. In proving this Agreement, a party must produce or account only for the executed counterpart of the party to be charged.

**26. Assignment.** The Parties shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person or entity without the previous written consent of the other Parties.

**27. Entire Agreement.** The Agreement is the complete and exclusive expression of the Parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the Parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.

**SIGNATURE PAGES TO FOLLOW**

**ALLIANCE PUBLIC SCHOOL  
DISTRICT NO. 07-0006**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**BANNER COUNTY PUBLIC SCHOOL  
DISTRICT NO. 04-0001**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**BAYARD PUBLIC SCHOOL  
DISTRICT NO. 62-0021**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**BRIDGEPORT PUBLIC SCHOOL  
DISTRICT NO. 62-0063**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**GERING PUBLIC SCHOOL  
DISTRICT NO. 79-0016**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**HAY SPRINGS PUBLIC SCHOOL  
DISTRICT NO. 81-0003**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**HEMINGORD PUBLIC SCHOOL  
DISTRICT NO. 07-0010**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**LEYTON PUBLIC SCHOOL  
DISTRICT NO. 17-0003**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**MINATARE PUBLIC SCHOOL  
DISTRICT NO. 79-0002**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**MITCHELL PUBLIC SCHOOL  
DISTRICT NO. 79-0031**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**POTTER-DIX PUBLIC SCHOOL  
DISTRICT NO. 17-0009**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**SCOTTSBLUFF PUBLIC SCHOOL  
DISTRICT NO. 79-0032**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**SIDNEY PUBLIC SCHOOL  
DISTRICT NO. 17-0001**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGE TO FOLLOW**

**EDUCATIONAL SERVICE UNIT NO. 13**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

# EXHIBIT A

<b>OPTION 1</b>	
<b>DISTRICT NAME</b>	<b>ANNUAL COST</b>
Alliance	\$34,846.00
Banner County	\$3,175.00
Bayard	\$9,657.00
Bridgeport	\$11,801.00
Gering	\$48,287.00
Hay Springs	\$4,710.00
Leyton	\$4,180.00
Minatare	\$4,815.00
Potter-Dix	\$4,921.00
Scottsbluff	\$86,467.00

<b>OPTION 2</b>	
<b>DISTRICT NAME</b>	<b>ANNUAL COST</b>
Hemingford	\$3,333.00 plus per seat cost
Mitchell	\$3,333.00 plus per seat cost
Sidney	\$3,333.00 plus per seat cost

# Memo

**To:** Board Of Education  
**From:** Tim Meisner, Director of Finance  
**Date:** May 18, 2020  
**Re:** Nutritional Services - FSMC

In 2015, we made the transition to a Food Service Management Company (FSMC). We were allowed to extend the contract each year for a maximum of five years. The current school year is the last year we were allowed to extend, and in order to continue with a FSMC, we were required to go to bid.

To issue the request for proposal for the FSMC, the District received a formal RFP from the Nebraska Department of Education (NDE) Nutrition Services. We then added bid dates, financial information, school and other information relevant to our District. Due to changes by NDE, we were required to make the switch from a cost reimbursable program to fixed cost. Once the state approved the RFP, we had 60 days to inform FSMC's, advertise and meet with them about our District.

On April 28<sup>th</sup>, we received three (3) responses to our RFP of FSMCs that wish to operate our food service program: Chartwells, Lunchtime Solutions, and Taher. A fourth company, Sodexo, attended our pre-proposal conference but submitted a letter stating they would not be submitting a bid. A committee comprised of myself and the school board secretary then got together to review the RFPs in detail.

The RFP establishes criteria that will be used to select our food service provider. The following are the points assigned to each vendor and the average of our two scores.

	<i>RFP</i>	Chartwells	Lunchtime Solutions	Taher
Cost	20	15	10	20
Service Capability Plan	15	10	8.5	8.5
Experiences/References	10	8	9	10
Finance/Business Practices	5	5	5	5
Accounting and Reporting Systems	5	5	4	4
Personnel Management	15	14.5	14.5	14.5
Innovation	10	10	8.5	8.5
Promotion of School Food Service Program	15	15	14	14
Involvement of Students, Staff and Patrons	10	9	9	10
<b>Total</b>	<b>100</b>	<b>91.5</b>	<b>82.5</b>	<b>94.5</b>

**Recommendation:** Authorize Taher, Inc. to be approved as the Food Service Management Company for Gering Public Schools for the 2020-21 school year (pending final approval of all contracts by Nebraska Department of Education Nutritional Services).

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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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B.J. Peters, Board President

Brian Copsey, Vice President

Mary Winn, Member at Large

Brent Holliday, Member at Large

Josh Lacy, Member at Large

Brady Shaul, Member at Large

Tim Meisner, Board Treasurer

***Administrative Staff***

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Gary Cooper, Superintendent of Schools – 436-3125

Tim Meisner, Business Manager – 436-3125

Byron Olsen, Director of Student Services – 436-3125

Kory Knight, Director of Curriculum, Instruction and Assessment– 436-3125

Jennifer Sibal, Community Engagement Director, Gering Public Schools Foundation- 436-3125

Pam Barker, Principal of Lincoln Elementary – 436-2350

Angela Morris, Principal of Geil Elementary – 436-2545

John Wiedeman, Principal of Northfield Elementary – 436-5555

**SCHOOL CALENDAR**

# School Calendar 2020-2021



Calendar Legend	
<span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	First / Last Day of School
<span style="background-color: #f2f2f2; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	End of Quarter / Semester
<span style="background-color: #d9e1f2; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	NO SCHOOL: Teacher In-Service
<span style="background-color: #fff2cc; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	NO SCHOOL: Students / Staff

AUGUST				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
SEPTEMBER				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
OCTOBER				
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NOVEMBER				
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30				
DECEMBER				
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28	29	30	31	

<b>AUGUST</b> 6-7 New Staff Orientation 10-13 <i>Teacher In-Service</i> 14 First Day of School
<b>SEPTEMBER</b> 7 No School: Labor Day
<b>OCTOBER</b> 15 End of 1 <sup>st</sup> Quarter 16 No School: Students <i>Teacher Work Day</i> 19-22 Parent-Teacher Conferences 23 No School: Students/Staff
<b>NOVEMBER</b> 25-27 No School: Students/Staff
<b>DECEMBER</b> 18 K-12 Students & Staff – 11:30 a.m. Dismissal End of 1 <sup>st</sup> Semester 21-31 No School: Students/Staff
<b>JANUARY</b> 1 No School: Students/Staff 4 No School: Students <i>Teacher Work Day</i> 5 School Resumes
<b>FEBRUARY</b> 12 No School: Students/Staff 15 No School: Students <i>Teacher In-Service</i>
<b>MARCH</b> 11 End of 3 <sup>rd</sup> Quarter 12 No School: Students <i>Teacher Work Day</i> 15-18 Parent-Teacher Conferences 19 No School: Students/Staff
<b>APRIL</b> 2-5 No School: Students/Staff
<b>MAY</b> 16 GHS Graduation 19 Last Day of School 11:30 a.m. Dismissal 20 <i>Teacher Work Day</i>

JANUARY				
Mon	Tues	Wed	Thurs	Fri
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FEBRUARY				
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MARCH				
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29	30	31		
APRIL				
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19	20	21	22	23
26	27	28	29	30
MAY				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## Important Dates

### First and Last Days for Students

**August 14, 2020** (Friday)

**May 19, 2021** (Wednesday)

\*05/19 will be the last day of school unless there are days to be made up. Inclement weather may alter the school calendar.

### First and Last Days for Teachers

(No school for students).....08/10, 05/20

### No School for Students

Labor Day ..... 9/7

Teacher Work Day ..... 10/16

Fall Break ..... 10/23

Thanksgiving Break ..... 11/25 - 11/27

Winter Break ..... 12/21 - 1/1

Teacher Work Day ..... 1/4

Student Break ..... 2/12

Teacher In-Service ..... 2/15

Teacher Work Day ..... 3/12

Student Break ..... 3/19

Spring Break ..... 4/2 - 4/5

### Parent-Teacher Conferences

Mon, Oct 19 – Thurs, Oct 22

Mon, Mar 15 – Thurs, Mar 18

### Make-Up Days for Students

*If necessary, missed days will be made up to meet the instruction hour requirements.*

Inclement weather may alter the school calendar. For information about weather-related delays or closings, follow local media or check for announcements on the district's website, Twitter account, and Facebook page.

[www.geringschools.net](http://www.geringschools.net)



Gering Public Schools



@GeringBulldogs

## School Hours

District-wide early dismissal every Wednesday for Professional Development.

Geil Elementary ..... 7:55 a.m. to 3:30 p.m.

Lincoln Elementary ..... 7:50 a.m. to 3:25 p.m.

Northfield Elementary ..... 7:55 a.m. to 3:30 p.m.

Gering Junior High ..... 8:05 a.m. to 3:27 p.m.

Gering High School ..... 8:00 a.m. to 3:25 p.m.

Preschool (AM Session: 3-4 year old) ..... 8:00 a.m. to 11:15 a.m.

Preschool (PM Session: 4 year old) ..... 12:00 p.m. to 3:25 p.m.

\*\*\* No preschool classes on Wednesdays!

## Important Telephone Numbers

Gering Public Schools District-Office ..... 308-436-3125

Student Lunch Accounts ..... 308-633-4387

Transportation (First Student) ..... 308-635-6214

Geil Elementary ..... 308-436-2545

Lincoln Elementary / Preschool ..... 308-436-2350

Northfield Elementary ..... 308-436-5555

Gering Junior High ..... 308-436-3123

Gering High School ..... 308-436-3121

## School Meal Prices

All schools offer nutritious breakfast and lunch options including a wide variety of side options on the daily salad bar.

The federal Community Eligibility Provision will allow qualifying students to receive breakfast and lunch at a reduced-price or no daily charge. Students who qualify based on USDA guidelines will need to submit an application.

	Breakfast	Lunch
Elementary	TBD	TBD
Secondary	TBD	TBD
Adult	TBD	TBD
Milk	TBD	TBD

To obtain an application, visit your child's school or [www.geringschools.net/district/nutrition-services/free-and-reduced-information.html](http://www.geringschools.net/district/nutrition-services/free-and-reduced-information.html) Applications for free and reduced-price meals must be renewed annually no later than September 1.

## After-School Program

In Fall 2019, GPS began partnering with the YMCA to offer an "After The Bell" program for elementary students. Age-appropriate STEM activities, physical fitness exercises, homework assistance, and nutritious snacks are offered daily on an as-needed basis til 5:30 p.m. The program rate is \$10/day with subsidized options also available. To enroll, visit our local YMCA!



## GPS DISTRICT MISSION, VISION, MANTRA AND DISTRICT GOALS

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### ***School Mission and Vision Statements***

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**The Main Thing:** Ongoing learning and growth will prepare each Gering Public Schools student to be college and/or career ready.

**District Mission:** Gering Public School exists to equip today's learners with the skills necessary to be tomorrow's leaders.

**District Vision:** Gering Public Schools provides a collaborative community, inspiring excellence and innovation in teaching and learning to empower student growth and leadership in school and life.

### **District Goals:**

1. 100% of Gering Public Schools students will demonstrate yearly growth on grade level and standardized assessments, with 85% of all students achieving proficiency by May of 2022.
2. Gering Public Schools students will have equitable exposure to healthy, safe, and supported opportunities through a wide range of extracurricular and enrichment activities.
3. Gering Public Schools students will develop an awareness of, exposure to, and be prepared to navigate the pathways and systems that will allow them to gain access to post-secondary or career opportunities.

### ***Notice of Nondiscrimination***

---

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.

**Gary Cooper, Superintendent**  
**1519 10<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).

### ***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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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.

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the following purposes:

- 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***

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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.

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.

## SCHOOL DAY

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### ***Daily Schedule (Kindergarten through 5<sup>th</sup> grade)***

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Building Time		Early Dismissal (Wednesdays)
• Northfield Elementary	7:55am to 3:30pm	2:15pm
• Lincoln Elementary	7:50am to 3:25pm	2:10pm
• Geil Elementary	7:55am to 3:30pm	2:15pm

**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 Messenger 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 Communications 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.

## 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 beneficial 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 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 school 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**

---

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 on books are determined 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**

---

Searches within the school building or on 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 the following:

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.

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 the following:

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 conduct the following:

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.

### ***Bicycles/Scooters***

---

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***

---

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.

### ***Cell Phones and Electronic Devices***

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Students are asked to NOT bring cell phones, smart watches, and other personal electronic devices to school. If students bring a personal electronic device to school, it should be kept in their backpack, cubbie, or location designated by school staff during the school day. The school is not responsible for damaged, lost, or stolen devices.

### ***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***

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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 1519 10th Street, Gering, Nebraska during regular business hours.

## **ATTENDANCE**

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### ***Attendance Policy***

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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.

### ***Attendance and Absences***

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Absences From School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

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 issued 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 habitually truant, the building Principal will 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 fifth 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.

- 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.

### ***Standards-Based Learning***

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The goal of the Gering Public School District is to report grades that are accurate, consistent, meaningful, and supportive of learning, and the change to standards-based grading is an effort to reach that goal. Subjects will be assessed using a standards-based system. Standards-based learning measures your student's mastery of the essential standards for a class, or how well your student understands the material in class.

At the beginning of every unit, the teacher will breakdown the standards for the unit into smaller objectives and criteria using a detailed rubric. During the unit, students are assessed to see if they truly know the material using a variety of assessments, such as traditional pencil-and-paper tests, projects, discussions, or reports. The class grade will be based solely on the evidence the teacher collects demonstrating mastery of the essential standards.

The goal of this system is to provide the teacher, student, and parent as accurate a picture as possible of the student's learning to encourage a dialogue about how the student can master the material for the class. In particular, because learning is a process that takes place over time, each assessment will provide feedback for the student about what to focus on next, and the student will be allowed to retake assessments. If the new assessment shows a higher level of mastery, that new score replaces the old one.

### **Standards - Based Learning Scale**

The following are general explanations of the levels of the rubric scales:

<p><b>3 - Meets Standards / On Grade Level:</b> The student consistently meets grade level standards and expectations. Performance is characterized by the ability to apply skills with accuracy, independence and quality with minimal assistance. This is an excellent level of achievement, and one that a student should be working toward as developmentally appropriate.</p>	<p><b>2 - Partially Meets Standards / Reaching Grade Level:</b> The student is progressing toward grade level standards and expectations. Performance varies in consistency with regard to accuracy and quality. The student requires additional practice and support.</p>	<p><b>1 - Below Standards / Not at Grade Level:</b> The student is not meeting grade level standards and expectations. Additional instruction, practice and support is necessary to move toward grade level standards and expectations</p>
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### ***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 and/or guardians involved are necessary.

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## SUPPORT SERVICES

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### ***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 and Northfield 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 areas of reading/language arts, math, and behavior.

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 checkups.
- 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 (Rtl)***

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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.

### ***Discovering Accountability with Guidance & Support (DAWGS)***

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DAWGS 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. DAWGS 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. DAWGS believes that students should be served in the least restrictive environment allowing for academic and behavioral success.

Along with academic skills, students in DAWGS 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 DAWGS, as well as in their home schools.

Students attending DAWGS 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 at Lincoln Elementary. Classes are held from approximately 8:30 a.m. to 3:00 p.m. daily. For more information, contact Laura Barrett, 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.

***Multi-Tier System of Supports Team (MTSS)***

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 MTSS Team is preventative in nature, designed to help students before their experiences become overwhelming. Experiences may include:

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

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 MTSS 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 MTSS process, please contact your building principal or the Director of Student Services.

### ***Guidance Services***

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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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#### ***Health Services***

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
- Provides 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 (Examples include 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 reports are sent to Nebraska State Health Department);
- Need for medication administration during the regular school day (Please refer to Medication Administration Policy);
- Absence from school due to illness. (Please inform school of type of illness so that the number and type of illness and symptoms can be monitored and reported to local health department as necessary);

- Updated emergency contact information and a plan/arrangement in place if parent/guardian is unable to pick up their ill child from school and/or when the child is ill and needs to stay home.

