

## **Agenda**

1. Call to Order & Pledge of Allegiance

**Rationale:**

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

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

Please stand for the Pledge of Allegiance.

2. Approve the Agenda

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

3. Recognition of Visitors

**Rationale:**

Invited presenters:

- Teammates, Lynnette Stevens

Opportunity for Public Expression:

- This item serves as the time entitled for public forum during which patrons may address the Board on matters of general concern per **Board Policy 8346, Opportunity for Public Expression**. (A copy of the policy is available.)
- Patrons will be allowed five (5) minutes to express their view. Board of Education Members will refrain from expressing personal opinions during the Public Forum unless asked a direct question by a patron recognized by the Board President as having the floor. The board imposed time limit may be extended by a majority vote of the Board. The board may limit collective comments on a particular topic when necessary. The Board may not take action on matters discussed in the Public Forum unless the item appears on the prepared agenda.
- All concerns and complaints should go through the chain of command beginning with the teacher/sponsor and then to the building administrator/program supervisor and finally to the Superintendent. If the initiating party is not satisfied with the response of the

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

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

#### 4. Business Items

##### 4.1. Action Items

##### 4.1.1. Consent Agenda

**Rationale:**

1. Approval of Minutes for June 12, 2017 Regular Board Meeting
2. Approval of the Treasurer's Report
3. Approval of the Warrants / Bills
  - a. Petty Cash
  - b. Student Activity
  - c. Hot Lunch
  - d. Bank Statement
  - e. Summary of Accounts and Receipts
  - f. Monthly Expenditure Report
  - g. Check Journal
4. Excuse Absent Board Members
5. Consider Option Enrollment Requests-

Option in:

Jens Hansen - Preschool - From Brady

Rori Hansen - Preschool - From Brady

Maci Hansen - 1st Grade - From Brady

Option Out:

- 4.1.2. Discuss, consider and approve amended policies or reaffirm existing policies.

**Rationale:**

1. Policy 5416 - Student Fees

The hearing on Student Fees was held in June.

Lunch prices were increased at the June board meeting.

Annual Student Activity Tickets will increase from \$35 to \$40 to reflect the increase in student

admission price discussed in June.

2. Policy 6400 - Parent Involvement in Schools

Hearing held in June. No changes proposed.

3. Policy 5415 - Bullying Policy

Brief review of bullying policy as required by statute. No changes proposed.

- 4.1.3. Discuss, consider and approve proposed policies and revisions to existing policies.

**Rationale:**

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

**Internal Board Policies**

Policy 8310 - Formulation of Policies

Policy 8320 - Adoption, amendment, or suspension of polices

**Bylaws of the Board**

Policy 9200 - Formulation, Adoption, Amendment of Policies

**Introduce new policies and revisions to existing Board Policy.**

The policies were reviewed prior to the July meeting by the Policy Committee (Jobman, Fornoff)

**Summary of Policy Updates from Perry Law Firm**

Policy 3130: Purchasing Policies (optional)

- Increases amount for sealed bids from \$40,000 to \$90,000

Policy 3131: Procurement

- New Policy required by NDE

Policy 1200: Anti-Harrassment

- Adds specific reference to Nebraska Equal Opportunity in Education Act

Policy 4003: Employee Anti-discrimination

- Adds specific reference to Nebraska Equal Opportunity in Education Act

Policy 3570: Business Operations

- Adds suspension and disbarment language for contracts reimbursed with federal funds.

Policy 5001 Form: Summary of School Immunization Rules and Regulations

- Updated summary.

Policy 5004: Part-Time Enrollment

- Updated to reflect NSAA policy on home-school or exempt school student participation.

Policy 5202 Attachment: FERPA Notifications of Rights (Federal Education Records Protection Act)

- Attachment with Notification of Rights

Policy 5413: Student Interviews

- Updated to reflect amended laws giving law enforcement more authority to take a student into temporary custody.

Policy 5418: Every Student Succeeds Act - Homeless

- Updates current homeless student policy to reflect NDE recommendation.

Policy 6800: Internet Safety Policy

- Updated to reflect LB 512 that refers to Student Online Protection Act (SOPPA).

Policy 8130: Annual Organization Meeting (optional)

- Includes language to break an impasse during board officer elections.

Policy not moved forward from Committee:

Policy 4028: Employee Fundraising (optional)

- New policy requiring staff to get permission before doing on-line fundraising.

4.1.4. Discuss, consider and approve Handbooks and Evaluation Instruments

**Rationale:**

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

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

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

A. Certificated Employee Evaluation Instrument (Reg 4150 A)

B. Counselor Evaluation Instrument

C. School Psychologist Evaluation Instrument

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

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

A. Employment Agreement - Form A - Non-Certificated

B. Employee Evaluation Instrument - Non-Certificated

C. Para-Educator Evaluation Instrument - Non-Certificated

## 6. Administrator's Evaluation Instruments

A. Principal Evaluation Instrument

B. Activities Director Evaluation Instrument

C. Superintendent Evaluation Instrument

## 7. Volunteer Handbook

### 4.2. Set substitute salaries for 2017-18 school year.

#### **Rationale:**

(Mr. Wyatt has filed a conflict of interest form and will not participate in the discussion or vote.)

Vice President Hudson will lead the discussion on this item.

Substitute salaries will increase from \$105 per day to \$110 per day. The rate for substitutes working in the same position for ten consecutive days will remain at \$140 per day. The proposed rates are competitive with schools within the Southwest Conference and within Dawson and Lincoln Counties.

### 4.3. Policy Review

#### 4.3.1. Review of current policies.

#### **Rationale:**

(Tabled in June and July due to time involved in the review of policy update from Mr. Perry)

It was suggested at the board work session that we systematically review our board policy Mr. Wyatt is the only member who was serving during the complete revision of policy. We will review a section of policy each month. Policies will not be attached as they are available on the school website.

### 4.4. Reports

#### 4.4.1. Board of Education Reports

#### **Rationale:**

Personnel Committee - Mr. Wyatt, Mr. Sitorius, Mr. Brundage

Transportation and Facilities Committee - Mr. Hudson, Mr. Fornoff, Mrs. Jobman

Finance Committee - Mr. Sitorius, Mr. Hudson, Mrs. Jobman

Curriculum & Americanism Committee - Mr. Brundage, Mr. Wyatt, Mr. Fornoff

Policy Committee - Mr. Fornoff, Mrs. Jobman

#### 4.4.2. Administrative Reports

##### **Rationale:**

##### 1. Topic Specific Administrative Reports

##### 2. General Administrative Reports

- a. Facilities & Transportation (Mr. Holmes - No report)
- b. Director of Teaching & Learning (Mrs. Jonas by Dr. Teahon)
- c. Elementary (Mr. Widdifield - presented in June)
- d. Activities (Mr. Herman - No report)
- e. High School (Mr. Ryker)
- f. Superintendent (Dr. Teahon)

##### 5. Discussion Items

##### 6. Next Meetings

##### **Rationale:**

Board Retreat for Strategic Planning, Wednesday, August 2<sup>nd</sup>, 2017 at 5:00 p.m. in the Discovery Center.

Next Regular Meeting scheduled for August 14<sup>th</sup>, 2017 with time to be determined.

##### 7. Adjournment

BOARD OF EDUCATION MEETING

July 10, 2017

5:00 P.M.

Board of Education Regular Meeting  
July 10, 2017 5:00 PM  
Discovery Center

1. Call to Order & Pledge of Allegiance

Dr. Teahon

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Board President

2. Approve the Agenda

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

Board President

3. Recognition of Visitors

Teammates, Lynnette Stevens

4. Business Items

1. Action Items

Mr. Wyatt, President

1. Consent Agenda

1. Approval of Minutes for June 12, 2017 Regular Board Meeting

2. Approval of the Treasurer's Report

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a. Petty Cash

b. Student Activity

c. Hot Lunch

d. Bank Statement

e. Summary of Accounts and Receipts

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4. Excuse Absent Board Members

5. Consider Option Enrollment Requests-

**Option in:**

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Rori Hansen - Preschool - From Brady

Maci Hansen - 1st Grade - From Brady

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1. Policy 5416 - Student Fees The hearing on Student Fees was held in June. Lunch prices were increased at the June board meeting. Annual Student Activity Tickets will increase from \$35 to \$40 to reflect the increase in student admission price discussed in June.

2. Policy 6400 - Parent Involvement in Schools Hearing held in June. No changes proposed.

3. Policy 5415 - Bullying Policy Brief review of bullying policy as required by statute. No changes proposed.

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available for the June meeting. According to the bylaws of the board, while policies may typically be introduced in one meeting and approved at a second meeting, policies may be approved in a single meeting if necessary. This may become applicable if policies are proposed which impact handbooks and are not received until after the June meeting. All of the following policy proposals were presented in June.

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- Policy 9200 - Formulation, Adoption, Amendment of Policies

Introduce new policies and revisions to existing Board Policy. The policies were reviewed prior to the July meeting by the Policy Committee (Jobman, Fornoff).

#### Summary of Policy Updates from Perry Law Firm

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- Policy 3131: Procurement New Policy required by NDE
- Policy 1200: Anti-Harassment Adds specific reference to Nebraska Equal Opportunity in Education Act
- Policy 4003: Employee Anti-discrimination Adds specific reference to Nebraska Equal Opportunity in Education Act
- Policy 3570: Business Operations Adds suspension and disbarment language for contracts reimbursed with federal funds
- Policy 5001 Form: Summary of School Immunization Rules and Regulations Updated summary
- Policy 5004: Part-Time Enrollment Updated to reflect NSAA policy on home-school or exempt school student participation
- Policy 5202 Attachment: FERPA Notifications of Rights (Federal Education Records Protection Act) Attachment with Notification of Rights
- Policy 5413: Student Interviews Updated to reflect amended laws giving law enforcement more authority to take a student into temporary custody
- Policy 5418: Every Student Succeeds Act - Homeless Updates current homeless student policy to reflect NDE recommendation
- Policy 6800: Internet Safety Policy Updated to reflect LB 512 that refers to Student Online Protection Act (SOPPA)

- Policy 8130: Annual Organization Meeting(optional) Includes language to break an impasse during board officer elections.

Policy not moved forward from Committee-

- Policy 4028: Employee Fundraising(optional) New policy requiring staff to get permission before doing on-line fundraising.

Dr. Teahon

#### 4. Discuss, consider and approve Handbooks and Evaluation Instruments

1. Junior-Senior High Student Handbook (Attachments include Handbook and proposed changes)
2. Elementary Handbook (Attachments include Handbook and proposed changes)
3. Faculty Handbook (Attachments include Handbook and proposed changes)
  - A. Certificated Employee Evaluation Instrument (Reg 4150 A)
  - B. Counselor Evaluation Instrument
  - C. School Pyschologist Evaluation Instrument
4. Coaches Handbook (Attachments include Handbook and proposed changes)
5. Non-Certificated Employee Handbook (Attachments include Handbook and proposed changes)
  - A. Employment Agreement - Form A - Non-Certificated
  - B. Employee Evaluation Instrument - Non-Certificated
  - C. Para-Educator Evaluation Instrument - Non-Certificated
6. Administrators Evaluation Instruments
  - A. Principal Evaluation Instrument
  - B. Activities Director Evaluation Instrument
  - C. Superintendent Evaluation Instrument (The proposed instrument may be replaced early in the fall prior to the December evaluation cycle to incorporate new materials provided by the Nebraska Council of School Administrators.
7. Volunteer Handbook

#### 2. Set substitute salaries for 2017-18 school year.

Substitute salaries will increase from \$105 per day to \$110 per day. The rate for substitutes working in the same position for ten consecutive days will remain at \$140 per day. The proposed rates are competitive with schools within the Southwest Conference and within Dawson and Lincoln Counties.

#### 3. Policy Review

##### 1. Review of current policies.

(Tabled in June and July due to time involved in the review of policy update from Mr. Perry) It was suggested at the board work session that we systematically review our board policy Mr. Wyatt is the only member who was serving during the complete revision of policy. We will review a section of policy each month. Policies will not be attached as they are available on the school website.

#### 4. Reports

##### 1. Board of Education Reports

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

Dr. Teahon

## 2. Administrative Reports

1. Topic Specific Administrative Reports
2. General Administrative Reports
  - a. Facilities Transportation (Mr. Holmes)
  - b. Director of Teaching and Learning (Mrs. Jonas by Dr. Teahon)
  - c. Elementary (Mr. Widdifield - presented in June)
  - d. Activities (Mr. Herman)
  - e. High School (Mr. Ryker)
  - f. Superintendent (Dr. Teahon)

Finalize date and determine topics for upcoming strategic planning session. The purpose of the work session will be for strategic planning. No action will take place. Discussion items may include, but not be limited to: long-term and short-term vision, curriculum, school finance, board policy, facilities planning and use policy, early childhood education, community partnerships, public relations, and leadership organizational structure. The discussion may generate conversations on other topics and may lead to general discussion on specific topics of interest to board members.

## 6. Next Meeting

Board Retreat for Strategic Planning scheduled for Wednesday, August 2 at 5:00 p.m. in the Discovery Center.

Next Regular Meeting scheduled for August 14th, 2017 with time to be determined.

## 7. Adjournment

**Board of Education Regular Meeting**  
June 12, 2017 5:30 PM  
Discovery Center (Greenhouse Classroom)

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

**Attendance Taken at 5:30 PM:**

Present Board Members:

Devin Brundage  
Kyle Fornoff  
Jon Hudson  
Becky Jobman  
Jeremy Sitorius

Nate Wyatt

Others Present:

Randy Evans  
Jim Widdifield  
Allison Jonas  
Seth Ryker  
Tyler Herman  
Ellen Mortenson--Times  
Michael Teahon, Superintendent  
Kay Streeter, Business Manager

**Call to Order & Pledge of Allegiance**

5:30 P.M.

**Approve the Agenda**

**Motion Passed:** Motion to approve agenda as presented passed with a motion by Devin Brundage and a second by Jon Hudson.

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

**Recognition of Visitors**

Board welcomed Mr. Tyler Herman--AD/Asst. Principal.

**Hearings**

**Public Hearing to discuss, consider and receive input on Student Fees Policy** was called to order at 5:33 P.M. Dr. Teahon presented information regarding the Student Fees Policy. Mr. Wyatt asked for questions or comments from Board and patrons. Hearing none, Mr. Wyatt declared the Hearing closed at 5:36 P.M.

**Public Hearing to discuss, consider, and receive input on Parent Involvement Policy** was called to order at 5:36 P.M. Dr. Teahon presented information regarding the Parent Involvement Policy. Mr. Wyatt asked for questions or comments from Board and patrons. Hearing none, Mr. Wyatt declared the Hearing closed at 5:39 P.M.

**Consent Agenda**

**Motion Passed:** Motion to approve consent agenda as presented passed with a motion by Becky Jobman and a second by Jeremy Sitorius.

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

**Review of lunch program and consider proposal to set lunch prices for 2017-18.**

**Motion Passed:** Motion to approve proposed lunch prices as presented passed with a motion by Kyle Fornoff and a second by Devin Brundage.

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

Board of Education Regular Meeting  
June 12, 2017 5:30 PM  
Discovery Center (Greenhouse Classroom)  
Page 2

**Consider approval of extra-duty assignments for 2017-18 year.**

**Motion Passed:** Motion to approve extra-duty assignments as presented passed with a motion by Becky Jobman and a second by Jon Hudson.

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

**Consider contract for Superintendent from July 1, 2017 through June 30, 2020.**

**Motion Passed:** A motion to approve superintendent's contract from July 1, 2017, to June 30, 2020, passed with a motion by Devin Brundage and a second by Jon Hudson.

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

**Consider approval of salaries for administrative and non-certificated staff for 2017-18 school year.**

**Motion Passed:** Motion to approve proposed compensation for administrators and non-certificated staff passed with a motion by Kyle Fornoff and a second by Jeremy Sitorius.

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

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

3130-Purchasing Policies; 3130-Procurement Policy, (required by NDE); 1200-Anti-Harrassment; 4003-Employee Anti-Discrimination; 3570-Business Operations; 4028-Employee Fundraising(new); 5001-School Immunization Rules/Regulations; 5004-Part-Time student Enrollment; 5202-Attachment: FERPA Notifications of Rights; 5413-Student Interviews; 5418-Every Student Succeeds Act; 6800-Internet Safety Policy; 8130-Annual Organization Meeting.

**Review of current policies.**

Tabled in June and July due to time involved in the review of policy update from Mr. Perry.

**Board of Education Reports**

None

**Proposed Handbooks and Evaluation Instruments**

Changes to Handbooks and Evaluation Instruments were discussed and will be approved at the July Board meeting.

**Administrative Reports**

**Mrs. Jonas--Director Teaching/Learning**

Expansion Grant application for Preschool was approved. \$75,000 for next two years to fund a full-day program. Jump Start July 10-28, fully staffed and currently 56 students plan to attend. Four area childcare providers participated in rigorous training program to learn about the pyramid model and how to implement into their childcare setting. These providers have taken that extra step to ensure quality childcare for our community. Building Blocks, Learning Adventures, Mary Streeter, and Suzanne Holmes.

**Board of Education Regular Meeting**  
June 12, 2017 5:30 PM  
Discovery Center (Greenhouse Classroom)  
Page 3

**Mrs. Jonas Cont.**

K-6 piloting two new math programs this fall. Proposal for Board to consider specialized evaluation tool for School Psychologist. Mentors and Mentees will begin their meetings July 31-August 4. Tentative Agendas for Back to School Days will be automatically updated as changes are made.

**Mr. Widdifield--Elementary**

Playground grant received in the amount of \$21,807 for the rubber tile for the North playground. Finishing term as NAESP President. Will be attending first Elementary/Secondary National conference in Philadelphia in July. Title 1 program was approved by the State. Thank you to Mary Lou Clark, Mrs. Jonas, and the MTSS committee for their hard work.

**Mr. Ryker--Activities Director**

Extra Duty Assignments.

**Dr. Teahon--Superintendent**

June is busy month for end of year reports. Board Finance workshop in July, before the August budget work session. SWC Leadership Summit was hosted by Minden. Approximately 75 people in attendance representing all SWC schools. Great day with various speakers and great discussion. Toured Minden's new facility.

**Mr. Evans--Secondary**

Summer School has 10 students. Discipline Date for 2016-2017. Thank you to the Best Board for your support over the last 21 years! There is no place like Gothenburg. Best staff, best parents and best students! Once a Swede, Always a Swede!!

**Next Meeting**

July 10, 2017--7:00 P.M.

**Adjournment**

**Motion Passed:** Motion to approve adjournment at 6:45 P.M. passed with a motion by Kyle Fornoff and a second by Jon Hudson.

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

Kay L. Streeter  
Business Manager/Recording Secretary

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2017**

**GENERAL FUND**

05/31/17	Balance from last month		\$ 4,892,235.47
06/13/17	Int CD xxx839 - 1410	\$ 467.32	
06/13/17	M Kelsey - 1220	\$ 125.00	
06/13/17	K. Ryther - 1220	\$ 125.00	
06/13/17	N. Johnson - 1220	\$ 125.00	
06/13/17	Wells Fargo Community Support Campaign - 5690	\$ 60.00	
06/13/17	Cindermates - sound system - 5690	\$ 6,000.00	
06/13/17	M Massie - 1220	\$ 125.00	
06/13/17	R. Sabin - 1220	\$ 125.00	
06/13/17	NASB Medicaid - 4455	\$ 2,903.05	
06/13/17	D. Rellgarn - 1220	\$ 125.00	
06/15/17	Custer County Treasurer Direct Deposit	\$ 161,138.61	
06/15/17	Dawson County Treasurer Direct Deposit	\$ 964,421.25	
06/16/17	Int CD xxx988 - 1-1410	\$ 30.97	
06/16/17	Lincoln Co Treasurer - 20 -	\$ 125,444.95	
06/16/17	St/Fed Withholding Taxes-June	\$ 1,835.04	
06/16/17	Hot Lunch Payroll-June	\$ 6,420.30	
06/16/17	N. Boomkower 1-1220	\$ 250.00	
06/20/17	St. of Neb-Special Ed School Age Reimbursement 15-16 FFR	\$ 68,841.00	
06/23/17	ESU 10 Contracted Services - 5690	\$ 2,019.12	
06/26/17	St. of Neb-GMS Payments Title IIA - Code 4310	\$ 137.00	
06/26/17	St. of Neb-GMS Payments Title IIA - Code 4310	\$ 25,412.00	
06/26/17	St. of Neb-Special Ed School Age Reimbursement 15-16 FFR	\$ 3,405.00	
06/30/17	St. of Neb-State aid to education-June	\$ 61,310.19	
06/30/17	Interest DDA xxx063	\$ 624.11	
	<b>Total receipts for month</b>		<b>\$ 1,431,469.91</b>
	<b>Dawson County transfers to</b>		
	<b>Special Building Fund</b>	<b>\$ 7,910.06</b>	
	<b>Bond Fund</b>	<b>\$ 79,602.97</b>	
	<b>Custer County transfers to</b>		
	<b>Special Building Fund</b>	<b>\$ 1,385.40</b>	
	<b>Bond Fund</b>	<b>\$ 10,188.38</b>	
	<b>Total Warrants paid</b>		<b>\$ 767,968.70</b>
06/30/17	<b>Balance</b>		<b>\$ 5,456,649.87</b>
06/30/17	First State Bank xxx101	\$ 592,980.41	
06/30/17	First State Bank xxx063	\$ 2,178,493.20	
	COD#xxx303 First State Bank 0.50% due 11-16-17	\$ 1,027,708.90	
	COD#xxx055 Gothenburg State Bank 0.55% due 5-16-18	\$ 1,000,000.00	
	COD#xxx839 Gothenburg State Bank 0.55% due 6-06-18	\$ 234,300.35	
	COD#xxx988 First State Bank 0.50% due 12-13-17	\$ 20,705.98	
	COD#xxx306 Gothenburg State Bank 0.40% due 7-8-17	\$ 250,000.00	
	COD#xxx889 First State Bank 0.75% due 1-10-19	\$ 82,722.09	
	COD#xxx888 First State Bank 0.75% due 1-10-19	\$ 25,983.51	
	COD#xxx732 First State Bank 0.92% due 10-10-18	\$ 43,755.43	
06/30/17	<b>Balance of investments and accounts</b>		<b>\$ 5,456,649.87</b>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2017**

**SPECIAL BUILDING FUND**

05/31/17 Balance			\$ 914,764.81
06/16/17 Dawson County Treas - transfer from General Fund	\$ 7,910.06		
06/16/17 Custer County Treas - transfer from General Fund	\$ 1,385.40		
06/16/17 Lincoln County Treas	\$ 1,169.88		
06/30/17 Interest DDA xxx866	\$ 302.46		
<b>Total receipts</b>		<b>\$ 10,767.80</b>	
<b>Total Warrants paid</b>		<b>\$ 5.00</b>	
<b>06/30/17 Balance</b>			<b><u>\$ 925,527.61</u></b>
06/30/17 First State Bank xxx866	\$ 925,527.61		
06/30/17 First State Bank xxx321	<u>\$ -</u>		
<b>06/30/17 Balance of investments and accounts</b>			<b><u>\$ 925,527.61</u></b>

**EMPLOYEE BENEFIT ACCOUNT**

05/31/17 <b>Balance</b>			\$ 52,088.52
06/13/17 Teacher Dues/Flex Plan	\$ 4,822.46		
06/16/17 K. Middleton -June/July	\$ 1,562.60		
06/21/17 City of Gothburg - Clymer Ins - May	\$ 617.46		
<b>Total Receipts</b>		<b>\$ 7,002.52</b>	
<b>Total Warrants paid</b>		<b>\$ 3,457.06</b>	
<b>06/30/17 Balance</b>			<b><u>\$ 55,633.98</u></b>
06/30/17 First State Bank - xxx545	\$ 55,633.98		
<b>06/30/17 Balance of investments and accounts</b>			<b><u>\$ 55,633.98</u></b>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
June 2017

**DEPRECIATION FUND**

05/31/17 <b>Balance</b>			\$ 542,025.18
06/05/17 Int CD#xxx266 1410	\$	58.45	
06/30/17 Interest DDA xxx515	\$	40.95	
<b>Total receipts</b>		<b>\$ 99.40</b>	
<b>Total Warrants paid</b>		<b>\$ -</b>	
06/30/17 <b>Balance</b>			<u><u>\$ 542,124.58</u></u>
06/30/17 Gothenburg State Bank xxx515	\$	332,201.94	
COD #xxx476 Gothenburg State Bank 0.25% due 8-20-16	\$	100,000.00	
COD#xxx266 First State Bank 0.40% due 8-24-17	\$	59,922.64	
COD#xxx477 Gothenburg State Bank 0.25% due 8-30-16	\$	50,000.00	
06/30/17 <b>Balance of investments and accounts</b>			<u><u>\$ 542,124.58</u></u>

**SCHOOL DISTRICT 20 BOND FUND**

05/31/17 <b>Balance</b>			\$ 667,854.86
06/16/17 Custer Co-transfer from General Fund K-8	\$	1,607.24	
06/16/17 Custer Co-transfer from General Fund 9-12	\$	8,581.14	
06/16/17 Dawson Co-transfer from General Fund K-8	\$	30,613.64	
06/16/17 Dawson Co-transfer from General Fund 9-12	\$	48,989.33	
06/16/17 Lincoln Co-K-8	\$	6,194.78	
06/16/17 Lincoln Co-9-12	\$	7,190.17	
06/30/17 Interest acct xxx753	\$	228.10	
<b>Total Receipts</b>		<b>\$ 103,404.40</b>	
<b>Total paid out</b>		<b>\$ 42,722.50</b>	
06/30/17 <b>Balance</b>			<u><u>\$ 728,536.76</u></u>
06/30/17 First State Bank Acct xxx753	\$	728,536.76	
06/30/17 <b>Balance of Investments and accounts</b>			<u><u>\$ 728,536.76</u></u>
06/30/17 <b>TOTAL DEPOSITS OF THE DISTRICT</b>			<u><u>\$ 7,708,472.80</u></u>

Prepared by Randall G. Waskowiak, Treasurer Dist # 20



**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2017**

**First State Bank-total deposits**

DDA xxx101 General Fund	\$ 592,980.41
DDA xxx321 Special Building Fund	\$ -
DDA xxx753 Bond Fund	\$ 728,536.76
DDA xxx063 General Fund	\$ 2,178,493.20
DDA xxx866 Special Building Fund	\$ 925,527.61
DDA xxx545 Employee Benefit Account	\$ 55,633.98
CD#xxx266 Depreciation Fund	\$ 59,922.64
CD#xxx732 General Fund	\$ 43,755.43
CD#xxx888 General Fund	\$ 25,983.51
CD#xxx889 General Fund	\$ 82,722.09
CD#xxx988 General Fund	\$ 20,705.98
CD#xxx303 General Fund	\$ 1,027,708.90

Total deposits to be covered by Insurance  
both FDIC and securities \$ 5,741,970.51

**Collateral Pledged**

<u>Collateral Pledged</u>	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
<b>First State Bank, Gothenburg, Nebraska</b>			
Bellevue NE Pub Safety Dept Muni Cusip: 079212U38	\$ 200,000.00	6/1/2033	603617
Buffalo Cnty NE S.D. 2 Muni Cusip: 119466CE8	\$ 300,000.00	12/15/2032	
Cedar Bluffs NE Muni Cusip: 15005WAL6	\$ 250,000.00	12/15/2036	
Central City NE RFDG Muni Cusip: 153091BC6	\$ 155,000.00	6/15/2024	606911
Colfax Cnty NE S.D. #123 Muni Cusip: 194045AU4	\$ 200,000.00	12/15/2025	100960
Douglas Cnty NE SID #404 Muni Cusip: 25932KCA1	\$ 125,000.00	1/15/2030	605757
Douglas Cnty NE SID #473 Muni Cusip: 25933EBW7	\$ 200,000.00	11/15/2040	623246
Douglas Cnty NE SID #496 Muni Cusip: 25927LCK4	\$ 125,000.00	5/15/2032	605758
Douglas Cnty NE SID #499 Muni Cusip: 259305CL2	\$ 200,000.00	6/15/2035	618042
Douglas Cnty NE SID #503 Muni Cusip: 25931EET3	\$ 100,000.00	8/15/2025	606310
Douglas Cnty NE SID #530 Muni Cusip: 25930LAW5	\$ 160,000.00	8/15/2028	603612
Douglas Cnty NE SID #530 Muni Cusip: 25930LBV6	\$ 100,000.00	5/15/2036	618044
Douglas Cnty NE SID #538 Muni Cusip: 25934WAC1	\$ 340,000.00	7/15/2032	620006
Douglas Cnty NE SID #539 Muni Cusip: 25932MBD2	\$ 150,000.00	8/15/2036	618043
Douglas Cnty NE SID #541 Muni Cusip: 25932DAC5	\$ 100,000.00	5/15/2032	606315
Douglas Cnty NE S.D. 54 Muni Cusip: 259345ND4	\$ 250,000.00	12/15/2025	
Edgar NE Muni Bldg Muni Cusip: 279763CT1	\$ 200,000.00	9/1/2031	603616
Furnas Cnty NE Muni Cusip: 36109PAQ1	\$ 240,000.00	12/15/2029	612254
Gordon NE Muni Cusip: 382779DV5	\$ 250,000.00	10/1/2036	
Otoe Cnty NE S.D. #27 Muni Cusip: 68905TDT3	\$ 200,000.00	12/15/2033	102807
Papillion Neb Muni Cusip: 698856YV7	\$ 115,000.00	12/15/2023	619998
Papillion Neb Muni Cusip: 698927EG1	\$ 150,000.00	12/15/2031	619999
Red Willow Cnty NE S.D. #17 Muni Cusip: 757060BR8	\$ 50,000.00	6/15/2018	619997
Sarpy Cnty NE SID #202 Muni Cusip: 80377FCG6	\$ 100,000.00	1/15/2026	606311
Sarpy Cnty NE SID #235 Muni Cusip: 803763DF5	\$ 100,000.00	6/15/2033	606317
Sarpy Cnty NE SID #241 Muni Cusip: 803739CA7	\$ 100,000.00	4/15/2026	606312
Sarpy Cnty NE SID #251 Muni Cusip: 80379VAQ9	\$ 260,000.00	10/15/2031	623248
Sarpy Cnty NE SID #258 Muni Cusip: 80379RAR6	\$ 250,000.00	8/15/2031	623247
Sarpy Cnty NE SID #261 Muni Cusip: 80376RDC9	\$ 100,000.00	4/15/2033	606316
Saunders Cnty NE S.D.#9 Muni Cusip: 80449PEB7	\$ 200,000.00	12/15/2033	105811
South Sioux City NE Muni Cusip: 840380BR9	\$ 200,000.00	6/15/2028	603615
<b>Total pledged</b>	<b>\$ 5,470,000.00</b>		

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
June 2017

**Gothenburg State Bank - Total deposits**

COD#xxx839 General Fund	\$ 234,300.35
COD#xxx306 General Fund	\$ 250,000.00
COD#xxx476 Depreciation Fund	\$ 100,000.00
DDA xxx515 Depreciation Fund	\$ 332,201.94
COD#xxx477 Depreciation Fund	\$ 50,000.00
COD#xxx055 General Fund	\$ 1,000,000.00
<b>Total</b>	<b>\$ 1,966,502.29</b>

Reconciled by Kay Streeeter

06/30/17 DDA #xxx490 Hot Lunch Fund	\$ 36,193.23
06/30/17 DDA #xxx771 Student Activity Fund	\$ 166,837.03
06/30/17 DDA #xxx822 Petty Cash Fund	\$ 1,546.00
06/30/17 DDA #xxx852 Student Fees Fund	\$ 24,427.73

Total deposits to be covered by Insurance  
both FDIC and agency securities

**\$ 2,195,506.28**

**Collateral Pledged**

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

# Check Journal

Fiscal Year: 2017

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit
Invoice	Invoice Date	PO Number	Req Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
<b>Journal Number: 314</b>		<b>Check Journal</b>		<b>Posted: 06/14/2017</b>			
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00055559	06/14/2017	BARBFRAN	Barb Franzen				
May	06/20/2017			06/14/2017	Purchased Service		
1-1100-318-2			Purchased Services			-43.80	43.80
					Invoice Total:	-43.80	43.80
					Check Total:	-43.80	43.80
00055560	06/14/2017	HOTLUNCH	Hot Lunch Fund				
Meals	06/14/2017			06/14/2017	Meals		
1-2320-690-0			Other Expense			-500.00	500.00
					Invoice Total:	-500.00	500.00
					Check Total:	-500.00	500.00
00055561	06/14/2017	ISLASUPP	Island Supply Welding Co.				
169091	06/14/2017			06/14/2017	Supplies		
1-1450-410-2			Vocational Ag Supplies			-158.10	158.10
					Invoice Total:	-158.10	158.10
					Check Total:	-158.10	158.10
00055562	06/14/2017	JAMEFRA	James Franzen				
May	06/20/2017			06/14/2017	Purchased Service		
1-2750-140-0			Drivers Salaries			-371.25	371.25
					Invoice Total:	-371.25	371.25
					Check Total:	-371.25	371.25
00055563	06/14/2017	KAREMETC	Karen Metcalfe				
Refund	06/14/2017			06/14/2017	Credit Recovery refund		
1-1100-690-2			Other Misc. Expense-sec.			-125.00	125.00
					Invoice Total:	-125.00	125.00
					Check Total:	-125.00	125.00
00055564	06/14/2017	LINCPUBL	Lincoln Public Schools				
Registration	06/14/2017			06/14/2017	Michelle Stevens Registration		
1-2120-318-1			Guidance Purchased Services			-75.00	75.00
					Invoice Total:	-75.00	75.00
					Check Total:	-75.00	75.00
00055565	06/14/2017	PETESUPE	Peterson's Supermarket				
May	06/14/2017			06/14/2017	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-66.80	66.80
1-1100-410-2			Teaching Supplies-secondary			-60.95	60.95
1-1450-410-2			Vocational Ag Supplies			-245.25	245.25
1-2510-341-0			Postage			-56.59	56.59
1-2610-410-0			Supplies			-39.94	39.94
					Invoice Total:	-469.53	469.53
					Check Total:	-469.53	469.53
<b>1 - GENERAL FUND</b>						<b>-1,742.68</b>	<b>1,742.68</b>
<b>Total of Computer Checks</b>						<b>-1,742.68</b>	<b>1,742.68</b>

# Check Journal

Fiscal Year: 2017

Check Number Invoice Account Number	Date Invoice Date	Vendor ID Invoice Date PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
<b>Journal Number: 322</b>		<b>Check Journal</b>		<b>Posted: 07/06/2017</b>			
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00055566 347 1-2620-318-0	06/30/2017 06/30/2017	AAASPRINK	AAA Sprinklers Purchased Services	07/06/2017	Maintenance	-115.50	115.50
						Invoice Total:	115.50
						Check Total:	115.50
00055567 97044 1-1100-318-0	06/30/2017 06/30/2017	ADVAEDUC	Advance Education, Inc. Purchased Services-High Ability	07/06/2017	External Review	-2,194.61	2,194.61
						Invoice Total:	2,194.61
						Check Total:	2,194.61
00055568 4440684615 1-1100-560-2	06/30/2017 06/30/2017	APPLCOMP	Apple Computer, Inc. Computer Hardware	07/06/2017	Computer Supplies	-5,880.00	5,880.00
						Invoice Total:	5,880.00
						Check Total:	5,880.00
00055569 16497 1-2620-318-0	06/30/2017 06/30/2017	BAMFINC	Barnford, Inc. Purchased Services	07/06/2017	Maintenance	-500.00	500.00
						Invoice Total:	500.00
						Check Total:	500.00
00055570 June 1-2610-321-0	06/30/2017 06/30/2017	BLACHILLS	Black Hills Energy Fuel	07/06/2017	Fuel	-657.21	657.21
						Invoice Total:	657.21
						Check Total:	657.21
00055571 6/28/17 1-2620-520-0	06/30/2017 06/30/2017	BONIPAIN	Bonifas Painting Building Improvements	07/06/2017	Maintenance	-1,700.00	1,700.00
						Invoice Total:	1,700.00
						Check Total:	1,700.00
00055572 Mileage 1-1216-670-0	06/30/2017 06/30/2017	CAROKEIS	Carol Keiser Travel	07/06/2017	Mileage	-7.02	7.02
						Invoice Total:	7.02
						Check Total:	7.02
00055573 1905531 1-2610-410-0	06/30/2017 06/30/2017	CCPIND	CCP Industries Inc. Supplies	07/06/2017	Supplies	-327.50	327.50
						Invoice Total:	327.50
						Check Total:	327.50
00055574 June	06/30/2017 06/30/2017	CENTLINK	CenturyLink	07/06/2017	Telephone		

# Check Journal

Fiscal Year: 2017

Check Number	Date	Vendor ID	Vendor Name	Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	Accrued
Account Number	Account Description	PO Date	Description	Payment
			Payable	
1-2510-382-0			Telephone-internet Line Usage	73.80
			-73.80	73.80
			Invoice Total:	73.80
			Check Total:	73.80
00055575	06/30/2017	CONNORB	Connie Norby	
May	06/30/2017		07/06/2017	Mileage to Parents
1-2750-333-0			Mileage To Parents	266.30
			-266.30	266.30
			Invoice Total:	266.30
			Check Total:	266.30
00055576	06/30/2017	COUNPART	Country Partners Cooperative	
June	06/30/2017		07/06/2017	Fuel
1-2520-336-0			Gas & Oil	62.04
1-2750-336-0			Gas & Oil	2,460.24
			-2,460.24	2,460.24
			Invoice Total:	2,522.28
			Check Total:	2,522.28
00055577	06/30/2017	DANEANDE	Danette Anderson	
June	06/30/2017		07/06/2017	OT
1-1201-319-0			Occupational Therapy (OPPT)	693.00
1-4400-318-1			Purchased Service	409.50
			-409.50	409.50
			Invoice Total:	1,102.50
			Check Total:	1,102.50
00055578	06/30/2017	DASSTATE	DAS State Acctg-Central Finance	
1066277	06/30/2017		07/06/2017	Internet Line
1-2510-382-0			Telephone-internet Line Usage	238.96
			-238.96	238.96
			Invoice Total:	238.96
			Check Total:	238.96
00055579	06/30/2017	EAKEOFFI	Eakes Office Solutions	
7266331	06/30/2017		07/06/2017	Supplies
1-2320-410-0			Office Supplies	35.98
			-35.98	35.98
			Invoice Total:	35.98
			Check Total:	35.98
00055580	06/30/2017	ESUC	ESU Coordinating Council	
532	06/30/2017		07/06/2017	Movie License
1-1100-318-0			Purchased Services-High Ability	624.00
			-624.00	624.00
			Invoice Total:	624.00
			Check Total:	624.00
00055581	06/30/2017	FIVESTAR	Five Star Flooring	
194701	06/30/2017		07/06/2017	Maintenance
1-2620-520-0			Building Improvements	372.44
			-372.44	372.44
			Invoice Total:	372.44
			Check Total:	372.44
00055582	06/30/2017	FUNEXPR	Fun Express, LLC	
684148245	06/30/2017		07/06/2017	Supplies
1-1100-410-1			Teaching Supplies-elementary	16.34
			-16.34	16.34
			Invoice Total:	16.34
			Check Total:	16.34
00055583	06/30/2017	GOGUARD	GoGuardian	