In addition, parents/and or guardians have the following notification responsibilities:

- Students from out of state will need a physical/vision exam which was done within the last (six) 6 months of entering school. Provide a current immunization report that is compliant with the State of Nebraska guidelines. All documents need to be turned in and approved by health office prior to the student's first day of school.
- Inform the school of PE or recess restrictions. If a student requires restricted PE or recess due to a health condition for more than one (1) school day, then a healthcare provider note is required. If a student has a note limiting or restricting PE, this will include recess. If a student is out of school for five (5) consecutive days due to illness, a note from the student's health provider will need to be provided to the school's health office.
- Each school location has a First Responder Team and staff who are CPR/First Aid/AED certified, trained on Asthma & Anaphylaxis and Medication Administration to assist students. The schools are not staffed with full-time nurses. Basic first aid will be administered to students; if more extensive care is needed, then the parent/guardian (or emergency contact) will be notified, or 911 will be contacted.

#### 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.

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, and an order from the health care providers with the student's name, medication name, instructions for use (time, dosage, duration) and the healthcare providers signature. 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 personnel who administered medication, date, time and route of administration, drug count with signature of school personnel and parent/guardian to 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.

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 statutes. Annually, each student shall be provided with the requirements for administration of medication at school.

#### 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 list 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 immunosuppressed 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, Threadworm, 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 immunosuppressed or eczematous persons. Good hygiene avoids 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. Lice: The student is not sent home from school; however, it is acceptable for the parent/guardian to pick up the student. The parent/guardian is instructed that the student should be treated before returning to school and that nits should be removed.
12. 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.
13. 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.
14. 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.

15. Pediculosis (Head or body lice): Exclude until after appropriate treatment is started. No exclusion of contacts; however, they should be notified of exposure.
16. Pertussis (Whooping Cough): Return as per written documentation. Exclude adequately 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.
17. Poliomyelitis: Exclude until physician approves return.
18. Ringworm: Exclude until treatment started. No exclusion of contacts. Good sanitation practices and don't share toilet articles.
19. 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.
20. Scabies: Exclude until the day after treatment started. No exclusion of contacts.
21. 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.
22. 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.
23. 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.

#### Procedures for students who become injured or ill at school

Any student who becomes ill or injured during the school day will report to the school nurse. An ill or injured student may not leave school until permission of the parent, or the person designated by the parent, has been received. Ill or injured students are not to leave the building without the knowledge of the health office staff and without signing out properly in the office. The Health Office is to be used for the purpose of receiving First Aid treatment for injuries or illness.

#### Requirements for Physicals, Vision Exams, and Immunizations:

- *Physical Examination*  
Physical examination by a physician, physician assistant or advanced practice registered nurse within the six months prior to the entrance of a child into Early Childhood Education, beginner grade or Kindergarten, and 7th grade, or in the case of a transfer from out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.
- *Vision Exam*  
Visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or Kindergarten,

or in the case of transfer from out of state to any grade, is required. The visual evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing to determine visual acuity. The parent/guardian has the right to submit a written statement refusing such an evaluation.

- *Immunization Requirements*

The State of Nebraska has immunization requirements for children entering school. Students will not be able to enter school until the school has written proof of their immunization status. To attend school, students in Nebraska are required to be immunized per current requirements from Nebraska Department of Health and Human Services.

All students K-12 must be immunized for D.P.T., polio, measles, rubella, varicella, mumps and Hepatitis B. The Tdap vaccination is required for incoming 7th graders. Dates of immunizations are required.

Students with history of varicella disease (chicken pox) must provide evidence of immunity in form of signature of parent with date of illness, signature of health care provider with date of illness, laboratory evidence of varicella immunity or a clinical diagnosis of shingles.

Students who do not receive immunizations for health reasons must have a statement signed by a healthcare provider stating that, in their opinion, the specified immunization(s) required would be injurious to the health and well-being of the student or any member of the student's family or household.

Students who do not receive immunization due to religious reason must have a notarized affidavit signed 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 personally and sincerely followed religious beliefs of the student.

A student may be provisionally enrolled in school if he/she has begun the immunizations against the specified disease prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible. In addition, a student may also be 18 provisionally enrolled if he/she is the child of an officer or enlisted person, or the child of the spouse of such officer or enlisted person on active duty in any branch of military services of the United States.

For further information on immunizations, contact school health staff or refer to Nebraska Department of Health and Human Services Control of Communicable Disease regulations.

- Summary of the School Immunization Rules and Regulations
  - For 2020-2121 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 year enrolled in a school based program not licensed as a childcare 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 12th Grade, including all transfer	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,

students from outside the State of Nebraska and any foreign students	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 7th 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)

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, the protocol steps are designed to provide quick, effective care in order to prevent death due to severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening breathing emergency, 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*

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to school health staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (Asthma/Allergy Action Plan), (2) medications, as directed by a healthcare professional. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol as described above.

This protocol is in effect for the school day hours (7:30 AM-3:30 PM) and after school programs. Emergency medication remains on school grounds. If your child has an EpiPen and/or inhaler in the health office, it will be sent with school staff on field trips. If your child participates in after school activities (sports, clubs, etc.), complete appropriate paperwork for him/her to carry and self-administer medication. In the event of an emergency, 911 will be called.

If you do not want your student to receive the above described emergency medication, contact school health staff.

*The Gering School District employs three full time nurses who cover the district's locations. Each school location has a First Responder Team and staff who are CPR/First Aid/AED certified, Attack on Asthma and Medication Administration trained to assist as the schools are not staffed with a full-time nurse. Basic first aid will be administered to a student, if more extensive care is needed, then the parent/guardian (or emergency contact) will be notified, or 911 will be contacted*

### Concussions

A concussion is a type of brain injury that changes the way the brain normally works. If your student has a concussion, his or her brain needs time to heal. After a concussion, physical and cognitive activities should be carefully managed and monitored with limited and gradual return to learn and play. If your student is diagnosed with a concussion, then please contact the school nurse, counselor, principal, athletic director, or coach. The student will follow the Return to Learn protocols for academic work. If the student is involved in sports etc. (This includes recess) the student will need to have a clearance note from a healthcare provider to Return to Play.

### Procedure for Head Lice Detection and Management at School

1. When a student is found to have live lice and/or nits:
  - a. The parent/guardian is notified, and information related to detection and elimination of head lice will be provided at that time or sent home with the student in a sealed envelope.
  - b. The student is not sent home from school, however it is acceptable if the parent/guardian picks up the student.
  - c. The parent/guardian is instructed that the student should be treated before returning to school and that nits should be removed.
  - d. When the student returns to school, the school health staff is to confirm that treatment has been completed. If live and/or nits are found, the parent is notified to keep nit-picking and combing.
  - e. Follow up head checks may be done by school staff to confirm lice management efforts. If future checks reveal an increased number of nits present or it is obvious to the screener that 31 the student's hair has not been treated, the parent/guardian will be contacted for follow-up and support.
2. When to check beyond the identified student with live lice or nits:
  - a. If the student has siblings in the building and/or other buildings in the district, then the sibling(s) are to be checked.
  - b. Full classroom screenings for head lice or nits will not be done, unless otherwise determined by school nurse and/or building administrator.
3. Classroom Environment:
  - a. Notify the custodian to vacuum the affected classroom and all upholstered furniture within.
  - b. Stuffed animals and pillows can be bagged for two weeks.
  - c. No environmental pesticide treatments are to be used.
  - d. Encourage students to avoid sharing hats, combs, coats, pillows, or other personal items.
  - e. The school nurse and/or building administrator can use professional judgement to determine when unusual measures are necessary to respond to extraordinary cases.
4. Notification Procedures:
  - a. The customary notification for the presence of head lice is to be done on an individual/case by case basis to the parent/guardian of the infested student. Classroom notifications are not done with typical head lice cases.
  - b. In very unusual cases, it may be appropriate in the professional opinion of the school nurse and in consultation of the administrator to consider a general parent/guardian notification for a high number of identified cases of head lice.
5. Exclusion Procedure Support:
  - a. In the rare case that a student has either:
    - 1) chronic head lice infestation or
    - 2) severe head lice infestation that is disruptive to the learning environment, the school

nurse will be consulted.

b. If in the nurse's professional judgement, it is determined that exclusion needs to be considered, the nurse will consult with the administrator about implementing exclusion. This measure will be taken with careful consideration:

- 1) With chronic head lice infestation cases, the nurse will secure documentation of repeated and unsuccessful head lice management measures.
- 2) The return of the student after exclusion will be predicated on a head check with evidence of progress in head lice management and progress toward eradication of the head lice. Evidence will look like elimination of live lice and a decrease in the number of nits.
- 3) It may be appropriate in the judgement of the school nurse to monitor progress of lice management over a period of time. The goal is supporting the family in head lice eradication.

<b>General Control Measures in Schools</b>	
Recommendations	Rationale
Routine classroom or school-wide screening for head lice is not recommended	The American Academy of Pediatrics discourages head lice screenings, which have not been proven to have a significant effect over time on the incidence of head lice in the school setting and are not cost effective. Children should be checked only when demonstrating symptoms of head lice.
The American Association of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention advocate that "no-nit" policies should be discontinued.	<ol style="list-style-type: none"> <li>1. Egg cases farther from the scalp are easier to discover, but these tend to be empty (hatched) or nonviable and, thus, are of no consequence.</li> <li>2. Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.</li> <li>3. The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.</li> <li>4. Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.</li> <li>5. Research has shown that the survival of head lice when not on the head is usually less than one day and the eggs can only hatch when incubated by body heat found near the scalp.</li> </ol>
Provide parent education program in the management of head lice in the school setting.	Head lice are not a medical or public health hazard as they are not known to spread disease. However, parents may have misconceptions and prejudices, which place pressure on school staff. Educating and supporting the child and parent with factual, nonjudgmental information is better than having policies and practices driven by misinformation.
School personnel involved in detection of head lice infestation should be properly trained.	The diagnosis of a head lice infestation is best made by finding a live nymph or adult louse on the scalp or hair of a person. Because nymphs and adult lice are very small, move quickly, and avoid light, they can be difficult to find. The diagnosis should be made by a health care provider or other person trained to identify live head lice
<b>Individual Case Management</b>	
Recommendations	Rationale
A child with an active head lice infestation should remain in class but be discouraged from close direct head contact with others.	A child with an active head lice infestation has likely had the infestation for one month or more by the time it is discovered and poses little risk to others

	from the infestation. Transmission occurs primarily through head-to-head contact and infrequently through indirect contact with shared belongings. It is the position of the National Association of School Nurses (NASN), the Center for Disease Control and Prevention, and The American Pediatric Association that the management of head lice in the school setting should not disrupt the educational process
Notify parent or guardian by telephone or by having a note sent home with the child at the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child and his or her classmates.	The school can be most helpful by making available accurate information about the diagnosis, treatment, and prevention of head lice in an understandable form. Information sheets in different languages and visual aids for families with limited literacy skills should be made available by schools.
Maintain confidentiality when a child is diagnosed with head lice.	
<b>Criteria for Return to School</b>	
<b>Recommendations</b>	<b>Rationale</b>
Students diagnosed with live lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun	Nits may persist after treatment, but successful treatment should kill crawling lice. Do not check for nits (dead or alive) or enforce a no-nit policy for those who have been treated. It is not productive.

Head Lice: Guiding Principles for School Policy. Rhode Island Department of Health. Divisions of Infectious Disease and Epidemiology, November 18, 2014.

### **LICE 101: MYTHS and REALITIES ABOUT HEAD LICE**

<b>Definitions</b>	
<b>Lice:</b> more than one louse.	<b>Nit:</b> Eggs, dead or alive, of a louse
<b>Louse:</b> Small insect that lives on the scalp.	<b>Parasite:</b> Lives off another, in this case the blood of humans
<b>Pediculosis:</b> Having an infestation of lice	<b>Infestation:</b> Having an insect present, in this case, in your hair.
<b>MYTHS</b>	<b>TRUTHS</b>
Head lice are easy to get.	Lice are spread only mainly by head-to-head contact. They are much harder to get than a cold, flu, ear infection, pink eye, strep throat, food poisoning, or impetigo
You can get lice from your dog, guinea pig, or other animal	Lice are species-specific. You can only get human lice from another human. You cannot get another animal's lice
You can get head lice from hats and helmets.	Rarely, but possible. Hairbrushes, pillows, and sheets are also uncommon modes of transmission
School is a common place for lice transmission	School is an unlikely source of transmission. Much more common are family members, overnight guests, and playmates who spend a large amount of time together
Poor hygiene contributes to lice.	Hygiene makes absolutely no difference. You get lice by close personal contact with someone else that has lice, not by being dirty.
Lice can jump or fly from one person to another.	Lice can only crawl. They can neither fly nor jump. They must crawl from one person to another
Any nits left in the hair can cause lice to come back.	Any nits farther away than one quarter to one half on the hair shaft are <b>ALREADY HATCHED</b> and pose no risk to others

Eggs or nits can fall out of the hair, hatch, and cause lice in another person.	Nits are cemented on the hair and very hard to remove. They cannot fall off. Newly hatched lice must find a head quickly or will die.
Lice can live a long time.	Lice live only 1-2 days off the head. Each louse only lives about 30 days on the head.
All members of a family should be treated if one person has lice.	Only the person with lice should be treated. Lice shampoos are INSECTICIDES and can be dangerous if used incorrectly or too frequently. Household members and close contacts should be checked, but only treat those who actually have lice. The house should NOT be sprayed with insecticide, nor used on clothing or other items.
Checking a classroom when one student has lice can prevent lice from spreading.	Classroom transmission is EXCEEDINGLY RARE and checking students is a waste of valuable teaching time. Checking family members and close playmates is much more appropriate.
Avoiding lice is important as they spread disease	Head lice do not spread any known disease. They are annoying and irritating, but not dangerous.

Pontius, Deborah J. (2014). Demystifying Pediculosis: School Nurses Taking the Lead. *Pediatric Nursing* 40(5), 226-235.

### 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. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing 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.

### 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 94<sup>th</sup> percentile district-wide.

### Admission

A pupil must be five (5) years of age on or before July 31 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.

## **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, vapor products (including e-cigarettes), 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, vapor products (including e-cigarettes) 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.
  - 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 and Second 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. Third 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.

### ***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 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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- 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.
- C. **Expulsion:** Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

**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 event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to

school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- 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; requiring 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 set a fire of any magnitude;
- d. 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;
- e. 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;
- 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 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;
- o. 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.
- 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 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.
  - iv. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

## **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.

### ***Restorative Practice Policy***

Our school district supports proactive and reactive evidence-based initiatives to manage student misbehavior. Restorative Practices are grounded in principles and values that: are needs based, hold students accountable, are focused on repairing harms, and support meaningful outcomes. Restorative Practices will be integrated within existing discipline measures and utilized as deemed appropriate.

### **Restorative Practice Process:**

Restorative Practices reflect the philosophy that when a misdeed occurs within a school, it affects those harmed, those causing the harm, and the wider school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused and strategies to repair this harm and the relationships of those involved. Restorative Practices can include group conferencing, peer mediation, victim-offender mediation, or classroom peace circles, and can be formal or informal. These processes may be handled by district personnel, school resource officers, or others that support the district such as, contractors, ESUs, volunteers, and those serving through Nebraska Supreme Court-approved mediation centers. In a Restorative Practice Conference, students and parents/guardians agree to the following:

- **CONSTRUCTIVE COMMUNICATION:** The goal of restorative practice is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issues at hand. Students and parents agree to speak honestly and to listen respectfully without interruptions.

The mediator/facilitator's role is to manage communication and help the parties work to discover solutions that meet the needs and interests of all parties to the fullest extent possible. The mediator/facilitator will not to make judgments, give legal advice, or present parties with solutions to their problems.

- **CONFIDENTIALITY, PRIVILEGED, AND VOLUNTARY COMMUNICATIONS:** Pursuant to Neb. Rev. §§43-247.03, parties agree not to record or create transcripts of sessions and acknowledge they are responsible to maintain confidentiality and agree that communications during preparation, process, and follow up will not be shared with others, excepting:
  - Agreements reached in the restorative process.
  - When written permission by all participants is given.
  - When statements regarding unreported allegations of child abuse or neglect or threats to harm self or another are revealed.

- When process information must be shared with funding or referring agencies, such as Diversion, Probation, County Attorneys, or Courts.
- **AGREEMENTS:** No agreement can be forced upon any party. Parties agree to take responsibility for carrying out any agreements made during the restorative process.
- **PROGRAM EVALUATION:** Participants may be asked to take part in evaluations of the process to comply with reporting requirements.

### ***Student Appearance***

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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***

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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 in which 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 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

### ***Transportation***

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The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and onboard buses. Since bus transportation is provided to assist the education program, the board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The driver of a school bus shall be responsible for safety of the students on the bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the supervisor of transportation and they notify the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to parents/guardians, the principal may withhold from the student the privilege of riding the school bus. In such cases, the parents of the children involved will

be responsible for seeing that their children get to and from school safely. The student may also face detention, suspension or expulsion, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

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 ride the bus)*

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### ***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. **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.
17. Students must abide by the rules posted in the bus.

**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.

## **FirstView**

FirstView® by First Student is the industry's most comprehensive and secure bus tracking and parent communication app. FirstView® helps you better manage your time during the hectic before- and after school rush by putting your student's up-to-the-minute bus information in your hands. Easy to download, set up and use, FirstView® is packed with helpful features to give you peace of mind, including estimated bus arrival time, opt-in district messaging regarding delays or issues, customizable alerts for when the bus is a chosen distance or number of minutes away, secure password protection and built-in customer support.

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

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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

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### Notice of Nondiscrimination

The United States Department of Agriculture's required nondiscrimination statement must be printed as follows:

**The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants, for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9999 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish.)

USDA is an equal opportunity provide and employer.

**PLEASE NOTE: As stated above, all protected bases do not apply to all programs. *The first six protected bases of race, color, national, origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.***

School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include this statement in full, on all program materials used for public information, public education or public distribution.

*Nebraska SFAs must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.*

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text:

**USDA is an equal opportunity provider and employer.**

The USDA "And Just for All" poster must be displayed at each feeding site in a location that is visible to

students during meal service.

***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, 1519 10<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 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) 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.

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 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.

***Notice Concerning Staff Qualifications***

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The Every Student Succeeds Act (ESSA) 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.

***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 of 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.

### ***Title I Parent and Family Engagement***

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Gering Public Elementary Schools intend to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.

#### **In General**

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. The policy shall be made available to the local community and updated to meet the changing needs of parents and the school.

- Schools shall provide opportunities for the participation of parents and family members including those with migratory children, limited English proficiency, or have disabilities. Parents shall be notified of the Parent and Family Engagement Policy, information related to school and parent programs, meetings, and other activities in an understandable and uniform format and to the extent practicable provided in a language the parents can understand.
- convene an annual parent meeting scheduled at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents in involved;
- involve parents in an organized, ongoing, and timely way, in the planning, review, and

- improvement of the school Parent and Family Engagement Policy;
- provide opportunities for parents and family members to participate in decisions relating to the education of their children. The school shall provide other reasonable support for parental involvement activities;
- provide parents of participating children timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand;
- educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners;
- coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

***Homeless Children and Youth***

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A homeless child or youth is defined as one who lacks a fixed, regular, and adequate nighttime residence. The term includes—

- (1) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
- (2) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- (3) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (4) Migratory children (as defined in section 1309 of the ESSA of 1965, as amended), who qualify as homeless because they are living in circumstances described in this definition.

This definition includes both youth who are unaccompanied by families and those who are homeless with their families. The district will comply with state and federal law as it relates to homeless children or youth.

Assurances

1. The district adopts these policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.
2. The district will designate an appropriate staff person as the Local Educational Liaison (LEL) for homeless children and youths, to carry out the duties in compliance with state and federal law.
3. The district adopts these policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin. The “school of origin” means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. This will be done in accordance with the following, as applicable:

- a. If the homeless child or youth continues to live in the district in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by that district.
- b. If the homeless child's or youth's living arrangements in the district served by the school of origin terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another district, the school of origin and the local district in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the two districts are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

#### Comparable Services

Each homeless child or youth shall be provided services comparable to those offered to other students in the school in which the child is placed including transportation services, educational programs for children with disabilities and students with limited English proficiency, educational services for which the child or youth meets the eligibility criteria, such as Title I, school nutrition programs, programs in vocational and technical education, and programs for gifted and talented students.

#### Local Educational Liaison

The Superintendent or designee shall serve as the district's Local Educational Liaison who will serve in tracking, monitoring and coordinating programs and activities for these children. The identity and duties of the LEL shall annually be provided to the NDE, school staff, providers and advocates of services to homeless persons, and to homeless students.

1. In general, the LEL shall coordinate:
  - a. The provision of services with local social services agencies, the NDE Homeless Education Liaison, community and school personnel, and other agencies or programs providing education, social and related services to homeless children and youths and their families; and
  - b. With other local educational agencies on inter-district issues, such as transportation or transfer of school records.
2. Coordination purpose - The coordination shall be designed to:
  - a. Ensure that homeless children and youths have access and reasonable proximity, to available education and related support services; and
  - b. Raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.
3. The LEL shall receive appropriate time and training to carry out the duties required by law and this policy, and ensure that:
  - a. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
  - b. Homeless children and youths enroll in schools of the district, which includes attending classes and participating fully in school activities, and have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services;

- d. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- e. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports;
- f. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- g. Public notice of the educational rights of homeless children and youths is communicated where such children and youths receive services under the federal laws for homeless children, such as schools, family shelters, and soup kitchens;
- h. Enrollment disputes are mediated in accordance state and federal law; and
- i. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school that is selected for the youth.

#### Enrollment and Placement

The district will handle enrollment and placement of homeless children in compliance with state and federal law according to the child's or youth's best interest such that it shall:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness—
  - a. In any case in which a family becomes homeless between academic years or during an academic year; or
  - b. For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
3. The choice regarding enrollment shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.
4. Issues of guardianship, proof of residency, and dress code requirements shall not be cause for delay or denial of enrollment. The district is not prohibited from requiring a parent or guardian of a homeless child to submit contact information.
5. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the child will be placed in the appropriate grade level by the same procedures used for non-homeless children.

#### School Stability

In determining the best interest of the child or youth the district shall:

1. Presume that keeping a homeless child or youth in the school of origin is in the child's or youth's best interest unless doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth.
2. The district must consider student-centered factors related to a child's or youth's best interest including the impact of mobility on achievement, education, health, and safety, giving priority to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth)

- the youth.
3. If the district determines that it is not in a child's or youth's best interest to attend the school of origin, or the school requested by the parent, guardian, or unaccompanied youth, it must provide a written explanation of the reasons for its determination, in a manner and form that is understandable.

### Enrollment Disputes

The dispute procedure must be made available for resolving disputes over eligibility, as well as school selection or enrollment. If a dispute arises over school selection or enrollment in a school:

1. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal the decision. It shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and include the LEL contact information. The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.  
Unaccompanied youths shall be assisted by the LEL in enrolling immediately.
2. Within thirty (30) days of receipt of the initial complaint, the LEL shall carry out the dispute resolution process in accordance with 92 NEC 19-005.002
3. The parent/guardian (or student, if applicable) may file a written appeal of the decision to the Nebraska Commissioner of Education. The Commissioner or designee may file a written response to the appeal within thirty (30) calendar days of receipt of the appeal.
4. Within thirty (30) days of receipt of the Commissioner's decision, the parent/guardian (or student, if applicable) may file a written appeal of the decision with the State Board of Education and shall be governed by 92 NAC Rule 61.

### Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. So that the records are available, in a timely fashion, when a child or youth enters a new school or school district;
2. The district will treat the student's homeless status as a Student Education Record, not deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

The LEL shall document the number of homeless children and youths receiving services, and maintain financial records regarding any federal funds used for providing such services.

### Immunization Requirements

Homeless students will not be denied enrollment for lack of immunization records. The school district will make a reasonable effort to locate immunization records from the information provided or will assist the student in obtaining the necessary immunizations. Permanent exemptions for homeless students from the immunization requirement in this policy will be allowed only for reasons in accordance with the law.

### Review and Revision

The district shall review and revise any policies that may act as barriers to the enrollment of homeless children and youths in the district. In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Special attention shall be given to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

Legal Reference:                   Neb. Statute 79-215  
  NDE Rule 19 and Rule 61  
  42 U.S.C. §11431 and §11432 (McKinney-Vento Homeless Assistance Act) with amendments  
  20 U.S.C. §1232g Federal Education Rights and Privacy Act

### ***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.

### ***GUIDELINES REGARDING THE COLLECTION OF DELINQUENT MEAL CHARGES***

The Gering Public School food service department utilizes a computerized point-of-sale system, Infinite Campus. Upon enrollment, all students are given a Student account. Money deposited into this account can be used for the purchase of breakfast, lunch, milk and ala carte items. Parents can check their child's account balance and make deposits in the Parent Portal at <http://www.geringschools.net/parents/>.

#### **Payment Options:**

The food service department recommends that money is pre-paid into the account prior to the point-of-sale. The following payment options are available:

1. **Major credit card through the Parent Portal.**
2. **Check:**
  1. **Must be made to Gering Public Schools.**
  2. **Must have student's full name in memo.**
  3. **If more than one student is on a single check, the check must specify how much money is to be deposited into each account.**

**If a check is returned due to non-sufficient funds (NSF), we will attempt to collect all money owed. In the event it cannot be collected, a third party collection agency will be utilized.**

- 3. Cash: Must be submitted in a sealed envelope with students' full name and amount on the envelope.**

**Account Balance Information:**

Gering Public Schools expects parents to be responsible for monitoring their student's Café account and maintaining a positive balance. Free and reduced price meal assistance is available to all patrons at any time throughout the school year. Applications may be obtained from any of our school offices. The building Principal's office will notify parents of negative account balances. In the event a student's account reaches a negative balance, no extra meals or ala carte items can be charged.

**In the event a student's Café account reaches a negative balance of \$10, the following will apply.**

An alternate lunch will be served, consisting of a peanut butter or cheese sandwich and milk. The student will continue to receive an alternate meal until all charges are paid and the account has a positive balance. Free and Reduced eligible students are entitled to one reimbursable meal. Extra meals and ala carte items will need to be purchased.

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!!!!**

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**Gering Public Schools**  
**PARENT-STUDENT PERMISSION INFORMATION RECORD SHEET**

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**\*\*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(rens) 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 treatment that may become reasonably necessary 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 medical treatment 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 videotaped for use by Gering Elementary Schools.  
 No, I do not give permission for my child to be photographed, filmed, or videotaped 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 policy/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 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 Messenger 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.

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_____ Child's Signature	_____ Date	_____ Parent's Signature	_____ Date
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**PARENT - SCHOOL COMPACT**

**Gering Public Schools  
2019 - 2020 School Year**

This Title I School-Parent Compact has been jointly developed with parents and 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 academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

**Teacher:**

*It is important that students achieve. I agree to do the following:*

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.
4. \_\_\_\_\_

Teacher Signature \_\_\_\_\_

**Parent / Caring Adult:**

*I want my child to achieve; therefore I will encourage him/her by doing the following:*

1. Communicate and work with teachers and school staff on an ongoing basis be involved and support my child's learning.
2. Support my child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
5. \_\_\_\_\_

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

**Student:**

*I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:*

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. \_\_\_\_\_

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

It is the policy of Gering Public Schools not to discriminate on the basis of gender, disability, race, color, religion, marital status, age, national origin or genetic information in its education programs, administration, policies, employment or other agency programs.

# STUDENT-PARENT HANDBOOK

Gering High School  
1500 U Street  
Gering, Nebraska 69341  
308-436-3121

Gering Public Schools Parent-Student Handbook  
2020-2021 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

Brady Shaul	BJ Peters
Brian Copsey	Brent Holliday
Josh Lacy	Mary Winn

### Section 3 Administrative Staff

Name	Position	Contact Information
Gary Cooper	Superintendent	308-436-3125
Rocky Schneider	Principal	308-436-3121
Mario Chavez	Assistant Principal	308-436-3121

Crystal Palsler	Dean of Students	308-436-3121
Glen Koski	Activities Director	308-436-3121

# School Calendar 2020-2021



Calendar Legend	
<span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	First / Last Day of School
<span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	End of Quarter / Semester
<span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	NO SCHOOL: Teacher In-Service
<span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	NO SCHOOL: Students / Staff

AUGUST				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST	
6-7	New Staff Orientation
10-13	Teacher In-Service
14	First Day of School

SEPTEMBER	
7	No School: Labor Day

OCTOBER	
15	End of 1 <sup>st</sup> Quarter
16	No School: Students Teacher Work Day
19-22	Parent-Teacher Conferences
23	No School: Students/Staff

NOVEMBER	
25-27	No School: Students/Staff

DECEMBER	
18	K-12 Students & Staff – 11:30 a.m. Dismissal End of 1 <sup>st</sup> Semester
21-31	No School: Students/Staff

JANUARY	
1	No School: Students/Staff
4	No School: Students Teacher Work Day
5	School Resumes

FEBRUARY	
12	No School: Students/Staff
15	No School: Students Teacher In-Service

MARCH	
11	End of 3 <sup>rd</sup> Quarter
12	No School: Students Teacher Work Day
15-18	Parent-Teacher Conferences
19	No School: Students/Staff

APRIL	
2-5	No School: Students/Staff

MAY	
16	GHS Graduation
19	Last Day of School 11:30 a.m. Dismissal Teacher Work Day
20	

JANUARY				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

# **Article 1 – Direction/Vision/Goals**

## **Section 1 School Direction/Vision Statement**

Gering Public Schools exists to equip today's learners with the skills necessary to be tomorrow's leaders.

Gering Public Schools provides a collaborative community, inspiring excellence and innovation in teaching and learning to empower student growth and leadership in school and life.

## **Section 2 Goals and Objectives**

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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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 other functions supportive of quality learning.
6. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The

process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.

7. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
8. 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.
9. 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.
10. 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.
11. A welcoming environment for parents and the community.

### 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, or disciplinary actions. Those procedures should be used where applicable.

- **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

Daily Schedule (M, T, Th, F)		Wednesday Schedule	
Block 1	8:00-9:30	Block 1	8:00-9:20
Block 2	9:35-11:05	Block 2	9:25-10:45
Bulldog Time	11:10-11:35	Bulldog Time	Not Applicable
Lunch	11:35-12:20	Lunch	10:45-11:30
Block 3	12:20-1:50	Block 3	11:30-12:50
Block 4	1:55-3:25	Block 4	12:55-2:15

## 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 and is also available online.

- **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 System, and Critical Incident Response.

### Section 3 Open-Closed Campus

All freshmen and sophomore students are required to remain on campus during the school day. Students leaving the building must first check out at the office. Upon return to school during the day, students are to sign in at the office. Refer to Article 2 Section 6 of the Handbook to sign a Freshman or Sophomore student out for lunch.

### 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 A replacement card..

### 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 have such a number or cannot be contacted, the parents have 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.

# 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/Vape-Free Environment

Smoking, vaping, and tobacco use are prohibited in our school buildings and on school grounds. 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 are responsible for cleaning up any messes made from their food and drink. 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 will 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 emergency. If you receive a phone call, a message will be taken and delivered to you 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.

#### 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 within 48 hours after the event.

## Section 15            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 coursework, 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.

## Section 16            Media Center

The Mission of the Gering High School Media Center is to create a warm, safe and collaborative learning atmosphere that supports the district mission statement and the high school improvement goals. As the largest classroom in the school, we seek to provide equitable access to resources while promoting the integration of information literacy skills. The Media Center strives to foster a lasting appreciation of reading and lifelong desire to learn.

### Media Circulation Center Policies

The Media Center has been maintained to service staff, students and community members. Our hours of operation are Monday-Thursday from 7:30-4 and Friday from 7:30-3:30 or by appointment. The Media Center is open during lunch periods for students who want to study, use technology or just relax. The Media Center does have a water only policy. No other food or drink is allowed unless provided as a pre-arranged group activity.

### Check Out/Fine Policy

- Books are checked out for a period of 14 school days and renewals are allowed at the discretion of the Media Specialist.
- The maximum number of books to be checked out at one time is three.
- A fine of 5 cents per day per item may be applied for overdue items. The maximum fine will be \$5.00.
- If a book is lost, the student will pay the replacement cost of the book.
- A maximum of 3 holds can be placed on three different books. Ready holds expire in 7 days and pending holds expire in 21 days.
- If a student has overdue or lost items from the Media Center, the student will lose all privileges

until the situation has been resolved.

- In the event that the student needs to borrow a chromebook or a chromebook charger from the library, a cell phone is required as collateral.

Other items such as headphones, Kindles, digital cameras, video cameras, markers, scissors, etc. have a loan period of three hours unless otherwise discussed with the Media Specialist.