# Check Journal

Fiscal Year: 2017

Check Number Invoice Account Number	Date Invoice Date	Vendor ID Invoice Date PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
1576 1-1100-318-0	06/30/2017			07/06/2017	Licenses Purchased Services-High Ability	-9,100.00	9,100.00
					Invoice Total:	-9,100.00	9,100.00
					Check Total:	-9,100.00	9,100.00
00055584 Harding 1-2750-690-0	06/30/2017	GOTHRURAL	Gothenburg Rural Health Clinic	07/06/2017	Bus Exam Other Expense	-110.00	110.00
					Invoice Total:	-110.00	110.00
					Check Total:	-110.00	110.00
00055585 June 1-2510-660-0	06/30/2017	GOTHSTAT	Gothenburg State Bank	07/06/2017	Payroll Data Processing	-73.60	73.60
					Invoice Total:	-73.60	73.60
					Check Total:	-73.60	73.60
00055586 54865821/ 1-1100-560-2	06/30/2017	GOVCONN	GovConnection, Inc.	07/06/2017	Computer Supplies Computer Hardware	-38,039.90	38,039.90
					Invoice Total:	-38,039.90	38,039.90
					Check Total:	-38,039.90	38,039.90
00055587 383002 1-2620-318-0	06/30/2017	HICKLUMB	Hicken Lumber Center	07/06/2017	Supplies Purchased Services	-119.34	119.34
					Invoice Total:	-119.34	119.34
					Check Total:	-119.34	119.34
00055588 12784624 1-1100-532-0	06/30/2017	HOMELEAS	Hometown Leasing	07/06/2017	Copier Lease Copier Lease/Purchase	-1,712.89	1,712.89
					Invoice Total:	-1,712.89	1,712.89
					Check Total:	-1,712.89	1,712.89
00055589 170393 1-1450-410-2	06/30/2017	ISLASUPP	Island Supply Welding Co.	07/06/2017	Supplies Vocational Ag Supplies	-153.00	153.00
					Invoice Total:	-153.00	153.00
					Check Total:	-153.00	153.00
00055590 43621 1-2620-318-0	06/30/2017	JOHNDEER	John Deere Financial	07/06/2017	Maintenance Purchased Services	-289.87	289.87
					Invoice Total:	-289.87	289.87
					Check Total:	-289.87	289.87
00055591 H6572630 1-2510-341-0	06/30/2017	MAILFINA	MailFinance	07/06/2017	Postage Postage	-1,110.00	1,110.00
					Invoice Total:	-1,110.00	1,110.00
					Check Total:	-1,110.00	1,110.00
00055592 97659871001	06/30/2017	MCGR-HIL	Mcgraw-Hill School Education	07/06/2017	Textbooks/Supplies		

# Check Journal

Fiscal Year: 2017

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
1-1100-410-1			Teaching Supplies-elementary			-732.22	732.22
1-1100-420-1			Textbooks-elementary			-4,080.87	4,080.87
					Invoice Total:	-4,813.09	4,813.09
					Check Total:	-4,813.09	4,813.09
00055593	06/30/2017	MIDAMERAD	MidAmerica Administrative				
4179	06/30/2017			07/06/2017	Admin Fees		
1-2510-318-0			Purchased Services			-99.99	99.99
					Invoice Total:	-99.99	99.99
					Check Total:	-99.99	99.99
00055594	06/30/2017	MIDWFLO	Midwest Floor Specialists				
13750	06/30/2017			07/06/2017	Supplies		
1-2610-410-0			Supplies			-192.50	192.50
					Invoice Total:	-192.50	192.50
					Check Total:	-192.50	192.50
00055595	06/30/2017	MIDWTENN&	Midwest Tennis & Track				
3867/3870	06/30/2017			07/06/2017	Maintenance		
1-2620-520-0			Building Improvements			-77,500.00	77,500.00
					Invoice Total:	-77,500.00	77,500.00
					Check Total:	-77,500.00	77,500.00
00055596	06/30/2017	NCSA	Nebraska Council of School Administrators				
49552	06/30/2017			07/06/2017	Registration		
1-1450-318-2			Voc Ag Purchased Services			-714.00	714.00
1-1460-318-2			Purchased Services			-300.00	300.00
1-1480-318-2			Purchased Services			-300.00	300.00
					Invoice Total:	-1,314.00	1,314.00
					Check Total:	-1,314.00	1,314.00
00055597	06/30/2017	OKEEFELEV	O'Keefe Elevator Company, Inc.				
460002	06/30/2017			07/06/2017	Maintenance		
1-2620-318-0			Purchased Services			-300.50	300.50
					Invoice Total:	-300.50	300.50
					Check Total:	-300.50	300.50
00055598	06/30/2017	ONESOUR	One Source				
20170630	06/30/2017			07/06/2017	Background		
1-2320-690-0			Other Expense			-15.00	15.00
					Invoice Total:	-15.00	15.00
					Check Total:	-15.00	15.00
00055599	06/30/2017	PAPE101	Paper101				
113303	06/30/2017			07/06/2017	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-6,409.59	6,409.59
					Invoice Total:	-6,409.59	6,409.59
					Check Total:	-6,409.59	6,409.59
00055600	06/30/2017	PAYFLEX	Pay Flex				
998138	06/30/2017			07/06/2017	Flex Plan		
1-2510-300-0			Flex Pay Contract			-174.40	174.40
					Invoice Total:	-174.40	174.40
					Check Total:	-174.40	174.40

# Check Journal

Fiscal Year: 2017

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
00055601	06/30/2017	PETTCASH	Petty Cash Fund				
June	06/30/2017			07/06/2017	June Expenses		
1-1400-410-2			Industrial Arts Supplies			-34.00	34.00
1-1450-318-2			Voc Ag Purchased Services			-495.00	495.00
					Invoice Total:	-529.00	529.00
					Check Total:	-529.00	529.00
00055602	06/30/2017	PROTCENT	Protex Central Inc.				
82728	06/30/2017			07/06/2017	Supplies		
1-2620-318-0			Purchased Services			-416.55	416.55
					Invoice Total:	-416.55	416.55
					Check Total:	-416.55	416.55
00055603	06/30/2017	SCHOSPEC	School Specialty Inc.				
208118336918	06/30/2017			07/06/2017	Supplies		
1-2320-410-0			Office Supplies			-546.29	546.29
					Invoice Total:	-546.29	546.29
					Check Total:	-546.29	546.29
00055604	06/30/2017	SCISP	Scientific Specialties				
6/20/17	06/30/2017			07/06/2017	Purchased Service		
1-1100-318-2			Purchased Services			-1,227.00	1,227.00
					Invoice Total:	-1,227.00	1,227.00
					Check Total:	-1,227.00	1,227.00
00055605	06/30/2017	SETHRYKE	Seth Ryker				
June	06/30/2017			07/06/2017	Telephone		
1-2510-382-0			Telephone-internet Line Usage			-100.81	100.81
					Invoice Total:	-100.81	100.81
					Check Total:	-100.81	100.81
00055606	06/30/2017	SHARCORP	Share Corp.				
22742	06/30/2017			07/06/2017	Supplies		
1-2620-318-0			Purchased Services			-2,325.59	2,325.59
					Invoice Total:	-2,325.59	2,325.59
					Check Total:	-2,325.59	2,325.59
00055607	06/30/2017	SHREIT	Shred-It USA				
8122528375	06/30/2017			07/06/2017	Custodial		
1-2610-690-0			Other Expense			-293.07	293.07
					Invoice Total:	-293.07	293.07
					Check Total:	-293.07	293.07
00055608	06/30/2017	TACOCORP	Tacony Corporation				
192473/	06/30/2017			07/06/2017	Supplies		
1-2610-410-0			Supplies			-362.23	362.23
					Invoice Total:	-362.23	362.23
					Check Total:	-362.23	362.23
00055609	06/30/2017	TRI-CITY	Tri-city Tribune				
806	06/30/2017			07/06/2017	Renewal		
1-2320-410-0			Office Supplies			-31.50	31.50
					Invoice Total:	-31.50	31.50
					Check Total:	-31.50	31.50

# Check Journal

Fiscal Year: 2017

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
00055610	06/30/2017	TRI-KLAWN	Tri-K-Lawn Services				
12726	06/30/2017			07/06/2017	Maintenance		
1-2620-318-0			Purchased Services			-2,586.25	2,586.25
					Invoice Total:	-2,586.25	2,586.25
					Check Total:	-2,586.25	2,586.25
00055611	06/30/2017	UNANIMOUS	Unanimous				
18076	06/30/2017			07/06/2017	Website Support		
1-1100-318-0			Purchased Services-High Ability			-60.00	60.00
					Invoice Total:	-60.00	60.00
					Check Total:	-60.00	60.00
00055612	06/30/2017	UNIVORGE	University of Oregon				
172-00375	06/30/2017			07/06/2017	Dibels		
1-1100-318-1			Purchased Services			-5.00	5.00
					Invoice Total:	-5.00	5.00
					Check Total:	-5.00	5.00
00055613	06/30/2017	USBANK	U.S. Bank				
9190	06/30/2017			07/06/2017	Supplies/Travel/books		
1-1100-318-2			Purchased Services			-110.00	110.00
1-1100-410-1			Teaching Supplies-elementary			-2,445.57	2,445.57
1-1100-410-2			Teaching Supplies-secondary			-39.79	39.79
1-1100-420-2			Textbooks-secondary			-266.67	266.67
1-1181-690-2			Instrumental Music Other			-390.00	390.00
1-1216-410-0			Supplies			-85.29	85.29
1-1221-410-1			Teaching Supplies			-21.65	21.65
1-1221-670-1			Travel-elementary			-87.97	87.97
1-1221-690-2			SPED Other			-445.00	445.00
1-2120-410-1			Supplies			-62.01	62.01
1-2410-410-1			Supplies			-43.82	43.82
1-2620-318-0			Purchased Services			-64.90	64.90
1-2750-336-0			Gas & Oil			-224.77	224.77
					Invoice Total:	-4,287.44	4,287.44
					Check Total:	-4,287.44	4,287.44
00055614	06/30/2017	VERIZON	Verizon Wireless				
9787869686	06/30/2017			07/06/2017	Telephone		
1-2510-382-0			Telephone-internet Line Usage			-136.51	136.51
					Invoice Total:	-136.51	136.51
					Check Total:	-136.51	136.51
					<b>1 - GENERAL FUND</b>	<b>-171,069.35</b>	<b>171,069.35</b>
			<b>Total of Computer Checks</b>			<b>-171,069.35</b>	<b>171,069.35</b>

Fund Summary

1 - GENERAL FUND	-171,069.35	171,069.35
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Payroll Summary

Petty Cash Fund

Gothenburg School District #20  
Gothenburg, Nebraska

June 30, 2017

TO WHOM ISSUED	AMOUNT
NAEA	\$ 25.00
NAEA	\$ 470.00
Ken Rigler	\$ 34.00
<b>TOTAL</b>	<b>\$529.00</b>
Beginning Balance	\$ 2,000.00
Receipts	<u>\$ 529.00</u>
	\$ 2,529.00
Expenditures	<u>\$ 529.00</u>
	\$ 2,000.00
Statement Balance	\$ 1,546.00
Outstanding Deposits	<u>\$ 529.00</u>
Total	\$ 2,075.00
Outstanding Checks	\$ 75.00
	<u>\$ -</u>
Balance June 30, 2017	<b>\$ 2,000.00</b>

# Current Cash Balance Report

ALL Data

Date: 06/01/2017 thru 06/30/2017

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A Athletics</b>					
1000 Activities Account	232,653.36	0.00	0.00	0.00	232,653.36
1010 Activity Tickets	133,795.76	0.00	0.00	0.00	133,795.76
1015 Gates	658,183.39	0.00	0.00	0.00	658,183.39
1020 Sale of Equipment	12,813.60	0.00	0.00	0.00	12,813.60
1025 Meals/Lodging	-184,421.93	0.00	2,841.04	0.00	-187,262.97
1030 Officials	-298,256.68	0.00	0.00	0.00	-298,256.68
1035 Football Equipment	-125,307.44	338.95	1,092.95	0.00	-126,061.44
1040 Basketball Equipment	-52,066.42	0.00	0.00	0.00	-52,066.42
1045 Track Equipment	-124,109.54	0.00	0.00	0.00	-124,109.54
1050 Wrestling Equipment	-42,964.24	0.00	0.00	0.00	-42,964.24
1055 Golf Equipment	-15,925.48	0.00	0.00	0.00	-15,925.48
1060 Softball Equipment	-26,411.91	0.00	0.00	0.00	-26,411.91
1065 Misc. Athletic	-50,922.04	173.40	16,227.56	0.00	-66,976.20
1070 Entry Fees	28,399.01	130.00	55.00	0.00	28,474.01
1075 Vollyball Equipment	-27,582.74	0.00	0.00	0.00	-27,582.74
1080 Cross Country Equip.	-13,931.19	0.00	44.94	0.00	-13,976.13
1085 Supplies/Equipment	-82,678.51	0.00	10.99	0.00	-82,689.50
<b>A Athletics Totals:</b>	21,267.00	642.35	20,272.48	0.00	1,636.87
<b>B Adult Ed.</b>					
1100 Adult Ed.	2,024.41	0.00	0.00	0.00	2,024.41
<b>B Adult Ed. Totals:</b>	2,024.41	0.00	0.00	0.00	2,024.41
<b>C School</b>					
1200 Yearbook	10,570.98	170.00	0.00	0.00	10,740.98
1210 Helping Hands	6,101.26	0.00	80.79	0.00	6,020.47
1215 History Grant	1,435.07	0.00	0.00	0.00	1,435.07
1220 FCS	-1,449.72	0.00	-307.83	0.00	-1,141.89
1225 Industrial Tech	13,606.01	0.00	0.00	0.00	13,606.01
1229 Life Skills	162.04	0.00	0.00	0.00	162.04
1230 Renaissance	15,958.96	0.00	0.00	0.00	15,958.96
1240 Band	2,622.28	40.00	177.38	0.00	2,484.90
1241 Flag Corp	-52.46	0.00	0.00	0.00	-52.46
1245 Vocal	10,385.41	0.00	0.00	0.00	10,385.41
1246 Special Music	2,723.93	0.00	0.00	0.00	2,723.93
1250 Art Club	5,252.53	0.00	65.57	0.00	5,186.96
1251 Jr. Hi. Art Club	-71.29	0.00	0.00	0.00	-71.29
1255 Pop/Lounge	-1,789.55	6.75	0.00	0.00	-1,782.80
1260 General	19,917.20	0.00	0.00	0.00	19,917.20
1261 Chromebook Repair	2,671.48	0.00	349.65	-25.00	2,296.83
<b>C School Totals:</b>	88,044.13	216.75	365.56	-25.00	87,870.32
<b>D Candy</b>					
1300 Candy Fund	-211.86	0.00	576.18	0.00	-788.04
<b>D Candy Totals:</b>	-211.86	0.00	576.18	0.00	-788.04
<b>E Classes</b>					
1400 Senior Class	2,294.25	0.00	0.00	0.00	2,294.25
1410 Junior Class	-687.49	0.00	0.00	0.00	-687.49
1415 Sophomore Class	2,060.00	0.00	0.00	0.00	2,060.00
1420 Freshmen Class	840.00	0.00	0.00	0.00	840.00
1425 8th Class	0.00	0.00	0.00	0.00	0.00
1430 7th Class	0.00	0.00	0.00	0.00	0.00
<b>E Classes Totals:</b>	4,506.76	0.00	0.00	0.00	4,506.76

# Current Cash Balance Report

ALL Data

Date: 06/01/2017 thru 06/30/2017

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>F Clubs</b>					
1500 Cheerleaders	3,705.32	3,876.05	17,185.02	0.00	-9,603.65
1505 Elem. Circle of Friends	89.10	0.00	0.00	0.00	89.10
1506 H.S. Circle of Friends	168.77	0.00	0.00	0.00	168.77
1510 Drama	0.00	0.00	0.00	0.00	0.00
1512 Entrepreneurship	1,029.38	0.00	0.00	-94.00	935.38
1515 FFA	-3,908.83	1,498.00	1,449.80	0.00	-3,860.63
1516 Fit Kids	125.00	0.00	0.00	0.00	125.00
1520 Sr. Hi Quiz Bowl	923.63	0.00	0.00	0.00	923.63
1521 Jr. Hi Quiz Bowl	298.55	0.00	0.00	0.00	298.55
1522 Media Production	4,274.03	0.00	0.00	0.00	4,274.03
1525 NFL	1,709.65	736.00	0.00	0.00	2,445.65
1530 NHS	658.60	0.00	0.00	0.00	658.60
1531 One Act	1,099.08	0.00	0.00	0.00	1,099.08
1535 D.I.	-219.58	0.00	0.00	0.00	-219.58
1540 SPB	1,788.38	0.00	0.00	0.00	1,788.38
1545 SADD	1,155.33	0.00	0.00	0.00	1,155.33
1550 Student Council	3,206.04	0.00	0.00	0.00	3,206.04
1555 Donations to School	0.00	0.00	0.00	0.00	0.00
1560 Driver's Ed.	4,290.00	0.00	0.00	0.00	4,290.00
1565 School Gala	-989.33	0.00	0.00	0.00	-989.33
1570 Improv	757.07	0.00	0.00	0.00	757.07
1575 Math A.P.	-4,192.77	0.00	0.00	0.00	-4,192.77
1580 Media	4,677.89	12.50	34.93	0.00	4,655.46
1585 Post Prom	0.00	0.00	0.00	0.00	0.00
1590 Science Club	360.45	0.00	0.00	0.00	360.45
1595 Walk Fit	105.00	0.00	0.00	0.00	105.00
1647 C.Country Club	580.00	0.00	0.00	0.00	580.00
<b>F Clubs Totals:</b>	<b>21,690.76</b>	<b>6,122.55</b>	<b>18,669.75</b>	<b>-94.00</b>	<b>9,049.56</b>
<b>G Sports</b>					
1600 Boys Future B.Ball	25.73	330.00	1,733.00	960.66	-416.61
1610 Football Club	3,565.86	0.00	0.00	0.00	3,565.86
1620 Girls Future B.Ball	3,271.18	2,210.00	868.74	-960.66	3,651.78
1625 Boys Golf	910.25	0.00	0.00	0.00	910.25
1626 Girls Golf	2,689.20	0.00	260.00	0.00	2,429.20
1627 Gothenburg B.Ball Club	-1,957.53	0.00	0.00	0.00	-1,957.53
1628 Jr. Hi Football Club	1,116.57	0.00	0.00	0.00	1,116.57
1629 Jr. Power Wt. Lifting	282.16	0.00	0.00	0.00	282.16
1630 Softball	2,921.90	3,236.00	0.00	0.00	6,157.90
1635 Mat Maids	219.56	0.00	0.00	0.00	219.56
1640 VolleyBall	5,554.92	0.00	1,351.94	0.00	4,202.98
1643 7-8th Volleyball	43.07	0.00	0.00	0.00	43.07
1645 Youth Volleyball	477.42	0.00	0.00	0.00	477.42
1650 Wrestling Boosters	2,281.76	252.10	3,690.12	0.00	-1,156.26
1651 Summer Wrestling	15,450.00	6,940.00	10,275.00	0.00	12,115.00
<b>G Sports Totals:</b>	<b>36,852.05</b>	<b>12,968.10</b>	<b>18,178.80</b>	<b>0.00</b>	<b>31,641.35</b>
<b>H Elementary</b>					
1700 Elem. Book Fair	8,921.63	0.00	0.00	0.00	8,921.63
1710 Elem. Fund Raising	24,296.93	0.00	197.74	0.00	24,099.19
1711 1st Grade	3,492.02	0.00	7.34	0.00	3,484.68
1712 2nd Grade	1,600.01	100.74	0.00	0.00	1,700.75
1713 4th Grade	254.69	0.00	8.88	0.00	245.81

## Current Cash Balance Report

ALL Data

Date: 06/01/2017 thru 06/30/2017

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1714 5th Grade	6,164.16	0.00	0.00	0.00	6,164.16
1715 Elem. Lounge	2,437.68	40.00	11.80	0.00	2,465.88
1716 3rd Grade	1,419.30	0.00	0.00	0.00	1,419.30
1717 Kindergarten	2.63	0.00	0.00	0.00	2.63
1720 Elem. Stu. Co.	234.43	0.00	0.00	0.00	234.43
1725 Elem. O.D. Ed.	-4,560.50	0.00	0.00	0.00	-4,560.50
<b>H Elementary Totals:</b>	<u>44,262.98</u>	<u>140.74</u>	<u>225.76</u>	<u>0.00</u>	<u>44,177.96</u>
<b>I Interest</b>					
1800 DDA Interest	3,664.94	7.41	0.00	0.00	3,672.35
1810 CD Interest	8,311.13	0.00	0.00	0.00	8,311.13
<b>I Interest Totals:</b>	<u>11,976.07</u>	<u>7.41</u>	<u>0.00</u>	<u>0.00</u>	<u>11,983.48</u>
<b>J Scholarships</b>					
1900 Athletics Count	210.75	0.00	0.00	0.00	210.75
1910 Alberts Memorial	174.25	9.92	0.00	0.00	184.17
1915 Alumni	0.00	0.00	0.00	0.00	0.00
1920 Greene Memorial	2,380.65	16.96	0.00	0.00	2,397.61
1925 Uehling Scholarship	-2,567.30	37.78	0.00	0.00	-2,529.52
1930 J.L. Brock Scholarship	105.00	0.00	0.00	0.00	105.00
1935 Pioneer Seed Scholarship	0.00	0.00	0.00	0.00	0.00
<b>J Scholarships Totals:</b>	<u>303.35</u>	<u>64.66</u>	<u>0.00</u>	<u>0.00</u>	<u>368.01</u>
<b>Report Totals:</b>	<u>230,715.65</u>	<u>20,162.56</u>	<u>58,288.53</u>	<u>-119.00</u>	<u>192,470.68</u>

# Check Summary Report

Date: 06/01/2017 thru 06/30/2017

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
020046	V	06/01/2017	Haan Crafts		FCS	-446.74
020048	V	06/01/2017	Lyons-Decatur Northeast		Athletic-Golf	-60.00
020081	C	06/02/2017	Gothenburg Chamber of		FFA-St. Corn husking Contest	35.00
020082	C	06/07/2017	Awards Unlimited, Inc.		Athletic	26.52
020083	C	06/07/2017	Broken Bow High School		Athletic-JH Track	115.00
020084	C	06/07/2017	Chesterman Company		Candy	508.04
020085	C	06/07/2017	Cindermates		NE Champ-Athletic	14,656.75
020086	C	06/07/2017	Eileen's Cookies		Cheerleaders	2,214.00
020087	C	06/07/2017	Gothenburg Times		Athletic/Elem Fund Raising	272.47
020088	C	06/07/2017	Hot Lunch		NCE Breakfast	225.00
020089	V	06/14/2017	Loper Legacy		Wrestling Boosters	0.00
020090	C	06/07/2017	Peterson's Supermarket		Media/BandArt/Ath/FCS/FFA/EI	600.74
020091	C	06/07/2017	R&C Petroleum, Inc.		Wrestling Boosters	53.00
020092	C	06/07/2017	Shopko		Helping Hands	91.78
020093	C	06/07/2017	Tim Nekoliczak		Summer Wrestling	125.00
020094	C	06/14/2017	Johnny on the Spot		Elem. F.R.-Block Farms	55.00
020095	C	06/14/2017	Karie Hansmeier		Summer Wrestling	150.00
020096	C	06/14/2017	Life Touch		Elem. F.R.-Yearbooks	12.74
020097	C	06/14/2017	NE FFA Association		FFA	35.00
020098	C	06/14/2017	Riverside Public Schools		Girls Future B.Ball	150.00
020099	C	06/14/2017	Nick Miller		Girls Future B.Ball	122.20
020100	C	06/16/2017	Gothenburg Jr. Wrestling		Summer Wrestling	10,000.00
020101	C	06/19/2017	Roger Koehler		Boys Future B.Ball	1,143.00
020102	O	06/19/2017	Sidney Boys Basketball		Boys Future B.Ball	90.00
020103	C	06/19/2017	Tom Scott		Wrestling Boosters	777.60
020104	C	06/19/2017	York Boys Basketball		Boys Future B.Ball	500.00
020105	O	06/21/2017	AssetGenie, Inc.		Chromebook Repairs	349.65
020106	V	06/22/2017	David Taylor		Wrestling Boosters	0.00
020107	C	06/21/2017	Recognition Unlimited		Band	16.00
020108	O	06/26/2017	Joe Lazure		Wrestling Boosters	140.80
020109	C	06/26/2017	Lou's Sporting Goods		Summer V.Ball	71.91
020110	O	06/26/2017	Nate Kamrath		Wrestling Boosters	137.50
020111	C	06/26/2017	Nean's Creations		Wrestling Boosters	980.00
020112	O	06/26/2017	Nebraska School Activities		Athletic	1,110.00
020113	O	06/26/2017	Penny Zavichas		Girls Golf	130.00
020114	O	06/26/2017	Penny Zavichas		Girls Golf	130.00
020115	O	06/30/2017	Cash-Wa Disbributing		Candy	68.14
020116	O	06/30/2017	Dan Scherer		FFA	1,114.69
020117	O	06/30/2017	Hastings College Volleyball		Summer V.Ball	750.00
020118	O	06/30/2017	Hastings College Women's		Girls Future B.Ball	400.00
020119	O	06/30/2017	John Deere Financial		Athletic	4.98
020120	O	06/30/2017	Kearney Hub		Wrestling Boosters	302.00

ALL Data

# Check Summary Report

Arranged by:  
Check Number

Date: 06/01/2017 thru 06/30/2017

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
020121	O	06/30/2017	KollegeTown Sports		Girls Future B.Ball	196.54
020122	O	06/30/2017	Riddell/All American Sports		Athletic	338.95
020123	O	06/30/2017	US Bank		V.Ball/Wrest/Ath	5,624.25
020124	O	06/30/2017	Varsity Spirit Fashions		Cheerleaders	14,971.02

**Report Total:** 58,288.53

## Hot Lunch Fund

Gothenburg School District #20  
Gothenburg, Nebraska

June 30, 2017

\$6,420.30	12715	6/16/2017	First State Bank	Labor
\$8,090.87		6/16/2017	Payroll	Labor
\$289.28	12716	6/30/2017	US Bank	Supplies
\$67.46	12717	6/30/2017	Ecolab Pest Elimin	Misc.
\$36.36	12718	6/30/2017	Petersons Supermarket	Food
\$19.96	12719	6/30/2017	Shopko	Supplies
\$110.13	12720	6/30/2017	The Thompson Co.	Food

**\$15,034.36**

Balance

\$ 49,900.31

Receipts

Maint/Repairs	\$	-	
Food Sales	\$	1,436.00	
Food	\$	-	
Milk	\$	-	
Ticket Sales	\$	272.25	
Supplies	\$	-	
Equip. Sales	\$	-	
Miscellaneous	\$	-	
Interest	\$	1.96	
Fed. Reimbursement	\$	-	
St. Reimbursement	\$	-	
<b>Total Receipts</b>	\$	1,710.21	\$ 1,710.21
			\$ 51,610.52

Expenditures

Food	\$	146.49	
Freight on Food	\$	-	
Equipment	\$	-	
Fr. On Equipment	\$	-	
Supplies	\$	309.24	
Milk	\$	-	
Labor	\$	14,511.17	
Maint/Repairs	\$	-	
Miscellaneous	\$	67.46	
Food Storage	\$	-	
Meal Refunds	\$	-	
<b>Total Expenditures</b>	\$	15,034.36	\$ 15,034.36
			\$ 36,576.16

Balance June 30, 2017

\$ 36,576.16

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

PAGE: 1  
06/30/2017  
ACCOUNT: 100101  
DOCUMENTS: 84

TELEPHONE: 308-537-3684

A

SCHOOL DISTRICT 20  
1322 AVENUE I  
GOTHENBURG NE 69138

Effective July 1, 2017 the fee for daily item overdraft items will be \$30.00 for the first item and \$25.00 for any subsequent items.  
Example: If two non-sufficient fund items present, the first item will be assessed a fee of \$30.00, the second item fee will be \$25.00.

PUBLIC FUNDS ACCOUNT 100101

MINIMUM BALANCE	461,787.11	LAST STATEMENT 05/31/17	569,484.55
AVG AVAILABLE BALANCE	659,009.28	3 CREDITS	791,464.56
AVERAGE BALANCE	659,009.28	87 DEBITS	767,968.70*
		THIS STATEMENT 06/30/17	592,980.41

DEPOSITS

REF #	DATE	AMOUNT	REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
	06/16	6,420.30						

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
General Fund xfer - bills	06/16	131,697.94
General Fund xfer - payroll	06/16	653,346.32

CHECKS

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
54812	06/27	61.59	55490	06/16	141.95	55501	06/16	280.00
55437	06/01	4,349.52	55491	06/14	3,006.36	55502	06/16	110.00
55475	06/01	37.93	55492	06/21	150.00	55503	06/15	75.80
55482	06/16	145.05	55493	06/19	238.96	55504	06/19	564.71
55483	06/16	23.95	55494	06/16	3,033.75	55505	06/16	4,798.57
55484	06/19	490.13	55495	06/19	49.50	55506	06/15	92.41
55485	06/16	2,826.66	55496	06/16	4,548.76	55507	06/16	1,712.89
55486	06/21	299.00	55497	06/16	25.90	55508	06/19	936.00
55487	06/20	192.51	55498	06/16	93.75	55509	06/27	573.99
55488	06/16	15,127.17	55499	06/20	322.30	55510	06/22	18.00
55489	06/22	61.87	55500	06/19	728.00	55511	06/16	177.25

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

First State Bank - Gothenburg  
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ACCOUNT: 100101  
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SCHOOL DISTRICT 20

PUBLIC FUNDS ACCOUNT 100101

CHECKS								
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
55512	06/19	1,452.12	55530	06/19	165.81	55549	06/22	4,850.16
55513	06/21	29.49	55531	06/15	572.50	55550	06/21	98,374.91
55514	06/15	1,649.98	55532	06/19	2,599.00	55551	06/21	6,591.77
55515	06/21	44.49	55533	06/21	1,914.00	55552	06/14	91,326.60
55516	06/15	398.75	55534	06/15	583.24	55553*	06/13	4,822.46
55517	06/26	341.70	55535	06/16	62.99	55555	06/26	287.76
55518	06/21	1,173.69	55536	06/15	366.49	55556	06/22	1,439.27
55519	06/20	7,129.10	55537	06/16	17,384.67	55557	06/28	9,083.33
55520*	06/16	60.75	55538	06/20	77.12	55558	06/20	1,356.26
55522	06/15	215.40	55539*	06/19	195.38	55559	06/21	43.80
55523	06/19	7,375.00	55541	06/16	265.54	55560	06/19	500.00
55524	06/16	95.00	55542*	06/20	171.60	55561	06/21	158.10
55525	06/27	86.10	55544	06/22	2,586.25	55562	06/21	371.25
55526	06/16	174.40	55545	06/16	130.60	55563	06/20	125.00
55527	06/16	5,370.99	55546	06/20	5,154.97	55564	06/23	75.00
55528	06/16	150.00	55547	06/19	136.51	55565	06/19	469.53
55529	06/12	200.00	55548	06/20	1,016.50			

(\*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS		
DESCRIPTION	DATE	AMOUNT
GOTH SCHOOLS DEBIT 1	06/20	3,061.67
Nebraska Revenue Neb Epay NB1DORXXXXX8788	06/20	14,893.03
IRS USATAXPYMT 220757193218010	06/20	111,905.57
GOTH SCHOOLS DEBIT 1	06/20	313,608.87

INTEREST

AVERAGE LEDGER BALANCE:	.00	INTEREST EARNED:	.00
INTEREST PAID THIS PERIOD:	.00	DAYS IN PERIOD:	
		ANNUAL PERCENTAGE YIELD EARNED:	.00%

DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06/01	565,097.10	06/16	1,196,511.08	06/23	603,414.88
06/12	564,897.10	06/19	1,180,610.43	06/26	602,785.42
06/13	560,074.64	06/20	721,595.93	06/27	602,063.74
06/14	465,741.68	06/21	612,445.43	06/28	592,980.41
06/15	461,787.11	06/22	603,489.88		

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
<b>FUND: 1</b>					
1-1100-100	Instructional Salaries	2,747,000.00	226,881.32	2,310,496.95	84.11
1-1100-200	Instructional Benefits	1,129,600.00	91,396.91	957,716.71	84.78
1-1100-400	Instructional Supplies	120,500.00	14,118.80	55,352.58	45.94
1-1100-500	Capital Outlay	92,500.00	43,919.90	64,799.67	70.05
1-1100-600	Other Expenditures	20,000.00	515.00	10,520.61	52.60
		<u>4,109,600.00</u>	<u>376,831.93</u>	<u>3,398,886.52</u>	<u>82.70</u>
1-1200-100	Special Education	494,250.00	34,777.32	425,037.15	86.00
1-1200-200	Special Education	224,450.00	13,316.66	155,966.79	69.49
1-1200-300	Spec. Ed. Purchased	125,000.00	693.00	79,776.81	63.82
1-1200-400	Special Education	3,500.00	106.94	3,661.10	104.60
1-1200-500	Spec. Ed. Capital Outlay	1,000.00	0.00	0.00	0.00
1-1200-600	Spec. Ed. Other	2,500.00	94.99	2,847.03	113.88
		<u>850,700.00</u>	<u>48,988.91</u>	<u>667,288.88</u>	<u>78.44</u>
1-1300-100	Other Special Salaries	6,000.00	567.00	5,670.00	94.50
1-1300-200	Other Special Benefits	1,000.00	98.22	982.28	98.23
		<u>7,000.00</u>	<u>665.22</u>	<u>6,652.28</u>	<u>95.03</u>
1-1400-100	Vocational Salaries	383,000.00	30,950.00	313,910.00	81.96
1-1400-200	Vocational Benefits	154,350.00	11,929.82	128,733.33	83.40
1-1400-400	Vocational Supplies	24,500.00	590.35	28,305.47	115.53
1-1400-500	Vocational Capital	7,000.00	0.00	900.00	12.86
1-1400-600	Vocational Other	8,500.00	0.00	5,628.78	66.22
		<u>577,350.00</u>	<u>43,470.17</u>	<u>477,477.58</u>	<u>82.70</u>
1-2100-100	Pupil Support Salaries	563,500.00	48,275.93	523,905.12	92.97
1-2100-200	Pupil Support Benefits	164,500.00	18,640.11	195,975.06	119.13
1-2100-300	Pupil Supp. Purchased	500.00	0.00	805.00	161.00
1-2100-400	Pupil Support Supplies	29,500.00	62.01	856.27	2.90
1-2100-600	Pupil Support Other	1,000.00	0.00	418.72	41.87
		<u>759,000.00</u>	<u>66,978.05</u>	<u>721,960.17</u>	<u>95.11</u>
1-2200-100	Inst. Support Salaries	93,000.00	7,660.14	73,642.11	79.19
1-2200-200	Inst. Support Benefits	34,200.00	2,499.11	27,070.74	79.15
1-2200-300	Inst. Supp. Purchased	3,000.00	0.00	3,085.00	102.83
1-2200-400	Inst. Support Supplies	8,250.00	0.00	7,566.45	91.71
1-2200-500	Inst. Support Capital	1,000.00	0.00	0.00	0.00
1-2200-600	Inst. Support Other	1,360.00	0.00	1,437.34	105.69
		<u>140,810.00</u>	<u>10,159.25</u>	<u>112,801.64</u>	<u>80.10</u>
1-2300-100	General Adm. Salaries	188,225.00	15,890.71	161,616.94	85.86
1-2300-200	General Adm. Benefits	39,400.00	2,785.11	27,966.83	70.98
1-2300-300	Gen. Adm. Purchased	51,900.00	0.00	17,580.75	33.87
1-2300-400	General Adm. Supplies	6,000.00	613.77	6,268.69	104.48
1-2300-500	Gen. Adm. Capital	500.00	0.00	395.00	79.00
1-2300-600	General Adm. Other	22,000.00	515.00	22,956.32	104.35
		<u>308,025.00</u>	<u>19,804.59</u>	<u>236,784.53</u>	<u>76.87</u>
1-2400-100	School Adm. Salaries	343,000.00	27,763.10	284,769.61	83.02
1-2400-200	School Adm. Benefits	91,900.00	7,923.59	79,407.65	86.41
1-2400-400	School Adm. Supplies	3,000.00	43.82	3,230.47	107.68

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
1-2400-500	School Adm. Capital	1,000.00	0.00	0.00	0.00
1-2400-600	School Adm. Other	11,000.00	0.00	3,236.27	29.42
		<u>449,900.00</u>	<u>35,730.51</u>	<u>370,644.00</u>	<u>82.38</u>
1-2500-100	Business Support	46,250.00	3,940.00	39,142.00	84.63
1-2500-200	Business Support	21,200.00	1,857.91	18,533.86	87.42
1-2500-300	Bus.support Purchased	41,000.00	1,953.11	28,490.79	69.49
1-2500-600	Business Support Other	6,000.00	73.60	794.20	13.24
		<u>114,450.00</u>	<u>7,824.62</u>	<u>86,960.85</u>	<u>75.98</u>
1-2600-100	Bldg. & Grounds	312,000.00	21,193.01	228,876.67	73.36
1-2600-200	Bldg. & Grounds	118,150.00	9,413.79	110,280.41	93.34
1-2600-300	Bldg. & Grounds Pur.	208,000.00	657.21	167,409.31	80.49
1-2600-400	Bldg. & Grounds	45,000.00	922.17	42,025.69	93.39
1-2600-500	Bldg. & Grounds Cap.	140,000.00	79,572.44	237,475.29	169.63
1-2600-600	Bldg. & Grounds Other	77,750.00	293.07	16,418.50	21.12
		<u>900,900.00</u>	<u>112,051.69</u>	<u>802,485.87</u>	<u>89.07</u>
1-2700-100	Pupil Transportation	82,000.00	4,452.95	81,802.80	99.76
1-2700-200	Pupil Transportation	35,000.00	2,667.62	36,228.56	103.51
1-2700-300	Pupil Trans. Pur.	106,500.00	2,951.31	77,936.22	73.18
1-2700-500	Pupil Trans. Capital	40,000.00	0.00	0.00	0.00
1-2700-600	Pupil Trans. Other	23,000.00	110.00	2,209.14	9.60
		<u>286,500.00</u>	<u>10,181.88</u>	<u>198,176.72</u>	<u>69.17</u>
1-4200-100	Chapter I Salaries	65,000.00	9,371.00	81,773.00	125.80
1-4200-200	Chapter I Benefits	28,900.00	2,769.39	25,630.80	88.69
		<u>93,900.00</u>	<u>12,140.39</u>	<u>107,403.80</u>	<u>114.38</u>
1-4700-400	Carl Perkins Grant	1,000.00	0.00	1,000.00	100.00
		<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>100.00</u>
1-8000-700	Transfers	50,000.00	0.00	0.00	0.00
		<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FUND: 1</b>		<u>8,649,135.00</u>	<u>744,827.21</u>	<u>7,188,522.84</u>	<u>83.11</u>
		<u>8,649,135.00</u>	<u>744,827.21</u>	<u>7,188,522.84</u>	<u>83.11</u>