## **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; 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 8:00 A.M. to 3:25 P.M. PARENTS SHOULD CALL THE SCHOOL OFFICE (436-3121) ON 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. 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 semester credit for the class or classes missed.
  - 3.1 Pre-arranged absences must have schoolwork made-up prior to the absence.
  - 3.2 Makeup work must be accomplished according to procedures outlined in 8.
  - 3.3 School Administrators may require students to spend additional time at school to complete make-up work.
  - 3.4 The provisions of this section only apply through 8 absences.
4. DEFINITIONS:
  - 4.1 Exceptional Absences:

School Activities	Bereavement
Hospital Stay and Recovery	504/IEP plans
College Visitations(2)	Suspensions
Serious Illness, Dr. Verified. (Ex. Mononucleosis)	

Court Related(A)

Spectator Attendance at GHS State Events

4.2 Excused Absences:

Illness

Club sport contests

College Visitations (3 or more)

Dr. Excused Illness

Court Related (B)

Planned Absence

Weather Related

3 Excused Tardies

Church activities

4.3 Unexcused Absences:

Truancy

Unverified Absence

3 Unexcused Tardies

Planned absences without prior notification & makeup

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

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

4.6 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.

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

5. DUE PROCESS

5.1 Students who exceed the 8 absence limit may petition the Attendance Committee to request an extension.

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

5.3 Notification will be sent by certified mail when the student records his/her eighth (8) absence, in a class or classes.

5.4 Review procedures and review request forms will be provided with the 8th absence mailing.

5.5 A student will have 5 days, upon receipt of written notification of his/her 8th 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.

5.6 Attendance decisions regarding students who are in the resource program, whose educational program is governed by an Individual Educational Plan (I.E.P.) will be made by the student's multidisciplinary team (M.D.T.) and the attendance committee.

5.7 If the student does request a review, he/she will be allowed to remain in class until the review is held. He or she will audit the class without credit.

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

5.9 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.

6. 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.

6.1 When a student is tardy to class he/she will be required to serve a fifteen (15) minute

detention before school, during lunch, or after school that day. All teachers will adhere to this policy with no exceptions made for students who need to go to work, athletics, appointments, etc.

6.2 Tardies will count in the overall attendance policy.

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

7. 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 makeup work may be assigned for each day missed regardless of the type of absence. If makeup 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 truanancies 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 any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

#### 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.

#### Section 8 Withdrawal from School:

A person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation must have an exit interview with the superintendent's designee. Any withdrawal form signed by the person making the written request shall be valid only if the child signs the form unless the withdrawal is being requested due to an illness of the child making 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 teachers 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. 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 has been rectified.

To be eligible for graduation from Gering High School, a student must have earned a minimum of 250 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

#### Graduation Requirements

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/fail 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 coursework 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.

## Section 8 Academic Honors for Graduation

Beginning with the Class of 2021 and all classes thereafter, Gering Public Schools will be utilizing the Latin Honors System which grants students summa cum laude, magna cum laude, and cum laude titles based on their cumulative grade point average at the end of eight semesters of high school. This allows students who earn at or above a clearly defined cumulative GPA to be recognized for their academic achievement. These changes are meant to further encourage students to challenge themselves in high school. Student course selection should have rigor but should also include courses that match with their interests and post-secondary goals. In order to be eligible for graduation honors, a student must complete all Gering High School graduation requirements and must be registered as a full-time Gering High School student during their entire senior year. In order to be recognized, seniors must meet the following criteria:

**Summa Cum Laude with Distinction-** A student in this category must have achieved a cumulative 4.0 grade point average and a 30 or higher on the ACT during his/her high school career.

**Summa Cum Laude-** A student in this category must have achieved a cumulative 4.0 grade point average during his/her high school career.

**Magna Cum Laude-** A student in this category must have achieved a cumulative GPA between 3.75-3.99 grade point average during his/her high school career.

**Cum Laude-** A student in this category must have achieved a cumulative GPA between 3.5-3.74 grade point average during his/her high school career.

## 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 meet the following criteria:

- Be a sophomore, a junior, or a senior;
- Have demonstrated excellent scholarship and be enrolled in a full academic schedule where possible (Office Aide, Library Aide, and Study Hall may exclude students from membership.);

- Have a cumulative GPA of 3.8 or have a cumulative GPA of 3.6 with two or more honors/college prep or dual credit courses each semester;
- Meet the credit requirements outlined below.

<b>ENGLISH</b>	English 9 or Honors English 1 English 10/Speech or Honors English 2 Prep English 3 College Composition	<b>40 Credits</b>
<b>MATH</b>	AMPD Algebra or Algebra 1 Geometry in Construction or Geometry Algebra 2 Pre-Calculus/Trig, Calculus College Algebra/Stats  <b>*10 hours of Accounting can be substituted for the Math requirement</b>	<b>30 Credits</b>
<b>SOCIAL STUDIES</b>	Social Science 1 US History or Honors US History American Government/International Relations	<b>30 Credits</b>
<b>SCIENCE</b>	Physical Science Biology Chemistry 1 or Physiology 1 Chemistry 2 or Physiology 2 Physics  <b>*10 hours of Ag Science, Health Science, or Semester Science classes can be substituted for the Science requirement</b>	<b>30 Credits</b>
<b>OTHER</b>	World Language, Western Civilization, or Humanities/Comparative Religion	<b>10 Credits</b>

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, and invitations are extended to new members based on the consensus of the committee. Acceptance into the National Junior Honor Society does not automatically qualify a student for National Honor Society.

#### **Removal from National Honor Society**

A student may be removed from the NHS by action of the Principal upon a determination by the NHS Faculty Committee that the student:

1. Engaged in conduct prior to induction which was not known at the time of induction and which,

if known, would have caused denial of induction;

2. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of 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 at 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 formula 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 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.
  - e. 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.
  - 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 paper.
  - c. "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.
9. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanctions
  - a. First Offense- 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.
  - b. Second and Subsequent Offenses- A zero "0" will be assigned for the student's work in which the cheating or plagiarism took place with no opportunity to complete a test or assignment in place of the work.

- c. 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
    - a. 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 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.

## Section 2 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, 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.

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>.

### 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 nondisabled 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.

#### Section 4 Multi-Tiered Student Support Services (MTSS)

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 Assistance 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 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 school's 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.

## Section 6 Alternative Education

**The Gering Alternative Program (GAP)** provides programming for Gering students in grades 9 through 12 and students integrating into the school at times not conducive to the 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 MTSS.
5. Complete a series of academic/interest/aptitude tests prior to placement (administered by VALTS).
6. Reasonable student expectation to complete the program within one year of graduation class.
7. Agrees to abide by conditions and rules established for the program.
8. Completion of a successful intake interview.

## Section 7 Health Services

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
- Provides 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 (Examples include 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 reports are sent to Nebraska State Health Department);
- Need for medication administration during the regular school day (Please refer to Medication Administration Policy);
- Absence from school due to illness. (Please inform school of type of illness so that the number and type of illness and symptoms can be monitored and reported to local health department as necessary);
- Updated emergency contact information and a plan/arrangement in place if parent/guardian is unable to pick up their ill child from school and/or when the child is ill and needs to stay home.

In addition, parents and/or guardians have the following notification responsibilities:

- Students from out of state will need a physical/vision exam which was done within the last (six) 6 months of entering school. Provide a current immunization report that is compliant with the State of Nebraska guidelines. All documents need to be turned in and approved by the health office prior to the student's first day of school.
- Inform the school of PE or recess restrictions. If a student requires restricted PE or recess due to a health condition for more than one (1) school day, then a healthcare provider note is required. If a student has a note limiting or restricting PE, this will include recess. If a student is out of school for five (5) consecutive days due to illness, a note from the student's health provider will need to be provided to the school's health office.
- Each school location has a First Responder Team and staff who are CPR/First Aid/AED certified, trained on Asthma & Anaphylaxis and Medication Administration to assist students. The schools are not staffed with full-time nurses. Basic first aid will be administered to students; if more extensive care is needed, then the parent/guardian (or emergency contact) will be notified, or 911 will be contacted.

#### 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.

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, and an order from the health care providers with the student's name, medication name, instructions for use (time, dosage, duration) and the healthcare provider's signature. 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 personnel who administered medication, date, time and route of administration, drug count with signature of school personnel and parent/guardian to 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.

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 the 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 statutes. Annually, each student shall be provided with the requirements for administration of medication at school.

### 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 list 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 immunosuppressed child(ren) of possible exposure.

2. Conjunctivitis (Pink Eye): Exclude symptomatic cases. Urge medical care. May return when the eye is normal in appearance or with documentation from the physician that the 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, Threadworm, 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 immunosuppressed or eczematous persons. Good hygiene avoids 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. Lice: The student is not sent home from school; however, it is acceptable for the parent/guardian to pick up the student. The parent/guardian is instructed that the student should be treated before returning to school and that nits should be removed.

12. 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.

13. 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.

14. 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.

15. Pediculosis (Head or body lice): Exclude until after appropriate treatment is started. No exclusion of contacts; however, they should be notified of exposure.

16. Pertussis (Whooping Cough): Return as per written documentation. Exclude adequately 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.

17. Poliomyelitis: Exclude until physician approves return.
18. Ringworm: Exclude until treatment started. No exclusion of contacts. Good sanitation practices and don't share toilet articles.
19. 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.
20. Scabies: Exclude until the day after treatment started. No exclusion of contacts.
21. 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.
22. Streptococcal Infection (Scarlet Fever, Scarletina, Strep Throat): Exclude until afebrile and under treatment for 24 hours. No exclusion of contacts. Early medical care is important and usually requires 10 days of antibiotic treatment. Screening for asymptomatic cases not recommended.
23. 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.

#### Procedures for students who become injured or ill at school

Any student who becomes ill or injured during the school day will report to the school nurse. An ill or injured student may not leave school until permission of the parent, or the person designated by the parent, has been received. Ill or injured students are not to leave the building without the knowledge of the health office staff and without signing out properly in the office. The Health Office is to be used for the purpose of receiving First Aid treatment for injuries or illness.

#### Requirements for Physicals, Vision Exams, and Immunizations:

- *Physical Examination*

Physical examination by a physician, physician assistant or advanced practice registered nurse within the six months prior to the entrance of a child into Early Childhood Education, beginner grade or Kindergarten, and 7th grade, or in the case of a transfer from out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.

- *Vision Exam*

Visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or Kindergarten, or in the case of transfer from out of state to any grade, is required. The visual evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing to determine visual acuity. The parent/guardian has the right to submit a written statement refusing such an evaluation.

- *Immunization Requirements*

The State of Nebraska has immunization requirements for children entering school. Students will not be able to enter school until the school has written proof of their immunization status. To attend school, students in Nebraska are required to be immunized per current requirements from Nebraska Department of Health and Human Services.

All students K-12 must be immunized for D.P.T., polio, measles, rubella, varicella, mumps and Hepatitis B. The Tdap vaccination is required for incoming 7th graders. Dates of immunizations are required.

Students with history of varicella disease (chicken pox) must provide evidence of immunity in form of signature of parent with date of illness, signature of health care provider with date of illness, laboratory evidence of varicella immunity or a clinical diagnosis of shingles.

Students who do not receive immunizations for health reasons must have a statement signed by a healthcare provider stating that, in their opinion, the specified immunization(s) required would be injurious to the health and well-being of the student or any member of the student's family or household.

Students who do not receive immunization due to religious reason must have a notarized affidavit signed 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 personally and sincerely followed religious beliefs of the student.

A student may be provisionally enrolled in school if he/she has begun the immunizations against the specified disease prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible. In addition, a student may also be 18 provisionally enrolled if he/she is the child of an officer or enlisted person, or the child of the spouse of such officer or enlisted person on active duty in any branch of military services of the United States.

For further information on immunizations, contact school health staff or refer to Nebraska Department of Health and Human Services Control of Communicable Disease regulations.

Summary of the School Immunization Rules and Regulations  
For 2020-2121 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 year enrolled in a school based program not licensed as a childcare 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,

	<p>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.</p>
<p>Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,  3 doses of Polio vaccine,  3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the 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.</p>
<p>Additionally, for 7th Grade Only</p>	<p>1 dose of Tdap (must contain Pertussis booster)</p>

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)

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, the protocol steps are designed to provide quick, effective care in order to prevent death due to severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening breathing emergency, 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

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to school health staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (Asthma/Allergy Action Plan), (2) medications, as directed by a healthcare professional. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol as described above.

This protocol is in effect for the school day hours (7:30 AM-3:30 PM) and after school programs. Emergency medication remains on school grounds. If your child has an EpiPen and/or inhaler in the health office, it will be sent with school staff on field trips. If your child participates in after school activities (sports, clubs, etc.), complete appropriate paperwork for him/her to carry and self-administer medication. In the event of an emergency, 911 will be called.

If you do not want your student to receive the above described emergency medication, contact school health staff.

*The Gering School District employs three full time nurses who cover the district's locations. Each school location has a First Responder Team and staff who are CPR/First Aid/AED certified, Attack on Asthma and Medication Administration trained to assist as the schools are not staffed with a full-time nurse. Basic first aid will be administered to a student, if more extensive care is needed, then the parent/guardian (or emergency contact) will be notified, or 911 will be contacted*

## Concussions

A concussion is a type of brain injury that changes the way the brain normally works. If your student has a concussion, his or her brain needs time to heal. After a concussion, physical and cognitive activities should be carefully managed and monitored with limited and gradual return to learn and play. If your student is diagnosed with a concussion, then please contact the school nurse, counselor, principal, athletic director, or coach. The student will follow the Return to Learn protocols for academic work. If the student is involved in sports etc. (This includes recess) the student will need to have a clearance note from a healthcare provider to Return to Play.

## Procedure for Head Lice Detection and Management at School

1. When a student is found to have live lice and/or nits:
  - a. The parent/guardian is notified, and information related to detection and elimination of head lice will be provided at that time or sent home with the student in a sealed envelope.
  - b. The student is not sent home from school, however it is acceptable if the parent/guardian picks up the student.
  - c. The parent/guardian is instructed that the student should be treated before returning

to school and that nits should be removed.

d. When the student returns to school, the school health staff is to confirm that treatment has been completed. If live and/or nits are found, the parent is notified to keep nit-picking and combing.

e. Follow up head checks may be done by school staff to confirm lice management efforts. If future checks reveal an increased number of nits present or it is obvious to the screener that 31 the student's hair has not been treated, the parent/guardian will be contacted for follow-up and support.

2. When to check beyond the identified student with live lice or nits:

a. If the student has siblings in the building and/or other buildings in the district, then the sibling(s) are to be checked.

b. Full classroom screenings for head lice or nits will not be done, unless otherwise determined by school nurse and/or building administrator.

3. Classroom Environment:

a. Notify the custodian to vacuum the affected classroom and all upholstered furniture within.

b. Stuffed animals and pillows can be bagged for two weeks.

c. No environmental pesticide treatments are to be used.

d. Encourage students to avoid sharing hats, combs, coats, pillows, or other personal items.

e. The school nurse and/or building administrator can use professional judgement to determine when unusual measures are necessary to respond to extraordinary cases.

4. Notification Procedures:

a. The customary notification for the presence of head lice is to be done on an individual/case by case basis to the parent/guardian of the infested student. Classroom notifications are not done with typical head lice cases.

b. In very unusual cases, it may be appropriate in the professional opinion of the school nurse and in consultation of the administrator to consider a general parent/guardian notification for a high number of identified cases of head lice.

5. Exclusion Procedure Support:

a. In the rare case that a student has either:

1) chronic head lice infestation or

2) severe head lice infestation that is disruptive to the learning environment, the school nurse will be consulted.

b. If in the nurse's professional judgement, it is determined that exclusion needs to be considered, the nurse will consult with the administrator about implementing exclusion.

This measure will be taken with careful consideration:

1) With chronic head lice infestation cases, the nurse will secure documentation of repeated and unsuccessful head lice management measures.

2) The return of the student after exclusion will be predicated on a head check with evidence of progress in head lice management and progress toward eradication of the head lice. Evidence will look like elimination of live lice and a decrease in the number of nits.

3) It may be appropriate in the judgement of the school nurse to monitor progress of lice management over a period of time. The goal is supporting the family in head lice eradication.