# Summary Statement of Receipts

Account	Description	Total Budget (Pub) + Adj.	Receipts	Receipts	Balance (Pub)	Percentage (%)
<b>FUND: 1</b>						
1-1110	Local District Taxes	8,050,000.00	1,104,751.00	7,719,599.56	330,400.44	95.90
1-1125	Motor Vehicle Taxes	420,000.00	29,895.22	372,070.39	47,929.61	88.59
1-1210	Tuition-general District	6,000.00	0.00	0.00	6,000.00	0.00
1-1220	Tuition-individual	0.00	1,000.00	1,500.00	-1,500.00	0.00
1-1410	Interest	10,000.00	1,122.40	11,724.95	-1,724.95	117.25
1-1610	Local Licenses	2,500.00	0.00	2,640.00	-140.00	105.60
1-1990	Other Local Receipts	1,500.00	0.00	0.00	1,500.00	0.00
1-1910	Rental And Sale Of Junk	1,500.00	0.00	755.00	745.00	50.33
		<u>8,491,500.00</u>	<u>1,136,768.62</u>	<u>8,108,289.90</u>	<u>383,210.10</u>	<u>95.48</u>
1-2110	County Fines & Fees	60,000.00	256.81	60,071.97	-71.97	100.12
1-2120	Local Fines	500.00	25.00	325.00	175.00	65.00
		<u>60,500.00</u>	<u>281.81</u>	<u>60,396.97</u>	<u>103.03</u>	<u>99.82</u>
1-3130	Homestead Ppt	70,000.00	16,989.97	67,959.88	2,040.12	97.09
1-3180	Pro-rata Motor Vehicle	25,000.00	0.00	15,784.69	9,215.31	63.14
1-3110	State Aid	613,405.00	61,310.19	613,405.00	0.00	100.00
1-3120	Special Education	385,000.00	72,246.00	448,178.00	-63,178.00	116.41
1-3125	Spec. Ed. Trans.-school	0.00	0.00	6,356.00	-6,356.00	0.00
1-3135	High Ability Learners	8,500.00	0.00	8,623.00	-123.00	101.45
1-3200	State Apportionment	135,000.00	0.00	124,832.97	10,167.03	92.47
1-3512	Dist. Ed. Incentive	1,000.00	0.00	0.00	1,000.00	0.00
1-3540	Pre School Grant	0.00	0.00	21,807.00	-21,807.00	0.00
		<u>1,237,905.00</u>	<u>150,546.16</u>	<u>1,306,946.54</u>	<u>-69,041.54</u>	<u>105.57</u>
1-4200	Title I Pt. A-LEA	120,000.00	0.00	0.00	120,000.00	0.00
1-4210	IDEA-Accountability	0.00	0.00	16,275.00	-16,275.00	0.00
1-4310	Title II Pt. A-Teacher	27,000.00	25,549.00	25,549.00	1,451.00	94.63
1-4410	IDEA	120,000.00	0.00	19,007.00	100,993.00	15.84
1-4450	Mips	0.00	0.00	701.87	-701.87	0.00
1-4404	IDEA Base	50,000.00	0.00	12,116.00	37,884.00	24.23
1-4455	MAAPS-Medicaid	18,000.00	2,903.05	20,025.51	-2,025.51	111.25
1-4406	SPED IDEA	4,500.00	0.00	1,101.00	3,399.00	24.47
1-4412	IDEA-Non Public	0.00	0.00	1,624.00	-1,624.00	0.00
1-4700	Carl Perkins Grant	1,000.00	0.00	1,000.00	0.00	100.00
1-4990	Other Federal Sources	5,000.00	0.00	0.00	5,000.00	0.00
		<u>345,500.00</u>	<u>28,452.05</u>	<u>97,399.38</u>	<u>248,100.62</u>	<u>28.19</u>
1-5300	Insurance Adjustments	2,000.00	0.00	0.00	2,000.00	0.00
1-5690	Other Non-revenue	9,000.00	8,079.12	8,408.62	591.38	93.43
		<u>11,000.00</u>	<u>8,079.12</u>	<u>8,408.62</u>	<u>2,591.38</u>	<u>76.44</u>
<b>FUND: 1</b>		<u>10,146,405.00</u>	<u>1,324,127.76</u>	<u>9,581,441.41</u>	<u>564,963.59</u>	<u>94.43</u>
		<u>10,146,405.00</u>	<u>1,324,127.76</u>	<u>9,581,441.41</u>	<u>564,963.59</u>	<u>94.43</u>

# Monthly Expense Report

ALL Data

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>1</b>	<b>GENERAL FUND</b>						
1-1100-110-1	Teachers Salaries Elementary 1,405,000.00		120,180.32	1,206,895.76	0.00	198,104.24	14.10
1-1100-110-2	Teachers Salaries Secondary 1,220,000.00		100,798.00	1,008,362.44	0.00	211,637.56	17.34
1-1100-112-1	High Ability Learner 22,000.00		1,824.00	18,240.00	0.00	3,760.00	17.09
1-1100-120-1	Sub Salaries Elementary 40,000.00		2,549.50	41,411.50	0.00	-1,411.50	-3.52
1-1100-120-2	Sub Salaries Secondary 40,000.00		1,529.50	35,587.25	0.00	4,412.75	11.03
1-1100-140-1	Aides & Supervisory-elem. 10,000.00		0.00	0.00	0.00	10,000.00	100.00
1-1100-140-2	Aide-secondary 10,000.00		0.00	0.00	0.00	10,000.00	100.00
1-1100-142-1	Para Subs 0.00		0.00	1,272.50	0.00	-1,272.50	0.00
1-1100-142-2	Para Subs 0.00		175.00	4,027.50	0.00	-4,027.50	0.00
1-1100-210-1	Fica-elementary 111,000.00		9,111.58	92,854.43	0.00	18,145.57	16.34
1-1100-210-2	Fica-secondary 96,400.00		7,545.99	77,221.37	0.00	19,178.63	19.89
1-1100-212-1	Social Security -high Ability 0.00		0.00	0.00	0.00	0.00	0.00
1-1100-220-1	Retirement-elementary 145,200.00		12,057.69	121,403.52	0.00	23,796.48	16.38
1-1100-220-2	Retirement-secondary 122,000.00		9,978.05	100,113.94	0.00	21,886.06	17.93
1-1100-222-1	Retirement-high Ability Learn 0.00		0.00	0.00	0.00	0.00	0.00
1-1100-230-1	Health Insurance-elementary 380,000.00		33,353.91	351,250.16	0.00	28,749.84	7.56
1-1100-230-2	Health Insurance-secondary 275,000.00		19,323.14	214,607.79	0.00	60,392.21	21.96
1-1100-232-1	Health Insurance-high Ability 0.00		26.55	265.50	0.00	-265.50	0.00
1-1100-240-1	Workmans Comp.-elementary 0.00		0.00	0.00	0.00	0.00	0.00
1-1100-240-2	Workmans Comp.-secondary 0.00		0.00	0.00	0.00	0.00	0.00
1-1100-283-1	Unemployment Compensation 0.00		0.00	0.00	0.00	0.00	0.00
1-1100-292-1	Other Benefits-high Ability 0.00		0.00	0.00	0.00	0.00	0.00
1-1100-318-0	Purchased Services-High Ability 60,000.00		12,022.41	29,696.68	0.00	30,303.32	50.50

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1100-318-1	Purchased Services	25,000.00	5.00	23,333.80	0.00	1,666.20	6.66
1-1100-318-2	Purchased Services	20,000.00	1,337.00	10,446.17	0.00	9,553.83	47.76
1-1100-365-0	Tuition Paid to Other Dists.	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-410-0	Supply Reserve	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-410-1	Teaching Supplies-elementary	40,000.00	9,670.52	14,890.45	0.00	25,109.55	62.77
1-1100-410-2	Teaching Supplies-secondary	40,000.00	100.74	24,880.11	0.00	15,119.89	37.79
1-1100-420-1	Textbooks-elementary	15,000.00	4,080.87	5,160.45	0.00	9,839.55	65.59
1-1100-420-2	Textbooks-secondary	15,000.00	266.67	1,562.51	0.00	13,437.49	89.58
1-1100-450-1	A V Materials-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-450-2	A V Materials-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-0	Furn/equipment-general	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-1	Furn/equipment-elementary	5,000.00	0.00	2,425.28	0.00	2,574.72	51.49
1-1100-530-2	Furn/equipment-secondary	5,000.00	0.00	418.72	0.00	4,581.28	91.62
1-1100-531-1	Equipment Repair-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-531-2	Equipment Repair-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-532-0	Copier Lease/Purchase	42,000.00	1,712.89	31,472.92	0.00	10,527.08	25.06
1-1100-560-2	Computer Hardware	75,000.00	43,919.90	61,955.67	0.00	13,044.33	17.39
1-1100-561-0	E-Rate Dist. Portion	0.00	0.00	500.00	0.00	-500.00	0.00
1-1100-670-1	Travel-elementary	2,000.00	0.00	139.00	0.00	1,861.00	93.05
1-1100-670-2	Travel-secondary	2,000.00	0.00	2,452.25	0.00	-452.25	-22.61
1-1100-690-1	Other Misc. Expense-elem.	5,000.00	0.00	413.75	0.00	4,586.25	91.72
1-1100-690-2	Other Misc. Expense-sec.	10,000.00	125.00	5,671.61	0.00	4,328.39	43.28
1-1100-692-1	Other Misc. High Ability Lear	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1160-110-1	Poverty Salaries	262,000.00	13,297.80	145,191.40	0.00	116,808.60	44.58
1-1160-120-1	Poverty Subs	7,500.00	0.00	0.00	0.00	7,500.00	100.00
1-1160-140-1	Poverty Para	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-210-1	Poverty FICA	20,600.00	997.39	10,910.98	0.00	9,689.02	47.03
1-1160-220-1	Poverty Retirement	26,200.00	1,313.55	14,341.82	0.00	11,858.18	45.26
1-1160-230-1	Poverty Health	68,000.00	4,184.47	43,728.86	0.00	24,271.14	35.69
1-1160-410-1	Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-420-1	Poverty Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-530-1	Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-560-1	Poverty Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-670-1	Poverty Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-690-1	Poverty Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-318-2	Vocal	4,500.00	0.00	3,769.31	0.00	730.69	16.23
1-1180-410-1	Vocal Supplies-elementary	500.00	0.00	31.78	0.00	468.22	93.64
1-1180-410-2	Vocal Supplies-secondary	5,000.00	0.00	1,481.11	0.00	3,518.89	70.37
1-1180-530-1	Vocal Equipment-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-530-2	Vocal Equipment-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-690-1	Vocal Other-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-690-2	Vocal Other-secondary	500.00	0.00	559.00	0.00	-59.00	-11.80
1-1181-318-1	Instrumental Purchased Service	500.00	0.00	99.95	0.00	400.05	80.01
1-1181-318-2	Purchased Services	1,250.00	0.00	962.00	0.00	288.00	23.04
1-1181-410-1	Elem. Band Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-410-2	Instrumental Music Supplies	5,000.00	0.00	7,346.17	0.00	-2,346.17	-46.92

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1181-530-2	Instrumental Music Equipment	7,500.00	0.00	0.00	0.00	7,500.00	100.00
1-1181-690-2	Instrumental Music Other	500.00	390.00	1,285.00	0.00	-785.00	-157.00
1-1201-319-0	Occupational Therapy (OPPT)	36,000.00	693.00	26,813.78	0.00	9,186.22	25.51
1-1210-390-0	Hearing Conservation	29,000.00	0.00	2,239.75	0.00	26,760.25	92.27
1-1212-110-0	Sped Dir. Salary	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-140-0	Sped Dir. Secretary Salary	16,000.00	663.32	7,200.95	0.00	8,799.05	54.99
1-1212-210-0	Fica	1,200.00	47.82	524.01	0.00	675.99	56.33
1-1212-220-0	Retirement	1,600.00	65.52	711.28	0.00	888.72	55.54
1-1212-230-0	Health Insurance	3,500.00	6.14	341.83	0.00	3,158.17	90.23
1-1212-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-318-0	Vocational Adjustment Co-op	12,500.00	0.00	11,175.15	0.00	1,324.85	10.59
1-1212-319-0	Inservice	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-670-0	Travel	0.00	0.00	325.98	0.00	-325.98	0.00
1-1212-690-0	Other Misc. Expense	0.00	0.00	177.07	0.00	-177.07	0.00
1-1214-110-0	Psychologist Salary	65,000.00	5,392.00	53,920.00	0.00	11,080.00	17.04
1-1214-140-0	Psych Clerical	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-210-0	Fica	5,000.00	407.41	4,074.10	0.00	925.90	18.51
1-1214-220-0	Retirement	6,400.00	532.61	5,326.10	0.00	1,073.90	16.77
1-1214-230-0	Health Insurance	17,600.00	1,149.63	11,496.30	0.00	6,103.70	34.68
1-1214-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-313-0	In-service	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-319-0	Diagnostic Charges	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-410-0	Supplies	500.00	0.00	1,061.18	0.00	-561.18	-112.23

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1216-110-0	Speech Thearpy Salary	60,000.00	5,017.00	50,565.00	0.00	9,435.00	15.72
1-1216-120-0	Substitute Speech Therapy	1,250.00	0.00	735.00	0.00	515.00	41.20
1-1216-140-0	Salary-aid	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-210-0	Fica	4,600.00	371.47	3,801.41	0.00	798.59	17.36
1-1216-220-0	Retirement	6,000.00	495.57	4,994.72	0.00	1,005.28	16.75
1-1216-230-0	Health Insurance	11,600.00	782.56	9,491.81	0.00	2,108.19	18.17
1-1216-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-313-1	Speech Therapy	500.00	0.00	0.00	0.00	500.00	100.00
1-1216-313-2	Speech Therapy	0.00	0.00	2,544.00	0.00	-2,544.00	0.00
1-1216-410-0	Supplies	500.00	85.29	746.79	0.00	-246.79	-49.35
1-1216-530-0	Furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-670-0	Travel	500.00	7.02	436.51	0.00	63.49	12.69
1-1221-110-1	Sped Sal.	62,000.00	5,155.00	51,418.75	0.00	10,581.25	17.06
1-1221-110-2	Sped Sal.-sec.	151,000.00	12,268.70	124,272.45	0.00	26,727.55	17.70
1-1221-120-1	Sub-salaries Elem	2,500.00	0.00	2,598.75	0.00	-98.75	-3.95
1-1221-120-2	Sub-salaries Sec	6,000.00	0.00	3,692.50	0.00	2,307.50	38.45
1-1221-140-1	Aide	100,000.00	4,895.63	99,738.03	0.00	261.97	0.26
1-1221-140-2	Aide	30,000.00	1,385.67	28,351.72	0.00	1,648.28	5.49
1-1221-210-1	Fica	13,700.00	643.96	10,225.70	0.00	3,474.30	25.35
1-1221-210-2	Fica	14,300.00	1,013.39	11,163.11	0.00	3,136.89	21.93
1-1221-220-1	Retirement	17,700.00	992.77	14,939.73	0.00	2,760.27	15.59
1-1221-220-2	Retirement	18,000.00	1,348.75	15,075.86	0.00	2,924.14	16.24
1-1221-230-1	Health Insurance	65,000.00	3,558.57	38,530.78	0.00	26,469.22	40.72

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1221-230-2	Health Insurance	33,000.00	1,900.49	20,414.85	0.00	12,585.15	38.13
1-1221-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-319-1	In-service	2,250.00	0.00	2,429.20	0.00	-179.20	-7.96
1-1221-319-2	In-service	3,000.00	0.00	2,426.00	0.00	574.00	19.13
1-1221-327-2	Sped Lease-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-410-1	Teaching Supplies	1,000.00	21.65	1,641.89	0.00	-641.89	-64.18
1-1221-410-2	Teaching Supplies	1,500.00	0.00	211.24	0.00	1,288.76	85.91
1-1221-420-1	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-420-2	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-530-1	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00
1-1221-530-2	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00
1-1221-670-1	Travel-elementary	1,000.00	87.97	1,907.47	0.00	-907.47	-90.74
1-1221-670-2	Travel-secondary	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-1221-690-2	SPED Other	0.00	445.00	1,770.00	0.00	-1,770.00	0.00
1-1232-313-0	Occupational Therapy	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-318-0	SPED Purchsed Services (SRS)	0.00	0.00	1,857.91	0.00	-1,857.91	0.00
1-1232-363-1	Sped Tuition-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-363-2	Sped Tuition-secondary	60,000.00	0.00	50,723.28	0.00	9,276.72	15.46
1-1330-110-2	Drivers Education Salary	6,000.00	567.00	5,670.00	0.00	330.00	5.50
1-1330-210-2	Fica	500.00	42.21	422.18	0.00	77.82	15.56
1-1330-220-2	Retirement	500.00	56.01	560.10	0.00	-60.10	-12.02
1-1330-336-2	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1330-337-2	Tires & Parts	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-420-2	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-110-2	Ind.Tech. Sal.	60,000.00	5,017.00	50,170.00	0.00	9,830.00	16.38
1-1400-120-2	Sub. Salaries	7,500.00	0.00	1,706.25	0.00	5,793.75	77.25
1-1400-210-2	Fica	5,200.00	373.87	3,869.21	0.00	1,330.79	25.59
1-1400-220-2	Retirement	6,000.00	495.57	4,955.70	0.00	1,044.30	17.40
1-1400-230-2	Health Insurance	13,200.00	1,135.37	11,353.70	0.00	1,846.30	13.98
1-1400-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-318-2	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-410-2	Industrial Arts Supplies	10,000.00	34.00	17,352.87	0.00	-7,352.87	-73.52
1-1400-420-2	Industrial Arts Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-530-2	Industrial Arts Equipment	3,500.00	0.00	0.00	0.00	3,500.00	100.00
1-1400-531-2	Industrial Arts Equip. Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-670-2	Industrial Arts Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-690-2	Industrial Arts Other	500.00	0.00	0.00	0.00	500.00	100.00
1-1450-110-2	Vo. Ag. Salaries	114,000.00	9,452.00	94,520.00	0.00	19,480.00	17.08
1-1450-120-2	Sub. Salaries	5,000.00	157.50	4,042.50	0.00	957.50	19.15
1-1450-210-2	Fica	9,200.00	735.13	7,540.04	0.00	1,659.96	18.04
1-1450-220-2	Retirement	11,400.00	933.64	9,336.43	0.00	2,063.57	18.10
1-1450-230-2	Health Insurance	26,700.00	2,279.26	27,410.02	0.00	-710.02	-2.65
1-1450-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-318-2	Voc Ag Purchased Services	750.00	1,209.00	2,355.52	0.00	-1,605.52	-214.06

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1450-410-2	Vocational Ag Supplies	12,500.00	556.35	8,403.97	0.00	4,096.03	32.76
1-1450-420-2	Vocational Ag Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-530-2	Vocational Ag Equipment	3,500.00	0.00	0.00	0.00	3,500.00	100.00
1-1450-531-2	Vocational Ag Equip Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-670-2	Vocational Ag Travel	7,500.00	0.00	5,449.03	0.00	2,050.97	27.34
1-1450-690-2	Vocational Ag Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-110-2	Home Ec. Salaries	63,000.00	5,277.00	52,770.00	0.00	10,230.00	16.23
1-1460-120-2	Sub. Salaries	1,000.00	157.50	1,391.25	0.00	-391.25	-39.12
1-1460-210-2	Fica	4,900.00	411.31	4,099.12	0.00	800.88	16.34
1-1460-220-2	Retirement	6,300.00	521.25	5,212.50	0.00	1,087.50	17.26
1-1460-230-2	Health Insurance	13,250.00	1,125.11	11,233.22	0.00	2,016.78	15.22
1-1460-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-318-2	Purchased Services	500.00	300.00	610.00	0.00	-110.00	-22.00
1-1460-410-2	Home Economics Supplies	500.00	0.00	1,867.27	0.00	-1,367.27	-273.45
1-1460-420-2	Home Economics Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-530-2	Home Economics Equipment	0.00	0.00	900.00	0.00	-900.00	0.00
1-1460-531-2	Home Ec.equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-670-2	Home Economics Travel	0.00	0.00	3.75	0.00	-3.75	0.00
1-1460-690-2	Home Economics Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-110-2	Bus Ed Sal.	130,000.00	10,784.00	107,840.00	0.00	22,160.00	17.04
1-1480-120-2	Sub. Salaries	2,500.00	105.00	1,470.00	0.00	1,030.00	41.20
1-1480-210-2	Fica	10,200.00	781.27	7,844.74	0.00	2,355.26	23.09
1-1480-220-2	Retirement	13,000.00	1,065.22	10,652.20	0.00	2,347.80	18.06

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1480-230-2	Health Insurance	35,000.00	2,072.82	25,226.45	0.00	9,773.55	27.92
1-1480-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-318-2	Purchased Services	500.00	300.00	600.00	0.00	-100.00	-20.00
1-1480-410-2	Business Education Supplies	1,500.00	0.00	681.36	0.00	818.64	54.57
1-1480-420-2	Business Education Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-530-2	Business Education Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-531-2	Business Ed. Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-670-2	Business Education Travel	250.00	0.00	176.00	0.00	74.00	29.60
1-1480-690-2	Business Education Other	250.00	0.00	0.00	0.00	250.00	100.00
1-1490-120-2	Revisions-Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-210-2	Revisions-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-220-2	Revisions-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-230-2	Revisions-Health Ins.	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-318-2	Revisions-Purchased Service	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-410-2	Revisions-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-670-2	Revisions-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-690-2	Revisions-Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-110-1	Salaries-Guidance	61,000.00	57.50	5.00	0.00	60,995.00	99.99
1-2120-110-2	Salaries-guidance	132,000.00	16,032.00	160,320.00	0.00	-28,320.00	-21.45
1-2120-210-1	Guidance-FICA	4,700.00	4.36	0.39	0.00	4,699.61	99.99
1-2120-210-2	Fica	10,000.00	1,187.17	11,871.30	0.00	-1,871.30	-18.71
1-2120-220-1	Guidance-Retirement	6,100.00	5.68	0.49	0.00	6,099.51	99.99
1-2120-220-2	Retirement	13,200.00	1,583.61	15,836.19	0.00	-2,636.19	-19.97

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2120-230-1	Guidance-Health	6,400.00	6.33	0.43	0.00	6,399.57	99.99
1-2120-230-2	Health Insurance	27,000.00	3,444.16	34,504.47	0.00	-7,504.47	-27.79
1-2120-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-318-1	Guidance Purchased Services	1,000.00	75.00	294.99	0.00	705.01	70.50
1-2120-318-2	Purchased Services	2,000.00	0.00	2,826.00	0.00	-826.00	-41.30
1-2120-410-1	Supplies	1,500.00	62.01	499.82	0.00	1,000.18	66.67
1-2120-410-2	Supplies	1,500.00	0.00	16.65	0.00	1,483.35	98.89
1-2120-530-2	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-670-1	Guidance-Travel	500.00	0.00	291.49	0.00	208.51	41.70
1-2120-670-2	Travel Expense	500.00	0.00	418.72	0.00	81.28	16.25
1-2120-690-1	Guidance Other-Elementary	500.00	0.00	175.00	0.00	325.00	65.00
1-2120-690-2	Other Expense	500.00	0.00	0.00	0.00	500.00	100.00
1-2130-140-0	Nurse Salary	41,500.00	3,458.00	34,280.00	0.00	7,220.00	17.39
1-2130-210-0	Fica	3,200.00	264.54	2,622.45	0.00	577.55	18.04
1-2130-220-0	Retirement	4,100.00	341.57	3,386.07	0.00	713.93	17.41
1-2130-230-0	Health Insurance	17,500.00	1,534.57	15,345.70	0.00	2,154.30	12.31
1-2130-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2130-318-0	Purchased Services	250.00	0.00	1,275.00	0.00	-1,025.00	-410.00
1-2130-410-0	Supplies	1,500.00	0.00	339.80	0.00	1,160.20	77.34
1-2130-690-0	Nurse-Other	500.00	0.00	0.00	0.00	500.00	100.00
1-2150-319-0	Safe & Secure Purchased Servi	500.00	0.00	805.00	0.00	-305.00	-61.00
1-2150-410-0	Safe & Secure Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-530-0	Safe & Secure Equipment	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2150-690-0	Safe & Secure Other Exp.	0.00	0.00	0.00	0.00	0.00	0.00
1-2190-110-2	Activities Salaries	370,000.00	27,071.00	306,006.00	0.00	63,994.00	17.29
1-2190-120-2	Activities Sub Salaries	12,000.00	1,050.00	16,086.25	0.00	-4,086.25	-34.05
1-2190-140-2	Clerical Aide	8,000.00	664.93	7,212.87	0.00	787.13	9.83
1-2190-210-2	Fica	30,000.00	2,128.14	24,472.82	0.00	5,527.18	18.42
1-2190-220-2	Retirement	38,500.00	2,739.69	27,499.21	0.00	11,000.79	28.57
1-2190-230-2	Health Insurance	21,000.00	5,416.66	60,436.85	0.00	-39,436.85	-187.79
1-2190-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2190-318-2	Activity-Purchased Services	2,500.00	0.00	0.00	0.00	2,500.00	100.00
1-2190-410-2	Supplies	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-2212-313-1	Staff Development	1,500.00	0.00	1,248.00	0.00	252.00	16.80
1-2212-313-2	Staff Development	1,500.00	0.00	1,837.00	0.00	-337.00	-22.46
1-2222-110-0	Technology -Salary	65,000.00	5,596.00	55,558.00	0.00	9,442.00	14.52
1-2222-110-1	Salary-library	22,000.00	1,824.00	18,240.00	0.00	3,760.00	17.09
1-2222-110-2	Salary-library	65,000.00	5,562.00	55,127.97	0.00	9,872.03	15.18
1-2222-140-0	Technology Aid-Salary	24,000.00	1,640.00	22,404.00	0.00	1,596.00	6.65
1-2222-140-1	Teacher Aide	4,000.00	0.00	0.00	0.00	4,000.00	100.00
1-2222-140-2	Teacher Aide	2,000.00	274.14	274.14	0.00	1,725.86	86.29
1-2222-210-0	Technology-FICA	1,800.00	547.32	5,901.75	0.00	-4,101.75	-227.87
1-2222-210-1	Fica	2,000.00	136.62	1,366.20	0.00	633.80	31.69
1-2222-210-2	Fica	5,100.00	417.80	3,972.74	0.00	1,127.26	22.10
1-2222-220-0	Technology-Retirement	2,400.00	714.76	7,700.91	0.00	-5,300.91	-220.87
1-2222-220-1	Retirement	2,600.00	180.17	1,801.70	0.00	798.30	30.70

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2222-220-2	Retirement	6,700.00	576.48	5,472.48	0.00	1,227.52	18.32
1-2222-230-0	Technology-Health	15,500.00	26.55	265.50	0.00	15,234.50	98.28
1-2222-230-1	Health Insurance	300.00	0.00	0.00	0.00	300.00	100.00
1-2222-230-2	Health Insurance	17,500.00	1,188.04	14,457.62	0.00	3,042.38	17.38
1-2222-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-318-1	Purchased Services	500.00	0.00	500.00	0.00	0.00	0.00
1-2222-318-2	Purchased Service	7,000.00	0.00	3,091.83	0.00	3,908.17	55.83
1-2222-410-1	Supplies	1,500.00	0.00	1,838.61	0.00	-338.61	-22.57
1-2222-410-2	Supplies	1,000.00	0.00	607.51	0.00	392.49	39.24
1-2222-430-1	Books	2,500.00	0.00	2,862.54	0.00	-362.54	-14.50
1-2222-430-2	Books	2,500.00	0.00	1,970.49	0.00	529.51	21.18
1-2222-440-1	Periodicals	0.00	0.00	31.95	0.00	-31.95	0.00
1-2222-440-2	Periodicals	750.00	0.00	255.35	0.00	494.65	65.95
1-2222-530-1	Elem Library Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-530-2	H.s. Media Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-670-1	Library Travel	110.00	0.00	544.92	0.00	-434.92	-395.38
1-2222-670-2	Library Travel	250.00	0.00	892.42	0.00	-642.42	-256.96
1-2222-690-1	Library Other	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-690-2	Library Other	500.00	0.00	0.00	0.00	500.00	100.00
1-2223-318-1	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-2	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2223-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-1	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-2	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2310-315-0	Audit	5,900.00	0.00	5,875.00	0.00	25.00	0.42
1-2310-317-0	Legal Services	5,000.00	0.00	3,569.12	0.00	1,430.88	28.61
1-2310-341-0	Liability Insurance	35,000.00	0.00	2,655.00	0.00	32,345.00	92.41
1-2310-350-0	Advertising/printing	6,000.00	0.00	5,481.63	0.00	518.37	8.63
1-2310-630-0	Dues & Fees	8,000.00	0.00	6,116.00	0.00	1,884.00	23.55
1-2310-641-0	Workers Comp Pool	60,000.00	0.00	-4,014.00	0.00	64,014.00	106.69
1-2310-670-0	Travel Expense	2,500.00	0.00	1,639.63	0.00	860.37	34.41
1-2310-690-0	Other Expense	500.00	0.00	384.07	0.00	115.93	23.18
1-2320-110-0	Salary-administrative Staff	172,225.00	14,352.08	143,520.80	0.00	28,704.20	16.66
1-2320-140-0	Salary-clerical Ass't.	16,000.00	1,538.63	18,096.14	0.00	-2,096.14	-13.10
1-2320-210-0	Fica	14,400.00	1,201.21	9,029.10	0.00	5,370.90	37.29
1-2320-220-0	Retirement	18,200.00	1,569.65	15,964.20	0.00	2,235.80	12.28
1-2320-230-0	Health Insurance	6,800.00	14.25	2,973.53	0.00	3,826.47	56.27
1-2320-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-410-0	Office Supplies	6,000.00	613.77	6,268.69	0.00	-268.69	-4.47
1-2320-411-0	Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-530-0	Furn./equipment	500.00	0.00	395.00	0.00	105.00	21.00
1-2320-630-0	Dues & Fees	2,500.00	0.00	6,846.10	0.00	-4,346.10	-173.84
1-2320-670-0	Travel Expense	3,500.00	0.00	2,685.29	0.00	814.71	23.27
1-2320-690-0	Other Expense	5,000.00	515.00	5,285.23	0.00	-285.23	-5.70

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2410-110-1	Salaries	185,000.00	15,399.00	153,990.00	0.00	31,010.00	16.76
1-2410-110-2	Salaries	110,000.00	9,114.00	90,982.50	0.00	19,017.50	17.28
1-2410-140-1	Clerical Salaries	28,000.00	1,634.75	20,209.31	0.00	7,790.69	27.82
1-2410-140-2	Clerical Salaries	20,000.00	1,615.35	19,587.80	0.00	412.20	2.06
1-2410-210-1	Fica	16,300.00	1,236.73	12,626.09	0.00	3,673.91	22.53
1-2410-210-2	Fica	10,000.00	809.43	8,345.15	0.00	1,654.85	16.54
1-2410-220-1	Retirement	21,300.00	1,682.57	17,207.12	0.00	4,092.88	19.21
1-2410-220-2	Retirement	13,000.00	1,059.82	10,921.94	0.00	2,078.06	15.98
1-2410-230-1	Health Insurance	24,500.00	2,573.69	24,693.85	0.00	-193.85	-0.79
1-2410-230-2	Health Insurance	6,800.00	561.35	5,613.50	0.00	1,186.50	17.44
1-2410-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-318-1	Purchased Services	750.00	0.00	35.00	0.00	715.00	95.33
1-2410-318-2	Purchased Services	3,500.00	0.00	5,027.15	0.00	-1,527.15	-43.63
1-2410-410-1	Supplies	1,500.00	43.82	876.31	0.00	623.69	41.57
1-2410-410-2	Supplies	1,500.00	0.00	2,354.16	0.00	-854.16	-56.94
1-2410-530-1	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-530-2	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-630-1	Dues & Fees	3,000.00	0.00	1,245.00	0.00	1,755.00	58.50
1-2410-630-2	Dues & Fees	1,500.00	0.00	20.00	0.00	1,480.00	98.66
1-2410-670-1	Travel Expense	1,500.00	0.00	12.78	0.00	1,487.22	99.14
1-2410-670-2	Travel Expense	1,500.00	0.00	247.75	0.00	1,252.25	83.48
1-2410-690-1	Other Expense	1,500.00	0.00	506.06	0.00	993.94	66.26

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2410-690-2	Other Expense	2,000.00	0.00	1,204.68	0.00	795.32	39.76
1-2510-140-0	Salary-Business Manager-Kay	46,250.00	3,940.00	39,142.00	0.00	7,108.00	15.36
1-2510-210-0	Fica	3,500.00	289.91	2,879.36	0.00	620.64	17.73
1-2510-220-0	Retirement	4,600.00	389.19	3,866.40	0.00	733.60	15.94
1-2510-230-0	Health Insurance	13,100.00	1,178.81	11,788.10	0.00	1,311.90	10.01
1-2510-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-300-0	Flex Pay Contract	2,500.00	174.40	2,021.70	0.00	478.30	19.13
1-2510-310-0	Prog. Service Agreements	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-318-0	Purchased Services	5,500.00	99.99	5,897.54	0.00	-397.54	-7.22
1-2510-341-0	Postage	13,000.00	1,166.59	8,386.09	0.00	4,613.91	35.49
1-2510-342-0	Telephone	0.00	0.00	159.25	0.00	-159.25	0.00
1-2510-350-0	Advertising/printing	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-382-0	Telephone-internet Line Usage	22,000.00	550.08	16,657.53	0.00	5,342.47	24.28
1-2510-410-0	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-530-0	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-660-0	Data Processing	1,000.00	73.60	754.20	0.00	245.80	24.58
1-2510-690-0	Other Expense	0.00	0.00	40.00	0.00	-40.00	0.00
1-2520-336-0	Gas & Oil	0.00	62.04	62.04	0.00	-62.04	0.00
1-2520-337-0	Tires & Parts	2,500.00	0.00	1,204.18	0.00	1,295.82	51.83
1-2520-338-0	Repairs & Maintenance	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-2520-641-0	Vehicle Insurance	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-2610-140-0	Custodial Salaries	250,000.00	18,368.55	188,823.03	0.00	61,176.97	24.47
1-2610-150-0	Custodial Overtime Salary	60,000.00	2,824.46	40,053.64	0.00	19,946.36	33.24

# Monthly Expense Report

ALL Data

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2610-210-0	Fica	24,000.00	1,588.16	17,196.75	0.00	6,803.25	28.34
1-2610-220-0	Retirement	32,000.00	2,093.42	22,608.04	0.00	9,391.96	29.34
1-2610-230-0	Health Insurance	62,000.00	5,732.21	70,475.62	0.00	-8,475.62	-13.67
1-2610-321-0	Fuel	40,000.00	657.21	33,949.75	0.00	6,050.25	15.12
1-2610-322-0	Electricity	160,000.00	0.00	126,865.67	0.00	33,134.33	20.70
1-2610-323-0	Water/sewer	8,000.00	0.00	6,593.89	0.00	1,406.11	17.57
1-2610-410-0	Supplies	45,000.00	922.17	42,025.69	0.00	2,974.31	6.60
1-2610-641-0	Workers Comp. Pool	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-2610-690-0	Other Expense	17,500.00	293.07	16,418.50	0.00	1,081.50	6.18
1-2620-140-0	Summer Employees	2,000.00	0.00	0.00	0.00	2,000.00	100.00
1-2620-210-0	Fica	150.00	0.00	0.00	0.00	150.00	100.00
1-2620-220-0	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-300-0	Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-318-0	Purchased Services	120,000.00	6,718.50	75,859.31	0.00	44,140.69	36.78
1-2620-520-0	Building Improvements	100,000.00	79,572.44	156,374.29	0.00	-56,374.29	-56.37
1-2620-530-0	Building Equipment	40,000.00	0.00	81,101.00	0.00	-41,101.00	-102.75
1-2620-641-0	Property Insurance	60,000.00	0.00	0.00	0.00	60,000.00	100.00
1-2620-690-0	Other Expense	250.00	0.00	0.00	0.00	250.00	100.00
1-2750-140-0	Drivers Salaries	82,000.00	4,452.95	81,802.80	0.00	197.20	0.24
1-2750-140-2	Activity Drivers Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-210-0	Fica	6,300.00	339.60	6,226.34	0.00	73.66	1.16
1-2750-220-0	Retirement	8,200.00	299.27	8,766.40	0.00	-566.40	-6.90

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2750-230-0	Drivers Health Insurance	20,500.00	2,028.75	21,235.82	0.00	-735.82	-3.58
1-2750-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-318-0	Purchased Services	0.00	371.25	4,970.82	0.00	-4,970.82	0.00
1-2750-332-0	Mileage To Option Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-333-0	Mileage To Parents	1,000.00	266.30	3,704.84	0.00	-2,704.84	-270.48
1-2750-335-0	Lease Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-336-0	Gas & Oil	55,000.00	2,685.01	28,659.45	0.00	26,340.55	47.89
1-2750-337-0	Tires & Parts	25,000.00	0.00	25,170.99	0.00	-170.99	-0.68
1-2750-338-0	Bus Repairs/main.	25,000.00	0.00	20,400.94	0.00	4,599.06	18.39
1-2750-540-0	Bus Acquisition/replace	40,000.00	0.00	0.00	0.00	40,000.00	100.00
1-2750-641-0	Vehicle Insurance	20,000.00	0.00	0.00	0.00	20,000.00	100.00
1-2750-690-0	Other Expense	3,000.00	110.00	2,209.14	0.00	790.86	26.36
1-2760-110-0	Sped. Transportation Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-210-0	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-220-0	Sped. Trans.-retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-331-0	Sped Trans. of Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-332-0	Sped Transport.-lease Vehicle	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-333-0	Sped Trans-mileage To Patents	500.00	0.00	0.00	0.00	500.00	100.00
1-3500-410-0	St. Categorical Programs-Tree Grant	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-110-0	Pre School Salaries	30,000.00	2,451.00	24,510.00	0.00	5,490.00	18.30
1-3540-120-0	Pre School Sub Salaries	0.00	0.00	630.00	0.00	-630.00	0.00
1-3540-140-0	Pre School Para	7,500.00	249.90	6,155.70	0.00	1,344.30	17.92
1-3540-210-0	Pre School FICA	2,800.00	197.96	2,307.58	0.00	492.42	17.58

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-3540-220-0	Pre School Retirement	3,700.00	266.79	3,029.15	0.00	670.85	18.13
1-3540-230-0	Pre School Health	9,000.00	767.29	7,672.90	0.00	1,327.10	14.74
1-3540-318-0	Pre School Purchased Service	5,000.00	0.00	4,741.69	0.00	258.31	5.16
1-3540-410-0	Pre School Supplies	15,000.00	0.00	0.00	0.00	15,000.00	100.00
1-3540-420-0	Pre School Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-530-0	Pre School Equipment	15,000.00	0.00	0.00	0.00	15,000.00	100.00
1-3540-690-0	Pre School Misc.	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-3541-110-0	Preschool Start Up Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-120-0	Preschool Start Up Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-140-0	Preschool Start up Para	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-210-0	Preschool Start Up FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-220-0	Preschool Start Up Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-230-0	Preschool Start Up Health	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-318-0	Preschool Start Up Purchased Servic	0.00	0.00	60.00	0.00	-60.00	0.00
1-3541-410-0	Preschool Start Up Supplies	0.00	0.00	10,119.32	0.00	-10,119.32	0.00
1-3541-420-0	Preschool Start Up Textbooks	0.00	0.00	675.00	0.00	-675.00	0.00
1-3541-530-0	Preschool Start Up Equipment	0.00	0.00	3,480.00	0.00	-3,480.00	0.00
1-3541-690-0	Preschool Start Up Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-110-1	Title I Pt. A-Salary	65,000.00	9,371.00	81,773.00	0.00	-16,773.00	-25.80
1-4200-120-1	Title I Pt. A-Para/Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-140-1	Title I Pt. A-Secretary	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-210-1	Title I Pt. A-FICA	5,000.00	694.11	6,057.15	0.00	-1,057.15	-21.14
1-4200-220-1	Title I Pt. A-Retirement	6,400.00	925.65	8,077.35	0.00	-1,677.35	-26.20

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4200-230-1	Title I Pt. A-Health Ins.	17,500.00	1,149.63	11,496.30	0.00	6,003.70	34.30
1-4200-318-1	Title I Pt. A -Purchased Services	500.00	0.00	0.00	0.00	500.00	100.00
1-4200-410-1	Title I Pt. A-Supplies	500.00	0.00	443.56	0.00	56.44	11.28
1-4200-420-1	Textbooks	0.00	0.00	89.84	0.00	-89.84	0.00
1-4200-530-1	Title I Pt. A-Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-560-1	Title I Pt. A-Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-670-1	Title I Pt. A-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-690-1	Title I Pt. A-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-110-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-120-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-140-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-210-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-220-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-230-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-318-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-410-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-420-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-530-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-670-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-690-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-110-1	Title II Pt. A-Classsize Reduction	57,500.00	4,786.00	47,860.00	0.00	9,640.00	16.76
1-4310-120-1	Title II Pt. A-Class Red. Sub	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4310-210-1	Title II Pt. A -Class Red.-FICA	4,500.00	366.13	3,661.30	0.00	838.70	18.63

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4310-220-1	Title II Pt. A-Class Red.-Retiremen	5,850.00	472.75	4,727.50	0.00	1,122.50	19.18
1-4310-230-1	Title II Pt. A-Class Red. Health	9,100.00	1,347.22	14,886.22	0.00	-5,786.22	-63.58
1-4310-310-0	Chapter II Carryover	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-318-0	Title II Pt. A Class Red.-Purchase	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-690-1	Title II Pt. A-Class Red.-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-110-1	Pre-School SPED Sal.	15,000.00	1,225.00	12,250.00	0.00	2,750.00	18.33
1-4400-140-1	Pre-School Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-210-1	Pre-School SPED-FICA	0.00	89.38	893.80	0.00	-893.80	0.00
1-4400-220-1	Pre-School SPED-Retirement	0.00	121.00	1,210.00	0.00	-1,210.00	0.00
1-4400-230-1	Pre-School SPED-Health	4,500.00	383.48	3,834.80	0.00	665.20	14.78
1-4400-318-1	Purchased Service	7,500.00	409.50	7,880.22	0.00	-380.22	-5.06
1-4400-319-1	Pre School PT	5,000.00	0.00	4,201.97	0.00	798.03	15.96
1-4400-361-1	Pre School Tuition/Daycare	500.00	0.00	0.00	0.00	500.00	100.00
1-4400-362-1	Pre School Transportation	500.00	0.00	0.00	0.00	500.00	100.00
1-4400-410-1	Pre-School SPED-Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-4400-420-1	Pre-School Books	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-530-1	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-670-1	Pre School Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-140-1	Pre-school Aide	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-210-1	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-220-1	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-230-1	Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-318-1	Pre-school O.t. Contracted	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4401-319-1	Pre-school P.t.	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-670-1	Pre-School SPED Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-110-0	IDEA Base	35,000.00	2,902.00	29,020.00	0.00	5,980.00	17.08
1-4404-210-0	IDEA Base FICA	2,600.00	212.21	2,121.90	0.00	478.10	18.38
1-4404-220-0	IDEA Base Retirement	3,400.00	286.65	2,866.50	0.00	533.50	15.69
1-4404-230-0	IDEA Base Pre-School	9,700.00	714.44	8,714.43	0.00	985.57	10.16
1-4404-318-0	Pre-School Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-319-0	IDEA Base P.T.	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-410-0	IDEA Base Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-670-0	IDEA Base Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4406-110-0	SPED IDEA	3,100.00	255.00	2,550.00	0.00	550.00	17.74
1-4406-210-0	SPED IDEA-FICA	225.00	18.61	186.10	0.00	38.90	17.28
1-4406-220-0	SPED IDEA-Retirement	290.00	25.19	251.90	0.00	38.10	13.13
1-4406-230-0	SPED IDEA	900.00	79.83	798.30	0.00	101.70	11.30
1-4406-410-0	Pre School	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-110-0	IDEA Poverty	85,100.00	7,090.00	70,900.00	0.00	14,200.00	16.68
1-4410-140-0	IDEA Poverty-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-210-0	IDEA Poverty FICA	6,500.00	521.38	5,213.36	0.00	1,286.64	19.79
1-4410-220-0	IDEA Poverty Retirement	8,400.00	700.34	7,003.40	0.00	1,396.60	16.62
1-4410-230-0	IDEA Poverty Health	26,000.00	2,229.34	22,336.30	0.00	3,663.70	14.09
1-4410-318-0	IDEA Poverty-Purchase Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-319-0	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4410-390-0	IDEA-Hearing Conservation	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-410-0	IDEA Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-530-0	IDEA Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-690-0	IDEA Poverty-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4412-110-0	Idea-Non Public	0.00	0.00	0.00	0.00	0.00	0.00
1-4580-110-2	ARRA Education Jobs	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-120-2	Carl Perkins-Substitute	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-210-2	Carl Perkins-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-410-2	Carl Perkins Grant-Supplies	1,000.00	0.00	1,000.00	0.00	0.00	0.00
1-4700-530-2	Carl Perking-Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-690-2	Carl Perkins Grant-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4900-690-0	Personal Property Repayment	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-318-0	Title II Pt. D, Tech.-Purchased Ser	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-410-0	Title II Pt. D-Technology-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-530-0	Title II Part D, Technology Equip.	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-690-0	Title II Part D, Technology	0.00	0.00	0.00	0.00	0.00	0.00
1-5000-605-0	Repayment of taxes paid	0.00	0.00	0.00	0.00	0.00	0.00
1-5200-620-0	Interest Payable	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-110-1	Jump Start/Summer School	15,000.00	0.00	0.00	0.00	15,000.00	100.00
1-6000-110-2	Summer School	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-120-1	Jump Start/Summer School-Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-120-2	Summer School-Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-140-1	Jump Start/Summer School-Para	10,000.00	0.00	0.00	0.00	10,000.00	100.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-6000-140-2	Summer School-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-210-1	Jump Start/Summer School-FICA	2,000.00	0.00	0.00	0.00	2,000.00	100.00
1-6000-210-2	Summer School-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-220-1	Jump Start/Summer School-Retire.	2,500.00	0.00	0.00	0.00	2,500.00	100.00
1-6000-220-2	Summer School-Retire.	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-1	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-2	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-318-1	Jump Start Purchased Service	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-620-0	Debt Service-Bond Payment	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-751-0	Transfers/lunches	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-752-0	Transfers To Activity Fund	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-760-0	General Transfers	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-9000-210-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-220-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-690-0	Non-program Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
1-9001-690-0	Energy Grants	0.00	0.00	0.00	0.00	0.00	0.00
<b>1 Current Year Account Totals:</b>		<b>10,030,000.00</b>	<b>826,158.35</b>	<b>8,031,994.65</b>	<b>0.00</b>	<b>1,998,005.35</b>	<b>19.92</b>
<b>1</b>	<b>FUND Totals:</b>	<b>10,030,000.00</b>	<b>826,158.35</b>	<b>8,031,994.65</b>	<b>0.00</b>	<b>1,998,005.35</b>	<b>19.92</b>

## Administrator Report

Meeting: July Board Meeting

Date: 07/10/17

Mrs. Allison Jonas

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**Early Childhood:** Jump Start will run July 10<sup>th</sup> – 28<sup>th</sup>. Fully staffed! We currently have 56 (+10) students signed up and two not planning to attend.

**Curriculum:** Math Expressions is providing a full day of training (free) for staff implementing the pilot. Online resources are active and shared with staff. We have big things coming with regards to curriculum and “essential learnings”. We’re excited to get going!

**Special Education:** Second reading of the school psych evaluation tool: <http://bit.ly/GPSevalSP> Sorry I can’t be there to answer them tonight. Let me know if you have any questions!

**Mentor Program:** New Teachers begin on July 31<sup>st</sup>! We’ll be having lunch at the Barn N Grill that day at 11:45. If you’d like to join us, please email me. The Chamber of Commerce will also be doing a narrated tour of Gothenburg at 3:30 on Monday, July 31<sup>st</sup>. You’re welcome to join us then as well. Just show up at the HS doors if you’re interested! Both events are an opportunity for Mentees to get to know their Mentors and the community.

### Professional Development & School Improvement:

*Tentative Agendas for Back to School Days (these will update automatically)*

Swede Orientation – <http://bit.ly/GPSorientation17>

All Staff – <http://bit.ly/GPSallstaff17> (this one has changed to include rotations)

Paras – <http://bit.ly/GPSparas17>

**Administrator Report**

Date: 7/10/18

Mr. Seth Ryker, Jr/Sr High Principal

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**Topics:**

Coaches Clinic

Summer School

**I. Coaches Clinic**

- Coaches Clinic – 18 GPS coaches have registered for the NCA All Sport Coaches Clinic which runs from July 25-27 in Lincoln.

Coaches will attend sport specific rules meetings which are required by the NSAA. These highlight changes and points of emphasis for the upcoming season. Coaches are also now required to complete annual NFHS courses in Concussion Awareness, Sudden Cardiac Arrest & Heat/Illness & Prevention – all of these courses are offered at the clinic.

**II. Summer School**

- We had 13 students participate in summer school coursework and combined they completed 18 courses. This will help keep them on pace to graduate with their respective classes.

**Administrator Report**

Meeting: July Board Meeting

Date: 7/10/17

Dr. Michael Teahon, Superintendent

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**Summer:** Another busy summer as it seems like there is more to do each year. Preparation for August are in full swing as we get ready for another year.

**PLC Conference:** The administrators will be traveling to Minneapolis for a PLC Conference at the end of July. We feel that this is an important learning opportunity as we move into our new process for professional development, curriculum planning and data analysis.

**YMCA Afterschool Program:** We will be partnering with the YMCA on an afterschool program for our students. This is another example of the importance of the partnership between the school, city, hospital and the new YMCA.

Internal Board Policies - Methods of OperationOpportunity for Public Expression

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

- A. Public Forum - Each Board meeting shall have on its agenda a specific time entitled Public Forum, during which patrons may address the Board on matters of general concern. Patrons wishing to address the Board during the Public Forum will be allowed five (5) minutes to express their view. Board of Education members will refrain from expressing personal opinions during the Public Forum unless asked a direct question by a patron recognized by the Board President as having the floor. The Board imposed time limit may be extended by a majority vote of the Board following a request to do so. Board action may not be taken on matters discussed during the Public Forum unless the matter specifically appears on the prepared agenda. In the discretion of the Board President, the Public Forum may be omitted or bypassed at some, but not all, meetings of the Board of Education.
- B. Concerns and Complaints - Board action shall not be taken regarding a concern or complaint unless the following procedure has been followed:
  - Step 1. All Complaints concerning a particular school situation shall be submitted to the Principal of the building. They should be submitted in writing when practical. If the party involved is other than an individual, then the organization or persons represented shall be identified. If the problem involves other than an individual building, then the matter shall be directed to the Superintendent.
  - Step 2. Should the matter not be resolved to the satisfaction of the parties involved, they may appeal to the Superintendent.
  - Step 3. If the initiating party is not satisfied with the response of the Superintendent, said party may address a written appeal to the Board of Education through the Secretary of the Board.
- C. Speak to Agenda Item - Patrons or visitors who desire to have an item placed on the monthly Board meeting agenda and speak on that item should make their wishes known to the Superintendent prior to the distribution of the meeting agenda. Upon receipt of a request to be heard the Superintendent may, in the discretion of the Superintendent, place the item on the agenda. The Board President shall then allow the patron or visitors to address the Board at the appropriate time. The length of this presentation will be determined at the discretion of the Board President. Persons who wish to speak to an agenda item will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Legal Reference: §84-1412

Date of Adoption: July 14, 2008

**Board of Education Regular Meeting**

June 12, 2017 5:30 PM

Discovery Center (Greenhouse Classroom)

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

**Attendance Taken at 5:30 PM:**

Present Board Members:

Devin Brundage  
Kyle Fornoff  
Jon Hudson  
Becky Jobman  
Jeremy Sitorius

Nate Wyatt

Others Present:

Randy Evans  
Jim Widdifield  
Allison Jonas  
Seth Ryker  
Tyler Herman  
Ellen Mortenson--Times  
Michael Teahon, Superintendent  
Kay Streeter, Business Manager

**Call to Order & Pledge of Allegiance**

5:30 P.M.

**Approve the Agenda**

**Motion Passed:** Motion to approve agenda as presented passed with a motion by Devin Brundage and a second by Jon Hudson.

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

**Recognition of Visitors**

Board welcomed Mr. Tyler Herman--AD/Asst. Principal.

**Hearings**

**Public Hearing to discuss, consider and receive input on Student Fees Policy** was called to order at 5:33 P.M. Dr. Teahon presented information regarding the Student Fees Policy. Mr. Wyatt asked for questions or comments from Board and patrons. Hearing none, Mr. Wyatt declared the Hearing closed at 5:36 P.M.

**Public Hearing to discuss, consider, and receive input on Parent Involvement Policy** was called to order at 5:36 P.M. Dr. Teahon presented information regarding the Parent Involvement Policy. Mr. Wyatt asked for questions or comments from Board and patrons. Hearing none, Mr. Wyatt declared the Hearing closed at 5:39 P.M.

**Consent Agenda**

**Motion Passed:** Motion to approve consent agenda as presented passed with a motion by Becky Jobman and a second by Jeremy Sitorius.

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

**Review of lunch program and consider proposal to set lunch prices for 2017-18.**

**Motion Passed:** Motion to approve proposed lunch prices as presented passed with a motion by Kyle Fornoff and a second by Devin Brundage.

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

**Board of Education Regular Meeting**

June 12, 2017 5:30 PM  
Discovery Center (Greenhouse Classroom)  
Page 2

**Consider approval of extra-duty assignments for 2017-18 year.**

**Motion Passed:** Motion to approve extra-duty assignments as presented passed with a motion by Becky Jobman and a second by Jon Hudson.

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

**Consider contract for Superintendent from July 1, 2017 through June 30, 2020.**

**Motion Passed:** A motion to approve superintendent's contract from July 1, 2017, to June 30, 2020, passed with a motion by Devin Brundage and a second by Jon Hudson.

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

**Consider approval of salaries for administrative and non-certificated staff for 2017-18 school year.**

**Motion Passed:** Motion to approve proposed compensation for administrators and non-certificated staff passed with a motion by Kyle Fornoff and a second by Jeremy Sitorius.

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

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

3130-Purchasing Policies; 3130-Procurement Policy, (required by NDE); 1200-Anti-Harrassment; 4003-Employee Anti-Discrimination; 3570-Business Operations; 4028-Employee Fundraising(new); 5001-School Immunization Rules/Regulations; 5004-Part-Time student Enrollment; 5202-Attachment: FERPA Notifications of Rights; 5413-Student Interviews; 5418-Every Student Succeeds Act; 6800-Internet Safety Policy; 8130-Annual Organization Meeting.

**Review of current policies.**

Tabled in June and July due to time involved in the review of policy update from Mr. Perry.

**Board of Education Reports**

None

**Proposed Handbooks and Evaluation Instruments**

Changes to Handbooks and Evaluation Instruments were discussed and will be approved at the July Board meeting.

**Administrative Reports**

**Mrs. Jonas--Director Teaching/Learning**

Expansion Grant application for Preschool was approved. \$75,000 for next two years to fund a full-day program. Jump Start July 10-28, fully staffed and currently 56 students plan to attend. Four area childcare providers participated in rigorous training program to learn about the pyramid model and how to implement into their childcare setting. These providers have taken that extra step to ensure quality childcare for our community. Building Blocks, Learning Adventures, Mary Streeter, and Suzanne Holmes.

**Board of Education Regular Meeting**

June 12, 2017 5:30 PM

Discovery Center (Greenhouse Classroom)

Page 3

**Mrs. Jonas Cont.**

K-6 piloting two new math programs this fall. Proposal for Board to consider specialized evaluation tool for School Psychologist. Mentors and Mentees will begin their meetings July 31-August 4. Tentative Agendas for Back to School Days will be automatically updated as changes are made.

**Mr. Widdifield--Elementary**

Playground grant received in the amount of \$21,807 for the rubber tile for the North playground. Finishing term as NAESP President. Will be attending first Elementary/Secondary National conference in Philadelphia in July. Title 1 program was approved by the State. Thank you to Mary Lou Clark, Mrs. Jonas, and the MTSS committee for their hard work.

**Mr. Ryker--Activities Director**

Extra Duty Assignments.

**Dr. Teahon--Superintendent**

June is busy month for end of year reports. Board Finance workshop in July, before the August budget work session. SWC Leadership Summit was hosted by Minden. Approximately 75 people in attendance representing all SWC schools. Great day with various speakers and great discussion. Toured Minden's new facility.

**Mr. Evans--Secondary**

Summer School has 10 students. Discipline Date for 2016-2017. Thank you to the Best Board for your support over the last 21 years! There is no place like Gothenburg. Best staff, best parents and best students! Once a Swede, Always a Swede!!

**Next Meeting**

July 10, 2017--7:00 P.M.

**Adjournment**

**Motion Passed:** Motion to approve adjournment at 6:45 P.M. passed with a motion by Kyle Fornoff and a second by Jon Hudson.

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

Kay L. Streeter  
Business Manager/Recording Secretary

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2017**

**GENERAL FUND**

05/31/17 <b>Balance from last month</b>		\$	<b>4,892,235.47</b>
06/13/17 Int CD xxx839 - 1410	\$		467.32
06/13/17 M Kelsey - 1220	\$		125.00
06/13/17 K. Ryther - 1220	\$		125.00
06/13/17 N. Johnson - 1220	\$		125.00
06/13/17 Wells Fargo Community Support Campaign - 5690	\$		60.00
06/13/17 Cindermates - sound system - 5690	\$		6,000.00
06/13/17 M Massie - 1220	\$		125.00
06/13/17 R. Sabin - 1220	\$		125.00
06/13/17 NASB Medicaid - 4455	\$		2,903.05
06/13/17 D. Rellgarn - 1220	\$		125.00
06/15/17 Custer County Treasurer Direct Deposit	\$		161,138.61
06/15/17 Dawson County Treasurer Direct Deposit	\$		964,421.25
06/16/17 Int CD xxx988 - 1-1410	\$		30.97
06/16/17 Lincoln Co Treasurer - 20 -	\$		125,444.95
06/16/17 St/Fed Withholding Taxes-June	\$		1,835.04
06/16/17 Hot Lunch Payroll-June	\$		6,420.30
06/16/17 N. Boomkower 1-1220	\$		250.00
06/20/17 St. of Neb-Special Ed School Age Reimbursement 15-16 FFR	\$		68,841.00
06/23/17 ESU 10 Contracted Services - 5690	\$		2,019.12
06/26/17 St. of Neb-GMS Payments Title IIA - Code 4310	\$		137.00
06/26/17 St. of Neb-GMS Payments Title IIA - Code 4310	\$		25,412.00
06/26/17 St. of Neb-Special Ed School Age Reimbursement 15-16 FFR	\$		3,405.00
06/30/17 St. of Neb-State aid to education-June	\$		61,310.19
06/30/17 Interest DDA xxx063	\$		624.11
 <b>Total receipts for month</b>		<b>\$</b>	<b>1,431,469.91</b>
 <b>Dawson County transfers to</b>			
<b>Special Building Fund</b>	<b>\$</b>		<b>7,910.06</b>
<b>Bond Fund</b>	<b>\$</b>		<b>79,602.97</b>
 <b>Custer County transfers to</b>			
<b>Special Building Fund</b>	<b>\$</b>		<b>1,385.40</b>
<b>Bond Fund</b>	<b>\$</b>		<b>10,188.38</b>
 <b>Total Warrants paid</b>		<b>\$</b>	<b>767,968.70</b>
 06/30/17 <b>Balance</b>			<b>\$ 5,456,649.87</b>
06/30/17 First State Bank xxx101	\$		592,980.41
06/30/17 First State Bank xxx063	\$		2,178,493.20
COD#xxx303 First State Bank 0.50% due 11-16-17	\$		1,027,708.90
COD#xxx055 Gothenburg State Bank 0.55% due 5-16-18	\$		1,000,000.00
COD#xxx839 Gothenburg State Bank 0.55% due 6-06-18	\$		234,300.35
COD#xxx988 First State Bank 0.50% due 12-13-17	\$		20,705.98
COD#xxx306 Gothenburg State Bank 0.40% due 7-8-17	\$		250,000.00
COD#xxx889 First State Bank 0.75% due 1-10-19	\$		82,722.09
COD#xxx888 First State Bank 0.75% due 1-10-19	\$		25,983.51
COD#xxx732 First State Bank 0.92% due 10-10-18	\$		43,755.43
 06/30/17 <b>Balance of investments and accounts</b>			<b>\$ 5,456,649.87</b>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2017**

**SPECIAL BUILDING FUND**

05/31/17 Balance		\$	914,764.81
06/16/17 Dawson County Treas - transfer from General Fund	\$	7,910.06	
06/16/17 Custer County Treas - transfer from General Fund	\$	1,385.40	
06/16/17 Lincoln County Treas	\$	1,169.88	
06/30/17 Interest DDA xxx866	\$	302.46	
<b>Total receipts</b>		\$	10,767.80
<b>Total Warrants paid</b>		\$	5.00
06/30/17 <b>Balance</b>		\$	<u>925,527.61</u>
06/30/17 First State Bank xxx866	\$	925,527.61	
06/30/17 First State Bank xxx321	\$	<u>-</u>	
06/30/17 <b>Balance of investments and accounts</b>		\$	<u>925,527.61</u>

**EMPLOYEE BENEFIT ACCOUNT**

05/31/17 <b>Balance</b>		\$	52,088.52
06/13/17 Teacher Dues/Flex Plan	\$	4,822.46	
06/16/17 K. Middleton -June/July	\$	1,562.60	
06/21/17 City of Gothburg - Clymer Ins - May	\$	617.46	
<b>Total Receipts</b>		\$	7,002.52
<b>Total Warrants paid</b>		\$	3,457.06
06/30/17 <b>Balance</b>		\$	<u>55,633.98</u>
06/30/17 First State Bank - xxx545	\$	55,633.98	
06/30/17 <b>Balance of investments and accounts</b>		\$	<u>55,633.98</u>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2017**

**DEPRECIATION FUND**

05/31/17	<b>Balance</b>		<b>\$ 542,025.18</b>
06/05/17	Int CD#xxx266 1410	\$ 58.45	
06/30/17	Interest DDA xxx515	\$ 40.95	
	<b>Total receipts</b>	<b>\$ 99.40</b>	
	<b>Total Warrants paid</b>	<b>\$ -</b>	
06/30/17	<b>Balance</b>		<b><u>\$ 542,124.58</u></b>
06/30/17	Gothenburg State Bank xxx515	\$ 332,201.94	
	COD #xxx476 Gothenburg State Bank 0.25% due 8-20-16	\$ 100,000.00	
	COD#xxx266 First State Bank 0.40% due 8-24-17	\$ 59,922.64	
	COD#xxx477 Gothenburg State Bank 0.25% due 8-30-16	\$ 50,000.00	
06/30/17	<b>Balance of investments and accounts</b>		<b><u>\$ 542,124.58</u></b>

**SCHOOL DISTRICT 20 BOND FUND**

05/31/17	<b>Balance</b>		<b>\$ 667,854.86</b>
06/16/17	Custer Co-transfer from General Fund K-8	\$ 1,607.24	
06/16/17	Custer Co-transfer from General Fund 9-12	\$ 8,581.14	
06/16/17	Dawson Co-transfer from General Fund K-8	\$ 30,613.64	
06/16/17	Dawson Co-transfer from General Fund 9-12	\$ 48,989.33	
06/16/17	Lincoln Co-K-8	\$ 6,194.78	
06/16/17	Lincoln Co-9-12	\$ 7,190.17	
06/30/17	Interest acct xxx753	\$ 228.10	
	<b>Total Receipts</b>	<b>\$ 103,404.40</b>	
	<b>Total paid out</b>	<b>\$ 42,722.50</b>	
06/30/17	<b>Balance</b>		<b><u>\$ 728,536.76</u></b>
06/30/17	First State Bank Acct xxx753	\$ 728,536.76	
06/30/17	<b>Balance of Investments and accounts</b>		<b><u>\$ 728,536.76</u></b>
06/30/17	<b>TOTAL DEPOSITS OF THE DISTRICT</b>		<b><u>\$ 7,708,472.80</u></b>

Prepared by Randall G. Waskowiak, Treasurer Dist # 20



**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2017**

**First State Bank-total deposits**

DDA xxx101 General Fund	\$ 592,980.41
DDA xxx321 Special Building Fund	\$ -
DDA xxx753 Bond Fund	\$ 728,536.76
DDA xxx063 General Fund	\$ 2,178,493.20
DDA xxx866 Special Building Fund	\$ 925,527.61
DDA xxx545 Employee Benefit Account	\$ 55,633.98
CD#xxx266 Depreciation Fund	\$ 59,922.64
CD#xxx732 General Fund	\$ 43,755.43
CD#xxx888 General Fund	\$ 25,983.51
CD#xxx889 General Fund	\$ 82,722.09
CD#xxx988 General Fund	\$ 20,705.98
CD#xxx303 General Fund	\$ 1,027,708.90

Total deposits to be covered by Insurance  
both FDIC and securities \$ 5,741,970.51

**Collateral Pledged**

**First State Bank, Gothenburg, Nebraska**

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
Bellevue NE Pub Safety Dept Muni Cusip: 079212U38	\$ 200,000.00	6/1/2033	603617
Buffalo Cnty NE S.D. 2 Muni Cusip: 119466CE8	\$ 300,000.00	12/15/2032	
Cedar Bluffs NE Muni Cusip: 15005WAL6	\$ 250,000.00	12/15/2036	
Central City NE RFDG Muni Cusip: 153091BC6	\$ 155,000.00	6/15/2024	606911
Colfax Cnty NE S.D. #123 Muni Cusip: 194045AU4	\$ 200,000.00	12/15/2025	100960
Douglas Cnty NE SID #404 Muni Cusip: 25932KCA1	\$ 125,000.00	1/15/2030	605757
Douglas Cnty NE SID #473 Muni Cusip: 25933EBW7	\$ 200,000.00	11/15/2040	623246
Douglas Cnty NE SID #496 Muni Cusip: 25927LCK4	\$ 125,000.00	5/15/2032	605758
Douglas Cnty NE SID #499 Muni Cusip: 259305CL2	\$ 200,000.00	6/15/2035	618042
Douglas Cnty NE SID #503 Muni Cusip: 25931EET3	\$ 100,000.00	8/15/2025	606310
Douglas Cnty NE SID #530 Muni Cusip: 25930LAW5	\$ 160,000.00	8/15/2028	603612
Douglas Cnty NE SID #530 Muni Cusip: 25930LBV6	\$ 100,000.00	5/15/2036	618044
Douglas Cnty NE SID #538 Muni Cusip: 25934WAC1	\$ 340,000.00	7/15/2032	620006
Douglas Cnty NE SID #539 Muni Cusip: 25932MBD2	\$ 150,000.00	8/15/2036	618043
Douglas Cnty NE SID #541 Muni Cusip: 25932DAC5	\$ 100,000.00	5/15/2032	606315
Douglas Cnty NE S.D. 54 Muni Cusip: 259345ND4	\$ 250,000.00	12/15/2025	
Edgar NE Muni Bldg Muni Cusip: 279763CT1	\$ 200,000.00	9/1/2031	603616
Furnas Cnty NE Muni Cusip: 36109PAQ1	\$ 240,000.00	12/15/2029	612254
Gordon NE Muni Cusip: 382779DV5	\$ 250,000.00	10/1/2036	
Otoe Cnty NE S.D. #27 Muni Cusip: 68905TDT3	\$ 200,000.00	12/15/2033	102807
Papillion Neb Muni Cusip: 698856YV7	\$ 115,000.00	12/15/2023	619998
Papillion Neb Muni Cusip: 698927EG1	\$ 150,000.00	12/15/2031	619999
Red Willow Cnty NE S.D. #17 Muni Cusip: 757060BR8	\$ 50,000.00	6/15/2018	619997
Sarpy Cnty NE SID #202 Muni Cusip: 80377FCG6	\$ 100,000.00	1/15/2026	606311
Sarpy Cnty NE SID #235 Muni Cusip: 803763DF5	\$ 100,000.00	6/15/2033	606317
Sarpy Cnty NE SID #241 Muni Cusip: 803739CA7	\$ 100,000.00	4/15/2026	606312
Sarpy Cnty NE SID #251 Muni Cusip: 80379VAQ9	\$ 260,000.00	10/15/2031	623248
Sarpy Cnty NE SID #258 Muni Cusip: 80379RAR6	\$ 250,000.00	8/15/2031	623247
Sarpy Cnty NE SID #261 Muni Cusip: 80376RDC9	\$ 100,000.00	4/15/2033	606316
Saunders Cnty NE S.D.#9 Muni Cusip: 80449PEB7	\$ 200,000.00	12/15/2033	105811
South Sioux City NE Muni Cusip: 840380BR9	\$ 200,000.00	6/15/2028	603615
<b>Total pledged</b>	<b>\$ 5,470,000.00</b>		

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2017**

**Gothenburg State Bank - Total deposits**

COD#xxx839 General Fund	\$ 234,300.35
COD#xxx306 General Fund	\$ 250,000.00
COD#xxx476 Depreciation Fund	\$ 100,000.00
DDA xxx515 Depreciation Fund	\$ 332,201.94
COD#xxx477 Depreciation Fund	\$ 50,000.00
COD#xxx055 General Fund	\$ 1,000,000.00
 Total	 \$ 1,966,502.29
 Reconciled by Kay Streeter	
06/30/17 DDA #xxx490 Hot Lunch Fund	\$ 36,193.23
06/30/17 DDA #xxx771 Student Activity Fund	\$ 166,837.03
06/30/17 DDA #xxx822 Petty Cash Fund	\$ 1,546.00
06/30/17 DDA #xxx852 Student Fees Fund	\$ 24,427.73
 Total deposits to be covered by Insurance both FDIC and agency securities	 \$ <b>2,195,506.28</b>

**Collateral Pledged**

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

Petty Cash Fund

Gothenburg School District #20  
Gothenburg, Nebraska

June 30, 2017

<b>TO WHOM ISSUED</b>	<b>AMOUNT</b>	
NAEA	\$ 25.00	
NAEA	\$ 470.00	
Ken Rigler	\$ 34.00	
<b>TOTAL</b>	\$529.00	
Beginning Balance	\$ 2,000.00	
Receipts	<u>\$ 529.00</u>	
	\$ 2,529.00	
Expenditures	<u>\$ 529.00</u>	
	\$ 2,000.00	
Statement Balance	\$ 1,546.00	
Outstanding Deposits	<u>\$ 529.00</u>	
Total	\$ 2,075.00	
Outstanding Checks	\$ 75.00	
	<u>\$ -</u>	
Balance June 30, 2017	\$ 2,000.00	

# Current Cash Balance Report

ALL Data

Date: 06/01/2017 thru 06/30/2017

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A Athletics</b>					
1000 Activities Account	232,653.36	0.00	0.00	0.00	232,653.36
1010 Activity Tickets	133,795.76	0.00	0.00	0.00	133,795.76
1015 Gates	658,183.39	0.00	0.00	0.00	658,183.39
1020 Sale of Equipment	12,813.60	0.00	0.00	0.00	12,813.60
1025 Meals/Lodging	-184,421.93	0.00	2,841.04	0.00	-187,262.97
1030 Officials	-298,256.68	0.00	0.00	0.00	-298,256.68
1035 Football Equipment	-125,307.44	338.95	1,092.95	0.00	-126,061.44
1040 Basketball Equipment	-52,066.42	0.00	0.00	0.00	-52,066.42
1045 Track Equipment	-124,109.54	0.00	0.00	0.00	-124,109.54
1050 Wrestling Equipment	-42,964.24	0.00	0.00	0.00	-42,964.24
1055 Golf Equipment	-15,925.48	0.00	0.00	0.00	-15,925.48
1060 Softball Equipment	-26,411.91	0.00	0.00	0.00	-26,411.91
1065 Misc. Athletic	-50,922.04	173.40	16,227.56	0.00	-66,976.20
1070 Entry Fees	28,399.01	130.00	55.00	0.00	28,474.01
1075 Volleyball Equipment	-27,582.74	0.00	0.00	0.00	-27,582.74
1080 Cross Country Equip.	-13,931.19	0.00	44.94	0.00	-13,976.13
1085 Supplies/Equipment	-82,678.51	0.00	10.99	0.00	-82,689.50
<b>A Athletics Totals:</b>	<b>21,267.00</b>	<b>642.35</b>	<b>20,272.48</b>	<b>0.00</b>	<b>1,636.87</b>
<b>B Adult Ed.</b>					
1100 Adult Ed.	2,024.41	0.00	0.00	0.00	2,024.41
<b>B Adult Ed. Totals:</b>	<b>2,024.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,024.41</b>
<b>C School</b>					
1200 Yearbook	10,570.98	170.00	0.00	0.00	10,740.98
1210 Helping Hands	6,101.26	0.00	80.79	0.00	6,020.47
1215 History Grant	1,435.07	0.00	0.00	0.00	1,435.07
1220 FCS	-1,449.72	0.00	-307.83	0.00	-1,141.89
1225 Industrial Tech	13,606.01	0.00	0.00	0.00	13,606.01
1229 Life Skills	162.04	0.00	0.00	0.00	162.04
1230 Renaissance	15,958.96	0.00	0.00	0.00	15,958.96
1240 Band	2,622.28	40.00	177.38	0.00	2,484.90
1241 Flag Corp	-52.46	0.00	0.00	0.00	-52.46
1245 Vocal	10,385.41	0.00	0.00	0.00	10,385.41
1246 Special Music	2,723.93	0.00	0.00	0.00	2,723.93
1250 Art Club	5,252.53	0.00	65.57	0.00	5,186.96
1251 Jr. Hi. Art Club	-71.29	0.00	0.00	0.00	-71.29
1255 Pop/Lounge	-1,789.55	6.75	0.00	0.00	-1,782.80
1260 General	19,917.20	0.00	0.00	0.00	19,917.20
1261 Chromebook Repair	2,671.48	0.00	349.65	-25.00	2,296.83
<b>C School Totals:</b>	<b>88,044.13</b>	<b>216.75</b>	<b>365.56</b>	<b>-25.00</b>	<b>87,870.32</b>
<b>D Candy</b>					
1300 Candy Fund	-211.86	0.00	576.18	0.00	-788.04
<b>D Candy Totals:</b>	<b>-211.86</b>	<b>0.00</b>	<b>576.18</b>	<b>0.00</b>	<b>-788.04</b>
<b>E Classes</b>					
1400 Senior Class	2,294.25	0.00	0.00	0.00	2,294.25
1410 Junior Class	-687.49	0.00	0.00	0.00	-687.49
1415 Sophomore Class	2,060.00	0.00	0.00	0.00	2,060.00
1420 Freshmen Class	840.00	0.00	0.00	0.00	840.00
1425 8th Class	0.00	0.00	0.00	0.00	0.00
1430 7th Class	0.00	0.00	0.00	0.00	0.00
<b>E Classes Totals:</b>	<b>4,506.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,506.76</b>