<b>General Control Measures in Schools</b>	
<b>Recommendations</b>	<b>Rationale</b>

<p>Routine classroom or school-wide screening for head lice is not recommended</p>	<p>The American Academy of Pediatrics discourages head lice screenings, which have not been proven to have a significant effect over time on the incidence of head lice in the school setting and are not cost effective. Children should be checked only when demonstrating symptoms of head lice.</p>
<p>The American Association of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention advocate that “no-nit” policies should be discontinued.</p>	<ol style="list-style-type: none"> <li>1. Egg cases farther from the scalp are easier to discover, but these tend to be empty (hatched) or nonviable and, thus, are of no consequence.</li> <li>2. Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.</li> <li>3. The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.</li> <li>4. Misdiagnosis of nits if very common during nit checks conducted by nonmedical personnel.</li> <li>5. Research has shown that the survival of head lice when not on the head is usually less than one day and the eggs can only hatch when incubated by body heat found near the scalp.</li> </ol>
<p>Provide parent education program in the management of head lice in the school setting.</p>	<p>Head lice are not a medical or public health hazard as they are not known to spread disease. However, parents may have misconceptions and prejudices, which place pressure on school staff. Educating and supporting the child and parent with factual, nonjudgmental information is better than having policies and practices driven by misinformation.</p>
<p>School personnel involved in detection of head lice infestation should be properly trained.</p>	<p>The diagnosis of a head lice infestation is best made by finding a live nymph or adult louse on the scalp or hair of a person. Because nymphs and adult lice are very small, move quickly, and avoid light, they can be difficult to find. The diagnosis should be made by a health care provider or other person trained to identify live head lice</p>
<p>Individual Case Management</p>	
<p>Recommendations</p>	<p>Rationale</p>

<p>A child with an active head lice infestation should remain in class but be discouraged from close direct head contact with others.</p>	<p>A child with an active head lice infestation has likely had the infestation for one month or more by the time it is discovered and poses little risk to others from the infestation. Transmission occurs primarily through head-to-head contact and infrequently through indirect contact with shared belongings. It is the position of the National Association of School Nurses (NASN), the Center for Disease Control and Prevention, and The American Pediatric Association that the management of head lice in the school setting should not disrupt the educational process</p>
<p>Notify parent or guardian by telephone or by having a note sent home with the child at the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child and his or her classmates.</p>	<p>The school can be most helpful by making available accurate information about the diagnosis, treatment, and prevention of head lice in an understandable form. Information sheets in different languages and visual aids for families with limited literacy skills should be made available by schools.</p>
<p>Maintain confidentiality when a child is diagnosed with head lice.</p>	
<p>Criteria for Return to School</p>	
<p>Recommendations</p>	<p>Rationale</p>
<p>Students diagnosed with live lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun</p>	<p>Nits may persist after treatment, but successful treatment should kill crawling lice. Do not check for nits (dead or alive) or enforce a no-nit policy for those who have been treated. It is not productive.</p>

Head Lice: Guiding Principles for School Policy. Rhode Island Department of Health. Divisions of Infectious Disease and Epidemiology, November 18, 2014.

**LICE 101: MYTHS and REALITIES ABOUT HEAD LICE**

<p>Definitions</p>	
<p><b>Lice:</b> more than one louse.</p>	<p><b>Nit:</b> Eggs, dead or alive, of a louse</p>
<p><b>Louse:</b> Small insect that lives on the scalp.</p>	<p><b>Parasite:</b> Lives off another, in this case the blood of humans</p>
<p><b>Pediculosis:</b> Having an infestation of lice</p>	<p><b>Infestation:</b> Having an insect present, in this case, in your hair.</p>
<p><b>MYTHS</b></p>	<p><b>TRUTHS</b></p>

<p>Head lice are easy to get.</p>	<p>Lice are spread only mainly by head-to-head contact. They are much harder to get than a cold, flu, ear infection, pink eye, strep throat, food poisoning, or impetigo</p>
<p>You can get lice from your dog, guinea pig, or other animal</p>	<p>Lice are species-specific. You can only get human lice from another human. You cannot get another animal's lice</p>
<p>You can get head lice from hats and helmets.</p>	<p>Rarely, but possible. Hairbrushes, pillows, and sheets are also uncommon modes of transmission</p>
<p>School is a common place for lice transmission</p>	<p>School is an unlikely source of transmission. Much more common are family members, overnight guests, and playmates who spend a large amount of time together</p>
<p>Poor hygiene contributes to lice.</p>	<p>Hygiene makes absolutely no difference. You get lice by close personal contact with someone else that has lice, not by being dirty.</p>
<p>Lice can jump or fly from one person to another.</p>	<p>Lice can only crawl. They can neither fly or jump. They must crawl from one person to another</p>
<p>Any nits left in the hair can cause lice to come back.</p>	<p>Any nits farther away than one quarter to one half on the hair shaft are <b>ALREADY HATCHED</b> and pose no risk to others</p>
<p>Eggs or nits can fall out of the hair, hatch, and cause lice in another person.</p>	<p>Nits are cemented on the hair and very hard to remove. They cannot fall off. Newly hatched lice much find a head quickly or will die.</p>
<p>Lice can live a long time.</p>	<p>Lice live only 1-2 days off the head. Each louse only lives about 30 days on the head.</p>
<p>All members of a family should be treated if one person has lice.</p>	<p>Only the person with lice should be treated. Lice shampoos are <b>INSECTICIDES</b> and can be dangerous if used incorrectly or too frequently. Household members and close contacts should be checked, but only treat those who actually have lice. The house should <b>NOT</b> be sprayed with insecticide, nor used on clothing or other items.</p>

<p>Checking a classroom when one student has lice can prevent lice from spreading.</p>	<p>Classroom transmission is EXCEEDINGLY RARE and checking students is a waste of valuable teaching time. Checking family members and close playmates is much more appropriate.</p>
<p>Avoiding lice is important as they spread disease</p>	<p>Head lice do not spread any known disease. They are annoying and irritating, but not dangerous.</p>

Pontius, Deborah J. (2014). Demystifying Pediculosis: School Nurses Taking the Lead. *Pediatric Nursing* 40(5), 226-235.

**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. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student’s identity may be used. These documents could include naturalization or immigration documents showing 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                      Mediation Services**

**Restorative Practice Policy:** Our school district supports proactive and reactive evidence-based initiatives to manage student misbehavior. Restorative Practices are grounded in principles and values that: are needs based, hold students accountable, are focused on repairing harms, and support meaningful outcomes. Restorative Practices will be integrated within existing discipline measures and utilized as deemed appropriate.

**Restorative Practice Process:** Restorative Practices reflect the philosophy that when a misdeed occurs within a school, it affects those harmed, those causing the harm, and the wider school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused and strategies to repair this harm and the relationships of those involved. Restorative Practices can include group conferencing, peer mediation, victim-offender mediation, or classroom peace circles, and can be formal or informal. These processes may be handled by district personnel, school resource officers, or others that support the district such as, contractors, ESUs, volunteers, and those serving through Nebraska Supreme Court-approved mediation centers. In a Restorative Practice Conference, students and parents/guardians agree to the following:

- **Constructive Communication:** The goal of restorative practice is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issues at hand. Students and parents agree to speak honestly and to listen respectfully without interruptions. The mediator/facilitator’s role is to manage communication and help the parties work to discover solutions that meet the needs and interests of all parties to the fullest extent possible. The

mediator/facilitator will not to make judgments, give legal advice, or present parties with solutions to their problems.

- **Confidentiality, Privileged, And Voluntary Communications:** Pursuant to Neb. Rev. §§43-247.03, parties agree not to record or create transcripts of sessions and acknowledge they are responsible to maintain confidentiality and agree that communications during preparation, process, and follow up will not be shared with others, excepting:
  - Agreements reached in the restorative process.
  - When written permission by all participants is given.
  - When statements regarding unreported allegations of child abuse or neglect or threats to harm self or another are revealed.
  - When process information must be shared with funding or referring agencies, such as Diversion, Probation, County Attorneys, or Courts.
- **Agreements:** No agreement can be forced upon any party. Parties agree to take responsibility for carrying out any agreements made during the restorative process.
- **Program Evaluation:** Participants may be asked to take part in evaluations of the process to comply with reporting requirements.

## Section 9 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 Freshman 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, tobacco products or vapor 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, tobacco products or vapor 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.

Breathalyzers will be used at other school activities (in or out-of-town) when a reasonable suspicion exists that a student has been consuming alcohol prior to or during the event. Any positive test will result in parents being notified and school disciplinary consequences following the GHS Parent Student Handbook.

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 Extracurricular 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, vapor products, 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.

- iv. 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.
    - b. Second offense (occurring within three years of the first offense)
      - i. A conference will be held with the parents as soon as possible. Immediate drug/alcohol testing will take place.
      - ii. Upon confirmation of a positive drug/alcohol test, the student 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 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.
- b. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures outlined in 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 or Vapor Products
- a. First and second offense
    - i. Student will be assigned In School Suspension and will complete an education course on the dangers of Tobacco/Vapor Products.
    - ii. Parents will be contacted and will receive a discipline notification by mail.
  - b. Third and subsequent offenses
    - i. The student will be assigned Out of School Suspension 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**

<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. Public display of affection	I	A	B	B	C		
2. Dress code violations	I	A	B	B	C		
3. Other	I	A	B	B	C		
4. Sleeping in Class	II	8	A	B	B	C	
5. Disruption of class/school/assembly	II	8	A	B	B	C	
6. Parking illegally	II	8	A	B	B	C	
7. Inappropriate behavior/gestures	II	8	A	B	B	C	
8. Profanity/vulgarity	II	8	A	B	B	C	
9. Failure to attend detention	II	8	A	B	B	C	
10. Cell Phone (confiscation)	II	8	A	B	B	C	
11. Repeated violations of Category I	II	8	A	B	B	C	
12. Other	II	8	A	B	B	C	
13. Skipping Class/Leaving class without permission	III	10	B	B	C	C	E
14. Disorderly conduct	III	10	B	B	C	C	E
15. Failure to identify self to school officials	III	10	B	B	C	C	E
16. Inappropriate dress	III	10	B	B	C	C	E
17. Indecent material	III	10	B	B	C	C	E
18. Jeopardizing the safety of oneself or others	III	10	B	B	C	C	E
19. Leaving school grounds without permission	III	10	B	B	C	C	E
20. Lying	III	10	B	B	C	C	E
21. Misuse of school material & equipment	III	10	B	B	C	C	E
22. Classroom Non-Compliance	III	10	B	B	C	C	E
23. Trespassing	III	10	B	B	C	C	E
24. Skipping office assigned detentions	III	10	B	B	C	C	E

25. Other	III	10	B	B	C	C	E
26. Use/possession of tobacco or vapor products	IV	14	C	C	D	F	F
27. Cheating/Plagiarism	IV	14	C	C	D	F	F
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. Other	V	21	C	D	E	G	
40. Fighting	VI	28	E	F	H		
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	F	G	G	H	
46. Possession of alcohol/ drugs/drug paraphernalia	VI	28	F	G	G	H	
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	G/I	G/I			
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			
54. Other	VII	42	G/I	G/I			
55. Arson	VIII	90	H/I				
56. Bomb threat	VIII	90	H/I				
57. Physical assault (school employee)	VIII	90	H/I				
58. Possession and/or use of explosives	VIII	90	H/I				
59. Use of any instrument as a weapon	VIII	90	H/I				
60. Possession of firearm	VIII	90	H/I				One calendar year
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 assigned 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.
- C. **Expulsion:** Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

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 event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- 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 limited to, counseling of students; parent conferences; rearrangement of schedules; requiring 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 set a fire of any magnitude;
- d. 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;
- e. 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;
- 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 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;
- o. 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.
- 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 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.

- iv. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

## **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. 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.

## **D. Student Appearance:**

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, tank tops) 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 the front and back revealing no cleavage.

- 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. Headwear including hats, caps, bandannas, and scarves.
- e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar language, or exhibits violence.
- f. Clothing must be "in reasonably good repair". Therefore, wearing jeans with large or excessive holes 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.

On a first offense of the dress code, the student may call home for proper apparel. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions. 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.

## **E. 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, laptop 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**

It is our belief that we need to teach young men and women at Gering High School to manage their technology in a way that is not disruptive to their work or their education. It is the administration's expectation that students follow the individual teacher's classroom rules. Teachers have discretion to write a referral based on violations of their classroom rules.

**Violations - Prohibited Use of Electronic Devices.** Students shall not use electronic devices for:

1. activities which disrupt the educational environment;
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.

Students in violation of the cell phone policy will have their cell phones confiscated and be subject to the following consequences:

- a. First Offense -One detention (one of which must be served the day the violation occurs).
- b. Second and Third Offense - Two or more detentions
- c. Subsequent Offences - Will be handled will be handled in the same manner as a referral for insubordination. (See Section 2: Progressive Discipline Levels)

**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.

#### **F. 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.

1. "**Bullying**" is behavior in which 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 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 other's' 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.

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

The use of school electronic resources and accounts is a privilege, not a right. Inappropriate use may result in the cancellation or suspension of your privilege. Students using electronic resources are required to follow all district policies and procedures.

##### **District Accounts.**

Gering Public Schools accounts and services are to be used for educational purposes only. No GPS accounts or services are to be used for commercial purposes, political reasons, advertising purposes, or lobbying. Students may not use their GPS email account to sign up for any other accounts or services. Students may not use their District accounts to enter into any contracts on behalf of GPS. Students may not post, enter, or store any personal information about themselves or others. All accounts and network storage are the property of Gering Public Schools. GPS reserves the right to inspect and govern any District account and all included information to ensure proper use. GPS will strive to provide the best security possible for all student accounts and information.

##### **Passwords and Safety.**

Account safety and security are essential to the continued use of technology in the District. Access to electronic resources is intended exclusively for the authorized individuals. All passwords are private and must not be shared with anyone. Do not trespass into another's account or files, including attempting to log into any unauthorized accounts. Do not attempt to electronically or physically obtain passwords to any other person's accounts. Users must log out after each session, and must never leave a computer while an account is logged in.

##### **Student Conduct**

Users must abide by the rules of proper online etiquette. Users must act in a polite manner while using any online service or account. Using district technology for the use of entertainment or recreational games is prohibited. Users may not take part in any criminal acts using District technology or accounts. Such acts include, but are not limited to, "Hacking" or attempting to gain access to other computer systems without authorization, threatening or harassing digital communications, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using another person's identity online, identity theft, and fraud. Users may not copy, sell, or distribute any copyrighted materials without the expressed written consent of the author or publisher. Users must not plagiarize in any form. Users must not publicly defame any other person through publishing online material. Obscene, profane, vulgar, inflammatory, threatening, disrespectful or otherwise inappropriate language cannot be used on any form of online communication or district accounts. Users may not create, search, retrieve, save, or circulate viruses, malware, offensive material, sexually explicit material, illegal material, or other harmful information. Users may not develop, download, upload or install any software on District devices without consent of an administrator or teacher. Tampering in any way with District files, programs, settings, or other digital information is prohibited.

## System Integrity

Users may not attempt to bypass any security filters or internet filters. Users may not attempt to gain access to unauthorized District files or other digital information. Unnecessary files located on an individual's own network storage or account should be deleted regularly. Do not attempt to access, alter, or destroy other's online property or files. Do not vandalize, destroy, or tamper with any District technology including but not limited to computers, printers, Chromebooks, projectors, and tablets.

Gering Public Schools provides internet content filtering in an attempt to prevent access to websites that contain obscene, pornographic, violent, or otherwise harmful materials. Due to the limitations of content filtering, it is impossible to block all inappropriate sites.

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.

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 caused by negligence, errors, or omissions.

Gering Public Schools 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

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.

### 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 possess, thereby making them better individuals and citizens.

## **Section 2 Safety**

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

## **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 include 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, Mock Trial, DECA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities.

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

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

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

**Where:** The Code of Conduct rules apply regardless of whether the conduct occurs on 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. Students assigned In School Suspension are eligible to practice. They are ineligible to participate in public performance or games while the student is in In School 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/vapor products, 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 prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in 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;
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 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.
18. 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.
19. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
20. Any activity that is deemed by the Gering High School administration to not demonstrate high ideals.

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.

### **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.

### Section 5 Gering Public School Random Drug Testing Program

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.

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 offense 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 offense, 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 offense, 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 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 any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

### Section 6 Drug and Alcohol Violations.

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

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

Possession includes having control of the substance and also includes being in the same area

where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- 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).

## 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, vapor product or smoking during the season
  - First offense: Suspension from all activities and events for one week or one event and completion of a substance education course.
  - Second and subsequent offenses: Suspension from all activities and events for two weeks or three events and completion of a smoking cessation class.

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

**First Offense:** For the first positive test, the student is ineligible to participate in any extracurricular activities for two 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.

**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.

**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.

**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 or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors:** A student who commits a Code of Conduct violation is subject to the following:

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

**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.

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

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official(s) 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:

- a. 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.
- b. 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.
- c. 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.