# Current Cash Balance Report

ALL Data

Date: 06/01/2017 thru 06/30/2017

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>F Clubs</b>					
1500 Cheerleaders	3,705.32	3,876.05	17,185.02	0.00	-9,603.65
1505 Elem. Circle of Friends	89.10	0.00	0.00	0.00	89.10
1506 H.S. Circle of Friends	168.77	0.00	0.00	0.00	168.77
1510 Drama	0.00	0.00	0.00	0.00	0.00
1512 Entrepreneurship	1,029.38	0.00	0.00	-94.00	935.38
1515 FFA	-3,908.83	1,498.00	1,449.80	0.00	-3,860.63
1516 Fit Kids	125.00	0.00	0.00	0.00	125.00
1520 Sr. Hi Quiz Bowl	923.63	0.00	0.00	0.00	923.63
1521 Jr. Hi Quiz Bowl	298.55	0.00	0.00	0.00	298.55
1522 Media Production	4,274.03	0.00	0.00	0.00	4,274.03
1525 NFL	1,709.65	736.00	0.00	0.00	2,445.65
1530 NHS	658.60	0.00	0.00	0.00	658.60
1531 One Act	1,099.08	0.00	0.00	0.00	1,099.08
1535 D.I.	-219.58	0.00	0.00	0.00	-219.58
1540 SPB	1,788.38	0.00	0.00	0.00	1,788.38
1545 SADD	1,155.33	0.00	0.00	0.00	1,155.33
1550 Student Council	3,206.04	0.00	0.00	0.00	3,206.04
1555 Donations to School	0.00	0.00	0.00	0.00	0.00
1560 Driver's Ed.	4,290.00	0.00	0.00	0.00	4,290.00
1565 School Gala	-989.33	0.00	0.00	0.00	-989.33
1570 Improv	757.07	0.00	0.00	0.00	757.07
1575 Math A.P.	-4,192.77	0.00	0.00	0.00	-4,192.77
1580 Media	4,677.89	12.50	34.93	0.00	4,655.46
1585 Post Prom	0.00	0.00	0.00	0.00	0.00
1590 Science Club	360.45	0.00	0.00	0.00	360.45
1595 Walk Fit	105.00	0.00	0.00	0.00	105.00
1647 C.Country Club	580.00	0.00	0.00	0.00	580.00
<b>F Clubs Totals:</b>	21,690.76	6,122.55	18,669.75	-94.00	9,049.56
<b>G Sports</b>					
1600 Boys Future B.Ball	25.73	330.00	1,733.00	960.66	-416.61
1610 Football Club	3,565.86	0.00	0.00	0.00	3,565.86
1620 Girls Future B.Ball	3,271.18	2,210.00	868.74	-960.66	3,651.78
1625 Boys Golf	910.25	0.00	0.00	0.00	910.25
1626 Girls Golf	2,689.20	0.00	260.00	0.00	2,429.20
1627 Gothenburg B.Ball Club	-1,957.53	0.00	0.00	0.00	-1,957.53
1628 Jr. Hi Football Club	1,116.57	0.00	0.00	0.00	1,116.57
1629 Jr. Power Wt. Lifting	282.16	0.00	0.00	0.00	282.16
1630 Softball	2,921.90	3,236.00	0.00	0.00	6,157.90
1635 Mat Maids	219.56	0.00	0.00	0.00	219.56
1640 VolleyBall	5,554.92	0.00	1,351.94	0.00	4,202.98
1643 7-8th Volleyball	43.07	0.00	0.00	0.00	43.07
1645 Youth Volleyball	477.42	0.00	0.00	0.00	477.42
1650 Wrestling Boosters	2,281.76	252.10	3,690.12	0.00	-1,156.26
1651 Summer Wrestling	15,450.00	6,940.00	10,275.00	0.00	12,115.00
<b>G Sports Totals:</b>	36,852.05	12,968.10	18,178.80	0.00	31,641.35
<b>H Elementary</b>					
1700 Elem. Book Fair	8,921.63	0.00	0.00	0.00	8,921.63
1710 Elem. Fund Raising	24,296.93	0.00	197.74	0.00	24,099.19
1711 1st Grade	3,492.02	0.00	7.34	0.00	3,484.68
1712 2nd Grade	1,600.01	100.74	0.00	0.00	1,700.75
1713 4th Grade	254.69	0.00	8.88	0.00	245.81

## Current Cash Balance Report

ALL Data

Date: 06/01/2017 thru 06/30/2017

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1714 5th Grade	6,164.16	0.00	0.00	0.00	6,164.16
1715 Elem. Lounge	2,437.68	40.00	11.80	0.00	2,465.88
1716 3rd Grade	1,419.30	0.00	0.00	0.00	1,419.30
1717 Kindergarten	2.63	0.00	0.00	0.00	2.63
1720 Elem. Stu. Co.	234.43	0.00	0.00	0.00	234.43
1725 Elem. O.D. Ed.	-4,560.50	0.00	0.00	0.00	-4,560.50
<b>H Elementary Totals:</b>	<u>44,262.98</u>	<u>140.74</u>	<u>225.76</u>	<u>0.00</u>	<u>44,177.96</u>
<b>I Interest</b>					
1800 DDA Interest	3,664.94	7.41	0.00	0.00	3,672.35
1810 CD Interest	8,311.13	0.00	0.00	0.00	8,311.13
<b>I Interest Totals:</b>	<u>11,976.07</u>	<u>7.41</u>	<u>0.00</u>	<u>0.00</u>	<u>11,983.48</u>
<b>J Scholarships</b>					
1900 Athletics Count	210.75	0.00	0.00	0.00	210.75
1910 Alberts Memorial	174.25	9.92	0.00	0.00	184.17
1915 Alumni	0.00	0.00	0.00	0.00	0.00
1920 Greene Memorial	2,380.65	16.96	0.00	0.00	2,397.61
1925 Uehling Scholarship	-2,567.30	37.78	0.00	0.00	-2,529.52
1930 J.L. Brock Scholarship	105.00	0.00	0.00	0.00	105.00
1935 Pioneer Seed Scholarship	0.00	0.00	0.00	0.00	0.00
<b>J Scholarships Totals:</b>	<u>303.35</u>	<u>64.66</u>	<u>0.00</u>	<u>0.00</u>	<u>368.01</u>
<b>Report Totals:</b>	<u>230,715.65</u>	<u>20,162.56</u>	<u>58,288.53</u>	<u>-119.00</u>	<u>192,470.68</u>

# Check Summary Report

Date: 06/01/2017 thru 06/30/2017

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
020046	V	06/01/2017	Haan Crafts		FCS	-446.74
020048	V	06/01/2017	Lyons-Decatur Northeast		Athletic-Golf	-60.00
020081	C	06/02/2017	Gothenburg Chamber of		FFA-St. Corn husking Contest	35.00
020082	C	06/07/2017	Awards Unlimited, Inc.		Athletic	26.52
020083	C	06/07/2017	Broken Bow High School		Athletic-JH Track	115.00
020084	C	06/07/2017	Chesterman Company		Candy	508.04
020085	C	06/07/2017	Cindermates		NE Champ-Athletic	14,656.75
020086	C	06/07/2017	Eileen's Cookies		Cheerleaders	2,214.00
020087	C	06/07/2017	Gothenburg Times		Athletic/Elem Fund Raising	272.47
020088	C	06/07/2017	Hot Lunch		NCE Breakfast	225.00
020089	V	06/14/2017	Loper Legacy		Wrestling Boosters	0.00
020090	C	06/07/2017	Peterson's Supermarket		Media/BandArt/Ath/FCS/FFA/EI	600.74
020091	C	06/07/2017	R&C Petroleum, Inc.		Wrestling Boosters	53.00
020092	C	06/07/2017	Shopko		Helping Hands	91.78
020093	C	06/07/2017	Tim Nekoliczak		Summer Wrestling	125.00
020094	C	06/14/2017	Johnny on the Spot		Elem. F.R.-Block Farms	55.00
020095	C	06/14/2017	Karie Hansmeier		Summer Wrestling	150.00
020096	C	06/14/2017	Life Touch		Elem. F.R.-Yearbooks	12.74
020097	C	06/14/2017	NE FFA Association		FFA	35.00
020098	C	06/14/2017	Riverside Public Schools		Girls Future B.Ball	150.00
020099	C	06/14/2017	Nick Miller		Girls Future B.Ball	122.20
020100	C	06/16/2017	Gothenburg Jr. Wrestling		Summer Wrestling	10,000.00
020101	C	06/19/2017	Roger Koehler		Boys Future B.Ball	1,143.00
020102	O	06/19/2017	Sidney Boys Basketball		Boys Future B.Ball	90.00
020103	C	06/19/2017	Tom Scott		Wrestling Boosters	777.60
020104	C	06/19/2017	York Boys Basketball		Boys Future B.Ball	500.00
020105	O	06/21/2017	AssetGenie, Inc.		Chromebook Repairs	349.65
020106	V	06/22/2017	David Taylor		Wrestling Boosters	0.00
020107	C	06/21/2017	Recognition Unlimited		Band	16.00
020108	O	06/26/2017	Joe Lazure		Wrestling Boosters	140.80
020109	C	06/26/2017	Lou's Sporting Goods		Summer V.Ball	71.91
020110	O	06/26/2017	Nate Kamrath		Wrestling Boosters	137.50
020111	C	06/26/2017	Nean's Creations		Wrestling Boosters	980.00
020112	O	06/26/2017	Nebraska School Activities		Athletic	1,110.00
020113	O	06/26/2017	Penny Zavichas		Girls Golf	130.00
020114	O	06/26/2017	Penny Zavichas		Girls Golf	130.00
020115	O	06/30/2017	Cash-Wa Disbributing		Candy	68.14
020116	O	06/30/2017	Dan Scherer		FFA	1,114.69
020117	O	06/30/2017	Hastings College Volleyball		Summer V.Ball	750.00
020118	O	06/30/2017	Hastings College Women's		Girls Future B.Ball	400.00
020119	O	06/30/2017	John Deere Financial		Athletic	4.98
020120	O	06/30/2017	Kearney Hub		Wrestling Boosters	302.00

ALL Data

## Check Summary Report

Arranged by:  
Check Number

Date: 06/01/2017 thru 06/30/2017

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
020121	O	06/30/2017	KollegeTown Sports		Girls Future B.Ball	196.54
020122	O	06/30/2017	Riddell/All American Sports		Athletic	338.95
020123	O	06/30/2017	US Bank		V.Ball/Wrest/Ath	5,624.25
020124	O	06/30/2017	Varsity Spirit Fashions		Cheerleaders	14,971.02
<b>Report Total:</b>						<b>58,288.53</b>

## Hot Lunch Fund

Gothenburg School District #20  
Gothenburg, Nebraska

June 30, 2017

	\$6,420.30	12715	6/16/2017	First State Bank	Labor
	\$8,090.87		6/16/2017	Payroll	Labor
	\$289.28	12716	6/30/2017	US Bank	Supplies
	\$67.46	12717	6/30/2017	Ecolab Pest Eliminator	Misc.
	\$36.36	12718	6/30/2017	Petersons Supermarket	Food
	\$19.96	12719	6/30/2017	Shopko	Supplies
	\$110.13	12720	6/30/2017	The Thompson Co.	Food
	<b>\$15,034.36</b>				
Balance					\$ 49,900.31
<u>Receipts</u>					
Maint/Repairs	\$			-	
Food Sales	\$			1,436.00	
Food	\$			-	
Milk	\$			-	
Ticket Sales	\$			272.25	
Supplies	\$			-	
Equip. Sales	\$			-	
Miscellaneous	\$			-	
Interest	\$			1.96	
Fed. Reimbursement	\$			-	
St. Reimbursement	\$			-	
<b>Total Receipts</b>	\$			1,710.21	\$ 1,710.21
					\$ 51,610.52
<u>Expenditures</u>					
Food	\$			146.49	
Freight on Food	\$			-	
Equipment	\$			-	
Frt. On Equipment	\$			-	
Supplies	\$			309.24	
Milk	\$			-	
Labor	\$			14,511.17	
Maint/Repairs	\$			-	
Miscellaneous	\$			67.46	
Food Storage	\$			-	
Meal Refunds	\$			-	
<b>Total Expenditures</b>	\$			15,034.36	\$ 15,034.36
Balance June 30, 2017					\$ 36,576.16

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

ACCOUNT:  
 DOCUMENTS:

PAGE: 1  
 100101 06/30/2017  
 84

TELEPHONE: 308-537-3684

A

SCHOOL DISTRICT 20  
 1322 AVENUE I  
 GOTHENBURG NE 69138

Effective July 1, 2017 the fee for daily item overdraft items will be \$30.00 for the first item and \$25.00 for any subsequent items.  
 Example: If two non-sufficient fund items present, the first item will be assessed a fee of \$30.00, the second item fee will be \$25.00.

PUBLIC FUNDS ACCOUNT 100101

		LAST STATEMENT 05/31/17	569,484.55
MINIMUM BALANCE	461,787.11	3 CREDITS	791,464.56
AVG AVAILABLE BALANCE	659,009.28	87 DEBITS	767,968.70*
AVERAGE BALANCE	659,009.28	THIS STATEMENT 06/30/17	592,980.41

DEPOSITS

REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT
06/16 6,420.30		

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
General Fund xfer - bills	06/16	131,697.94
General Fund xfer - payroll	06/16	653,346.32

CHECKS

CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
54812*06/27 61.59	55490 06/16 141.95	55501 06/16 280.00
55437*06/01 4,349.52	55491 06/14 3,006.36	55502 06/16 110.00
55475*06/01 37.93	55492 06/21 150.00	55503 06/15 75.80
55482 06/16 145.05	55493 06/19 238.96	55504 06/19 564.71
55483 06/16 23.95	55494 06/16 3,033.75	55505 06/16 4,798.57
55484 06/19 490.13	55495 06/19 49.50	55506 06/15 92.41
55485 06/16 2,826.66	55496 06/16 4,548.76	55507 06/16 1,712.89
55486 06/21 299.00	55497 06/16 25.90	55508 06/19 936.00
55487 06/20 192.51	55498 06/16 93.75	55509 06/27 573.99
55488 06/16 15,127.17	55499 06/20 322.30	55510 06/22 18.00
55489 06/22 61.87	55500 06/19 728.00	55511 06/16 177.25

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

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

ACCOUNT: 100101  
 DOCUMENTS: 84  
 PAGE: 2  
 06/30/2017

TELEPHONE: 308-537-3684

SCHOOL DISTRICT 20

PUBLIC FUNDS ACCOUNT 100101

CHECKS								
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
55512	06/19	1,452.12	55530	06/19	165.81	55549	06/22	4,850.16
55513	06/21	29.49	55531	06/15	572.50	55550	06/21	98,374.91
55514	06/15	1,649.98	55532	06/19	2,599.00	55551	06/21	6,591.77
55515	06/21	44.49	55533	06/21	1,914.00	55552	06/14	91,326.60
55516	06/15	398.75	55534	06/15	583.24	55553*	06/13	4,822.46
55517	06/26	341.70	55535	06/16	62.99	55555	06/26	287.76
55518	06/21	1,173.69	55536	06/15	366.49	55556	06/22	1,439.27
55519	06/20	7,129.10	55537	06/16	17,384.67	55557	06/28	9,083.33
55520*	06/16	60.75	55538	06/20	77.12	55558	06/20	1,356.26
55522	06/15	215.40	55539*	06/19	195.38	55559	06/21	43.80
55523	06/19	7,375.00	55541	06/16	265.54	55560	06/19	500.00
55524	06/16	95.00	55542*	06/20	171.60	55561	06/21	158.10
55525	06/27	86.10	55544	06/22	2,586.25	55562	06/21	371.25
55526	06/16	174.40	55545	06/16	130.60	55563	06/20	125.00
55527	06/16	5,370.99	55546	06/20	5,154.97	55564	06/23	75.00
55528	06/16	150.00	55547	06/19	136.51	55565	06/19	469.53
55529	06/12	200.00	55548	06/20	1,016.50			

(\*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS		
DESCRIPTION	DATE	AMOUNT
GOTH SCHOOLS DEBIT 1	06/20	3,061.67
Nebraska Revenue Neb Epay NB1DORXXXXX8788	06/20	14,893.03
IRS USATAXPYMT 220757193218010	06/20	111,905.57
GOTH SCHOOLS DEBIT 1	06/20	313,608.87

INTEREST

AVERAGE LEDGER BALANCE:	.00	INTEREST EARNED:	.00
INTEREST PAID THIS PERIOD:	.00	DAYS IN PERIOD:	
		ANNUAL PERCENTAGE YIELD EARNED:	.00%

DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06/01	565,097.10	06/16	1,196,511.08	06/23	603,414.88
06/12	564,897.10	06/19	1,180,610.43	06/26	602,785.42
06/13	560,074.64	06/20	721,595.93	06/27	602,063.74
06/14	465,741.68	06/21	612,445.43	06/28	592,980.41
06/15	461,787.11	06/22	603,489.88		

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
<b>FUND: 1</b>					
1-1100-100	Instructional Salaries	2,747,000.00	226,881.32	2,310,496.95	84.11
1-1100-200	Instructional Benefits	1,129,600.00	91,396.91	957,716.71	84.78
1-1100-400	Instructional Supplies	120,500.00	14,118.80	55,352.58	45.94
1-1100-500	Capital Outlay	92,500.00	43,919.90	64,799.67	70.05
1-1100-600	Other Expenditures	20,000.00	515.00	10,520.61	52.60
		<u>4,109,600.00</u>	<u>376,831.93</u>	<u>3,398,886.52</u>	<u>82.70</u>
1-1200-100	Special Education	494,250.00	34,777.32	425,037.15	86.00
1-1200-200	Special Education	224,450.00	13,316.66	155,966.79	69.49
1-1200-300	Spec. Ed. Purchased	125,000.00	693.00	79,776.81	63.82
1-1200-400	Special Education	3,500.00	106.94	3,661.10	104.60
1-1200-500	Spec. Ed. Capital Outlay	1,000.00	0.00	0.00	0.00
1-1200-600	Spec. Ed. Other	2,500.00	94.99	2,847.03	113.88
		<u>850,700.00</u>	<u>48,988.91</u>	<u>667,288.88</u>	<u>78.44</u>
1-1300-100	Other Special Salaries	6,000.00	567.00	5,670.00	94.50
1-1300-200	Other Special Benefits	1,000.00	98.22	982.28	98.23
		<u>7,000.00</u>	<u>665.22</u>	<u>6,652.28</u>	<u>95.03</u>
1-1400-100	Vocational Salaries	383,000.00	30,950.00	313,910.00	81.96
1-1400-200	Vocational Benefits	154,350.00	11,929.82	128,733.33	83.40
1-1400-400	Vocational Supplies	24,500.00	590.35	28,305.47	115.53
1-1400-500	Vocational Capital	7,000.00	0.00	900.00	12.86
1-1400-600	Vocational Other	8,500.00	0.00	5,628.78	66.22
		<u>577,350.00</u>	<u>43,470.17</u>	<u>477,477.58</u>	<u>82.70</u>
1-2100-100	Pupil Support Salaries	563,500.00	48,275.93	523,905.12	92.97
1-2100-200	Pupil Support Benefits	164,500.00	18,640.11	195,975.06	119.13
1-2100-300	Pupil Supp. Purchased	500.00	0.00	805.00	161.00
1-2100-400	Pupil Support Supplies	29,500.00	62.01	856.27	2.90
1-2100-600	Pupil Support Other	1,000.00	0.00	418.72	41.87
		<u>759,000.00</u>	<u>66,978.05</u>	<u>721,960.17</u>	<u>95.11</u>
1-2200-100	Inst. Support Salaries	93,000.00	7,660.14	73,642.11	79.19
1-2200-200	Inst. Support Benefits	34,200.00	2,499.11	27,070.74	79.15
1-2200-300	Inst. Supp. Purchased	3,000.00	0.00	3,085.00	102.83
1-2200-400	Inst. Support Supplies	8,250.00	0.00	7,566.45	91.71
1-2200-500	Inst. Support Capital	1,000.00	0.00	0.00	0.00
1-2200-600	Inst. Support Other	1,360.00	0.00	1,437.34	105.69
		<u>140,810.00</u>	<u>10,159.25</u>	<u>112,801.64</u>	<u>80.10</u>
1-2300-100	General Adm. Salaries	188,225.00	15,890.71	161,616.94	85.86
1-2300-200	General Adm. Benefits	39,400.00	2,785.11	27,966.83	70.98
1-2300-300	Gen. Adm. Purchased	51,900.00	0.00	17,580.75	33.87
1-2300-400	General Adm. Supplies	6,000.00	613.77	6,268.69	104.48
1-2300-500	Gen. Adm. Capital	500.00	0.00	395.00	79.00
1-2300-600	General Adm. Other	22,000.00	515.00	22,956.32	104.35
		<u>308,025.00</u>	<u>19,804.59</u>	<u>236,784.53</u>	<u>76.87</u>
1-2400-100	School Adm. Salaries	343,000.00	27,763.10	284,769.61	83.02
1-2400-200	School Adm. Benefits	91,900.00	7,923.59	79,407.65	86.41
1-2400-400	School Adm. Supplies	3,000.00	43.82	3,230.47	107.68

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
1-2400-500	School Adm. Capital	1,000.00	0.00	0.00	0.00
1-2400-600	School Adm. Other	11,000.00	0.00	3,236.27	29.42
		<u>449,900.00</u>	<u>35,730.51</u>	<u>370,644.00</u>	<u>82.38</u>
1-2500-100	Business Support	46,250.00	3,940.00	39,142.00	84.63
1-2500-200	Business Support	21,200.00	1,857.91	18,533.86	87.42
1-2500-300	Bus.support Purchased	41,000.00	1,953.11	28,490.79	69.49
1-2500-600	Business Support Other	6,000.00	73.60	794.20	13.24
		<u>114,450.00</u>	<u>7,824.62</u>	<u>86,960.85</u>	<u>75.98</u>
1-2600-100	Bldg. & Grounds	312,000.00	21,193.01	228,876.67	73.36
1-2600-200	Bldg. & Grounds	118,150.00	9,413.79	110,280.41	93.34
1-2600-300	Bldg. & Grounds Pur.	208,000.00	657.21	167,409.31	80.49
1-2600-400	Bldg. & Grounds	45,000.00	922.17	42,025.69	93.39
1-2600-500	Bldg. & Grounds Cap.	140,000.00	79,572.44	237,475.29	169.63
1-2600-600	Bldg. & Grounds Other	77,750.00	293.07	16,418.50	21.12
		<u>900,900.00</u>	<u>112,051.69</u>	<u>802,485.87</u>	<u>89.07</u>
1-2700-100	Pupil Transportation	82,000.00	4,452.95	81,802.80	99.76
1-2700-200	Pupil Transportation	35,000.00	2,667.62	36,228.56	103.51
1-2700-300	Pupil Trans. Pur.	106,500.00	2,951.31	77,936.22	73.18
1-2700-500	Pupil Trans. Capital	40,000.00	0.00	0.00	0.00
1-2700-600	Pupil Trans. Other	23,000.00	110.00	2,209.14	9.60
		<u>286,500.00</u>	<u>10,181.88</u>	<u>198,176.72</u>	<u>69.17</u>
1-4200-100	Chapter I Salaries	65,000.00	9,371.00	81,773.00	125.80
1-4200-200	Chapter I Benefits	28,900.00	2,769.39	25,630.80	88.69
		<u>93,900.00</u>	<u>12,140.39</u>	<u>107,403.80</u>	<u>114.38</u>
1-4700-400	Carl Perkins Grant	1,000.00	0.00	1,000.00	100.00
		<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>100.00</u>
1-8000-700	Transfers	50,000.00	0.00	0.00	0.00
		<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FUND: 1</b>		<u>8,649,135.00</u>	<u>744,827.21</u>	<u>7,188,522.84</u>	<u>83.11</u>
		<u>8,649,135.00</u>	<u>744,827.21</u>	<u>7,188,522.84</u>	<u>83.11</u>

# Summary Statement of Receipts

Account	Description	Total Budget (Pub) + Adj.	Receipts	Receipts	Balance (Pub)	Percentage (%)
<b>FUND: 1</b>						
1-1110	Local District Taxes	8,050,000.00	1,104,751.00	7,719,599.56	330,400.44	95.90
1-1125	Motor Vehicle Taxes	420,000.00	29,895.22	372,070.39	47,929.61	88.59
1-1210	Tuition-general District	6,000.00	0.00	0.00	6,000.00	0.00
1-1220	Tuition-Individual	0.00	1,000.00	1,500.00	-1,500.00	0.00
1-1410	Interest	10,000.00	1,122.40	11,724.95	-1,724.95	117.25
1-1610	Local Licenses	2,500.00	0.00	2,640.00	-140.00	105.60
1-1990	Other Local Receipts	1,500.00	0.00	0.00	1,500.00	0.00
1-1910	Rental And Sale Of Junk	1,500.00	0.00	755.00	745.00	50.33
		<u>8,491,500.00</u>	<u>1,136,768.62</u>	<u>8,108,289.90</u>	<u>383,210.10</u>	<u>95.48</u>
1-2110	County Fines & Fees	60,000.00	256.81	60,071.97	-71.97	100.12
1-2120	Local Fines	500.00	25.00	325.00	175.00	65.00
		<u>60,500.00</u>	<u>281.81</u>	<u>60,396.97</u>	<u>103.03</u>	<u>99.82</u>
1-3130	Homestead Ppt	70,000.00	16,989.97	67,959.88	2,040.12	97.09
1-3180	Pro-rata Motor Vehicle	25,000.00	0.00	15,784.69	9,215.31	63.14
1-3110	State Aid	613,405.00	61,310.19	613,405.00	0.00	100.00
1-3120	Special Education	385,000.00	72,246.00	448,178.00	-63,178.00	116.41
1-3125	Spec. Ed. Trans.-school	0.00	0.00	6,356.00	-6,356.00	0.00
1-3135	High Ability Learners	8,500.00	0.00	8,623.00	-123.00	101.45
1-3200	State Apportionment	135,000.00	0.00	124,832.97	10,167.03	92.47
1-3512	Dist. Ed. Incentive	1,000.00	0.00	0.00	1,000.00	0.00
1-3540	Pre School Grant	0.00	0.00	21,807.00	-21,807.00	0.00
		<u>1,237,905.00</u>	<u>150,546.16</u>	<u>1,306,946.54</u>	<u>-69,041.54</u>	<u>105.57</u>
1-4200	Title I Pt. A-LEA	120,000.00	0.00	0.00	120,000.00	0.00
1-4210	IDEA-Accountability	0.00	0.00	16,275.00	-16,275.00	0.00
1-4310	Title II Pt. A-Teacher	27,000.00	25,549.00	25,549.00	1,451.00	94.63
1-4410	IDEA	120,000.00	0.00	19,007.00	100,993.00	15.84
1-4450	Mips	0.00	0.00	701.87	-701.87	0.00
1-4404	IDEA Base	50,000.00	0.00	12,116.00	37,884.00	24.23
1-4455	MAAPS-Medicaid	18,000.00	2,903.05	20,025.51	-2,025.51	111.25
1-4406	SPED IDEA	4,500.00	0.00	1,101.00	3,399.00	24.47
1-4412	IDEA-Non Public	0.00	0.00	1,624.00	-1,624.00	0.00
1-4700	Carl Perkins Grant	1,000.00	0.00	1,000.00	0.00	100.00
1-4990	Other Federal Sources	5,000.00	0.00	0.00	5,000.00	0.00
		<u>345,500.00</u>	<u>28,452.05</u>	<u>97,399.38</u>	<u>248,100.62</u>	<u>28.19</u>
1-5300	Insurance Adjustments	2,000.00	0.00	0.00	2,000.00	0.00
1-5690	Other Non-revenue	9,000.00	8,079.12	8,408.62	591.38	93.43
		<u>11,000.00</u>	<u>8,079.12</u>	<u>8,408.62</u>	<u>2,591.38</u>	<u>76.44</u>
<b>FUND: 1</b>		<u>10,146,405.00</u>	<u>1,324,127.76</u>	<u>9,581,441.41</u>	<u>564,963.59</u>	<u>94.43</u>
		<u>10,146,405.00</u>	<u>1,324,127.76</u>	<u>9,581,441.41</u>	<u>564,963.59</u>	<u>94.43</u>

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>1</b>	<b>GENERAL FUND</b>						
1-1100-110-1	Teachers Salaries Elementary	1,405,000.00	120,180.32	1,206,895.76	0.00	198,104.24	14.10
1-1100-110-2	Teachers Salaries Secondary	1,220,000.00	100,798.00	1,008,362.44	0.00	211,637.56	17.34
1-1100-112-1	High Ability Learner	22,000.00	1,824.00	18,240.00	0.00	3,760.00	17.09
1-1100-120-1	Sub Salaries Elementary	40,000.00	2,549.50	41,411.50	0.00	-1,411.50	-3.52
1-1100-120-2	Sub Salaries Secondary	40,000.00	1,529.50	35,587.25	0.00	4,412.75	11.03
1-1100-140-1	Aides & Supervisory-elem.	10,000.00	0.00	0.00	0.00	10,000.00	100.00
1-1100-140-2	Aide-secondary	10,000.00	0.00	0.00	0.00	10,000.00	100.00
1-1100-142-1	Para Subs	0.00	0.00	1,272.50	0.00	-1,272.50	0.00
1-1100-142-2	Para Subs	0.00	175.00	4,027.50	0.00	-4,027.50	0.00
1-1100-210-1	Fica-elementary	111,000.00	9,111.58	92,854.43	0.00	18,145.57	16.34
1-1100-210-2	Fica-secondary	96,400.00	7,545.99	77,221.37	0.00	19,178.63	19.89
1-1100-212-1	Social Secirity -high Ability	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-220-1	Retirement-elementary	145,200.00	12,057.69	121,403.52	0.00	23,796.48	16.38
1-1100-220-2	Retirement-secondary	122,000.00	9,978.05	100,113.94	0.00	21,886.06	17.93
1-1100-222-1	Retirement-high Ability Learn	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-230-1	Health Insurance-elementary	380,000.00	33,353.91	351,250.16	0.00	28,749.84	7.56
1-1100-230-2	Health Insurance-secondary	275,000.00	19,323.14	214,607.79	0.00	60,392.21	21.96
1-1100-232-1	Health Insurance-high Ability	0.00	26.55	265.50	0.00	-265.50	0.00
1-1100-240-1	Workmans Comp.-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-240-2	Workmans Comp.-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-283-1	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-292-1	Other Benefits-high Ability	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-318-0	Purchased Services-High Ability	60,000.00	12,022.41	29,696.68	0.00	30,303.32	50.50

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1100-318-1	Purchased Services	25,000.00	5.00	23,333.80	0.00	1,666.20	6.66
1-1100-318-2	Purchased Services	20,000.00	1,337.00	10,446.17	0.00	9,553.83	47.76
1-1100-365-0	Tuition Paid to Other Dists.	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-410-0	Supply Reserve	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-410-1	Teaching Supplies-elementary	40,000.00	9,670.52	14,890.45	0.00	25,109.55	62.77
1-1100-410-2	Teaching Supplies-secondary	40,000.00	100.74	24,880.11	0.00	15,119.89	37.79
1-1100-420-1	Textbooks-elementary	15,000.00	4,080.87	5,160.45	0.00	9,839.55	65.59
1-1100-420-2	Textbooks-secondary	15,000.00	266.67	1,562.51	0.00	13,437.49	89.58
1-1100-450-1	A V Materials-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-450-2	A V Materials-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-0	Furn/equipment-general	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-1	Furn/equipment-elementary	5,000.00	0.00	2,425.28	0.00	2,574.72	51.49
1-1100-530-2	Furn/equipment-secondary	5,000.00	0.00	418.72	0.00	4,581.28	91.62
1-1100-531-1	Equipment Repair-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-531-2	Equipment Repair-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-532-0	Copier Lease/Purchase	42,000.00	1,712.89	31,472.92	0.00	10,527.08	25.06
1-1100-560-2	Computer Hardware	75,000.00	43,919.90	61,955.67	0.00	13,044.33	17.39
1-1100-561-0	E-Rate Dist. Portion	0.00	0.00	500.00	0.00	-500.00	0.00
1-1100-670-1	Travel-elementary	2,000.00	0.00	139.00	0.00	1,861.00	93.05
1-1100-670-2	Travel-secondary	2,000.00	0.00	2,452.25	0.00	-452.25	-22.61
1-1100-690-1	Other Misc. Expense-elem.	5,000.00	0.00	413.75	0.00	4,586.25	91.72
1-1100-690-2	Other Misc. Expense-sec.	10,000.00	125.00	5,671.61	0.00	4,328.39	43.28
1-1100-692-1	Other Misc. High Ability Lear	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1160-110-1	Poverty Salaries	262,000.00	13,297.80	145,191.40	0.00	116,808.60	44.58
1-1160-120-1	Poverty Subs	7,500.00	0.00	0.00	0.00	7,500.00	100.00
1-1160-140-1	Poverty Para	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-210-1	Poverty FICA	20,600.00	997.39	10,910.98	0.00	9,689.02	47.03
1-1160-220-1	Poverty Retirement	26,200.00	1,313.55	14,341.82	0.00	11,858.18	45.26
1-1160-230-1	Poverty Health	68,000.00	4,184.47	43,728.86	0.00	24,271.14	35.69
1-1160-410-1	Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-420-1	Poverty Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-530-1	Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-560-1	Poverty Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-670-1	Poverty Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-690-1	Poverty Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-318-2	Vocal	4,500.00	0.00	3,769.31	0.00	730.69	16.23
1-1180-410-1	Vocal Supplies-elementary	500.00	0.00	31.78	0.00	468.22	93.64
1-1180-410-2	Vocal Supplies-secondary	5,000.00	0.00	1,481.11	0.00	3,518.89	70.37
1-1180-530-1	Vocal Equipment-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-530-2	Vocal Equipment-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-690-1	Vocal Other-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-690-2	Vocal Other-secondary	500.00	0.00	559.00	0.00	-59.00	-11.80
1-1181-318-1	Instrumental Purchased Service	500.00	0.00	99.95	0.00	400.05	80.01
1-1181-318-2	Purchased Services	1,250.00	0.00	962.00	0.00	288.00	23.04
1-1181-410-1	Elem. Band Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-410-2	Instrumental Music Supplies	5,000.00	0.00	7,346.17	0.00	-2,346.17	-46.92

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1181-530-2	Instrumental Music Equipment	7,500.00	0.00	0.00	0.00	7,500.00	100.00
1-1181-690-2	Instrumental Music Other	500.00	390.00	1,285.00	0.00	-785.00	-157.00
1-1201-319-0	Occupational Therapy (OPPT)	36,000.00	693.00	26,813.78	0.00	9,186.22	25.51
1-1210-390-0	Hearing Conservation	29,000.00	0.00	2,239.75	0.00	26,760.25	92.27
1-1212-110-0	Sped Dir. Salary	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-140-0	Sped Dir. Secretary Salary	16,000.00	663.32	7,200.95	0.00	8,799.05	54.99
1-1212-210-0	Fica	1,200.00	47.82	524.01	0.00	675.99	56.33
1-1212-220-0	Retirement	1,600.00	65.52	711.28	0.00	888.72	55.54
1-1212-230-0	Health Insurance	3,500.00	6.14	341.83	0.00	3,158.17	90.23
1-1212-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-318-0	Vocational Adjustment Co-op	12,500.00	0.00	11,175.15	0.00	1,324.85	10.59
1-1212-319-0	Inservice	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-670-0	Travel	0.00	0.00	325.98	0.00	-325.98	0.00
1-1212-690-0	Other Misc. Expense	0.00	0.00	177.07	0.00	-177.07	0.00
1-1214-110-0	Psychologist Salary	65,000.00	5,392.00	53,920.00	0.00	11,080.00	17.04
1-1214-140-0	Psych Clerical	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-210-0	Fica	5,000.00	407.41	4,074.10	0.00	925.90	18.51
1-1214-220-0	Retirement	6,400.00	532.61	5,326.10	0.00	1,073.90	16.77
1-1214-230-0	Health Insurance	17,600.00	1,149.63	11,496.30	0.00	6,103.70	34.68
1-1214-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-313-0	In-service	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-319-0	Diagnostic Charges	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-410-0	Supplies	500.00	0.00	1,061.18	0.00	-561.18	-112.23

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1216-110-0	Speech Thearpy Salary	60,000.00	5,017.00	50,565.00	0.00	9,435.00	15.72
1-1216-120-0	Substitute Speech Therapy	1,250.00	0.00	735.00	0.00	515.00	41.20
1-1216-140-0	Salary-aid	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-210-0	Fica	4,600.00	371.47	3,801.41	0.00	798.59	17.36
1-1216-220-0	Retirement	6,000.00	495.57	4,994.72	0.00	1,005.28	16.75
1-1216-230-0	Health Insurance	11,600.00	782.56	9,491.81	0.00	2,108.19	18.17
1-1216-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-313-1	Speech Therapy	500.00	0.00	0.00	0.00	500.00	100.00
1-1216-313-2	Speech Therapy	0.00	0.00	2,544.00	0.00	-2,544.00	0.00
1-1216-410-0	Supplies	500.00	85.29	746.79	0.00	-246.79	-49.35
1-1216-530-0	Furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-670-0	Travel	500.00	7.02	436.51	0.00	63.49	12.69
1-1221-110-1	Sped Sal.	62,000.00	5,155.00	51,418.75	0.00	10,581.25	17.06
1-1221-110-2	Sped Sal.-sec.	151,000.00	12,268.70	124,272.45	0.00	26,727.55	17.70
1-1221-120-1	Sub-salaries Elem	2,500.00	0.00	2,598.75	0.00	-98.75	-3.95
1-1221-120-2	Sub-salaries Sec	6,000.00	0.00	3,692.50	0.00	2,307.50	38.45
1-1221-140-1	Aide	100,000.00	4,895.63	99,738.03	0.00	261.97	0.26
1-1221-140-2	Aide	30,000.00	1,385.67	28,351.72	0.00	1,648.28	5.49
1-1221-210-1	Fica	13,700.00	643.96	10,225.70	0.00	3,474.30	25.35
1-1221-210-2	Fica	14,300.00	1,013.39	11,163.11	0.00	3,136.89	21.93
1-1221-220-1	Retirement	17,700.00	992.77	14,939.73	0.00	2,760.27	15.59
1-1221-220-2	Retirement	18,000.00	1,348.75	15,075.86	0.00	2,924.14	16.24
1-1221-230-1	Health Insurance	65,000.00	3,558.57	38,530.78	0.00	26,469.22	40.72

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1221-230-2	Health Insurance	33,000.00	1,900.49	20,414.85	0.00	12,585.15	38.13
1-1221-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-319-1	In-service	2,250.00	0.00	2,429.20	0.00	-179.20	-7.96
1-1221-319-2	In-service	3,000.00	0.00	2,426.00	0.00	574.00	19.13
1-1221-327-2	Sped Lease-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-410-1	Teaching Supplies	1,000.00	21.65	1,641.89	0.00	-641.89	-64.18
1-1221-410-2	Teaching Supplies	1,500.00	0.00	211.24	0.00	1,288.76	85.91
1-1221-420-1	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-420-2	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-530-1	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00
1-1221-530-2	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00
1-1221-670-1	Travel-elementary	1,000.00	87.97	1,907.47	0.00	-907.47	-90.74
1-1221-670-2	Travel-secondary	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-1221-690-2	SPED Other	0.00	445.00	1,770.00	0.00	-1,770.00	0.00
1-1232-313-0	Occupational Therapy	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-318-0	SPED Purchsed Services (SRS)	0.00	0.00	1,857.91	0.00	-1,857.91	0.00
1-1232-363-1	Sped Tuition-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-363-2	Sped Tuition-secondary	60,000.00	0.00	50,723.28	0.00	9,276.72	15.46
1-1330-110-2	Drivers Education Salary	6,000.00	567.00	5,670.00	0.00	330.00	5.50
1-1330-210-2	Fica	500.00	42.21	422.18	0.00	77.82	15.56
1-1330-220-2	Retirement	500.00	56.01	560.10	0.00	-60.10	-12.02
1-1330-336-2	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1330-337-2	Tires & Parts	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-420-2	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-110-2	Ind.Tech. Sal.	60,000.00	5,017.00	50,170.00	0.00	9,830.00	16.38
1-1400-120-2	Sub. Salaries	7,500.00	0.00	1,706.25	0.00	5,793.75	77.25
1-1400-210-2	Fica	5,200.00	373.87	3,869.21	0.00	1,330.79	25.59
1-1400-220-2	Retirement	6,000.00	495.57	4,955.70	0.00	1,044.30	17.40
1-1400-230-2	Health Insurance	13,200.00	1,135.37	11,353.70	0.00	1,846.30	13.98
1-1400-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-318-2	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-410-2	Industrial Arts Supplies	10,000.00	34.00	17,352.87	0.00	-7,352.87	-73.52
1-1400-420-2	Industrial Arts Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-530-2	Industrial Arts Equipment	3,500.00	0.00	0.00	0.00	3,500.00	100.00
1-1400-531-2	Industrial Arts Equip. Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-670-2	Industrial Arts Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-690-2	Industrial Arts Other	500.00	0.00	0.00	0.00	500.00	100.00
1-1450-110-2	Vo. Ag. Salaries	114,000.00	9,452.00	94,520.00	0.00	19,480.00	17.08
1-1450-120-2	Sub. Salaries	5,000.00	157.50	4,042.50	0.00	957.50	19.15
1-1450-210-2	Fica	9,200.00	735.13	7,540.04	0.00	1,659.96	18.04
1-1450-220-2	Retirement	11,400.00	933.64	9,336.43	0.00	2,063.57	18.10
1-1450-230-2	Health Insurance	26,700.00	2,279.26	27,410.02	0.00	-710.02	-2.65
1-1450-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-318-2	Voc Ag Purchased Services	750.00	1,209.00	2,355.52	0.00	-1,605.52	-214.06

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1450-410-2	Vocational Ag Supplies	12,500.00	556.35	8,403.97	0.00	4,096.03	32.76
1-1450-420-2	Vocational Ag Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-530-2	Vocational Ag Equipment	3,500.00	0.00	0.00	0.00	3,500.00	100.00
1-1450-531-2	Vocational Ag Equip Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-670-2	Vocational Ag Travel	7,500.00	0.00	5,449.03	0.00	2,050.97	27.34
1-1450-690-2	Vocational Ag Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-110-2	Home Ec. Salaries	63,000.00	5,277.00	52,770.00	0.00	10,230.00	16.23
1-1460-120-2	Sub. Salaries	1,000.00	157.50	1,391.25	0.00	-391.25	-39.12
1-1460-210-2	Fica	4,900.00	411.31	4,099.12	0.00	800.88	16.34
1-1460-220-2	Retirement	6,300.00	521.25	5,212.50	0.00	1,087.50	17.26
1-1460-230-2	Health Insurance	13,250.00	1,125.11	11,233.22	0.00	2,016.78	15.22
1-1460-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-318-2	Purchased Services	500.00	300.00	610.00	0.00	-110.00	-22.00
1-1460-410-2	Home Economics Supplies	500.00	0.00	1,867.27	0.00	-1,367.27	-273.45
1-1460-420-2	Home Economics Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-530-2	Home Economics Equipment	0.00	0.00	900.00	0.00	-900.00	0.00
1-1460-531-2	Home Ec.equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-670-2	Home Economics Travel	0.00	0.00	3.75	0.00	-3.75	0.00
1-1460-690-2	Home Economics Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-110-2	Bus Ed Sal.	130,000.00	10,784.00	107,840.00	0.00	22,160.00	17.04
1-1480-120-2	Sub. Salaries	2,500.00	105.00	1,470.00	0.00	1,030.00	41.20
1-1480-210-2	Fica	10,200.00	781.27	7,844.74	0.00	2,355.26	23.09
1-1480-220-2	Retirement	13,000.00	1,065.22	10,652.20	0.00	2,347.80	18.06

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1480-230-2	Health Insurance	35,000.00	2,072.82	25,226.45	0.00	9,773.55	27.92
1-1480-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-318-2	Purchased Services	500.00	300.00	600.00	0.00	-100.00	-20.00
1-1480-410-2	Business Education Supplies	1,500.00	0.00	681.36	0.00	818.64	54.57
1-1480-420-2	Business Education Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-530-2	Business Education Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-531-2	Business Ed. Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-670-2	Business Education Travel	250.00	0.00	176.00	0.00	74.00	29.60
1-1480-690-2	Business Education Other	250.00	0.00	0.00	0.00	250.00	100.00
1-1490-120-2	Revisions-Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-210-2	Revisions-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-220-2	Revisions-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-230-2	Revisions-Health Ins.	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-318-2	Revisions-Purchased Service	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-410-2	Revisions-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-670-2	Revisions-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-690-2	Revisions-Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-110-1	Salaries-Guidance	61,000.00	57.50	5.00	0.00	60,995.00	99.99
1-2120-110-2	Salaries-guidance	132,000.00	16,032.00	160,320.00	0.00	-28,320.00	-21.45
1-2120-210-1	Guidance-FICA	4,700.00	4.36	0.39	0.00	4,699.61	99.99
1-2120-210-2	Fica	10,000.00	1,187.17	11,871.30	0.00	-1,871.30	-18.71
1-2120-220-1	Guidance-Retirement	6,100.00	5.68	0.49	0.00	6,099.51	99.99
1-2120-220-2	Retirement	13,200.00	1,583.61	15,836.19	0.00	-2,636.19	-19.97

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2120-230-1	Guidance-Health	6,400.00	6.33	0.43	0.00	6,399.57	99.99
1-2120-230-2	Health Insurance	27,000.00	3,444.16	34,504.47	0.00	-7,504.47	-27.79
1-2120-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-318-1	Guidance Purchased Services	1,000.00	75.00	294.99	0.00	705.01	70.50
1-2120-318-2	Purchased Services	2,000.00	0.00	2,826.00	0.00	-826.00	-41.30
1-2120-410-1	Supplies	1,500.00	62.01	499.82	0.00	1,000.18	66.67
1-2120-410-2	Supplies	1,500.00	0.00	16.65	0.00	1,483.35	98.89
1-2120-530-2	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-670-1	Guidance-Travel	500.00	0.00	291.49	0.00	208.51	41.70
1-2120-670-2	Travel Expense	500.00	0.00	418.72	0.00	81.28	16.25
1-2120-690-1	Guidance Other-Elementary	500.00	0.00	175.00	0.00	325.00	65.00
1-2120-690-2	Other Expense	500.00	0.00	0.00	0.00	500.00	100.00
1-2130-140-0	Nurse Salary	41,500.00	3,458.00	34,280.00	0.00	7,220.00	17.39
1-2130-210-0	Fica	3,200.00	264.54	2,622.45	0.00	577.55	18.04
1-2130-220-0	Retirement	4,100.00	341.57	3,386.07	0.00	713.93	17.41
1-2130-230-0	Health Insurance	17,500.00	1,534.57	15,345.70	0.00	2,154.30	12.31
1-2130-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2130-318-0	Purchased Services	250.00	0.00	1,275.00	0.00	-1,025.00	-410.00
1-2130-410-0	Supplies	1,500.00	0.00	339.80	0.00	1,160.20	77.34
1-2130-690-0	Nurse-Other	500.00	0.00	0.00	0.00	500.00	100.00
1-2150-319-0	Safe & Secure Purchased Servi	500.00	0.00	805.00	0.00	-305.00	-61.00
1-2150-410-0	Safe & Secure Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-530-0	Safe & Secure Equipment	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2150-690-0	Safe & Secure Other Exp.	0.00	0.00	0.00	0.00	0.00	0.00
1-2190-110-2	Activities Salaries	370,000.00	27,071.00	306,006.00	0.00	63,994.00	17.29
1-2190-120-2	Activities Sub Salaries	12,000.00	1,050.00	16,086.25	0.00	-4,086.25	-34.05
1-2190-140-2	Clerical Aide	8,000.00	664.93	7,212.87	0.00	787.13	9.83
1-2190-210-2	Fica	30,000.00	2,128.14	24,472.82	0.00	5,527.18	18.42
1-2190-220-2	Retirement	38,500.00	2,739.69	27,499.21	0.00	11,000.79	28.57
1-2190-230-2	Health Insurance	21,000.00	5,416.66	60,436.85	0.00	-39,436.85	-187.79
1-2190-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2190-318-2	Activity-Purchased Services	2,500.00	0.00	0.00	0.00	2,500.00	100.00
1-2190-410-2	Supplies	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-2212-313-1	Staff Development	1,500.00	0.00	1,248.00	0.00	252.00	16.80
1-2212-313-2	Staff Development	1,500.00	0.00	1,837.00	0.00	-337.00	-22.46
1-2222-110-0	Technology -Salary	65,000.00	5,596.00	55,558.00	0.00	9,442.00	14.52
1-2222-110-1	Salary-library	22,000.00	1,824.00	18,240.00	0.00	3,760.00	17.09
1-2222-110-2	Salary-library	65,000.00	5,562.00	55,127.97	0.00	9,872.03	15.18
1-2222-140-0	Technology Aid-Salary	24,000.00	1,640.00	22,404.00	0.00	1,596.00	6.65
1-2222-140-1	Teacher Aide	4,000.00	0.00	0.00	0.00	4,000.00	100.00
1-2222-140-2	Teacher Aide	2,000.00	274.14	274.14	0.00	1,725.86	86.29
1-2222-210-0	Technology-FICA	1,800.00	547.32	5,901.75	0.00	-4,101.75	-227.87
1-2222-210-1	Fica	2,000.00	136.62	1,366.20	0.00	633.80	31.69
1-2222-210-2	Fica	5,100.00	417.80	3,972.74	0.00	1,127.26	22.10
1-2222-220-0	Technology-Retirement	2,400.00	714.76	7,700.91	0.00	-5,300.91	-220.87
1-2222-220-1	Retirement	2,600.00	180.17	1,801.70	0.00	798.30	30.70

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2222-220-2	Retirement	6,700.00	576.48	5,472.48	0.00	1,227.52	18.32
1-2222-230-0	Technology-Health	15,500.00	26.55	265.50	0.00	15,234.50	98.28
1-2222-230-1	Health Insurance	300.00	0.00	0.00	0.00	300.00	100.00
1-2222-230-2	Health Insurance	17,500.00	1,188.04	14,457.62	0.00	3,042.38	17.38
1-2222-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-318-1	Purchased Services	500.00	0.00	500.00	0.00	0.00	0.00
1-2222-318-2	Purchased Service	7,000.00	0.00	3,091.83	0.00	3,908.17	55.83
1-2222-410-1	Supplies	1,500.00	0.00	1,838.61	0.00	-338.61	-22.57
1-2222-410-2	Supplies	1,000.00	0.00	607.51	0.00	392.49	39.24
1-2222-430-1	Books	2,500.00	0.00	2,862.54	0.00	-362.54	-14.50
1-2222-430-2	Books	2,500.00	0.00	1,970.49	0.00	529.51	21.18
1-2222-440-1	Periodicals	0.00	0.00	31.95	0.00	-31.95	0.00
1-2222-440-2	Periodicals	750.00	0.00	255.35	0.00	494.65	65.95
1-2222-530-1	Elem Library Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-530-2	H.s. Media Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-670-1	Library Travel	110.00	0.00	544.92	0.00	-434.92	-395.38
1-2222-670-2	Library Travel	250.00	0.00	892.42	0.00	-642.42	-256.96
1-2222-690-1	Library Other	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-690-2	Library Other	500.00	0.00	0.00	0.00	500.00	100.00
1-2223-318-1	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-2	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2223-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-1	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-2	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2310-315-0	Audit	5,900.00	0.00	5,875.00	0.00	25.00	0.42
1-2310-317-0	Legal Services	5,000.00	0.00	3,569.12	0.00	1,430.88	28.61
1-2310-341-0	Liability Insurance	35,000.00	0.00	2,655.00	0.00	32,345.00	92.41
1-2310-350-0	Advertising/printing	6,000.00	0.00	5,481.63	0.00	518.37	8.63
1-2310-630-0	Dues & Fees	8,000.00	0.00	6,116.00	0.00	1,884.00	23.55
1-2310-641-0	Workers Comp Pool	60,000.00	0.00	-4,014.00	0.00	64,014.00	106.69
1-2310-670-0	Travel Expense	2,500.00	0.00	1,639.63	0.00	860.37	34.41
1-2310-690-0	Other Expense	500.00	0.00	384.07	0.00	115.93	23.18
1-2320-110-0	Salary-administrative Staff	172,225.00	14,352.08	143,520.80	0.00	28,704.20	16.66
1-2320-140-0	Salary-clerical Ass't.	16,000.00	1,538.63	18,096.14	0.00	-2,096.14	-13.10
1-2320-210-0	Fica	14,400.00	1,201.21	9,029.10	0.00	5,370.90	37.29
1-2320-220-0	Retirement	18,200.00	1,569.65	15,964.20	0.00	2,235.80	12.28
1-2320-230-0	Health Insurance	6,800.00	14.25	2,973.53	0.00	3,826.47	56.27
1-2320-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-410-0	Office Supplies	6,000.00	613.77	6,268.69	0.00	-268.69	-4.47
1-2320-411-0	Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-530-0	Furn./equipment	500.00	0.00	395.00	0.00	105.00	21.00
1-2320-630-0	Dues & Fees	2,500.00	0.00	6,846.10	0.00	-4,346.10	-173.84
1-2320-670-0	Travel Expense	3,500.00	0.00	2,685.29	0.00	814.71	23.27
1-2320-690-0	Other Expense	5,000.00	515.00	5,285.23	0.00	-285.23	-5.70

# Monthly Expense Report

ALL Data

Date Range: YTD thru 06/30/2017

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2410-110-1	Salaries	185,000.00	15,399.00	153,990.00	0.00	31,010.00	16.76
1-2410-110-2	Salaries	110,000.00	9,114.00	90,982.50	0.00	19,017.50	17.28
1-2410-140-1	Clerical Salaries	28,000.00	1,634.75	20,209.31	0.00	7,790.69	27.82
1-2410-140-2	Clerical Salaries	20,000.00	1,615.35	19,587.80	0.00	412.20	2.06
1-2410-210-1	Fica	16,300.00	1,236.73	12,626.09	0.00	3,673.91	22.53
1-2410-210-2	Fica	10,000.00	809.43	8,345.15	0.00	1,654.85	16.54
1-2410-220-1	Retirement	21,300.00	1,682.57	17,207.12	0.00	4,092.88	19.21
1-2410-220-2	Retirement	13,000.00	1,059.82	10,921.94	0.00	2,078.06	15.98
1-2410-230-1	Health Insurance	24,500.00	2,573.69	24,693.85	0.00	-193.85	-0.79
1-2410-230-2	Health Insurance	6,800.00	561.35	5,613.50	0.00	1,186.50	17.44
1-2410-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-318-1	Purchased Services	750.00	0.00	35.00	0.00	715.00	95.33
1-2410-318-2	Purchased Services	3,500.00	0.00	5,027.15	0.00	-1,527.15	-43.63
1-2410-410-1	Supplies	1,500.00	43.82	876.31	0.00	623.69	41.57
1-2410-410-2	Supplies	1,500.00	0.00	2,354.16	0.00	-854.16	-56.94
1-2410-530-1	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-530-2	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-630-1	Dues & Fees	3,000.00	0.00	1,245.00	0.00	1,755.00	58.50
1-2410-630-2	Dues & Fees	1,500.00	0.00	20.00	0.00	1,480.00	98.66
1-2410-670-1	Travel Expense	1,500.00	0.00	12.78	0.00	1,487.22	99.14
1-2410-670-2	Travel Expense	1,500.00	0.00	247.75	0.00	1,252.25	83.48
1-2410-690-1	Other Expense	1,500.00	0.00	506.06	0.00	993.94	66.26

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2410-690-2	Other Expense	2,000.00	0.00	1,204.68	0.00	795.32	39.76
1-2510-140-0	Salary-Business Manager-Kay	46,250.00	3,940.00	39,142.00	0.00	7,108.00	15.36
1-2510-210-0	Fica	3,500.00	289.91	2,879.36	0.00	620.64	17.73
1-2510-220-0	Retirement	4,600.00	389.19	3,866.40	0.00	733.60	15.94
1-2510-230-0	Health Insurance	13,100.00	1,178.81	11,788.10	0.00	1,311.90	10.01
1-2510-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-300-0	Flex Pay Contract	2,500.00	174.40	2,021.70	0.00	478.30	19.13
1-2510-310-0	Prog. Service Agreements	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-318-0	Purchased Services	5,500.00	99.99	5,897.54	0.00	-397.54	-7.22
1-2510-341-0	Postage	13,000.00	1,166.59	8,386.09	0.00	4,613.91	35.49
1-2510-342-0	Telephone	0.00	0.00	159.25	0.00	-159.25	0.00
1-2510-350-0	Advertising/printing	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-382-0	Telephone-internet Line Usage	22,000.00	550.08	16,657.53	0.00	5,342.47	24.28
1-2510-410-0	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-530-0	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-660-0	Data Processing	1,000.00	73.60	754.20	0.00	245.80	24.58
1-2510-690-0	Other Expense	0.00	0.00	40.00	0.00	-40.00	0.00
1-2520-336-0	Gas & Oil	0.00	62.04	62.04	0.00	-62.04	0.00
1-2520-337-0	Tires & Parts	2,500.00	0.00	1,204.18	0.00	1,295.82	51.83
1-2520-338-0	Repairs & Maintenance	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-2520-641-0	Vehicle Insurance	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-2610-140-0	Custodial Salaries	250,000.00	18,368.55	188,823.03	0.00	61,176.97	24.47
1-2610-150-0	Custodial Overtime Salary	60,000.00	2,824.46	40,053.64	0.00	19,946.36	33.24

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2610-210-0	Fica	24,000.00	1,588.16	17,196.75	0.00	6,803.25	28.34
1-2610-220-0	Retirement	32,000.00	2,093.42	22,608.04	0.00	9,391.96	29.34
1-2610-230-0	Health Insurance	62,000.00	5,732.21	70,475.62	0.00	-8,475.62	-13.67
1-2610-321-0	Fuel	40,000.00	657.21	33,949.75	0.00	6,050.25	15.12
1-2610-322-0	Electricity	160,000.00	0.00	126,865.67	0.00	33,134.33	20.70
1-2610-323-0	Water/sewer	8,000.00	0.00	6,593.89	0.00	1,406.11	17.57
1-2610-410-0	Supplies	45,000.00	922.17	42,025.69	0.00	2,974.31	6.60
1-2610-641-0	Workers Comp. Pool	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-2610-690-0	Other Expense	17,500.00	293.07	16,418.50	0.00	1,081.50	6.18
1-2620-140-0	Summer Employees	2,000.00	0.00	0.00	0.00	2,000.00	100.00
1-2620-210-0	Fica	150.00	0.00	0.00	0.00	150.00	100.00
1-2620-220-0	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-300-0	Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-318-0	Purchased Services	120,000.00	6,718.50	75,859.31	0.00	44,140.69	36.78
1-2620-520-0	Building Improvements	100,000.00	79,572.44	156,374.29	0.00	-56,374.29	-56.37
1-2620-530-0	Building Equipment	40,000.00	0.00	81,101.00	0.00	-41,101.00	-102.75
1-2620-641-0	Property Insurance	60,000.00	0.00	0.00	0.00	60,000.00	100.00
1-2620-690-0	Other Expense	250.00	0.00	0.00	0.00	250.00	100.00
1-2750-140-0	Drivers Salaries	82,000.00	4,452.95	81,802.80	0.00	197.20	0.24
1-2750-140-2	Activity Drivers Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-210-0	Fica	6,300.00	339.60	6,226.34	0.00	73.66	1.16
1-2750-220-0	Retirement	8,200.00	299.27	8,766.40	0.00	-566.40	-6.90

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2750-230-0	Drivers Health Insurance	20,500.00	2,028.75	21,235.82	0.00	-735.82	-3.58
1-2750-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-318-0	Purchased Services	0.00	371.25	4,970.82	0.00	-4,970.82	0.00
1-2750-332-0	Mileage To Option Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-333-0	Mileage To Parents	1,000.00	266.30	3,704.84	0.00	-2,704.84	-270.48
1-2750-335-0	Lease Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-336-0	Gas & Oil	55,000.00	2,685.01	28,659.45	0.00	26,340.55	47.89
1-2750-337-0	Tires & Parts	25,000.00	0.00	25,170.99	0.00	-170.99	-0.68
1-2750-338-0	Bus Repairs/main.	25,000.00	0.00	20,400.94	0.00	4,599.06	18.39
1-2750-540-0	Bus Acquisition/replace	40,000.00	0.00	0.00	0.00	40,000.00	100.00
1-2750-641-0	Vehicle Insurance	20,000.00	0.00	0.00	0.00	20,000.00	100.00
1-2750-690-0	Other Expense	3,000.00	110.00	2,209.14	0.00	790.86	26.36
1-2760-110-0	Sped. Transportation Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-210-0	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-220-0	Sped. Trans.-retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-331-0	Sped Trans. of Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-332-0	Sped Transport.-lease Vehicle	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-333-0	Sped Trans-mileage To Patents	500.00	0.00	0.00	0.00	500.00	100.00
1-3500-410-0	St. Categorical Programs-Tree Grant	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-110-0	Pre School Salaries	30,000.00	2,451.00	24,510.00	0.00	5,490.00	18.30
1-3540-120-0	Pre School Sub Salaries	0.00	0.00	630.00	0.00	-630.00	0.00
1-3540-140-0	Pre School Para	7,500.00	249.90	6,155.70	0.00	1,344.30	17.92
1-3540-210-0	Pre School FICA	2,800.00	197.96	2,307.58	0.00	492.42	17.58

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-3540-220-0	Pre School Retirement	3,700.00	266.79	3,029.15	0.00	670.85	18.13
1-3540-230-0	Pre School Health	9,000.00	767.29	7,672.90	0.00	1,327.10	14.74
1-3540-318-0	Pre School Purchased Service	5,000.00	0.00	4,741.69	0.00	258.31	5.16
1-3540-410-0	Pre School Supplies	15,000.00	0.00	0.00	0.00	15,000.00	100.00
1-3540-420-0	Pre School Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-530-0	Pre School Equipment	15,000.00	0.00	0.00	0.00	15,000.00	100.00
1-3540-690-0	Pre School Misc.	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-3541-110-0	Preschool Start Up Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-120-0	Preschool Start Up Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-140-0	Preschool Start up Para	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-210-0	Preschool Start Up FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-220-0	Preschool Start Up Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-230-0	Preschool Start Up Health	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-318-0	Preschool Start Up Purchased Servic	0.00	0.00	60.00	0.00	-60.00	0.00
1-3541-410-0	Preschool Start Up Supplies	0.00	0.00	10,119.32	0.00	-10,119.32	0.00
1-3541-420-0	Preschool Start Up Textbooks	0.00	0.00	675.00	0.00	-675.00	0.00
1-3541-530-0	Preschool Start Up Equipment	0.00	0.00	3,480.00	0.00	-3,480.00	0.00
1-3541-690-0	Preschool Start Up Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-110-1	Title I Pt. A-Salary	65,000.00	9,371.00	81,773.00	0.00	-16,773.00	-25.80
1-4200-120-1	Title I Pt. A-Para/Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-140-1	Title I Pt. A-Secretary	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-210-1	Title I Pt. A-FICA	5,000.00	694.11	6,057.15	0.00	-1,057.15	-21.14
1-4200-220-1	Title I Pt. A-Retirement	6,400.00	925.65	8,077.35	0.00	-1,677.35	-26.20

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4200-230-1	Title I Pt. A-Health Ins.	17,500.00	1,149.63	11,496.30	0.00	6,003.70	34.30
1-4200-318-1	Title I Pt. A -Purchased Services	500.00	0.00	0.00	0.00	500.00	100.00
1-4200-410-1	Title I Pt. A-Supplies	500.00	0.00	443.56	0.00	56.44	11.28
1-4200-420-1	Textbooks	0.00	0.00	89.84	0.00	-89.84	0.00
1-4200-530-1	Title I Pt. A-Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-560-1	Title I Pt. A-Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-670-1	Title I Pt. A-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-690-1	Title I Pt. A-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-110-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-120-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-140-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-210-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-220-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-230-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-318-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-410-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-420-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-530-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-670-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-690-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-110-1	Title II Pt. A-Classsize Reduction	57,500.00	4,786.00	47,860.00	0.00	9,640.00	16.76
1-4310-120-1	Title II Pt. A-Class Red. Sub	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4310-210-1	Title II Pt. A -Class Red.-FICA	4,500.00	366.13	3,661.30	0.00	838.70	18.63

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4310-220-1	Title II Pt. A-Class Red.-Retiremen	5,850.00	472.75	4,727.50	0.00	1,122.50	19.18
1-4310-230-1	Title II Pt. A-Class Red. Health	9,100.00	1,347.22	14,886.22	0.00	-5,786.22	-63.58
1-4310-310-0	Chapter II Carryover	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-318-0	Title II Pt. A Class Red.-Purchase	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-690-1	Title II Pt. A-Class Red.-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-110-1	Pre-School SPED Sal.	15,000.00	1,225.00	12,250.00	0.00	2,750.00	18.33
1-4400-140-1	Pre-School Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-210-1	Pre-School SPED-FICA	0.00	89.38	893.80	0.00	-893.80	0.00
1-4400-220-1	Pre-School SPED-Retirement	0.00	121.00	1,210.00	0.00	-1,210.00	0.00
1-4400-230-1	Pre-School SPED-Health	4,500.00	383.48	3,834.80	0.00	665.20	14.78
1-4400-318-1	Purchased Service	7,500.00	409.50	7,880.22	0.00	-380.22	-5.06
1-4400-319-1	Pre School PT	5,000.00	0.00	4,201.97	0.00	798.03	15.96
1-4400-361-1	Pre School Tuition/Daycare	500.00	0.00	0.00	0.00	500.00	100.00
1-4400-362-1	Pre School Transportation	500.00	0.00	0.00	0.00	500.00	100.00
1-4400-410-1	Pre-School SPED-Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-4400-420-1	Pre-School Books	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-530-1	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-670-1	Pre School Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-140-1	Pre-school Aide	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-210-1	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-220-1	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-230-1	Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-318-1	Pre-school O.t. Contracted	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4401-319-1	Pre-school P.t.	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-670-1	Pre-School SPED Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-110-0	IDEA Base	35,000.00	2,902.00	29,020.00	0.00	5,980.00	17.08
1-4404-210-0	IDEA Base FICA	2,600.00	212.21	2,121.90	0.00	478.10	18.38
1-4404-220-0	IDEA Base Retirement	3,400.00	286.65	2,866.50	0.00	533.50	15.69
1-4404-230-0	IDEA Base Pre-School	9,700.00	714.44	8,714.43	0.00	985.57	10.16
1-4404-318-0	Pre-School Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-319-0	IDEA Base P.T.	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-410-0	IDEA Base Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-670-0	IDEA Base Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4406-110-0	SPED IDEA	3,100.00	255.00	2,550.00	0.00	550.00	17.74
1-4406-210-0	SPED IDEA-FICA	225.00	18.61	186.10	0.00	38.90	17.28
1-4406-220-0	SPED IDEA-Retirement	290.00	25.19	251.90	0.00	38.10	13.13
1-4406-230-0	SPED IDEA	900.00	79.83	798.30	0.00	101.70	11.30
1-4406-410-0	Pre School	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-110-0	IDEA Poverty	85,100.00	7,090.00	70,900.00	0.00	14,200.00	16.68
1-4410-140-0	IDEA Poverty-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-210-0	IDEA Poverty FICA	6,500.00	521.38	5,213.36	0.00	1,286.64	19.79
1-4410-220-0	IDEA Poverty Retirement	8,400.00	700.34	7,003.40	0.00	1,396.60	16.62
1-4410-230-0	IDEA Poverty Health	26,000.00	2,229.34	22,336.30	0.00	3,663.70	14.09
1-4410-318-0	IDEA Poverty-Purchase Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-319-0	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4410-390-0	IDEA-Hearing Conservation	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-410-0	IDEA Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-530-0	IDEA Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-690-0	IDEA Poverty-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4412-110-0	Idea-Non Public	0.00	0.00	0.00	0.00	0.00	0.00
1-4580-110-2	ARRA Education Jobs	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-120-2	Carl Perkins-Substitute	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-210-2	Carl Perkins-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-410-2	Carl Perkins Grant-Supplies	1,000.00	0.00	1,000.00	0.00	0.00	0.00
1-4700-530-2	Carl Perking-Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-690-2	Carl Perkins Grant-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4900-690-0	Personal Property Repayment	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-318-0	Title II Pt. D, Tech.-Purchased Ser	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-410-0	Title II Pt. D-Technology-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-530-0	Title II Part D, Technology Equip.	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-690-0	Title II Part D, Technology	0.00	0.00	0.00	0.00	0.00	0.00
1-5000-605-0	Repayment of taxes paid	0.00	0.00	0.00	0.00	0.00	0.00
1-5200-620-0	Interest Payable	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-110-1	Jump Start/Summer School	15,000.00	0.00	0.00	0.00	15,000.00	100.00
1-6000-110-2	Summer School	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-120-1	Jump Start/Summer School-Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-120-2	Summer School-Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-140-1	Jump Start/Summer School-Para	10,000.00	0.00	0.00	0.00	10,000.00	100.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2017

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-6000-140-2	Summer School-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-210-1	Jump Start/Summer School-FICA	2,000.00	0.00	0.00	0.00	2,000.00	100.00
1-6000-210-2	Summer School-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-220-1	Jump Start/Summer School-Retire.	2,500.00	0.00	0.00	0.00	2,500.00	100.00
1-6000-220-2	Summer School-Retire.	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-1	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-2	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-318-1	Jump Start Purchased Service	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-620-0	Debt Service-Bond Payment	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-751-0	Transfers/lunches	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-752-0	Transfers To Activity Fund	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-760-0	General Transfers	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-9000-210-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-220-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-690-0	Non-program Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
1-9001-690-0	Energy Grants	0.00	0.00	0.00	0.00	0.00	0.00
<b>1 Current Year Account Totals:</b>		<b>10,030,000.00</b>	<b>826,158.35</b>	<b>8,031,994.65</b>	<b>0.00</b>	<b>1,998,005.35</b>	<b>19.92</b>
<b>1</b>	<b>FUND Totals:</b>	<b>10,030,000.00</b>	<b>826,158.35</b>	<b>8,031,994.65</b>	<b>0.00</b>	<b>1,998,005.35</b>	<b>19.92</b>

# Check Journal

Fiscal Year: 2017

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
<b>Journal Number: 314 Check Journal</b>				<b>Posted: 06/14/2017</b>			
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00055559	06/14/2017	BARBFRAN	Barb Franzen				
May	06/20/2017			06/14/2017	Purchased Service		
1-1100-318-2			Purchased Services			-43.80	43.80
					Invoice Total:	-43.80	43.80
					Check Total:	-43.80	43.80
00055560	06/14/2017	HOTLUNCH	Hot Lunch Fund				
Meals	06/14/2017			06/14/2017	Meals		
1-2320-690-0			Other Expense			-500.00	500.00
					Invoice Total:	-500.00	500.00
					Check Total:	-500.00	500.00
00055561	06/14/2017	ISLASUPP	Island Supply Welding Co.				
169091	06/14/2017			06/14/2017	Supplies		
1-1450-410-2			Vocational Ag Supplies			-158.10	158.10
					Invoice Total:	-158.10	158.10
					Check Total:	-158.10	158.10
00055562	06/14/2017	JAMEFRA	James Franzen				
May	06/20/2017			06/14/2017	Purchased Service		
1-2750-140-0			Drivers Salaries			-371.25	371.25
					Invoice Total:	-371.25	371.25
					Check Total:	-371.25	371.25
00055563	06/14/2017	KAREMETC	Karen Metcalfe				
Refund	06/14/2017			06/14/2017	Credit Recovery refund		
1-1100-690-2			Other Misc. Expense-sec.			-125.00	125.00
					Invoice Total:	-125.00	125.00
					Check Total:	-125.00	125.00
00055564	06/14/2017	LINCPUBL	Lincoln Public Schools				
Registration	06/14/2017			06/14/2017	Michelle Stevens Registration		
1-2120-318-1			Guidance Purchased Services			-75.00	75.00
					Invoice Total:	-75.00	75.00
					Check Total:	-75.00	75.00
00055565	06/14/2017	PETESUPE	Peterson's Supermarket				
May	06/14/2017			06/14/2017	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-66.80	66.80
1-1100-410-2			Teaching Supplies-secondary			-60.95	60.95
1-1450-410-2			Vocational Ag Supplies			-245.25	245.25
1-2510-341-0			Postage			-56.59	56.59
1-2610-410-0			Supplies			-39.94	39.94
					Invoice Total:	-469.53	469.53
					Check Total:	-469.53	469.53
<b>1 - GENERAL FUND</b>						<b>-1,742.68</b>	<b>1,742.68</b>
<b>Total of Computer Checks</b>						<b>-1,742.68</b>	<b>1,742.68</b>

# Check Journal

Fiscal Year: 2017

Check Number Invoice Account Number	Date Invoice Date	Vendor ID Invoice Date PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
<b>Journal Number: 322</b>			<b>Check Journal</b>		<b>Posted: 07/06/2017</b>		
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00055566 347 1-2620-318-0	06/30/2017 06/30/2017	AAASPRINK	AAA Sprinklers Purchased Services	07/06/2017	Maintenance	-115.50	115.50
						Invoice Total:	115.50
						Check Total:	115.50
00055567 97044 1-1100-318-0	06/30/2017 06/30/2017	ADVAEDUC	Advance Education, Inc. Purchased Services-High Ability	07/06/2017	External Review	-2,194.61	2,194.61
						Invoice Total:	2,194.61
						Check Total:	2,194.61
00055568 4440684615 1-1100-560-2	06/30/2017 06/30/2017	APPLCOMP	Apple Computer, Inc. Computer Hardware	07/06/2017	Computer Supplies	-5,880.00	5,880.00
						Invoice Total:	5,880.00
						Check Total:	5,880.00
00055569 16497 1-2620-318-0	06/30/2017 06/30/2017	BAMFINC	Bamford, Inc. Purchased Services	07/06/2017	Maintenance	-500.00	500.00
						Invoice Total:	500.00
						Check Total:	500.00
00055570 June 1-2610-321-0	06/30/2017 06/30/2017	BLACHILLS	Black Hills Energy Fuel	07/06/2017	Fuel	-657.21	657.21
						Invoice Total:	657.21
						Check Total:	657.21
00055571 6/28/17 1-2620-520-0	06/30/2017 06/30/2017	BONIPAIN	Bonifas Painting Building Improvements	07/06/2017	Maintenance	-1,700.00	1,700.00
						Invoice Total:	1,700.00
						Check Total:	1,700.00
00055572 Mileage 1-1216-670-0	06/30/2017 06/30/2017	CAROKEIS	Carol Keiser Travel	07/06/2017	Mileage	-7.02	7.02
						Invoice Total:	7.02
						Check Total:	7.02
00055573 1905531 1-2610-410-0	06/30/2017 06/30/2017	CCPIND	CCP Industries Inc. Supplies	07/06/2017	Supplies	-327.50	327.50
						Invoice Total:	327.50
						Check Total:	327.50
00055574 June	06/30/2017 06/30/2017	CENTLINK	CenturyLink	07/06/2017	Telephone		

# Check Journal

Fiscal Year: 2017

Check Number Invoice Account Number	Date Invoice Date	Vendor ID PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
1-2510-382-0			Telephone-internet Line Usage			-73.80	73.80
					Invoice Total:	-73.80	73.80
					Check Total:	-73.80	73.80
00055575	06/30/2017	CONNORB	Connie Norby				
May	06/30/2017			07/06/2017	Mileage to Parents		
1-2750-333-0			Mileage To Parents			-266.30	266.30
					Invoice Total:	-266.30	266.30
					Check Total:	-266.30	266.30
00055576	06/30/2017	COUNPART	Country Partners Cooperative				
June	06/30/2017			07/06/2017	Fuel		
1-2520-336-0			Gas & Oil			-62.04	62.04
1-2750-336-0			Gas & Oil			-2,460.24	2,460.24
					Invoice Total:	-2,522.28	2,522.28
					Check Total:	-2,522.28	2,522.28
00055577	06/30/2017	DANEANDE	Danette Anderson				
June	06/30/2017			07/06/2017	OT		
1-1201-319-0			Occupational Therapy (OPPT)			-693.00	693.00
1-4400-318-1			Purchased Service			-409.50	409.50
					Invoice Total:	-1,102.50	1,102.50
					Check Total:	-1,102.50	1,102.50
00055578	06/30/2017	DASSTATE	DAS State Acctg-Central Finance				
1066277	06/30/2017			07/06/2017	Internet Line		
1-2510-382-0			Telephone-internet Line Usage			-238.96	238.96
					Invoice Total:	-238.96	238.96
					Check Total:	-238.96	238.96
00055579	06/30/2017	EAKEOFFI	Eakes Office Solutions				
7266331	06/30/2017			07/06/2017	Supplies		
1-2320-410-0			Office Supplies			-35.98	35.98
					Invoice Total:	-35.98	35.98
					Check Total:	-35.98	35.98
00055580	06/30/2017	ESUC	ESU Coordinating Council				
532	06/30/2017			07/06/2017	Movie License		
1-1100-318-0			Purchased Services-High Ability			-624.00	624.00
					Invoice Total:	-624.00	624.00
					Check Total:	-624.00	624.00
00055581	06/30/2017	FIVESTAR	Five Star Flooring				
194701	06/30/2017			07/06/2017	Maintenance		
1-2620-520-0			Building Improvements			-372.44	372.44
					Invoice Total:	-372.44	372.44
					Check Total:	-372.44	372.44
00055582	06/30/2017	FUNEXPR	Fun Express, LLC				
684148245	06/30/2017			07/06/2017	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-16.34	16.34
					Invoice Total:	-16.34	16.34
					Check Total:	-16.34	16.34
00055583	06/30/2017	GOGUARD	GoGuardian				