- d. 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.

No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures

Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

**Gering Public Schools will conduct random drug testing for all students who are participants in the activity programs available through and sponsored by Gering Public Schools.**

## Section 7 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 excessive absences in the semester of participation may 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 8 Academic Standards

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

1. Be enrolled in at least 40 credit hours in the semester of participation.
2. The student passed and received at least thirty credit hours the previous semester.
3. Student grades will be pulled from Infinite Campus gradebook upon completion of week 3, 6, and end of quarter/semester.
4. Students failing two classes will attend activity study hall Tuesday, Wednesday, and Thursday during the ensuing three weeks. Students absent during their morning classes will need to make that study hall up after school.
5. Failure to attend the study halls will result in the student being ruled ineligible for the performance or competition that week.
6. Students failing three or more classes will be ineligible during the first week, they must attend

activity study hall, and meet with the activity director weekly. To regain eligibility during the next two week period, they must bring six of their classes to 70% or higher.

Extracurricular academic requirements do not apply to the following:

- a. Instructional field trips which are a part of the scheduled course learning experience; or
- b. Activities or events which are a consideration in determining the student's grade.

## Section 9 Relationships between Parents and Coaches/Sponsors

Parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

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
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!!
  - Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, 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 10 "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 11 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. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Attendees: Only students of Gering Public Schools and their guests may attend.
2. Students currently attending Gering High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Gering High School or their own

school are generally considered appropriate dates or invited guests.

3. 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.
4. Some school dances may be restricted to students attending specified grades levels at Gering Public Schools
5. 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.
6. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
7. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
9. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco/vapor products 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.
10. 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.
11. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Eligibility for Selection 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 in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards: Achievement, Citizenship and Conduct Qualifications:

- The student must have exhibited sportsmanship and leadership in activity 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:
  - Excessive Category I, II, III discipline referrals
  - Fewer than two Category IV, V, or VI referrals.
  - Repeated violations of the activity code of conduct.
  - No drug, alcohol, or tobacco/vapor product offenses disciplinary referrals in the last 24 months

- No failed drug test in the last 24 months
- 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 second organization. The interest is to provide as many students as possible with the opportunity to be selected for this honor.
- During Homecoming week, the student body will vote for all the candidates; this reduces the royalty to six finalists.
- The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week.

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. 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 12 Student Fees Policy

The Board of Education of Gering Public Schools has adopted this 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 and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are 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.

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 non specialized 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 non specialized 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.
  - Courses
- General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, 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 participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any 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 extracurricular 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 student’s 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 pre kindergarten services offered by the District, except to the extent such services are required to be provided without cost.
- Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for

correspondence courses.

- Breakfast and lunch programs. Students shall be responsible for items which 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 the following (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Appendix“1” to 2020-2021 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; protective clothing for shop classes
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited

<sup>1</sup> Generally, dollar amounts are stated in terms of “maximums.” The actual fee or charge may be less during the 2019-2020 school year.

		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-- 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. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.

Equipment and attire	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.	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:
Travel meals	Meals	Students are responsible for their own meals while traveling.
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and 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	\$15.00 maximum fee per play or activity
School dances	Admission to prom, homecoming, etc.	\$25.00 maximum fee per event
Class dues		Each of the four high school 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, tassels, class flowers. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
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 the following apply: 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.

## **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	Superintendent

	based on race, color, or national origin; harassment	
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

The Coordinator may be contacted at: 1519 10th Street, Gering, Nebraska 69341-2999, (308) 436-3125.

**Section 3 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.

**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 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.

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 the following: (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 place where the records may be inspected.
2. The rights 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

## 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 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.

#### 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 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 weeks by a teacher who does not meet the requirements of the Act.

#### Section 10 Student Privacy Protection Policy

It is the policy of Gering Public Schools to develop and implement policies which protect 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: "Notification of and Right to Opt-Out of Specific Events."

**Protection of Student Privacy in Regard to Personal Information Collected from Students:** The general policy and 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" for 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 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).

## 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.
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 student's 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 (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 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 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 for this Title I Parental Involvement policy, 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 of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I 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.

## 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 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 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 the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or 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.

4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any 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:

- Eligibility criteria for free and reduced meals
- Parent letter and application

- Public release
- Collection procedure

## GUIDELINES REGARDING THE COLLECTION OF DELINQUENT MEAL CHARGES

The Gering Public School food service department utilizes a computerized point-of-sale system, Infinite Campus. Upon enrollment, all students are given a Student account. Money deposited into this account can be used for the purchase of breakfast, lunch, milk and ala carte items. Parents can check their child's account balance and make deposits in the Parent Portal at <http://www.geringschools.net/parents/>. Payment Options:

The food service department recommends that money is pre-paid into the account prior to the point-of-sale. The following payment options are available:

1. Major credit card through the Parent Portal.
2. Check:
  1. Must be made to Gering Public Schools.
  2. Must have student's full name in memo.
  3. If more than one student is on a single check, the check must specify how much money is to be deposited into each account. If a check is returned due to non-sufficient funds (NSF), we will attempt to collect all money owed. In the event it cannot be collected, a third party collection agency will be utilized.
3. Cash: Must be submitted in a sealed envelope with students' full name and amount on the envelope.

### Account Balance Information:

Gering Public Schools expects parents to be responsible for monitoring their student's Café account and maintaining a positive balance. Free and reduced price meal assistance is available to all patrons at any time throughout the school year. Applications may be obtained from any of our school offices. The building Principal's office will notify parents of negative account balances. In the event a student's account reaches a negative balance, no extra meals or ala carte items can be charged.

In the event a student's Café account reaches a negative balance of \$10, the following will apply. An alternate lunch will be served, consisting of a peanut butter or cheese sandwich and milk. The student will continue to receive an alternate meal until all charges are paid and the account has a positive balance.

Free and Reduced eligible students are entitled to one reimbursable meal. Extra meals and ala carte items will need to be purchased.

### Section 14

POLICY 503.9  
GERING PUBLIC SCHOOLS  
GERING, NE  
HOMELESS CHILDREN AND YOUTH

A homeless child or youth is defined as one who lacks a fixed, regular, and adequate nighttime residence. The term includes—

- (1) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
- (2) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- (3) Children and youths who are living in cars, parks, public spaces, abandoned buildings,

substandard housing, bus or train stations, or similar settings; and

- (4) Migratory children (as defined in section 1309 of the ESSA of 1965, as amended), who qualify as homeless because they are living in circumstances described in this definition.

This definition includes both youth who are unaccompanied by families and those who are homeless with their families. The district will comply with state and federal law as it relates to homeless children or youth.

#### Assurances

1. The district adopts these policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.
2. The district will designate an appropriate staff person as the Local Educational Liaison (LEL) for homeless children and youths, to carry out the duties in compliance with state and federal law.
3. The district adopts these policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin. The "school of origin" means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. This will be done in accordance with the following, as applicable:
  1. If the homeless child or youth continues to live in the district in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by that district.
  2. If the homeless child's or youth's living arrangements in the district served by the school of origin terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another district, the school of origin and the local district in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the two districts are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

#### Comparable Services

Each homeless child or youth shall be provided services comparable to those offered to other students in the school in which the child is placed including transportation services, educational programs for children with disabilities and students with limited English proficiency, educational services for which the child or youth meets the eligibility criteria, such as Title I, school nutrition programs, programs in vocational and technical education, and programs for gifted and talented students.

#### Local Educational Liaison

The Superintendent or designee shall serve as the district's Local Educational Liaison who will serve in tracking, monitoring and coordinating programs and activities for these children. The identity and duties of the LEL shall annually be provided to the NDE, school staff, providers and advocates of services to homeless persons, and to homeless students.

1. In general, the LEL shall coordinate:
  1. the provision of services with local social services agencies, the NDE Homeless Education Liaison, community and school personnel, and other agencies or programs providing education, social and related services to homeless children and youths and their families; and
  2. with other local educational agencies on interdistrict issues, such as transportation or transfer of school records.
2. Coordination purpose - The coordination shall be designed to:
  1. ensure that homeless children and youths have access and reasonable proximity, to

- available education and related support services; and
2. raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.
3. The LEL shall receive appropriate time and training to carry out the duties required by law and this policy, and ensure that:
1. homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
  2. homeless children and youths enroll in schools of the district, which includes attending classes and participating fully in school activities, and have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  3. homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services;
  4. the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
  5. receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports;
  6. unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid;
  7. public notice of the educational rights of homeless children and youths is communicated where such children and youths receive services under the federal laws for homeless children, such as schools, family shelters, and soup kitchens;
  8. enrollment disputes are mediated in accordance state and federal law; and
  9. the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school that is selected for the youth.

### Enrollment and Placement

The district will handle enrollment and placement of homeless children in compliance with state and federal law according to the child's or youth's best interest such that it shall:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness—
  1. in any case in which a family becomes homeless between academic years or during an academic year; or
  2. for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
3. The choice regarding enrollment shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.
4. Issues of guardianship, proof of residency, and dress code requirements shall not be cause for delay or denial of enrollment. The district is not prohibited from requiring a parent or guardian of a homeless child to submit contact information.
5. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the child will be placed in the appropriate grade level by the same procedures used for non-homeless children.

### School Stability

1. In determining the best interest of the child or youth the district shall presume that keeping a homeless child or youth in the school of origin is in the child's or youth's best interest unless doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth.
2. The district must consider student-centered factors related to a child's or youth's best interest including the impact of mobility on achievement, education, health, and safety, giving priority to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth.
3. If the district determines that it is not in a child's or youth's best interest to attend the school of origin, or the school requested by the parent, guardian, or unaccompanied youth, it must provide a written explanation of the reasons for its determination, in a manner and form that is understandable.

### Enrollment Disputes

The dispute procedure must be made available for resolving disputes over eligibility, as well as school selection or enrollment.

1. If a dispute arises over school selection or enrollment in a school, the district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal the decision. It shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and include the LEL contact information. The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. Unaccompanied youths shall be assisted by the LEL in enrolling immediately.
2. Within thirty (30) days of receipt of the initial complaint, the LEL shall carry out the dispute resolution process in accordance with 92 NEC 19-005.002
3. The parent/guardian (or student, if applicable) may file a written appeal of the decision to the Nebraska Commissioner of Education. The Commissioner or designee may file a written response to the appeal within thirty (30) calendar days of receipt of the appeal.
4. Within thirty (30) days of receipt of the Commissioner's decision, the parent/guardian (or student, if applicable) may file a written appeal of the decision with the State Board of Education and shall be governed by 92 NAC Rule 61.

### Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. so that the records are available, in a timely fashion, when a child or youth enters a new school or school district;
2. the district will treat the student's homeless status as a Student Education Record, not deemed to be directory information; and
3. in a manner consistent with the Federal Education Rights and Privacy Act.

The LEL shall document the number of homeless children and youths receiving services, and maintain financial records regarding any federal funds used for providing such services.

### Immunization Requirements

Homeless students will not be denied enrollment for lack of immunization records. The school district will make a reasonable effort to locate immunization records from the information provided or will assist the student in obtaining the necessary immunizations. Permanent exemptions for homeless students from the immunization requirement in this policy will be allowed only for reasons in accordance with the law.

### Review and Revision

The district shall review and revise any policies that may act as barriers to the enrollment of homeless children and youths in the district. In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Special attention shall be given to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

# **Gering Junior High School**



**6th, 7th, and 8th Grade  
2020-2021**

**PARENT-STUDENT HANDBOOK**

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



**Gering Junior High School strives to empower our students to achieve excellence  
through exploration and enrichment  
EMPOWER TO EXCELLENCE**

Gering Junior High School, in partnership with the community, is committed to providing an educational program responsive to young adolescents' individual needs and characteristics. The focus of our transition is for young adolescents to **explore and enrich** their educational experiences while at the junior high. Our goal is to help students be better equipped to understand their strengths and potential as they enter into their high school career and beyond.

We strive to prepare all Gering students to be college and/or career ready when they complete their education at Gering Public Schools and lead highly influential lives in the community in which they choose to live. Our exploration course offerings at Gering Junior High School will provide students with hands-on learning and real-world opportunities to enhance their educational experiences and provide a seamless transition to great Career Academy Clusters offered at Gering High School.

The Junior High is organized into academic teams at each grade level (6-8) from the core areas: language arts, math, science and social studies. Exploratory courses include art, STEM, family and consumer science, careers, journalism, yearbook, introduction to agriculture, introduction to medical sciences, leadership, band, choir, business and technology, and industrial technology.

We strive to create an environment for all students that is safe, positive, encouraging and supportive.

As the "Home of the Bulldogs" our school serves approximately four hundred thirty plus students in grades six through eight. We are located between the old Oregon Trail and the North Platte River in historic Gering, Nebraska. is home to over thirty teachers, two administrators and two counselors, who all work hard everyday to provide students with a safe, welcoming environment and the best school experience and education possible.

Extracurricular clubs and programs are available for student involvement. We strive to have something for everyone. District sports for grades 7-8 include: football, volleyball, wrestling, cross-country, basketball, and track. Students can also participate in Builders Club, Friends of Rachel, Student Council, and Clowns (a drug free group). High ability learners have the opportunity to participate in academic quiz bowl, Geography Bee, Math Counts, Jazz Band and the Duke Talent Search.

**GERING PUBLIC SCHOOLS  
BOARD OF EDUCATION**

BJ Peters, President  
Brent Holliday  
Josh Lacy  
Brian Copsey  
Brady Shaul  
Mary Winn

**GERING PUBLIC SCHOOLS ADMINISTRATION**

Gary Cooper, Superintendent of Schools  
Byron Olson, Director of Student Services  
Kory Knight, Director of Curriculum, Instruction and Assessment  
Tim Meisner, Business Manager

**Shawn Seiler, Junior High School Principal**

**Julie Siebke, Junior High School Dean of Students**

Rocky Schneider, High School Principal  
Mario Chavez, High School Assistant Principal  
Crystal Palser, Dean of Students  
Glen Koski, Director of Activities  
Angela Morris, Geil Elementary Principal  
Pam Barker, Lincoln Elementary Principal  
John Wiedeman, Northfield Elementary Principal  
Curt Hanson, Director of Warehouse and Maintenance

**GERING PUBLIC SCHOOLS**

**Learners Today, Leaders Tomorrow**

***Direction Statement:***

***Gering Public Schools exists to equip today's learners with the skills necessary to be tomorrow's leaders.***

***Vision:***

***Gering Public Schools provides a collaborative community, inspiring excellence and innovation in teaching and learning to empower student growth and leadership in school and life.***

# School Calendar 2020-2021



Calendar Legend	
<span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	First / Last Day of School
<span style="background-color: #f2f2f2; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	End of Quarter / Semester
<span style="background-color: #d9e1f2; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	NO SCHOOL: Teacher In-Service
<span style="background-color: #fff2cc; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	NO SCHOOL: Students / Staff

AUGUST				
Mon	Tues	Wed	Thurs	Fri
3	4	5		
17	18	19	20	21
24	25	26	27	28
31				
SEPTEMBER				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
OCTOBER				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14		
19	20	21	22	
26	27	28	29	30
NOVEMBER				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24			
30				
DECEMBER				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16		

<b>AUGUST</b>
6-7 New Staff Orientation
10-13 Teacher In-Service
14 First Day of School
<b>SEPTEMBER</b>
7 No School: Labor Day
<b>OCTOBER</b>
15 End of 1 <sup>st</sup> Quarter
16 No School: Students Teacher Work Day
19-22 Parent-Teacher Conferences
23 No School: Students/Staff
<b>NOVEMBER</b>
25-27 No School: Students/Staff
<b>DECEMBER</b>
18 K-12 Students & Staff – 11:30 a.m. Dismissal End of 1 <sup>st</sup> Semester
21-31 No School: Students/Staff
<b>JANUARY</b>
1 No School: Students/Staff
4 No School: Students Teacher Work Day
5 School Resumes
<b>FEBRUARY</b>
12 No School: Students/Staff
15 No School: Students Teacher In-Service
<b>MARCH</b>
11 End of 3 <sup>rd</sup> Quarter
12 No School: Students Teacher Work Day
15-18 Parent-Teacher Conferences
19 No School: Students/Staff
<b>APRIL</b>
2-5 No School: Students/Staff
<b>MAY</b>
16 GHS Graduation
19 Last Day of School 11:30 a.m. Dismissal
20 Teacher Work Day

JANUARY				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
FEBRUARY				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
MARCH				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
APRIL				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
MAY				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**ALL OTHER CALENDAR SCHEDULING CAN BE FOUND:**

[www.westernconferencene.org](http://www.westernconferencene.org) click on Gering

Like Gering Junior High on Facebook and Twitter @youngbulldogs

**Daily Schedule**

Lunch	6th GRADE	7th GRADE	8th GRADE
FLEX	8:00-8:20	8:00-8:20	8:00-8:20
1st period	8:23-9:09	8:23-9:10	8:23-9:10
2nd Period	9:12-9:58	9:12-9:58	9:13-10:00
3rd Period	10:01-10:47	10:01-10:47	10:03-10:50
4th Period	10:47-11:17	10:50-11:36	10:50-11:36
5th Period	11:20-12:06	11:36-12:06	11:39-12:25
6th Period	12:09-12:55	12:09-12:55	12:25-12:55
7th Period	12:58-1:44	12:58-1:44	12:58-1:44
8th Period	1:47-2:33	1:47-2:33	1:47-2:33
9th Period	2:36-3:24	2:36-3:24	2:36-3:24

**Early Release Schedule (Every Wednesday)**

LUNCH	6th GRADE	7th GRADE	8th GRADE
FLEX	8:00-8:10	8:00-8:10	8:00-8:10
1st period	8:13-8:53	8:13-8:53	8:13-8:53
2nd Period	8:56-9:36	8:56-9:36	8:56-9:36
3rd Period	9:39-10:19	9:39-10:19	9:39-10:19
4th Period	10:19-10:49	10:22-11:02	10:22-11:02
5th Period	10:52-11:32	11:02-11:32	11:05-11:45
6th Period	11:35-12:15	11:35-12:15	11:45-12:15
7th Period	12:18-12:58	12:18-12:58	12:18-12:58
8th Period	1:01-1:41	1:01-1:41	1:01-1:41
9th Period	1:44-2:26	1:44-2:26	1:44-2:26

### **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 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 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.