# Check Journal

Fiscal Year: 2017

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date		
1576	06/30/2017			07/06/2017	Licenses	
1-1100-318-0			Purchased Services-High Ability		-9,100.00	9,100.00
					Invoice Total: -9,100.00	9,100.00
					Check Total: -9,100.00	9,100.00
00055584	06/30/2017	GOTHRURAL	Gothenburg Rural Health Clinic			
Harding	06/30/2017			07/06/2017	Bus Exam	
1-2750-690-0			Other Expense		-110.00	110.00
					Invoice Total: -110.00	110.00
					Check Total: -110.00	110.00
00055585	06/30/2017	GOTHSTAT	Gothenburg State Bank			
June	06/30/2017			07/06/2017	Payroll	
1-2510-660-0			Data Processing		-73.60	73.60
					Invoice Total: -73.60	73.60
					Check Total: -73.60	73.60
00055586	06/30/2017	GOVCONN	GovConnection, Inc.			
54865821/	06/30/2017			07/06/2017	Computer Supplies	
1-1100-560-2			Computer Hardware		-38,039.90	38,039.90
					Invoice Total: -38,039.90	38,039.90
					Check Total: -38,039.90	38,039.90
00055587	06/30/2017	HICKLUMB	Hicken Lumber Center			
383002	06/30/2017			07/06/2017	Supplies	
1-2620-318-0			Purchased Services		-119.34	119.34
					Invoice Total: -119.34	119.34
					Check Total: -119.34	119.34
00055588	06/30/2017	HOMELEAS	Hometown Leasing			
12784624	06/30/2017			07/06/2017	Copier Lease	
1-1100-532-0			Copier Lease/Purchase		-1,712.89	1,712.89
					Invoice Total: -1,712.89	1,712.89
					Check Total: -1,712.89	1,712.89
00055589	06/30/2017	ISLASUPP	Island Supply Welding Co.			
170393	06/30/2017			07/06/2017	Supplies	
1-1450-410-2			Vocational Ag Supplies		-153.00	153.00
					Invoice Total: -153.00	153.00
					Check Total: -153.00	153.00
00055590	06/30/2017	JOHNDEER	John Deere Financial			
43621	06/30/2017			07/06/2017	Maintenance	
1-2620-318-0			Purchased Services		-289.87	289.87
					Invoice Total: -289.87	289.87
					Check Total: -289.87	289.87
00055591	06/30/2017	MAILFINA	MailFinance			
H6572630	06/30/2017			07/06/2017	Postage	
1-2510-341-0			Postage		-1,110.00	1,110.00
					Invoice Total: -1,110.00	1,110.00
					Check Total: -1,110.00	1,110.00
00055592	06/30/2017	MCGR-HIL	Mcgraw-Hill School Education			
97659871001	06/30/2017			07/06/2017	Textbooks/Supplies	

# Check Journal

Fiscal Year: 2017

Check Number Invoice Account Number	Date Invoice Date	Vendor ID PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Direct Deposit	
						Payable	Accrued Payment
1-1100-410-1			Teaching Supplies-elementary			-732.22	732.22
1-1100-420-1			Textbooks-elementary			-4,080.87	4,080.87
					Invoice Total:	-4,813.09	4,813.09
					Check Total:	-4,813.09	4,813.09
00055593	06/30/2017	MIDAMERAD	MidAmerica Administrative				
4179	06/30/2017			07/06/2017	Admin Fees		
1-2510-318-0			Purchased Services			-99.99	99.99
					Invoice Total:	-99.99	99.99
					Check Total:	-99.99	99.99
00055594	06/30/2017	MIDWFLOR	Midwest Floor Specialists				
13750	06/30/2017			07/06/2017	Supplies		
1-2610-410-0			Supplies			-192.50	192.50
					Invoice Total:	-192.50	192.50
					Check Total:	-192.50	192.50
00055595	06/30/2017	MIDWTENN&	Midwest Tennis & Track				
3867/3870	06/30/2017			07/06/2017	Maintenance		
1-2620-520-0			Building Improvements			-77,500.00	77,500.00
					Invoice Total:	-77,500.00	77,500.00
					Check Total:	-77,500.00	77,500.00
00055596	06/30/2017	NCSA	Nebraska Council of School Administrators				
49552	06/30/2017			07/06/2017	Registration		
1-1450-318-2			Voc Ag Purchased Services			-714.00	714.00
1-1460-318-2			Purchased Services			-300.00	300.00
1-1480-318-2			Purchased Services			-300.00	300.00
					Invoice Total:	-1,314.00	1,314.00
					Check Total:	-1,314.00	1,314.00
00055597	06/30/2017	OKEEFELEV	O'Keefe Elevator Company, Inc.				
460002	06/30/2017			07/06/2017	Maintenance		
1-2620-318-0			Purchased Services			-300.50	300.50
					Invoice Total:	-300.50	300.50
					Check Total:	-300.50	300.50
00055598	06/30/2017	ONESOUR	One Source				
20170630	06/30/2017			07/06/2017	Background		
1-2320-690-0			Other Expense			-15.00	15.00
					Invoice Total:	-15.00	15.00
					Check Total:	-15.00	15.00
00055599	06/30/2017	PAPE101	Paper101				
113303	06/30/2017			07/06/2017	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-6,409.59	6,409.59
					Invoice Total:	-6,409.59	6,409.59
					Check Total:	-6,409.59	6,409.59
00055600	06/30/2017	PAYFLEX	Pay Flex				
998138	06/30/2017			07/06/2017	Flex Plan		
1-2510-300-0			Flex Pay Contract			-174.40	174.40
					Invoice Total:	-174.40	174.40
					Check Total:	-174.40	174.40

# Check Journal

Fiscal Year: 2017

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description				
00055601	06/30/2017	PETTCASH	Petty Cash Fund				
June	06/30/2017			07/06/2017	June Expenses		
1-1400-410-2			Industrial Arts Supplies			-34.00	34.00
1-1450-318-2			Voc Ag Purchased Services			-495.00	495.00
					Invoice Total:	-529.00	529.00
					Check Total:	-529.00	529.00
00055602	06/30/2017	PROTCENT	Protex Central Inc.				
82728	06/30/2017			07/06/2017	Supplies		
1-2620-318-0			Purchased Services			-416.55	416.55
					Invoice Total:	-416.55	416.55
					Check Total:	-416.55	416.55
00055603	06/30/2017	SCHOSPEC	School Specialty Inc.				
208118336918	06/30/2017			07/06/2017	Supplies		
1-2320-410-0			Office Supplies			-546.29	546.29
					Invoice Total:	-546.29	546.29
					Check Total:	-546.29	546.29
00055604	06/30/2017	SCISP	Scientific Specialties				
6/20/17	06/30/2017			07/06/2017	Purchased Service		
1-1100-318-2			Purchased Services			-1,227.00	1,227.00
					Invoice Total:	-1,227.00	1,227.00
					Check Total:	-1,227.00	1,227.00
00055605	06/30/2017	SETHRYKE	Seth Ryker				
June	06/30/2017			07/06/2017	Telephone		
1-2510-382-0			Telephone-Internet Line Usage			-100.81	100.81
					Invoice Total:	-100.81	100.81
					Check Total:	-100.81	100.81
00055606	06/30/2017	SHARCORP	Share Corp.				
22742	06/30/2017			07/06/2017	Supplies		
1-2620-318-0			Purchased Services			-2,325.59	2,325.59
					Invoice Total:	-2,325.59	2,325.59
					Check Total:	-2,325.59	2,325.59
00055607	06/30/2017	SHREIT	Shred-It USA				
8122528375	06/30/2017			07/06/2017	Custodial		
1-2610-690-0			Other Expense			-293.07	293.07
					Invoice Total:	-293.07	293.07
					Check Total:	-293.07	293.07
00055608	06/30/2017	TACOCORP	Tacony Corporation				
192473/	06/30/2017			07/06/2017	Supplies		
1-2610-410-0			Supplies			-362.23	362.23
					Invoice Total:	-362.23	362.23
					Check Total:	-362.23	362.23
00055609	06/30/2017	TRI-CITY	Tri-city Tribune				
806	06/30/2017			07/06/2017	Renewal		
1-2320-410-0			Office Supplies			-31.50	31.50
					Invoice Total:	-31.50	31.50
					Check Total:	-31.50	31.50

# Check Journal

Fiscal Year: 2017

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date		
00055610	06/30/2017	TRI-KLAWN	Tri-K-Lawn Services			
12726	06/30/2017			07/06/2017	Maintenance	
1-2620-318-0			Purchased Services		-2,586.25	2,586.25
					Invoice Total:	-2,586.25      2,586.25
					Check Total:	-2,586.25      2,586.25
00055611	06/30/2017	UNANIMOUS	Unanimous			
18076	06/30/2017			07/06/2017	Website Support	
1-1100-318-0			Purchased Services-High Ability		-60.00	60.00
					Invoice Total:	-60.00      60.00
					Check Total:	-60.00      60.00
00055612	06/30/2017	UNIVORGE	University of Oregon			
172-00375	06/30/2017			07/06/2017	Dibels	
1-1100-318-1			Purchased Services		-5.00	5.00
					Invoice Total:	-5.00      5.00
					Check Total:	-5.00      5.00
00055613	06/30/2017	USBANK	U.S. Bank			
9190	06/30/2017			07/06/2017	Supplies/Travel/books	
1-1100-318-2			Purchased Services		-110.00	110.00
1-1100-410-1			Teaching Supplies-elementary		-2,445.57	2,445.57
1-1100-410-2			Teaching Supplies-secondary		-39.79	39.79
1-1100-420-2			Textbooks-secondary		-266.67	266.67
1-1181-690-2			Instrumental Music Other		-390.00	390.00
1-1216-410-0			Supplies		-85.29	85.29
1-1221-410-1			Teaching Supplies		-21.65	21.65
1-1221-670-1			Travel-elementary		-87.97	87.97
1-1221-690-2			SPED Other		-445.00	445.00
1-2120-410-1			Supplies		-62.01	62.01
1-2410-410-1			Supplies		-43.82	43.82
1-2620-318-0			Purchased Services		-64.90	64.90
1-2750-336-0			Gas & Oil		-224.77	224.77
					Invoice Total:	-4,287.44      4,287.44
					Check Total:	-4,287.44      4,287.44
00055614	06/30/2017	VERIZON	Verizon Wireless			
9787869686	06/30/2017			07/06/2017	Telephone	
1-2510-382-0			Telephone-internet Line Usage		-136.51	136.51
					Invoice Total:	-136.51      136.51
					Check Total:	-136.51      136.51
			<b>1 - GENERAL FUND</b>		<b>-171,069.35</b>	<b>171,069.35</b>
			<b>Total of Computer Checks</b>		<b>-171,069.35</b>	<b>171,069.35</b>

Fund Summary

1 - GENERAL FUND	-171,069.35	171,069.35
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Payroll Summary

STUDENT FEES POLICY

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

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

A. Definitions.

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

B. Listing of Fees Charged by this District.1. Guidelines for Clothing Required for Specified Courses and Activities.

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Extracurricular Activities.

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

6. Postsecondary Education Costs.

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

7. Transportation Costs.

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

8. Copies of Student Files or Records.

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

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

The District will charge reasonable fees for participation in before-and-after-

school or prekindergarten services offered by the District pursuant to statute.

10. Participation in Summer School or Night School.

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

11. Charges for Food Consumed by Students.

The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

D. Distribution of Policy.

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

E. Student Fee Fund.

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

Legal Reference:

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation

79-2,104 Student files or records

79-715 Eye-protective devices

79-737 Liability of students for damages to school books

79-1,104 Before-and-after-school or prekindergarten services.

79-1106 to 79-1108.03 Accelerated or differential curriculum

CERTIFICATION

On the 12th day of June, 2017, the Board of Education of Gothenburg Public Schools held a public hearing on the student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2016-17 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

  
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Superintendent

Policy Adopted: July 8, 2002

Policy Amended: July 14, 2003

Renumbered: December 10, 2007

Policy Reaffirmed: July 10, 2017

GOTHENBURG PUBLIC SCHOOLS  
Gothenburg, Nebraska

STUDENT FEES ADMINISTRATIVE REGULATION

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

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

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

MAXIMUM POSSIBLE Fees Charged Within the District:

- Prior to the commencement of the school year, the school district publishes a listing of personal and consumable supplies that elementary students in each grade must provide for his/her use.
- Students in middle school and high school must provide their own personal and consumable supplies including paper, pens, erasers, computer discs, calculators and the like.
- Non-academic field trips \$50.00
- Student activity card \$40.00  
*Covers admission to all extracurricular events*
- Student participation fee \$40.00  
*Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.*
- Student individual activity admission \$5.00 maximum
- Summer School students must pay the summer school tuition set by the district
- Dual Credit Courses students must pay the tuition fees set by the post-secondary institution

LAB Classes

- Classes in Industrial Tech, Art, FCS, PE, and Science \$50.00  
(student who elect to do projects that require supplies beyond this amount are responsible for the cost of those supplies.)

Organizations or activities

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

Lunch Program

- Breakfast Program Maximum \$1.30
- Lunch Program Maximum \$2.60

Regulation Adopted: July 8, 2002  
Regulation Amended: Annually (Jul 2017)  
Renumbered: December 10, 2007

GOTHENBURG PUBLIC SCHOOLS  
Gothenburg, Nebraska

InstructionParental/Community Involvement in Schools

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

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

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

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

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

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

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

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

Date of Adoption: February 11, 2008

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

**Legal Reference:** Laws 2008, LB 205  
Student Discipline Act, Neb. Rev. Stat. " 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2006

Date of Adoption: July 14, 2008

Business OperationsPurchasing Policies

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

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

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

Date of Adoption: July 10<sup>th</sup>, 2017

## Business Operations

### Procurement Plan – School Food Authorities

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

### **Procurement Policy**

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

- When the annual total for food service program related items is less than \$50,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$50,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

### Micro-Purchase Procedures

Micro-Purchases may be used for annual transactions under \$3,500 made with a vendor [2 CFR 200.320(a)].

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

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

### Small Purchase Procedures

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

1. Contact a minimum of three potential vendors
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 contract for meal service between the sponsor and the winning bidder.

### Formal Competitive Solicitation Procedures

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

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
  - a. Include detailed specifications

- b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
  - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
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 \$50,000, the smaller bid threshold will govern.)

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

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(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)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service

procurement process. This review shall be summarized in written form and kept with the other required program documentation.

- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  - 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)]
- 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.

Date of Adoption: July 10<sup>th</sup>, 2017

## Business Operations

### Procurement Plan – School Food Authorities

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

### **Procurement Policy**

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

- When the annual total for food service program related items is less than \$50,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$50,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

### Micro-Purchase Procedures

Micro-Purchases may be used for transactions under \$3,500 made with a vendor [2 CFR 200.320(a)].

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

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

### Small Purchase Procedures

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

1. Contact a minimum of three potential vendors
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 contract for meal service between the sponsor and the winning bidder.

### Formal Competitive Solicitation Procedures

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

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
  - a. Include detailed specifications

- b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
  - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
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 \$50,000, the smaller bid threshold will govern.)

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

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(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)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service

procurement process. This review shall be summarized in written form and kept with the other required program documentation.

- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  - 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)]
- 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.

Date of Adoption: July 10<sup>th</sup>, 2017

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of Gothenburg Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Gothenburg Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Gothenburg Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** Gothenburg Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Gothenburg Public Schools will try to protect employees or 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 sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment 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.
- c. Sexual harassment has been 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:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) 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.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or 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.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Gothenburg Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.  
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: July 10<sup>th</sup>, 2017

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Gothenburg Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Gothenburg Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following person have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees and Others:

*Superintendent, 1322 Avenue I, Gothenburg, NE 69138 (308) 537-3651*

Alternate Contact:

*Building Administrator, 1322 Avenue I, Gothenburg, NE 69138 (308) 537-3651*

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

The Gothenburg Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or

limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial

investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). 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 may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant**. Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student

who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Remedies:**

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or

harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
  - i. Know the school's prohibition against discrimination, harassment, and retaliation.
  - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
  - iii. Understand how and to whom to report any incidents of discrimination.
  - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
  - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not

violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.

- g. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

#### **5. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

#### **6. Training:**

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to

appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**7. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.

- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

**8. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.  
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: July 10<sup>th</sup>, 2017

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (A) Whether the student's teacher—
    - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - (iii) is teaching in the field of discipline of the certification of the teacher.
  - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
  - (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment;
  - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
  - (A) be involved in the education of their children; and
  - (B) be active participants in assisting their children to—
    - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: July 10<sup>th</sup>, 2017

Personnel - All EmployeesEmployee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

(See Policy 1300 – Fund Raising Activities)

Date of Adoption: July 10<sup>th</sup>, 2017

**FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS**

1. **Notice of Requirements for Student Admission—Birth Certificate, Immunization, Physical Examination and Visual Evaluation**
2. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict**
3. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict (Alternative: HHS Form)**
4. **Immunization—Affidavit of Refusal—For Medical Reason (HHS Form)**
5. **Immunization—Medical Documentation of Varicella (Chickenpox) Disease (HHS Form)**
6. **Physical Examination or Visual Evaluation---Parent Objection Form**
7. **Waiver of Physical Examination/Visual Evaluation Requirement (HHS Form)**
8. **HHS Summary of the School Immunization Rules and Regulations 2015-2016**
9. **Affidavit (For Child to Enroll Early in Kindergarten)**
10. **Request for Non Disclosure of High School Personal Information to Institutions of Higher Education and Military Recruiters**
11. **Section 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

**NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION—  
BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION  
AND VISUAL EVALUATION**

Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation (for school year **2015-2016** and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).
5. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), [nechildrensvision.org](http://nechildrensvision.org), 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

**AFFIDAVIT OF REFUSAL OF IMMUNIZATION--  
FOR REASON OF RELIGIOUS CONFLICT  
(For School Admission)**

The undersigned, being first duly sworn, states upon oath as follows

This affidavit is submitted for the following child: \_\_\_\_\_.

I state that I am submitting this affidavit in the position of (*initial* as appropriate):

- \_\_\_\_\_ Self, as I am the child and I am of the age of majority
- \_\_\_\_\_ As a legally authorized representative of the child based on (insert description of legal authority; e.g., parent or legal guardian):  
\_\_\_\_\_

I understand that state law requires that the child be protected by immunization against certain contagious diseases prior to enrollment in school. I hereby swear and affirm that such immunization requirements (*initial* as applicable):

- \_\_\_\_\_ Conflict with the tenets and practice of a recognized religious denomination of which the child is an adherent or member; or
- \_\_\_\_\_ Conflict with the personal and sincerely followed religious beliefs of the child.

I will not hold [Name] Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain immunization for the child.

**IN WITNESS WHEREOF**, this affidavit is signed and acknowledged this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Affiant

**STATE OF NEBRASKA**                    )  
  )  
**COUNTY OF** \_\_\_\_\_ )            **ss.**

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

[Legal Reference: Neb. Rev. Stat. sections 79-217 and 79-221; HHS Regulation 173 NAC 3]

**AFFIDAVIT  
Refusal of Immunization of Student for Religious Reasons**

State of Nebraska

ss.

County of

**This Affidavit is being submitted on behalf of**

\_\_\_\_\_  
(Name of Student) (Birthdate of Student)

**If the student is of the age of majority:**

I, \_\_\_\_\_, of lawful age and being first duly sworn,  
(Name of Affiant/Student)  
depose and state as follows:

Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personal and sincerely followed religious beliefs.

**If the student is a minor:**

I, \_\_\_\_\_, as legally authorized representative of  
(Name of Affiant)  
, of lawful age and being first duly sworn,  
(Name of Student)  
depose, and state as follows:

Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personal and sincerely followed religious beliefs.

(Signature of Affiant)

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public

**REFUSAL OF IMMUNIZATION  
For Medical Reasons**

**As the physician of:**

Child's Last Name	First Name	Age
Birth Date	School	Grade

**A. I have elected to not immunize this student against the following disease(s): (check box\*)**

- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles (Rubeola)
- Mumps
- Rubella (German Measles)
- Hepatitis B
- Varicella (chickenpox)

**In my opinion, this/these immunization(s) would be injurious to the health and well-being of**

- The student
- A member of the student's household or family

Comments \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Physician                      Date

\* Each disease for which a vaccine has not been administered must be checked. Parent / guardian must submit dates of immunization for all other diseases.

Printed from the Nebraska Health and Human Services System Web site. [www.hhs.state.ne.us](http://www.hhs.state.ne.us)

**Documentation of Varicella (Chickenpox) Disease**

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

\_\_\_\_\_ (Name of child/student) (Birth date of child/student)

I \_\_\_\_\_ verify that the above listed child/student  
Parent/Guardian/Medical Provider

had the varicella disease in \_\_\_\_\_ (year).

\_\_\_\_\_  
(Signature of parent/guardian/medical provider)

**PARENT OBJECTION TO  
PHYSICAL EXAMINATION OR VISUAL EVALUATION  
(For School Admission)**

I am the parent or guardian of the following children who are enrolling in the beginner grade or seventh grade in [Name] Public Schools, or who are transferring from out of state into any grade in [Name] Public Schools:

Child No. 1: \_\_\_\_\_

Child No. 2: \_\_\_\_\_

I understand that state law requires that the school be provided with: (1) evidence of a physical examination by a physician, physician's assistant, or nurse practitioner and (2) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The physical examination and visual evaluation is required to be completed within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

I hereby object in writing to the:

\_\_\_\_\_ physical examination

\_\_\_\_\_ visual evaluation

(check one or both)

for the above named child(ren). I will not hold [Name] Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain a physical examination of visual evaluation for the above named child(ren).

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent or Guardian

*[Legal Reference: Neb. Rev. Stat. sections 79-214(3) and 79-220]*



**Department of Health and Human Services**  
**Waiver of Physical Examination/Visual Evaluation Requirement**

School Name (if desired) \_\_\_\_\_

*Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.*

As a Parent/Guardian of - Student Name	Student ID#
School Name	Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

- Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry. *(Applies to: Kindergarten or beginner grade, out of state transfers to any grade, and seventh grade).*
- Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry. *(Applies to: Kindergarten or entry grade and out of state transfer to any grade).*

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement.

SIGN HERE \_\_\_\_\_  
 Signature of Parent/Guardian Date

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Summary of the School Immunization Rules and Regulations  
For 2017-2018 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>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.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>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, they do not need any varicella shots.</p>
Students entering 7 <sup>th</sup> grade	<p>Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)</p>
Students transferring from outside the state at any grade	<p>Must be immunized appropriately according to the grade entered.</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/25/2017

**AFFIDAVIT**  
*(For Child to Enroll Early in Kindergarten)*

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of \_\_\_\_\_ (Child's name). The Child's date of birth is \_\_\_\_\_. The Child will reach the age of five years on or after August 1 and on or before October 15 of the current school year.

I elect to enroll the Child this school year and hereby affirm (check or initial appropriate provision for early enrollment):

\_\_\_\_ the Child attended kindergarten in another jurisdiction in the current school year; or

\_\_\_\_ the family anticipates relocation to another jurisdiction that would allow admission within the current year; or

\_\_\_\_ the Child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board.

**IN WITNESS WHEREOF**, this affidavit is signed and acknowledged this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Parent or Guardian

**STATE OF NEBRASKA** )  
 )  
**COUNTY OF** \_\_\_\_\_ )

ss.

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2015 by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**Request For Non Disclosure of  
High School Student Personal Information  
To Institutions of Higher Education or Military Recruiters**

I hereby request that the name, address, and telephone listing of \_\_\_\_\_ (name of student), a high school student at [Name] Public Schools, not be released without prior parental consent to:

\_\_\_\_ institutions of higher education

\_\_\_\_ military recruiters

(check one, both, or none)

Signed by: \_\_\_ Student \_\_\_ Parent (Check One)

\_\_\_\_\_ Signature/Date

\_\_\_\_\_ Print Name

\_\_\_\_\_ Address

\_\_\_\_\_ City/State/Zip Code

*Note to students/parents: This certificate can be signed by either student or a parent. The provision of this form does not reflect the position of [Name] Public Schools that the request for non-disclosure should or should not be made.*

“SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

“(a) POLICY.—

“(1) ACCESS TO STUDENT RECRUITING INFORMATION.—Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

“(2) CONSENT.—A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

“(3) SAME ACCESS TO STUDENTS.—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

20 USC 7908.

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in Gothenburg Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Gothenburg Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> preceding the school year the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
  - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1<sup>st</sup>.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

**B. Non-Public School Student Admission**

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

**C. Non-Public School Student Enrollment Standards**

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for non-public school students. The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Essential versus Non-Essential Elective Courses. Non-public school students are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social

studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the

principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. §79-2,136 and §79-526  
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: July 10<sup>th</sup>, 2017

## **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

### **Disclosure exempt from consent requirements**

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as “directory information” under §99.37. (§99.31(a)(11))

The District’s policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

**Notice Concerning Designation of Law Enforcement Unit:**

The District designates the Gothenburg Police Department as the District's “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

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Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer  
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2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

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The District may disclose information about former students without meeting the conditions in this section.

### **OPTIONAL**

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
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- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as “directory information” under §99.37. (§99.31(a)(11))

The District’s policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

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The District designates the Gothenburg Police Department as the District's “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

StudentsStudent Records

School staff shall maintain student records in compliance with state and federal law.

Confidentiality of Student Records.

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

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.

A school official for purposes of access to education records 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.

To the extent permitted by law, contractors, consultants and volunteers may be 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.

Student and Parent Access to Student Records.

A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Maintenance and Destruction.

Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

Amendment of Student Records.

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent. The parent shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

**(See Attachment: Notification of Rights Under Ferpa)**

**Legal Reference:** Neb. Rev. Stat. §§42-364(4) & 42-381; Neb. Rev. Stat. §43-3001  
Neb. Rev. Stat. §§79-2,104 & 79-2,105; Neb. Rev. Stat. §79-539  
Neb. Rev. Stat. §§84-1201 to 84-1220  
Family Educational Rights and Privacy Act of 1974

Date of Adoption: July 14, 2008

StudentsRequests to Contact Students and Student Interviews by Non-School PersonnelA. Removals of Students and Interviews of Students

In dealing with law enforcement officials, Gothenburg Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

1. Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

- (a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;
- (b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
- (c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
- (d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- (e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;
- (f) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).

- (g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
- (h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Gothenburg Public Schools, the following action is to be taken:

- (a) Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit “A” to this Policy may be used for this purpose.
- (b) Notify Local Law Enforcement. In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Gothenburg Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.
- (c) Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student’s parents or guardian.

A student should not be released to a private detective or “special police officer” who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student’s parent, guardian or custodian.

2. Interviews of Students by Law Enforcement Officials

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

- (a) Interviews not related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to Gothenburg Public Schools, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.
- (b) Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.
- (c) Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations, an employee of Gothenburg Public Schools should be present during the interview to ensure that the interview relates only to those matters.
- (d) Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

3. Disclosure of Student Records

School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. Removals and Interviews by Persons other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student's parent, guardian or custodian, or a person authorized by the student's parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Legal Reference: Neb. Rev. Stat. §§43-248; 43-418; 79-294; 79-2104  
20 U.S.C. §1232g (FERPA)

Date of Adoption: July 10<sup>th</sup>, 2017

**AR-5413--Exhibit A**

**Affidavit and Release to Remove Student**

**Date:** \_\_\_\_\_

The undersigned hereby states and affirms to the Gothenburg Public Schools as follows:

1. That I am duly-appointed and acting peace officer employed by \_\_\_\_\_ and am currently acting within the scope of such employment.
2. That request is hereby made of the Gothenburg Public Schools to deliver to me the \_\_\_\_\_ following \_\_\_\_\_ named student: \_\_\_\_\_.
3. That I am entitled to immediate physical custody of said student by virtue of:
  - ( ) Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student’s protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.
  - ( ) There having been issued a valid warrant for such student’s arrest, a true copy of which is attached hereto.
  - ( ) There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: \_\_\_\_\_
  - ( ) Other (specify) the student being placed under arrest due to following authority: \_\_\_\_\_
4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.
5. That the undersigned has the legal right to take custody of the student without the consent of said student’s parent(s), guardian, custodian, or the Gothenburg Public Schools.
6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

\_\_\_\_\_.

(Give complete description of officer’s name and position, including badge number)

**AR-5413--Exhibit B  
Affidavit to Interview or Question Student**

**Date:** \_\_\_\_\_

The undersigned requests the right to interview or question \_\_\_\_\_, a student of the Gothenburg Public Schools, and hereby states and affirms to the Gothenburg Public Schools as follows:

( ) That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the \_\_\_\_\_ Court of \_\_\_\_\_ County, Nebraska.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

( ) That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

( ) That requesting consent to the interview from the child’s parent or guardian and notification of child’s parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer’s name and position including badge number)

StudentsHomeless StudentsA. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and 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 who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when 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.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, 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.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. 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. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
  - d. 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.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. 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 such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information.

The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference:      Neb. Rev. Stat. § 79-215  
                             Nebraska Department of Education Rule 19  
                             McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.  
                             Every Student Succeeds Act

Date of Adoption:      July 10<sup>th</sup>, 2017

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), and the Student Online Personal Protection Act (SOPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) 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 (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. 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 CIPA, 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 or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, 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.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and

access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general,

for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254 (CIPA)  
 Children's Online Privacy Protection Act, 15 U.S.C. § 6501 (COPPA)  
 FCC Order adopted August 10, 2011  
 47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
 Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)  
 LB 512 (2017). (SOPPA)

Date of Adoption: July 10<sup>th</sup>, 2017

Gothenburg Public Schools  
Addition to Employee Code of Conduct  
*Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Gothenburg Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Gothenburg Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Gothenburg Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Gothenburg Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Gothenburg Public Schools, any of its employees, or any institution providing network access to Gothenburg Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Gothenburg Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT’S AGREEMENT

In order to make sure that all members of Gothenburg Public Schools community understand and agree to these rules of conduct, Gothenburg Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Gothenburg Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Gothenburg Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Gothenburg Public Schools, any of its employees, or any institution providing network access to Gothenburg Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Gothenburg Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Gothenburg Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Gothenburg Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Gothenburg Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Gothenburg Public Schools, any of its employees, or any institution providing network access to Gothenburg Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) 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 (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. 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 CIPA, 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 or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, 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.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and

access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general,

for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
 Children's Online Privacy Protection Act, 15 U.S.C. § 6501  
 FCC Order adopted August 10, 2011  
 47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
 Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act) LB 512 (2017).

Date of Adoption: July 10<sup>th</sup>, 2017

Gothenburg Public Schools  
Addition to Employee Code of Conduct  
*Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Gothenburg Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Gothenburg Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Gothenburg Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Gothenburg Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Gothenburg Public Schools, any of its employees, or any institution providing network access to Gothenburg Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Gothenburg Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Gothenburg Public Schools community understand and agree to these rules of conduct, Gothenburg Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Gothenburg Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Gothenburg Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Gothenburg Public Schools, any of its employees, or any institution providing network access to Gothenburg Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

Gothenburg Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Gothenburg Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Gothenburg Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Gothenburg Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Gothenburg Public Schools, any of its employees, or any institution providing network access to Gothenburg Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Gothenburg School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, and Secretary, and ex officio secretary and treasurer, if it is determined by the Board of Education that same are needed, all of whom will assume office at the organizational meeting.
  2. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after five ballots or two hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.
  3. The President shall assume the chair immediately upon the President's election.
- B. The order of business for the remainder of the meeting shall be as follows:
1. The election of a Vice President and Secretary by the same method as used for the election of the President.
  2. The election of an ex officio Secretary and ex officio Treasurer to the BOE.
  3. The adoption of an order of business to guide the preparation of future agenda and conduct of meetings.
  4. Discussion of Standing Committees and Special Committees.
  5. Approval of current Board policies and regulations.
  6. Dissemination to each Board member of conflict of interest statutes.

Date of Adoption: April 14<sup>th</sup>, 2008

Date of Revision: July 10<sup>th</sup>, 2017

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Gothenburg School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after \_\_\_\_\_ ballots or \_\_\_\_\_ hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that \_\_\_\_\_ be elected as \_\_\_\_\_ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
  - a. President

- b. Vice President
  - c. Treasurer
  - d. Secretary
- 4. Approval of committees, positions, and designations
    - a. Consider, discuss and take action to elect Secretary to the BOE
    - b. Consider, discuss and take action to select Legal counsel
    - c. Consider, discuss and take action to elect Committees as determined by the BOE
    - d. Consider, discuss and take action to select Depository bank(s)
    - e. Consider, discuss and take action to select District newspaper(s) of record
  - 5. Approval of current Board policies and regulations
  - 6. Designate date for the annual review of BOE policies
  - 7. Dissemination to each Board member of conflict of interest statutes
  - 8. Adjournment

Date of Adoption: July 10<sup>th</sup>, 2017

**RESOLUTION**

**RESOLVED**, that the official depository(ies) of school funds for this School District is (are) hereby designated to be \_\_\_\_\_, and that the designation of any other institution(s) as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member \_\_\_\_\_ moved for its passage and adoption, and member \_\_\_\_\_ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: \_\_\_\_\_

\_\_\_\_\_.  
The following members voted against the same: \_\_\_\_\_

\_\_\_\_\_.  
The following members were absent or not voting: \_\_\_\_\_

\_\_\_\_\_.  
The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Gothenburg Public Schools

**BY:** \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Legal Reference: Neb. Rev. Stat. §§ 77-2350 and 77-2350.01

Date of Adoption: July 10<sup>th</sup>, 2017

# 2017-2018

## GOTHENBURG JR/SR HIGH SCHOOL STUDENT - PARENT HANDBOOK

**WELCOME** to Gothenburg Jr/Sr High School for the 2017-2018 school year. We look forward to providing you with excellent educational opportunities. The curriculum is broad, challenging and offers each student the opportunity to master the skills that will be needed for the career path you select. The activities program will provide you with opportunities to further develop interests and talents in sports, debate/speech, drama, journalism, music and related academic areas.

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

***GO SWEDES!!***

*Seth Ryker  
High School & Jr. High Principal*

*Tyler Herman  
Activities Director & Assistant Principal*

### **MISSION STATEMENT**

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

**This Handbook belongs to:**

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Replacement cost of student handbook: \$15.00

# **GOTHENBURG HIGH SCHOOL RENAISSANCE THE RENAISSANCE MISSION**

The mission of Renaissance is to bring excellence, competence, creativity and life to Gothenburg High School. What we create today can only create a better tomorrow. The program also acknowledges the educational achievements and outstanding contributions of students and staff members through a process of reinforcement, recognition and reward. RENAISSANCE improves performance, promotion, and partnerships with the community, while celebrating the academic achievement of all students at Gothenburg High School. **During the 2016-17 school year, 310 students (70%) in grades 7-12 received Gold or Cardinal cards.** RENAISSANCE is more than a program; it is an attitude that everyone can achieve excellence. You can be a part of this program during the 2017-2018 school year!

## ***GHS RENAISSANCE PROGRAM***

***Promote*** Improved-Outstanding Academic Excellence

***Recognize*** Rewarded Respect People!

***Improve*** Your Academic Image!

***Develop*** Visible, Tangible Rewards & Incentives!

***Every*** Effort Is Directed Towards Excellence For Everyone!

### **RENAISSANCE PROGRAM INCENTIVES:**

The following are incentives for achieving academic excellence through the Renaissance Program. Once a student has qualified in any of the categories listed below, they will receive the incentive awards and recognition at an Honors Assembly following the conclusion of the 1st semester;

#### **Students with all A's (4.0) for semester (GOLD CARD)**

Renaissance awards T-shirt

ACT Fee Reimbursement (1/2 for scores 27 or higher, full for scores 30 or higher)

Fast food coupons/discounted/free movie rentals

#### **Students with a "B" Grade Point Average for the semester (CARDINAL CARD)**

Renaissance awards T-shirt

Fast food coupons and discounted/free movie rentals

#### **ADDITIONAL CRITERIA FOR INCENTIVE REWARDS:**

Students who qualify for grade point incentives must also have exhibited exemplary attendance and discipline. To qualify for any of the above awards, students must have missed nine or fewer days, have had nine or fewer tardies, and have no major discipline referrals to the principal for that semester.

## **2017-2018**

## **GHS STAFF**

### **Administration:**

Dr. Mike Teahon, Superintendent/SPED Director  
Mr. Seth Ryker, Jr./Sr. High School Principal  
Mr. Tyler Herman, Activities Director, Assistant Principal  
Mrs. Allison Jonas, Director of Teaching & Learning

Jerry Wiggins	High School Counselor
Pam Glodowski	Middle School Counselor
Connie Rocker	School Psychologist
Mrs. SueAnn Hubbard	School Nurse

### **Faculty:**

Thomas Belanger	Instrumental Music
Erin Beavers	English
Scott Carlin	Science
Kaitlyn Clark	English/Social Science
Mary Clark	English
Travis Coe	Art
Amy Fleer	Special Education
Jami Fowler	Art
Jay Garrison	English
Kim Graff	English/Journalism
Craig Haake	Social Science/PE
Gabe Haberman	Vocal Music
Carol Keiser	Special Education
Vickie Keiser	Business/Computers
Bryson Kennedy	Industrial Technology
Roger Koehler	Business/Computers
Kent Koehn	Mathematics
Cathy Larson	Science
Lori Long	Media Specialist/Technology
Maggie Miller	Foreign Language
Nick Miller	Physical Education/Social Science
Cindy Moore	Mathematics
Kelly Morgan	Spanish
Tim Negley	Vocational Ag
Tim Peterson	Social Science/PE
Angela Piper	Special Education
Steve Reeves	Social Science
Julie Rickertsen	Mathematics/Science
Seth Schaeffer	Physical Education/Health
Dan Scherer	Vocational Agriculture
Sharise Scherer	Mathematics
Tom Scott	Social Science
Sara Stanek	Special Education
Maggie Tiller	Science
Dee Weaver	Family/Consumer Science
Jo Wiggins	Computer Tech. Coord.

### ***Secretaries:***

Lori Clymer, Lori Kolbo and Kay Streeter

### ***Cafeteria:***

Joni Jacobsen, Jill Jorgenson, Mary Moon, Jackie Headley, Amanda Diltz, Hannah Wear, Leslee Seitsinger, Rhonda Hansen, Ashley Riley, Jonathan Griffis

### ***Paraprofessionals/Job Coach***

Sue Finke & Katherine Middleton

### ***Bus Drivers:***

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

## **2017-2018**

## **ACTIVITY SPONSORS/COACHES**

### ***Fall Athletic Season***

Head Football - Craig Haake

Assistant Football - Justin Dowdy, Jerry Wiggins, Tom Scott, Jesse Kincheloe, Bryan Bazata

Girls Golf - Tara Foster

Cross Country - Steve Reeves & Tony Neels

Head Softball- Maggie Tiller     Assistant Softball-Karlie Nielsen

Head Volleyball -Bryson Mahlberg

Assistant Volleyball-Jami Fowler

9th Volleyball -Rebecca Costello

Head Jr. High Football-Dan Scherer

Asst. Jr. High Football - Seth Schaeffer, Jonathan Meyer

8th Volleyball - Cindy Moore     Assistant- Jim Clark

7th Volleyball - Nicole Rubenthaler     Assistant- Angela Piper

### ***Winter Athletic Season***

Head Boys Basketball -Roger Koehler

Head Girls Basketball -Nick Miller

Assistant Boys BB - Seth Schaeffer     Assistant Girls BB-Brian Bazata

Head Wrestling -Tom Scott     Assistant Wrestling -Tim Negley

9th Girls Basketball- Jena Rahjes     9th Boys Basketball- Scott Carlin

Jr. High Wrestling-Jerry Wiggins     Assistant - Craig Haake

8th Boys: Jonathan Meyer     Girls 8<sup>th</sup> Basketball-Jonathan Meyer

Assistant 8<sup>th</sup> B: Dustin Walker     Assistant 8<sup>th</sup> G: Joe Weaver

7th Boys: Justin Dowdy     Girls 7<sup>th</sup> Jami Fowler

Assistant 7<sup>th</sup> B: Joe Weaver     Assistant 7<sup>th</sup> G: Bryson Mahlberg

### ***Spring Athletic Season***

Head Track - Steve Reeves, Bryson Mahlberg

Jump Coaches- Tim Peterson, Tony Neels

Hurdle Coach-Dan Yilk     Pole Vault-Jillian Dowdy, Jesse Ambler

Distance Coach - Steve Reeves, Discus Coach- Roger Koehler Shot Put Coach- Bryson Mahlberg

7th-8th Boys/Girls Track Coach- Jim Clark/TBA

Assistants: Nicole Rubenthaler/Jonathan Meyer

Boys Golf - Dan Scherer     Assistant-Don Graham

## ***Other Activities***

Chorus – Gabe Haberman Musical: Kaitlyn Clark Asst: Erin Beavers, Erin Feather, Gabe Haberman  
Band/ Percussion Ensl.-Thomas Belanger  
National Honor Society/Sigma Phi Beta -Vickie Keiser  
One Act Play-Lori Long Assistant- Erin Feather  
FFA - Dan Scherer/Tim Negley  
Journalism/Yearbook– Dan Jensen  
Speech-Kaitlyn Clark, Assistant - Angela Piper  
Junior High Student Council-Pam Glodowski  
Quiz Bowl-Cindy Moore & Kaitlyn Mason  
Student Council - Mary Meisinger/Lori Long  
Cheerleaders –Sharon Andres & Ginny Peterson  
Seniors- Mr. Wiggins & Mrs. Beavers & Mr. Koehler  
Juniors - Mrs. Scherer & Mrs. Weaver & Mr. Carlin  
Sophs.- Mrs. Tiller & Mrs. Rickertsen & Mr. Garrison  
Fresh.- Mrs. Moore & Mrs. Keiser & Mr. Schaeffer  
8th - Ms. Clark & Mr. Peterson & Mr. Negley  
7th- Mrs. Larson, Mrs. Clark, Mr. Coe

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

## ***ADMITTANCE TO BUILDING & LUNCH HOUR***

Students are to remain outside by the entrance doors until **8:00 a.m.** Access time (7:45 a.m - 8:12 a.m.) is available to any student needing help from a teacher. During the high school noon hour (depending on inclement weather) students will be outside. No supervision will be available prior to 7:45 a.m. and after school at 3:45 p.m. in the academic building.