### **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 Procedure**

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, harassment, bullying, or disciplinary actions. Those procedures should be used where applicable.

- 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.

### **Notice of Nondiscrimination**

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.

<b>Law, Policy or Program</b>	<b>Issue or Concern</b>	<b>Superintendent</b>
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
<b>Law, Policy or Program</b>	<b>Issue or Concern</b>	<b>Superintendent</b>
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 Superintendent or Director of Student Services may be contacted at 1519 10th Street, Gering, Nebraska 69341-2999, (308) 436-3125.

**Anti-discrimination & Harassment Policy**

Elimination of Discrimination. 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 their 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 to 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.

In regards to education records requests; the district forwards education records (may include academic, health and discipline records) that have been requested 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 weeks by a teacher who does not meet the requirements of the Act.

#### **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**

A homeless child or youth is defined as one who lacks a fixed, regular, and adequate nighttime residence. The term includes—

- (1) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
- (2) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- (3) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (4) Migratory children (as defined in section 1309 of the ESSA of 1965, as amended), who qualify as homeless because they are living in circumstances described in this definition.

This definition includes both youth who are unaccompanied by families and those who are homeless with their families. The district will comply with state and federal law as it relates to homeless children or youth.

### **Assurances**

1. The district adopts these policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.
2. The district will designate an appropriate staff person as the Local Educational Liaison (LEL) for homeless children and youths, to carry out the duties in compliance with state and federal law.
3. The district adopts these policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin. The “school of origin” means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. This will be done in accordance with the following, as applicable:
  - a. If the homeless child or youth continues to live in the district in which the school of origin is located, the child’s or youth’s transportation to and from the school of origin shall be provided or arranged by that district.
  - b. If the homeless child’s or youth’s living arrangements in the district served by the school of origin terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another district, the school of origin and the local district in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the two districts are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

### **Comparable Services**

Each homeless child or youth shall be provided services comparable to those offered to other students in the school in which the child is placed including transportation services, educational programs for children with disabilities and students with limited English proficiency, educational services for which the child or youth meets the eligibility criteria, such as Title I, school nutrition programs, programs in vocational and technical education, and programs for gifted and talented students.

### Local Educational Liaison

The Superintendent or designee shall serve as the district's Local Educational Liaison who will serve in tracking, monitoring and coordinating programs and activities for these children. The identity and duties of the LEL shall annually be provided to the NDE, school staff, providers and advocates of services to homeless persons, and to homeless students.

1. In general, the LEL shall coordinate:
  - a. The provision of services with local social services agencies, the NDE Homeless Education Liaison, community and school personnel, and other agencies or programs providing education, social and related services to homeless children and youths and their families; and
  - b. With other local educational agencies on inter-district issues, such as transportation or transfer of school records.
2. Coordination purpose - The coordination shall be designed to:
  - a. Ensure that homeless children and youths have access and reasonable proximity, to available education and related support services; and
  - b. Raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.
3. The LEL shall receive appropriate time and training to carry out the duties required by law and this policy, and ensure that:
  - a. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
  - b. Homeless children and youths enroll in schools of the district, which includes attending classes and participating fully in school activities, and have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services;
  - d. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
  - e. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports;
  - f. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid;
  - g. Public notice of the educational rights of homeless children and youths is communicated where such children and youths receive services under the federal laws for homeless children, such as schools, family shelters, and soup kitchens;
  - h. Enrollment disputes are mediated in accordance state and federal law; and
  - i. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school that is selected for the youth.

### Enrollment and Placement

The district will handle enrollment and placement of homeless children in compliance with state and federal law according to the child's or youth's best interest such that it shall:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness—
  - a. In any case in which a family becomes homeless between academic years or during an academic year; or
  - b. For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
3. The choice regarding enrollment shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.
4. Issues of guardianship, proof of residency, and dress code requirements shall not be cause for delay or denial of enrollment. The district is not prohibited from requiring a parent or guardian of a homeless child to submit contact information.
5. If the school district is unable to determine the grade level of the student because of missing or incomplete records, the child will be placed in the appropriate grade level by the same procedures used for non-homeless children.

### School Stability

In determining the best interest of the child or youth the district shall:

1. Presume that keeping a homeless child or youth in the school of origin is in the child's or youth's best interest unless doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth.
2. The district must consider student-centered factors related to a child's or youth's best interest including the impact of mobility on achievement, education, health, and safety, giving priority to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth.
3. If the district determines that it is not in a child's or youth's best interest to attend the school of origin, or the school requested by the parent, guardian, or unaccompanied youth, it must provide a written explanation of the reasons for its determination, in a manner and form that is understandable.

### Enrollment Disputes

The dispute procedure must be made available for resolving disputes over eligibility, as well as school selection or enrollment. If a dispute arises over school selection or enrollment in a school:

1. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal the decision. It shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and include the LEL contact information. The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.  
Unaccompanied youths shall be assisted by the LEL in enrolling immediately.
2. Within thirty (30) days of receipt of the initial complaint, the LEL shall carry out the dispute resolution process in accordance with 92 NEC 19-005.002
3. The parent/guardian (or student, if applicable) may file a written appeal of the decision to the Nebraska Commissioner of Education. The Commissioner or designee may file a written response to the appeal within thirty (30) calendar days of receipt of the appeal.
4. Within thirty (30) days of receipt of the Commissioner's decision, the parent/guardian (or student,

if applicable) may file a written appeal of the decision with the State Board of Education and shall be governed by 92 NAC Rule 61.

### Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. So that the records are available, in a timely fashion, when a child or youth enters a new school or school district;
2. The district will treat the student's homeless status as a Student Education Record, not deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

The LEL shall document the number of homeless children and youths receiving services, and maintain financial records regarding any federal funds used for providing such services.

### Immunization Requirements

Homeless students will not be denied enrollment for lack of immunization records. The school district will make a reasonable effort to locate immunization records from the information provided or will assist the student in obtaining the necessary immunizations. Permanent exemptions for homeless students from the immunization requirement in this policy will be allowed only for reasons in accordance with the law.

### Review and Revision

The district shall review and revise any policies that may act as barriers to the enrollment of homeless children and youths in the district. In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Special attention shall be given to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

### 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.

## **KEY WORDS FOR TOPICS ARE FOUND BELOW IN ALPHABETICAL ORDER**

### **Acceptable Use of Computers, Technology and the Internet**

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 wellbeing of students in its charge.

The following uses of school-provided electronic resources, including Internet and email, 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 email, 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 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 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:

1. safety on the Internet;
2. inappropriate behavior while on online, on social networking Web sites, and in chat rooms; and
3. 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.commonsensemedia.org](http://www.commonsensemedia.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**

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)]

**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.
8. 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;
9. Public indecency or sexual conduct;
10. 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;
11. 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;
12. 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.
13. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
14. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
15. 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;
16. 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.
17. Willfully violating the behavioral expectations for those students riding Gering Public Schools buses.
18. 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.
19. 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.
20. 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.

Our school district supports proactive and reactive evidence-based initiatives to manage student misbehavior. Restorative Practices are grounded in principles and values that: are needs based, hold students accountable, are focused on repairing harms, and support meaningful outcomes. Restorative Practices will be integrated within existing discipline measures and utilized as deemed appropriate.

### **Restorative Practice Process:**

Restorative Practices reflect the philosophy that when a misdeed occurs within a school, it affects those harmed, those causing the harm, and the wider school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused and strategies to repair this harm and the relationships of those involved. Restorative Practices can include group conferencing, peer mediation, victim-offender mediation, or classroom peace circles, and can be formal or informal. These processes may be handled by district personnel, school resource officers, or others that support the district, such as, contractors, ESU's, volunteers, and those serving through Nebraska Supreme Court-approved mediation centers. In a Restorative Practice Conference, students and parents/guardians agree to the following:

- **Constructive Communication:** The goal of restorative practice is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issues at hand. Students and parents agree to speak honestly and to listen respectfully without interruptions. The mediator/facilitator's role is to manage communication and help the parties work to discover solutions that meet the needs and interests of all parties to the fullest extent possible. The mediator/facilitator will not make judgments, give legal advice, or present parties with solutions to their problems.
- **Confidentiality, Privileged, and Voluntary Communications:** Pursuant to Neb. Reb. 43-247.03, parties agree not to record or create transcripts of sessions and acknowledge they are responsible to maintain confidentiality and agree that communications during preparation, process, and follow up will not be shared with others, excepting:
  - Agreements reached in the restorative process.
  - When written permission by all participants is given.
  - When statements regarding unreported allegations of child abuse or neglect or threats to harm self or another are revealed.
  - When process information must be shared with funding or referring agencies, such as Diversion, Probation, County Attorneys, or Courts.
- **Agreements:** No agreement can be forced upon any party. Parties agree to take responsibility for carrying out any agreements made during the restorative process.
- **Program Evaluation:** Participants may be asked to take part in evaluations of the process to comply with reporting requirements.

## **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/guardian’s responsibility to notify the school each time their child is absent or tardy. Normal School hours for students are **8:00 a.m. until 3:24 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 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, he/she may lose credit in his/her classes
  - Any student who is absent for five consecutive school days due to illness must have a note from a physician allowing him/her 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 supercede this attendance policy.
    - ❑ A student shall be considered absent if he/she is 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
Weather related	Serious Illness (must have a note from the Dr. with specific dates)	

Suspensions

Hospital stay and recovery

**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 formulas 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:

- 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 place the work in quotations and give a citation to the outside source.
- b. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- c. "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 teacher's discretion, parents may be informed as to the student's progress via a telephone call, or email.

### **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 Middle School and High School are members of and accredited by 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 Administration Office at 1800 Eighth Street, Gering, Nebraska during regular business hours.

### **Behavior (Positive Behavior Support)**

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.

### **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

initiated 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.

### **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.

### **GUIDELINES REGARDING THE COLLECTION OF DELINQUENT MEAL CHARGES**

The Gering Public School food service department utilizes a computerized point-of-sale system, Infinite Campus. Upon enrollment, all students are given a Student account. Money deposited into this account can be used for the purchase of breakfast, lunch, milk and ala carte items. Parents can check their child's account balance and make deposits in the Parent Portal at <http://www.geringschools.net/parents/>.

Payment Options: The food service department recommends that money is pre-paid into the account prior to the point-of-sale. The following payment options are available:

1. Major credit card through the Parent Portal.
2. Check:
  - i. Must be made to Gering Public Schools.
  - ii. Must have student's full name in memo.
  - iii. If more than one student is on a single check, the check must specify how much money is to be deposited into each account. If a check is returned due to non-sufficient funds (NSF), we will attempt to collect all money owed. In the event it cannot be collected, a third party collection agency will be utilized.
3. Cash: Must be submitted in a sealed envelope with students' full name and amount on the envelope.
4. Account Balance Information:
  - i. Gering Public Schools expects parents to be responsible for monitoring their student's Café account and maintaining a positive balance. Free and reduced price meal assistance is available to all patrons at any time throughout the school year. Applications may be obtained from any of our school offices. The building Principal's office will notify parents of negative account balances. In the event a student's account reaches a negative balance, no extra meals or ala carte items can be charged.

**In the event a student's Café account reaches a negative balance of \$10, the following will apply.**

1. An alternate lunch will be served, consisting of a peanut butter or cheese sandwich and milk. The student will continue to receive an alternate meal until all charges are paid and the account has a positive balance.

Free and Reduced eligible students are entitled to one reimbursable meal. Extra meals and ala carte items will need to be purchased.

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**

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.

### **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 coursework, 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 5) **WARNING:** Students are reminded that anytime you share information electronically, it is **NO LONGER PRIVATE INFORMATION!!!!!!** Examples may include, but are not limited to: Twitter, 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.

**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 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:**

School Counselors: Lorna Davis and Drew Marlow

The mission of Gering Junior High / 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 school's 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 write the 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 Services:**

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
- Provides 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 (Examples include 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 reports are sent to Nebraska State Health Department);
- Need for medication administration during the regular school day (Please refer to Medication Administration Policy);
- Absence from school due to illness. (Please inform school of type of illness so that the number and type of illness and symptoms can be monitored and reported to local health department as necessary);
- Updated emergency contact information and a plan/arrangement in place if parent/guardian is unable to pick up their ill child from school and/or when the child is ill and needs to stay home.

In addition, parents/and or guardians have the following notification responsibilities:

- Students from out of state will need a physical/vision exam which was done within the last (six) 6 months of entering school. Provide a current immunization report that is compliant with the State of Nebraska guidelines. All documents need to be turned in and approved by the health office prior to the student's first day of school.
- Inform the school of PE or recess restrictions. If a student requires restricted PE or recess due to a health condition for more than one (1) school day, then a healthcare provider note is required. If a student has a note limiting or restricting PE, this will include recess. If a student is out of school for five (5) consecutive days due to illness, a note from the student's health provider will need to be provided to the school's health office.
- Each school location has a First Responder Team and staff who are CPR/First Aid/AED certified, trained on Asthma & Anaphylaxis and Medication Administration to assist students. The schools are not staffed with full-time nurses. Basic first aid will be administered to students; if more extensive care is needed, then the parent/guardian (or emergency contact) will be notified, or 911 will be contacted.

#### 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.

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, and an order from the health care providers with the student's name,

medication name, instructions for use (time, dosage, duration) and the healthcare provider's signature. 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 personnel who administered medication, date, time and route of administration, drug count with signature of school personnel and parent/guardian to 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.

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 the 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 statutes. Annually, each student shall be provided with the requirements for administration of medication at school.

#### 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 list 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 immunosuppressed child(ren) of possible exposure.
2. Conjunctivitis (Pink Eye): Exclude symptomatic cases. Urge medical care. May return when the eye is normal in appearance or with documentation from the physician that the 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, Threadworm, 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 immunosuppressed or eczematous persons. Good hygiene avoids 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. Lice: The student is not sent home from school; however, it is acceptable for the parent/guardian to pick up the student. The parent/guardian is instructed that the student should be treated before returning to school and that nits should be removed.

12. 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.

13. 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.

14. 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.

15. Pediculosis (Head or body lice): Exclude until after appropriate treatment is started. No exclusion of contacts; however, they should be notified of exposure.

16. Pertussis (Whooping Cough): Return as per written documentation. Exclude adequately 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.

17. Poliomyelitis: Exclude until physician approves return.

18. Ringworm: Exclude until treatment started. No exclusion of contacts. Good sanitation practices and don't share toilet articles.

19. 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.

20. Scabies: Exclude until the day after treatment started. No exclusion of contacts.

21. 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.

22. Streptococcal Infection (Scarlet Fever, Scarletina, Strep Throat): Exclude until afebrile and under treatment for 24 hours. No exclusion of contacts. Early medical care is important and usually requires 10 days of antibiotic treatment. Screening for asymptomatic cases not recommended.

23. 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.

#### Procedures for students who become injured or ill at school

Any student who becomes ill or injured during the school day will report to the school nurse. An ill or injured student may not leave school until permission of the parent, or the person designated by the parent, has been received. Ill or injured students are not to leave the building without the knowledge of the health office staff and without signing out properly in the office. The Health Office is to be used for the purpose of receiving First Aid treatment for injuries or illness.

#### Requirements for Physicals, Vision Exams, and Immunizations:

- *Physical Examination*

Physical examination by a physician, physician assistant or advanced practice registered nurse within the six months prior to the entrance of a child into Early Childhood Education, beginner grade or Kindergarten, and 7th grade, or in the case of a transfer from out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.

- *Vision Exam*

Visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or Kindergarten, or in the case of transfer from out of state to any grade, is required. The visual evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing to determine visual acuity. The parent/guardian has the right to submit a written statement refusing such an evaluation.

- *Immunization Requirements*

The State of Nebraska has immunization requirements for children entering school. Students will not be able to enter school until the school has written proof of their immunization status. To attend school, students in Nebraska are required to be immunized per current requirements from Nebraska Department of Health and Human Services.

All students K-12 must be immunized for D.P.T., polio, measles, rubella, varicella, mumps and Hepatitis B. The Tdap vaccination is required for incoming 7th graders. Dates of immunizations are required.

Students with history of varicella disease (chicken pox) must provide evidence of immunity in form of signature of parent with date of illness, signature of health care provider with date of illness, laboratory evidence of varicella immunity or a clinical diagnosis of shingles.

Students who do not receive immunizations for health reasons must have a statement signed by a healthcare provider stating that, in their opinion, the specified immunization(s) required would be injurious to the health and well-being of the student or any member of the student's family or household.

Students who do not receive immunization due to religious reason must have a notarized affidavit signed 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 personally and sincerely followed religious beliefs of the student.

A student may be provisionally enrolled in school if he/she has begun the immunizations against the specified disease prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible. In addition, a student may also be 18 provisionally enrolled if he/she is the child of an officer or enlisted person, or the child of the spouse of such officer or enlisted person on active duty in any branch of military services of the United States.

For further information on immunizations, contact school health staff or refer to Nebraska Department of Health and Human Services Control of Communicable Disease regulations.

Student Age Group	Required Vaccines
Ages 2 through 5 year enrolled in a school based program not licensed as a childcare 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 12th 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 4th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if the 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 7th 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)

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, the protocol steps are designed to provide quick, effective care in order to prevent death due to severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening breathing emergency, 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*

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to school health staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (Asthma/Allergy Action Plan), (2) medications, as directed by a healthcare professional. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol as described above.

This protocol is in effect for the school day hours (7:30 AM-3:30 PM) and after school programs. Emergency medication remains on school grounds. If your child has an EpiPen and/or inhaler in the health office, it will be sent with school staff on field trips. If your child participates in after school activities (sports, clubs, etc.), complete appropriate paperwork for him/her to carry and self-administer medication. In the event of an emergency, 911 will be called.

If you do not want your student to receive the above described emergency medication, contact school health staff.

*The Gering School District employs three full time nurses who cover the district's locations. Each school location has a First Responder Team and staff who are CPR/First Aid/AED certified, Attack on Asthma and Medication Administration trained to assist as the schools are not staffed with a full-time nurse. Basic first aid will be administered to a student, if more extensive care is needed, then the parent/guardian (or emergency contact) will be notified, or 911 will be contacted*

### Concussions

A concussion is a type of brain injury that changes the way the brain normally works. If your student has a concussion, his or her brain needs time to heal. After a concussion, physical and cognitive activities should be carefully managed and monitored with limited and gradual return to learn and play. If your student is diagnosed with a concussion, then please contact the school nurse, counselor, principal, athletic director, or coach. The student will follow the Return to Learn protocols for academic work. If the student is involved in sports etc. (This includes recess) the student will need to have a clearance note from a healthcare provider to Return to Play.

### Procedure for Head Lice Detection and Management at School

1. When a student is found to have live lice and/or nits:
  - a. The parent/guardian is notified, and information related to detection and elimination of head lice will be provided at that time or sent home with the student in a sealed envelope.
  - b. The student is not sent home from school, however it is acceptable if the parent/guardian picks up the student.
  - c. The parent/guardian is instructed that the student should be treated before returning to school and that nits should be removed.
  - d. When the student returns to school, the school health staff is to confirm that treatment has been completed. If live and/or nits are found, the parent is notified to keep nit-picking and combing.
  - e. Follow up head checks may be done by school staff to confirm lice management efforts. If future checks reveal an increased number of nits present or it is obvious to the screener that 31 the student's hair has not been treated, the parent/guardian will be contacted for follow-up and support.
2. When to check beyond the identified student with live lice or nits:
  - a. If the student has siblings in the building and/or other buildings in the district, then the sibling(s) are to be checked.
  - b. Full classroom screenings for head lice or nits will not be done, unless otherwise determined by school nurse and/or building administrator.
3. Classroom Environment:

- a. Notify the custodian to vacuum the affected classroom and all upholstered furniture within.
  - b. Stuffed animals and pillows can be bagged for two weeks.
  - c. No environmental pesticide treatments are to be used.
  - d. Encourage students to avoid sharing hats, combs, coats, pillows, or other personal items.
    - e. The school nurse and/or building administrator can use professional judgement to determine when unusual measures are necessary to respond to extraordinary cases.
4. Notification Procedures:
- a. The customary notification for the presence of head lice is to be done on an individual/case by case basis to the parent/guardian of the infested student. Classroom notifications are not done with typical head lice cases.
  - b. In very unusual cases, it may be appropriate in the professional opinion of the school nurse and in consultation of the administrator to consider a general parent/guardian notification for a high number of identified cases of head lice.
5. Exclusion Procedure Support:
- a. In the rare case that a student has either:
    - 1) chronic head lice infestation or
    - 2) severe head lice infestation that is disruptive to the learning environment, the school nurse will be consulted.
  - b. If in the nurse's professional judgement, it is determined that exclusion needs to be considered, the nurse will consult with the administrator about implementing exclusion. This measure will be taken with careful consideration:
    - 1) With chronic head lice infestation cases, the nurse will secure documentation of repeated and unsuccessful head lice management measures.
    - 2) The return of the student after exclusion will be predicated on a head check with evidence of progress in head lice management and progress toward eradication of the head lice. Evidence will look like elimination of live lice and a decrease in the number of nits.
    - 3) It may be appropriate in the judgement of the school nurse to monitor progress of lice management over a period of time. The goal is supporting the family in head lice eradication.

<b>General Control Measures in Schools</b>	
Recommendations	Rationale
Routine classroom or school-wide screening for head lice is not recommended	The American Academy of Pediatrics discourages head lice screenings, which have not been proven to have a significant effect over time on the incidence of head lice in the school setting and are not cost effective. Children should be checked only when demonstrating symptoms of head lice.
The American Association of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention advocate that "no-nit" policies should be discontinued.	<ol style="list-style-type: none"> <li>1. Egg cases farther from the scalp are easier to discover, but these tend to be empty (hatched) or nonviable and, thus, are of no consequence.</li> <li>2. Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.</li> <li>3. The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.</li> <li>4. Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.</li> <li>5. Research has shown that the survival of head lice when not on the head is usually less</li> </ol>

	than one day and the eggs can only hatch when incubated by body heat found near the scalp.
Provide parent education program in the management of head lice in the school setting.	Head lice are not a medical or public health hazard as they are not known to spread disease. However, parents may have misconceptions and prejudices, which place pressure on school staff. Educating and supporting the child and parent with factual, nonjudgmental information is better than having policies and practices driven by misinformation.
School personnel involved in detection of head lice infestation should be properly trained.	The diagnosis of a head lice infestation is best made by finding a live nymph or adult louse on the scalp or hair of a person. Because nymphs and adult lice are very small, move quickly, and avoid light, they can be difficult to find. The diagnosis should be made by a health care provider or other person trained to identify live head lice

**Individual Case Management**

Recommendations	Rationale
A child with an active head lice infestation should remain in class but be discouraged from close direct head contact with others.	A child with an active head lice infestation has likely had the infestation for one month or more by the time it is discovered and poses little risk to others from the infestation. Transmission occurs primarily through head-to-head contact and infrequently through indirect contact with shared belongings. It is the position of the National Association of School Nurses (NASN), the Center for Disease Control and Prevention, and The American Pediatric Association that the management of head lice in the school setting should not disrupt the educational process
Notify parent or guardian by telephone or by having a note sent home with the child at the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child and his or her classmates.	The school can be most helpful by making available accurate information about the diagnosis, treatment, and prevention of head lice in an understandable form. Information sheets in different languages and visual aids for families with limited literacy skills should be made available by schools.
Maintain confidentiality when a child is diagnosed with head lice.	

**Criteria for Return to School**

Recommendations	Rationale
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Students diagnosed with live lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun	Nits may persist after treatment, but successful treatment should kill crawling lice. Do not check for nits (dead or alive) or enforce a no-nit policy for those who have been treated. It is not productive.
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Head Lice: Guiding Principles for School Policy. Rhode Island Department of Health. Divisions of Infectious Disease and Epidemiology, November 18, 2014.

### LICE 101: MYTHS and REALITIES ABOUT HEAD LICE

Definitions	
<b>Lice:</b> more than one louse.	<b>Nit:</b> Eggs, dead or alive, of a louse
<b>Louse:</b> Small insect that lives on the scalp.	<b>Parasite:</b> Lives off another, in this case the blood of humans
<b>Pediculosis:</b> Having an infestation of lice	<b>Infestation:</b> Having an insect present, in this case, in your hair.
MYTHS	TRUTHS
Head lice are easy to get.	Lice are spread only mainly by head-to-head contact. They are much harder to get than a cold, flu, ear infection, pink eye, strep throat, food poisoning, or impetigo
You can get lice from your dog, guinea pig, or other animal	Lice are species-specific. You can only get human lice from another human. You cannot get another animal's lice
You can get head lice from hats and helmets.	Rarely, but possible. Hairbrushes, pillows, and sheets are also uncommon modes of transmission
School is a common place for lice transmission	School is an unlikely source of transmission. Much more common are family members, overnight guests, and playmates who spend a large amount of time together
Poor hygiene contributes to lice.	Hygiene makes absolutely no difference. You get lice by close personal contact with someone else that has lice, not by being dirty.
Lice can jump or fly from one person to another.	Lice can only crawl. They can neither fly or jump. They must crawl from one person to another
Any nits left in the hair can cause lice to come back.	Any nits farther away than one quarter to one half on the hair shaft are ALREADY HATCHED and pose no risk to others
Eggs or nits can fall out of the hair, hatch, and cause lice in another person.	Nits are cemented on the hair and very hard to remove. They cannot fall off. Newly hatched lice much find a head quickly or will die.
Lice can live a long time.	Lice live only 1-2 days off the head. Each louse only lives about 30 days on the head.

All members of a family should be treated if one person has lice.	Only the person with lice should be treated. Lice shampoos are INSECTICIDES and can be dangerous if used incorrectly or too frequently. Household members and close contacts should be checked, but only treat those who actually have lice. The house should NOT be sprayed with insecticide, nor used on clothing or other items.
Checking a classroom when one student has lice can prevent lice from spreading.	Classroom transmission is EXCEEDINGLY RARE and checking students is a waste of valuable teaching time. Checking family members and close playmates is much more appropriate.
Avoiding lice is important as they spread disease	Head lice do not spread any known disease. They are annoying and irritating, but not dangerous.

Pontius, Deborah J. (2014). Demystifying Pediculosis: School Nurses Taking the Lead. *Pediatric Nursing* 40(5), 226-235.

#### 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. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing 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.

#### Home Work:

Students may be required to do homework 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. And on Wednesday's early releases, students are not to be on school grounds until 3:40 PM when there will be coach supervision.

### **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 GMS as part of Career Exploration coursework. The PLP is an online project which spans Grades 6-12, allowing students to keep track of graduation requirements, extracurricular 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, GMS 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 GMS 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 makeup 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:

1. Promotion from 6<sup>th</sup>, 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.
2. 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.
3. 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 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 coursework must be completed by the end of the fourth quarter.

(Response to Intervention)

### **Multi-tiered Student Support Team or MTSS Team**

MTSS 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, MTSS includes measuring the performance of all students, and basing educational decisions regarding curriculum, instruction, and intervention intensity on student response to instruction.

### **Multi-tier Systems of Support (MTSS)**

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 MTSS 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 Multi-tier Systems of Support 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, MTSS team may elect to allow students to have a schedule that deviates from the listed requirements.

### **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**

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 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 free, vape free and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke, vape, and tobacco-free and abide by our District's policy.

### **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, specific 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 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.

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 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 parent/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 at the front office before classes, at noon, or after school.

### **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**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be 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 pickup 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, vaping, 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 School 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 Schools' 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, vaping 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/vaping cessation class/online course and subject to consequences in the Discipline Policy.
  2. Second and subsequent offenses: Suspension from all activities pending completion of a tobacco/vaping cessation class/online course cessation 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 misconduct during the school day:

- A. on school grounds
- B. by a participant in school activities
- C. as a spectator at school activities involving Gering participants
- D. 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, wellbeing, 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 unbiased. Application of specific disciplinary measures can be found in the section entitled "Progressive Discipline Procedures" (pg.47) 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. 47) 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 student's 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.

### **Electronic Devices**

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

#### 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 any of the following: (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 violation:** confiscation of electronic device, one detention, 8 discipline points. Electronic device will be returned to student after the student has served the detention.
- **Second violation:** confiscation of cell phone, 2 detentions, 8 discipline points. Electronic device will be returned to the parent after school and after student has served the detentions.
- **Third violation:** confiscation of electronic device, one day ISS, 8 discipline points. Electronic device will be returned to the parent after school and after student has served the In School Suspension.
- **Subsequent 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. (LB 988)
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:
6. 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;
7. Present a physical safety hazard to self, students, staff members, or other employees;
8. 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
9. 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 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 during which 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 victims 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 cleanup 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.

**Skateboards, Hover boards, Scooters or Skate Shoes:**

Skateboards, scooters, hover boards 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 fundraising activity that takes place on school property must have administrative approval.

**Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco and Vaping Products.**

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 vaping, 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 or vaping 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, vaping 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 vaping products, 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 extracurricular 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 Extracurricular 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 (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 (leggings, tights, yoga pants), or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - i. Leggings, tights, yoga pants are permitted only if worn with a shirt whose length reaches the bottom of your fingers.
- 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. Headwear including hats, caps, bandanas, 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.

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 ensure 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. Consequences will be doubled for offenses incurred under the direction or supervision of a substitute teacher.

**Gering Middle School 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 Middle 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 Middle 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 homebound 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 (PDA)**

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, e-cigarettes, vaping products) is not permitted on school property. Smoking shall be defined as being in the immediate proximity of smoking materials (chewing tobacco, e-cigarettes, vaping products) and exhibiting probable suspicion of intent. GMS Substance Abuse Policy governs this rule.

**Profanity**

The use of language that is unacceptable to school/community standards.

**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 homebound 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 by members of the school staff, refusing or neglecting to depart as directed.

**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.

**Vape Pen (Vaporizer Pen)**

A device used for nicotine or marijuana, which vaporizes the active molecules in concentrated nicotine or marijuana oil. Also called an e-cigarette.

**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><u>OFFENSE</u></b>	<b><u>CAT</u></b>	<b><u>PTS</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>		
1. Inappropriate 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. Failure to attend detention (teacher)	I	0	A	B	B	C			
5. Other Cat. I	I	0	A	B	B	C			
6. Sleeping in Class	I	8	A	B	B	C			
7. Disruption of class/school/assembly	I	8	A	B	B	C			
8. Inappropriate behavior/gestures	I	8	A	B	B	C			
9. Profanity/vulgarity	I	8	A	B	B	C			
10. Cell phone (confiscation)	II	8	SEE PROCEDURE ON PG. 42						
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. Jeopard. the safety of oneself or others	III	10	B	B	C	C	D		
20. Leave school grounds w/o 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/poss. of tobacco/vaping 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. Possess alcohol/drugs/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. Sell, give, or exchange alcohol/drugs	VII	42	F	F	G	H	
50. Possess of weapon other than 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	