## ***Important Phone Numbers***

### ***Gothenburg Public Schools***

Mike Teahon, Supt./SPED Director	537-3653 ext.4105
Seth Ryker, Sr. High Principal	537-3651 ext.4122
Tyler Herman, Activities Director	537-7501 ext.4121
Jerry Wiggins, H.S. Guid Coun.	537-7501 ext.4124
Pam Glodowski, M.S. Guid Coun.	537-7501 ext.4127
Michelle Stevens, Elementary Coun.	537-3651
Allison Jonas, Director Teaching/Learning	537-3651
James Widdifield, Elem. Principal	537-7178 ext.2202
GHS Information/Attendance	537-3651 ext.4120

### ***Services***

Emergency Services	911
AIDS Information Hotline	1-800-782-AIDS
Birth Line	1-308-534-3085
Boys Town Hotline	1-800-448-3000
Child Abuse/Neglect Hotline	1-800-652-1999
Crisis Line 324-3040 or dial, Ask for Enterprise	2222
Crisis Intervention Team (Gothenburg)	537-3653
Dawson County Attorney	324-5644
Dawson County Crime Stoppers	784-1234

<i>Dawson Co. Immunization Clinic</i>	324-4219
<i>D.C. Parent Child Center</i> <i>(for victims of domestic violence, child abuse, etc.)</i>	324-2336
<i>Dawson County Public Defender</i>	537-7119
<i>Dawson County Sheriff's Department</i>	324-3011
<i>Domestic Violence Hotline</i>	1-800-876-6238
<i>Emergency 24 hour drug/alcohol line</i>	543-6963
<i>Family Planning (North Platte)</i>	534-3075
<i>Family Planning (Lexington)</i>	324-6223
<i>Gothenburg Chamber of Commerce</i>	537-3505
<i>Gothenburg City Offices</i>	537-3677
<i>Gothenburg Memorial Hospital</i>	537-3661
<i>Gothenburg Police Department</i>	537-3608
<i>Heartland Counseling</i>	324-6754
<i>Juvenile/Probation Office</i>	324-7119
<i>Nebraska Dept of Social Services</i>	324-6633
<i>Nebraska Diagnostic Center</i>	784-4525
<i>Parent Assistance Line</i>	1-800-642-9909
<i>Poison Information Center</i>	1-800-642-9999
<i>Road and Weather Conditions</i>	1-532-0623
<i>Runaway Switchboard</i>	1-800-621-4000
<i>State Patrol Emergency Line</i>	1-800-525-5555

## **ACADEMICS**

### **ACCREDITATION**

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

### **GRADUATION REQUIREMENTS**

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

**Requirements for graduation from Gothenburg High School are listed below:**

<b>English</b> .....	40
(English 9,10,11,12 )	
<b>Social Studies</b> .....	30
(American History & Government)	
<b>Math</b> .....	30
(Algebra I or Pre-Algebra)	
<b>Science</b> .....	30
<b>Physical Education</b> .....	10
(Physical Education/First Aid)	
<b>Computer</b> .....	5
<b>Speech</b> .....	5

<b>Electives</b> .....	100
<b>Total Credits Needed</b> .....	240

**ASSIGNMENT OF STUDENTS**

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

**Classification of students for grade level placement:**

- Sophomore.....60 hours + 2 semesters in attendance
- Junior.....120 hours + 4 semesters in attendance
- Senior.....180 hours + 6 semesters in attendance

**DROP AND ADD INFORMATION**

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

**GRADING SYSTEM**

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

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

**P=Pass**

**I=Incomplete**

**WP=Withdrew-Passing      WF=Withdrew-failing**

**NC=No Credit due to attendance**

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

**INCOMPLETE GRADES**

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

## **PROGRESS REPORTS**

Progress reports will be mailed to parents every three weeks during the school year. Dates when progress reports are to be sent will be included in the Swede informer activities calendar and in this handbook.

## **REPORT CARDS**

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

## **PARENT-TEACHER CONFERENCES**

The Gothenburg Jr./Sr. High school will hold parent teacher conferences **twice** during the **2017-2018** school year. These conferences will provide a two-way communication between home and school. Conferences are held during the first and third nine week quarter.

## **HONOR ROLL**

All graded classes will be considered for Honor Roll. For a student to be placed on the Honor Roll, the student must receive all A's and B's. Those students with all A's will be recognized as having high honors. Honor Roll Students will be recognized following each grading period.

## **PROMOTION & RETENTION POLICY**

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

## **CHECKING OUT/DROP**

Any student transferring to another school or leaving school permanently must obtain a check-out sheet from the principal's office. This sheet must be signed by all the student's teachers and returned to the office.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

## **NOTICE CONCERNING DIRECTORY INFORMATION**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

### **OPTIONAL**

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

### **NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:**

The District designates the Gothenburg Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

## STANDARDIZED TESTS

The test NWEA (MAPS) is a tool that makes possible a profile of sorts of each individual student. The test, when used as a tool along with other information, provides the student and the school with valuable information. Students are tested to help determine individual learning levels, abilities, interests and to assist in placement, if necessary. These tests are going to be given two times a year. Copies of the results will be sent to parents.

## TRANSCRIPTS/HIGH SCHOOL RECORD

Student records, test results, grades, class ranking, etc., will be forwarded to schools, colleges, universities, scholarship agencies, prospective employers and/or any other party ONLY upon written request or permission from a parent, guardian or student. Students should remember that they write their high school record but once and once written, that record cannot be changed. He/she should know that when securing employment, studying at a university or college, or entering the armed forces, their record follows them.

## NOTICE OF REQUIREMENTS FOR ADMISSION

Nebraska law requires that parents or legal guardians furnish the following documents upon admission:

- 1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time.
- 2) Evidence of a physical examination by a physician for a student entering the 7th grade or transferring in from out of state,
- 3) Evidence of visual evaluation by a physician,
- 4) Students are required to be immunized according to laws passed by the Nebraska legislature.

Parents/guardians may contact the school nurse regarding immunization requirements.

Forms to submit objections are available from the Supt. office. **Any student not in compliance with the law will not be permitted to attend school.** Medical and religious exemptions are available but require a physician's signature or a signed affidavit.

## NATIONAL HONOR SOCIETY

National Honor Society was founded to recognize and encourage academic achievement and the ideals of scholarship, character, service and leadership. The local chapter at Gothenburg H.S. is governed by the national organization. Gothenburg's chapter was chartered as Charter #390 on June 16, 1925.

To be eligible for membership in the Gothenburg High School Chapter of NHS, a student must have been in attendance at GHS for the equivalent of one semester. Selection is based on outstanding scholarship, character, leadership and service with each area counting as 25% of the total. Candidates must have a cumulative average of at least 3.50 although a local chapter may raise that standard if desired. Students may not apply for membership; membership is granted to those sophomores, juniors and seniors selected by the faculty council. Eligible students are judged by a 5 member faculty council as selected by the principal and advisor. A different faculty council is selected each year. 10th, 11th and 12th grade students who have a 3.50 or higher GPA will receive a letter stating that they are eligible to be considered for membership. Students that are eligible will be asked to submit a list of activities and write a short essay. Leadership, character and service will be judged by an evaluation form completed by the five member faculty council using guidelines as presented in the National Honor Society Handbook.

Membership is an honor and a responsibility; students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. Members who fall below the standards which were the basis of their selection may be dismissed from the organization.

## ACADEMIC INTEGRITY POLICY

Gothenburg High School is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which students go through to learn is an honest process which reflects their true abilities as measured by their own efforts. Progress which is based on unsound learning, as in the case of cheating, is not a genuine process. Cheating prepares a student for failure, not for success. (In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. The faculty and administration of Gothenburg High School are committed to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner.)

### **What is the definition of cheating at Gothenburg High School?**

Cheating involves one or more of the following actions:

1. To use the work of another person as your own and/or copy information from another student's test, examination, theme, book report, or term paper. 2. To plagiarize - plagiarism means using another person's idea, expression or words without giving the original author credit. 3. To prepare for cheating in advance. Such as: (a) having in your possession a copy of a test to be given or having been given by a teacher (b) using the test or notes during a test or examination (c) talking while taking quizzes, tests or examinations 4. To fail to follow test procedures/announced instructions (such as no talking, no turning around in seat, raise hand for questions, etc

## GENERAL INFORMATION

### ATTENDANCE

Regular and punctual student attendance is required, school attendance is not only a Nebraska State Law and Board Policy 5008, but more significant it is important to every child's education. The administration is responsible for developing further attendance rules and regulations and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

#### Age 21:

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

#### ABSENTEEISM AND ABSENTEE HOMEWORK

If your son or daughter is ill in the morning and will not be coming to school, we ask that you call the school before 9:00 a.m. (537-3651 Ext. 4120) Should we not receive a call, we will attempt to contact you. If students need homework assignments, please check on-line teacher lesson plans on the school web site.

**\*\*STUDENTS NEED TO COMPLETE ASSIGNMENTS FROM THEIR RESPECTIVE TEACHERS BEFORE LEAVING FOR A SCHOOL ACTIVITY.**

#### ATTENDANCE GUIDELINES/DEFINITIONS

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

**School Excused Absences** – Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension. Illness, family bereavement (parents, siblings, and grandparents), doctor or dental appointment, court appearances that are required by court order, participation in school activities, family trips in which student accompanies parent(s)/legal guardian(s), and other unique situations which have received prior approval from the Principal. Please refer to Board policy 5008.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

**NOT School Excused.** Absences that are not school excused may result in a report to the county attorney and may be classified as follows: (1) Parent acknowledge absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is

the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies. If unexcused the student may receive zeros for any class work missed during the absence, Students who leave the school premises without permission during the school day will be considered truant. Please refer to Board policy 5008.

#### **Absence Procedure**

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstance.

**Early Withdrawal for Students Enrolled in Accredited or Approved Schools-** A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed. See Board Policy No. 5008 for further information and details of the exit interview and withdrawal form.

**Five (5) unexcused absences-** Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for secondary students. When a student has excessive absences, please refer to Board policy No. 5008 for more information and the procedures to be implemented.

**Twenty Excused Absences-**If a student accumulates more than twenty (20) absences per year and all of the absences are due to documental illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which that person having control of the student resides.

**Twenty Unexcused Absences-**If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance office shall file a report with the county attorney of the county in which the person having control of the student resides. For further information, refer to Board Policy 5008.

#### **Reporting Excessive Absenteeism to the County Attorney**

The school may report to the county attorney of the county in which the person resides when the school as documented the efforts to address excessive absences. The school shall notify the child's family in writing prior to referring the child to the county attorney. Please refer to Board Policy 5008.

## **ATTENDANCE REGULATIONS**

A student who is absent **nine (9) times from a semester course** will forfeit credit for the course unless he/she requests a hearing before the Attendance Appeals Committee and is granted an extension of credits by this committee. The student and/or parent must present **documented substantiating evidence** (Dr. or dentist appointment notes, court appearance documents, etc.) as to the reason for their absences. (Note: Absences resulting from the participation in school sponsored activities/school exclusions do not count toward the limit of **nine!**) When extended absences occur in cases of chronic or extended illnesses, accidents or other health related problems, an appeal may be made to the Attendance Appeals Committee. Forms to request a waiver of a hearing may be picked up in the office. The committee may waive the necessity of a parent or guardian and student meeting at their discretion. The parent/guardian and student do not have to appear at the Attendance Appeals Committee meeting if the waiver is granted and

**documented substantiating evidence** of the student's absence is presented to the office. **Gothenburg Public Schools does NOT sanction or approve a Senior Sneak day.**

## **COLLEGE VISITATIONS**

Students will be allowed to have two (2) days of college visitation(s) during their Senior year. The **principal's office must receive a note** from parents/guardians to insure college visitation verification **in advance of the visit**. Seniors who properly follow this procedure will be able to participate in extracurricular activities on those days.

## **STUDENT ILLNESS/ABSENCES**

Upon returning to school after an absence, the student should report to the principal's office and present a note from the parent/guardian stating that they were aware of the absence and the reason for the absence. **If a note is not received by the office, the absence is considered unexcused and the student will need to serve detention time.** After returning to school, students must get an admit slip from the office before they will be allowed back in class. Teachers will inform the student as to the work to be done, but it is the responsibility of the student to contact the teacher for instructions and to make up the work. For excused absences, two school days will be allowed to make up work.

**If a note is not given to the office within 2 days after a student returns to school, he/she will be required to serve detention or possible Saturday school.**

**When a student becomes ill while at school, he/she must report to the principal's office to check out.**

The office will also attempt to contact the parent. In case of an accident or emergency illness and the parent cannot be contacted, a school employee may take the students home or may call a physician for assistance.

## **HEALTH SERVICES**

The Gothenburg Public School System has a full time registered nurse who coordinates health services. She conducts health screening on students annually. Should you have any concerns about your child's hearing or vision, she can evaluate him/her at any time during the school year. A written health services referral will be sent to parents whenever a concern is found on any screening procedure.

When children are not well, they should not be sent to school. Children who have vomited or had diarrhea 12 hours prior to the starting time of school should not come. Children with the following conditions will be sent home:

- vomiting
- diarrhea
- a fever of 100 degrees or higher
- a suspicious rash
- head lice
- \*any child showing any signs or symptoms of a contagious or infections disease.

Children excluded for a confirmed communicable disease should not be allowed to return to school until the minimum isolation period has elapsed, and all signs and symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever free for 24 hours without the use of fever reducing medication.



<b>ACCESS TIME</b>	<b>7:45</b>	<b>-</b>	<b>8:12</b>
Access time will be assigned to students that do not complete their homework from the previous day. Any 7-12 student may take advantage of this access time to talk to their teachers.			
<b>1</b>	<b>8:15</b>	<b>-</b>	<b>9:03</b>
<b>2</b>	<b>9:06</b>	<b>-</b>	<b>9:54</b>
<b>3</b>	<b>9:57</b>	<b>-</b>	<b>10:45</b>
<b>4</b>	<b>10:48</b>	<b>-</b>	<b>11:36</b>
<b>LUNCH-Jr. High</b>	<b>11:36</b>	<b>-</b>	<b>12:06</b>
<b>5-Jr. High</b>	<b>12:09</b>	<b>-</b>	<b>12:57</b>
<b>5- Sr. High</b>	<b>11:39</b>	<b>-</b>	<b>12:27</b>
<b>LUNCH Sr. High</b>	<b>12:27</b>	<b>-</b>	<b>12:57</b>
<b>6</b>	<b>1:00</b>	<b>-</b>	<b>1:48</b>
<b>7</b>	<b>1:51</b>	<b>-</b>	<b>2:39</b>
<b>8</b>	<b>2:42</b>	<b>-</b>	<b>3:30</b>
<b>DETENTION</b>	<b>3:30</b>	<b>-</b>	<b>4:30</b>

**Junior High students will have a CLOSED campus. Students will have 3 choices for lunch: 1) Eat in cafeteria; 2) bring sack lunch; 3) parent pick up or walk home.**

Lunch dismissal will be at the following times on regular schedule days: **Jr. High students at 11:36 a.m., Sr. High students at 12:25 & 12:27.** All students need to walk to the cafeteria in an orderly manner and failure to do so will result in detention.

### **BREAKFAST FOR BRUNCH**

The Brunch Program will continue at Gothenburg Jr/Sr High School this year at the same designated time. **Students will not be allowed to bring pop or any open containers into the school building.** All breakfast purchases will be recorded daily and will be charged against student accounts. Breakfast will be \$6.25 per week or \$1.30 per day for full price students. All students who qualify for free/reduced lunches also qualify for free/reduced breakfasts. Brunch will be delivered to academic classrooms and PE classes will have brunch in the cafeteria.

### **CRIME STOPPERS**

A Crime Stoppers program has been established to allow students (and faculty) to give anonymous or confidential information and get a cash reward. This program addresses the two main reasons people sometimes don't come forward: 1.) Fear of Involvement and 2.) Apathy.

### **DAILY BULLETIN AND ANNOUNCEMENTS**

Announcements will be published daily. All announcements which teachers, students, and organizations wish to appear in the daily bulletin should be in the principal's office by 8:30 a.m. The daily bulletin will be distributed via computer and posted by the high school office. The bulletin will publish only school related announcements. With administrative approval, students may post notices or posters.

### **DANCES/STUDENT ACTIVITIES**

The following rules will be in effect for all dances held at Gothenburg Public Schools involving Gothenburg students:

1. Student arrival time set for each dance can be within one hour of the starting time. Doors will be closed and no one will be admitted after 1 hour of the start of the dance. Any exceptions need to be discussed in advance with Principals.
2. Students leaving the dance before it is over may not return.
3. Students can't leave the facility; they must stay in the dancing area.
4. Sr Hi dances are for students 9th-12th grades. Guests are allowed to come to two Sr Hi dances: Coronation and Homecoming, provided they are between- 9th grade and age 20. Prom is

for Juniors, Seniors and Soph. servers and their dates between 10th grade and age 20. All school rules are in effect for **ALL** who attend the dance. There will be a sign up for out of town or out of school dates. This list will be provided to sponsors. **All guests must sign up in the principal's office prior to 3:00 p.m. on THURSDAY preceding the dance.**

This includes but is not limited to:

- a. Appropriate Dress. **(NO JEANS or T-SHIRT or CAPS/HATS)**
- b. Inappropriate displays of affection.
- c. Being uncooperative, disrespectful, other misbehavior, etc.

Any of the above mentioned offenses should be reported to the school sponsor. The school sponsor will then call the parents and have the parents pick up their child.

5. One school sponsor and five additional adult sponsors are necessary for each dance. The school sponsor will provide a copy of "sponsors duties and responsibilities" to each sponsor before each dance.

6. **Any student leaving 30 minutes or more before the conclusion of the dance must sign out.**

7. **The administration reserves the right to approve or disapprove outside guests.**

**8. Any student that attends Saturday School because of excessive tardies or truancy will not be allowed to attend the next "calendar" dance.**

## **EMERGENCY DRILLS**

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clear the building by the prescribed route as quickly as possible. Students will be instructed by their teachers concerning the proper procedures to be followed.

## **GUIDANCE AND COUNSELING SERVICES**

What's a School Counselor, a person who is especially trained to help you realize your fullest potential as a unique human being! How?

**Depending on your needs, your counselor can help you:**

- . assess your strengths and limitations
- . develop positive attitudes--ones that help rather than hurt you
- . develop suitable decisions about your life
- . choose courses that are right for you
- . solve personal problems with family, friends, teachers
- . plan your education and decide on a career and find a job

**The GOAL of counseling is to help you understand yourself so you can learn to make better decisions about your life. Together, you and the counselor will:**

1. sort out exactly what your problem is
2. discuss your needs and feelings
3. explore alternatives and discuss their likely effects on your life and your goals
4. make a decision

**When can I see the school counselor?**

If you have a study hall, that is an excellent time to stop in. If that is not the case for you, ask your teacher for permission to come during one of your class periods and make an appointment with the counselor for that time.

**Can I trust that the counselor will keep my information confidential?**

Yes, the only time a counselor will break confidentiality is if you reveal that you or someone else is in danger. In that situation, the counselor is required to contact someone who can help.

**Parents and students are invited to call or stop in and talk to Mr. Wiggins, GHS counselor (537-3651 ext. 4124) or Mrs. Glodowski, Middle School counselor (ext. 3134).**

## **INDIVIDUAL STUDENT CONFERENCES**

Each and every student will be asked to make an appointment to see the School Counselor during a designated time to review your educational plan, check credits, review career plans and become better acquainted.

The following dates will be important for you:

<b>SENIORS</b>	<b>Fall 2017</b>	<b>FRESHMEN</b>	<b>Fall 2017</b>
<b>8TH GRADERS</b>	<b>3rd Quarter</b>	<b>7TH GRADE</b>	<b>2nd Qtr</b>

Each appointment will take approximately fifteen minutes, and you will be asked to sign up a week in advance. Throughout the school year, group counseling sessions will be made available to students who are dealing with similar issues. Topics for groups include, but are not limited to the following: anger management, grief and loss, dating relationships, divorce, alcoholism, study skills, self-esteem, communication and relating to others.

<b>COLLEGE NIGHT @ COZAD H.S.</b>	<b>- TBA</b>	<b>7:00 P.M.</b>
<b>FINANCIAL AID PROGRAM at Gothenburg</b>	<b>- TBA</b>	<b>7:00 P.M.</b>

***ACT TEST DATES***

September 9, 2017  
October 28, 2017  
December 9, 2017  
February 10, 2018  
April 14, 2018  
June 9, 2018

***REGISTRATION DEADLINES***

August 11, 2017  
October 6, 2017  
November 17, 2017  
January 19, 2018  
March 23, 2018  
May 18, 2018

**SCHOOL CODE: 280940**

**HARASSMENT**

Gothenburg School District #20 prohibits harassment of students on any premise where the district has control of the premises or can otherwise lawfully exert its jurisdiction. As a student, you have the right to protest and/or register a confidential complaint to the following people: your counselor, principal, superintendent, or the board of education. Gothenburg students can attend school with security and dignity and without fear of insulting, degrading, or exploiting treatment of any nature. **All harassment charges in grades 9-12 will be continued on to the next disciplinary step during the student's high school years at GHS, (an ongoing process). In grades 7-8, harassment issues will be an ongoing process during each year only.**

**ANTI-BULLYING POLICY**

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Students have the opportunity to use the online harassment form to notify school officials of any incidents of bullying.

**DATING VIOLENCE**

Dating violence means a pattern of behavior where one person uses threats of, or actually uses: physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or

long term. All dating violence incidents will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District 20's authority.

## **EQUAL OPPORTUNITIES**

District #20 supports equal educational opportunity for students free from limitations based on ethnic or racial background, sex, disability, race, color, religious beliefs, marital status, veteran status, or economic and social conditions.. This concept of equal education opportunity serves as a guide for the school district and the staff in making decisions relating to school facilities, employment or personnel, selection of educational materials, equipment, curriculum, and regulations affecting students and their welfare.

## **ELIMINATION of DISCRIMINATION**

The policy of Gothenburg Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

## **LOCKERS**

School lockers are school property and remain under the control of the school at all times; however, students are expected to assume full responsibility for the content security of their lockers. Lockers should be kept locked at all times when they are not opened for use. Students are responsible for locking their lockers after use, and should not reveal their combinations to anyone. Students should not expect privacy regarding items placed in their lockers. School authorities may conduct periodic general inspections of lockers for any reason at any time without notice or student consent. At no time does the Gothenburg Public Schools (District 20) relinquish its exclusive control of lockers provided for the convenience of students. Periodic, search of student lockers may be conducted by school authorities:

- 1) School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation;**
- 2) Illegal items or other items determined to be a threat to the safety of others, a threat to educational purposes, or a prohibited nuisance item may be seized by school officials.**
- 3) Items which are used to disrupt or interfere with the educational process may be removed from student possession.**

## **STUDENT VALUABLES**

Students **SHOULD NOT** bring money or valuable items to school, as the school will assume **NO** responsibility for articles lost, stolen or damaged items.

## **VANDALISM**

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. Vandalism may result in a discipline referral.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District #20 property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in

locations as deemed appropriate. Notice is hereby given that video surveillance may occur on District #20 property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## LUNCH

It is the policy (Policy 3571) of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students. The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

- Full Pay Families - will pay for meals at the district's published standard rate for each meal. After the FAMILY balance reaches -\$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the standard rate.
- Reduced Pay Families will be allowed to receive a breakfast at the district's published reduced rate for each meal. When the balance reaches -\$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the reduced rate.
- Free Status Families will be allowed to receive a free breakfast and lunch each day. The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

Children from families whose income is at or below the level shown on schedules furnished to the school may apply at any time during the year for free and reduced price meals and free milk. Applications must be made in advance for approval. Please contact Kay Streeter, 537-3653, Ext. 4104.

**Junior High students have closed campus unless a written note from his/her parent that gives permission to go off campus for lunch WITH HIS/HER PARENTS.**

**High School lunch will be dismissed at 12:25 & 12:27.**

All food items and drinks must be consumed in the cafeteria. Juice may only be purchased during lunchtime. If a student brings a sack lunch to school, they must also eat in the school cafeteria. **Students are not to remain in the high school building during lunch unless directly supervised by a staff member.** Senior High students wishing to go home for lunch or eat off campus may do so, provided they walk or ride their bike to their destination and return in time for the next period of classes. **Students driving or riding with another student over the lunch hour or any time during the day will be assigned detention time.**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## MEDIA CENTER

The media center is provided for your assistance in school work, as well as for recreational reading, but is not to be used as a student lounge. All books must be checked out and returned or renewed within two weeks. No dictionary, encyclopedia or other reference material should leave the media center without permission. For magazine articles or books not available in the media center, access is available through Interlibrary loan. The media center is fully automated with ten computer work stations for the card catalog. There will also be two electronic encyclopedias for

student use. SIRS and Wilson Web are the two web based magazine indexes. **Use of the media center is a privilege carrying with it the responsibility of courtesy, respect and consideration.** Any student abusing this privilege will be barred from the media center.

## **DRIVING---PARKING PERSONAL VEHICLES---RIDING IN A BUS**

Students who drive privately owned motor vehicles to school must obey the following rules:

- 1) Students may not move their vehicles during the day without permission from a principal.
- 2) **Students will not be allowed to sit in or be around their vehicles during the school day without administration permission.**
- 3) Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
- 4) By driving personal vehicles to school and parking on or near school grounds, students consent to have that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
- 5) Students are to park their vehicles in the school parking lot east of the school and community building, upon arrival at school and they are to be left parked until the close of the school day.
- 6) **All students MUST park properly in the corresponding parking spaces provided or receive detention. A student violating driving regulations will be assigned detention time according to the Gothenburg Discipline Plan.**
- 7) **Bus procedures in the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:**
  - A. Radio transportation the situation if possible.
  - B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
  - C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

## **PHYSICALS/HEALTH REQUIREMENTS**

The Nebraska State Department of Health requires all 7th grade students to have health examinations within six months prior to the beginning of the current school year, and that records of such examinations be on file at the school. **No 7th grader will be allowed in school without a physical. Examination forms are available in the principal's office.** Students will also be required to have a physical taken and a form signed by their doctor, to be kept on file with the school if they are to participate in organized athletics. Please refer to the Athletic Guidelines in this handbook for more information.

## **SCHOOL CLOSINGS**

In severe weather Gothenburg Schools will notify radio stations KRVN along with television stations NTV, KNOPTV, KLN/KGIN. The decision to keep the schools open or closed will be made as early as possible and also announced via **SchoolReach**.

## **SKATEBOARDS/ROLLER BLADES**

**Skateboards and roller blades are prohibited in the school building.** They will be confiscated. Skateboards and bikes are to be parked during the school day.

## **STUDENT HANDBOOK PASSES**

Student handbooks will be used as passes for this school year. **You are allowed two (2) "passing times during each school day."** This is student initiated: bathroom, media, office and etc. This doesn't apply to student aides and Annual/ Newspaper & Web Design students. Handbook passes

should be signed by the teacher when leaving the classroom. Students are to go directly to the designation stated on the handbook pass.

## **SUBSTITUTE TEACHERS**

Substitute teachers are to be treated with the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be given a detention or possible suspension. The responsibility is on the student.

## **TELEPHONE USE**

School telephones are business phones. Students may use the phones located on Main Street. Any improper use of school phones (prank-harassment) made by students during school time will be an automatic suspension from school. Students will not be called from class to take phone messages except in cases of emergency. **Electronic devices if confiscated:**

**1st time: Parents pick them up    2nd time: 1 hour detention**

**3rd time: 2 hour detention**

**Cell phone use is prohibited in classrooms (without teacher permission.) Cell phones are prohibited in locker rooms and will be confiscated on sight. Students may carry their phone but it is recommended that phones be stored in a locked locker or car.**

## **VISITOR'S PASS**

Discretion should be used when bringing a visitor to school. Permission to visit a class must be obtained from the PRINCIPAL. Regulations applying to our students also apply to visitors. A visitor's pass is to be obtained in the Principal's Office before attending any classes.

## **RIGHTS & RESPONSIBILITIES - STUDENT RESPONSIBILITY**

It is the common goal of students, faculty and administration to achieve a school atmosphere which is most conducive to learning, including the opportunity for students to learn by assuming their appropriate share of the responsibility. While it is recognized that the best and most effective disciplines are good manners, respect for the rights of others, self control, and personal responsibility, it is also recognized that not every student will choose these options. When you, as a responsible student, see your fellow students breaking the conduct code or damaging property, speak up for the common good of all Gothenburg students and ***Your*** school!

## **PARENT/STUDENT RIGHTS**

1. Be treated with courtesy by all members of the Gothenburg Staff
2. Be respected as an individual regardless of race, creed, national origin, economic status, sex or age
3. Be informed of any academic requirements of any school program
4. Participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare when the need arises
5. Be informed of school policies/administrative decisions
6. Inspect his/her child's cumulative record and remove or correct any false or misleading statement in conformity with current guidelines established by the State and Federal governments.
7. Appeal the placement, in accordance with established guidelines, of his/her child in a special education class
8. Secure as much help as is available from the Gothenburg School District to further the progress and improvement of his/her child
9. Expect that every attempt will be made by school personnel to insure the receipt by parents of important school news and messages

10. Expect reasonable protection for his/her child from physical harm while under school authority

## **DISCLAIMER**

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Gothenburg Discipline Plan and to alter any penalties as they consider necessary. Also, the administration reserves the right to amend any provision in this handbook which is necessary in the best interest of the school process.

**With cause, the administration can search a student's person, locker, car, backpack or other personal effects. Also, the administration can search with reasonable cause, students' electronic communication-email or other messages sent from school computers, a students' personal data storage devices, (disks, CD's and portable flash drives).**

## **INTERNET SAFETY & ACCEPTABLE USE POLICY**

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. Each student and parent/guardian must sign and return to the Principal's office the Student & Parent Agreement form called "Acceptable Use of Computers and Networks" before student access is allowed.

## **ELECTRONIC DEVICES**

**The District does not allow students to bring or use electronic devices at school without administration approval.** The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

Electronic devices, include, but are not limited to 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. Sexting means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that is sexual in nature (sexual content, sexually exploits a person, and/or displays a sexually explicit message). Students shall not record others, (photographs, videotaping, sound recording, etc) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public.

Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

Students found in possession of a “sexting” or recording others, (photographs, videotaping, sound recording, etc without direct administration approval and consent of the other person (s) shall be subject to **disciplinary action, up to and including expulsion.**

Students who send or encourage another to send a “sexting” message shall be subject to **disciplinary action, up to and including expulsion.**

Violations of this policy regarding the prohibited use of electronic devices may constitute a violation of federal or state laws and regulations, Therefore, it shall be reported to appropriate legal authorities and law enforcement.

## STUDENT FEES POLICY

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

### A. Definitions.

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

### B. Listing of Fees Charged by this District.

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

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

#### 2. Safety Equipment and Attire.

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

#### 3. Personal or Consumable Items.

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

#### 4. Materials Required for Course Projects.

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

5. Extracurricular Activities.

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

6. Post secondary Education Costs.

Some students enroll in post secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post secondary courses.

7. Transportation Costs.

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

8. Copies of Student Files or Records.

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

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

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

10. Participation in Summer School or Night School.

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

11. Charges for Food Consumed by Students.

The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches/activities.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

D. Distribution of Policy.

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

E. Student Fee Fund.

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

Neb. Constitution, Article VII, section 1.

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

## **CERTIFICATION**

The Board of Education of Gothenburg Public Schools annually holds a public hearing on the student fee policy. The hearing follows a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2009-2010 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

Superintendent\_\_\_\_\_

## **MEDICINES**

Students are not to carry on themselves any medication (prescription or over the counter) that has not been approved in writing by the school administration or school nurse.

## **HABITUDES**

Habitudes are the habits and attitudes we want our students to have when they leave this district. Our goal is to develop these 11 career ready skills in our students before graduation by allowing them the time to absorb the information and practice it with their peers and teachers.

## **CODE OF CONDUCT**

The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling, warning students, parent contacts, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

### **SCOPE OF CONDUCT RULES:**

On school grounds, in a vehicle owned, leased, contracted by the school, vehicle being used for a school purpose by a school employee or by his or her designee, or at a school sponsored activity or athletic event.

### ***LEVEL I MISBEHAVIORS***

**Minor misbehavior that impedes the operation of school.**

Examples: Running in buildings, boisterous behavior, nuisance items (rubber bands, pins, etc.)

**CONSEQUENCE: Teacher discretion**

## ***LEVEL II MISBEHAVIORS***

Misbehavior that is frequent or serious enough to disrupt the learning climate of the school or endanger the well-being of others. These acts do not represent a direct threat to the health and safety of others but need administrative corrective action.

Examples: Chronic or severe Level I misbehavior, unexcused absence, forging notes or excuses, petty theft, verbal abuse, intimidation of another student, minor physical contact (pushing or shoving), parking improperly, threatening force to injure others, committing any act involving a civil wrong or crime, forgery, unsportsmanlike conduct, driving or riding with another GHS student during the school day, throwing snow, cheating, vulgar language, improper clothing-bagging/sagging, excessive holes in jeans, wearing caps improperly, inappropriate language, materials, possession of obscene materials and proper student behavior in school-sponsored vehicles.

**CONSEQUENCE: Teacher Discretion and**

**1st offense-1 hour of detention/form sent home**

**2nd offense-2 hours of detention/form sent home**

**3rd offense-3 hours of detention/form sent home**

## ***LEVEL III MISBEHAVIORS***

Differentiated cases requiring unique consequences.

Examples:

A. Possession or use of any tobacco products including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect on school grounds.

B. Truancy-SATURDAY School

**CONSEQUENCES:**

A./B. 1st offense-Saturday School and/or administrative discretion (A)-ticketed by police & excluded from school activities for 10 school days, (B)-notify the police

A. 2nd offense-3 days out of school suspension &  
20 day exclusion from school activities (same season)  
(A)-ticketed by police

## ***LEVEL IV MISBEHAVIORS***

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

*The following types of student conduct shall constitute grounds for short-term & long term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.*

1) Willfully disobeying any reasonable written or oral request of a staff member, or the voicing of disrespect to those in authority.

2) Use of violence or fighting;

1st offense-3 day out-of-school suspension/notify police

2nd offense-5 day out-of school suspension /notify police and parent conference with student/counselor

2A) Use of force, coercion, threat, intimidation, repeated harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes.

3) Sexual assault or attempting to sexually assault any person.

- 4) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 5) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student; (Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision)
- 6) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 7) Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon;
- 8) Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.
- 9) Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
- 10) Truancy or failure to attend assigned classes or assigned activities
- 11) Tardiness to school, assigned classes or assigned activities.
- 12) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Example: gross disrespect for school personnel (3 day out-of-school suspension). Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
- 13) Public indecency or sexual conduct
- 14) Repeated violation of any of the school rules.
- 15) Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska.
- 16) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
- 17) Willfully violating the behavioral expectations for those students riding the District's buses or other vehicles.

b. In addition, a student may be suspended (short term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).

c. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

- 1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was reasonably believed to be necessary, or
- 2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

d. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.

**CONSEQUENCE: Long term suspension, expulsion, or mandatory reassignment and reviewed by Discipline Comm.**

## **CORPORAL PUNISHMENT**

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

## **SATURDAY SCHOOL**

Saturday school will begin at 8:30 a.m. and will end at 11:30 a.m. on the designated Saturday's of each month. Students who have been assigned to Saturday school **MUST ATTEND-NO EXCEPTIONS**. If a student fails to attend Saturday school or follow the rule stipulations, he/she will be issued a two day out-of-school suspension and he/she must attend the following Saturday School along with a conference between the parent/student/principal must occur.

### **POSSIBLE SITUATIONS:**

- 1) Truancy from school and/or skipping detention room, 2) make-up time for excessive absences from school, 3) theft, 4) fighting or intimidation of another student (s), 5) students who receive No. 5 detention or No. 10 detention, etc., 6) disruptive behavior in a classroom and results in removal of student.

### **Rules of Saturday School:**

- 1) Students must be on time
- 2) Students must stay the entire time (8:30 a.m.- 11:30 a.m.)

## **DETENTION**

A detention room will be established to facilitate the consequences for Level II and Level III Misbehaviors. Rules for the detention room are as follows: students should be prepared to study/review homework and NO eating, drinking, talking or sleeping is allowed.

## **RESPECT**

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or District. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

## **DRESS AND GENERAL APPEARANCE**

Students are expected to dress in a way that is appropriate for the school setting. The attire should NOT disrupt the educational process or constitute a possible threat to the safety and health of the student or his/her peers. **Decency and modesty should prevail!!!**

Following is a list of examples of attire that will NOT be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. clothing that shows an inappropriate amount of bare skin or underwear; sagging shorts/pants, unacceptable shorts or cutoffs, 1/2 shirts, spaghetti straps, excessive holes in jeans,
- b. shorts, skirts, or skorts that do not reach mid-thigh or longer,
- c. clothing or jewelry that advertises or promotes beer, alcohol, tobacco or illegal drugs, (Hooter's T-shirts)

- d. clothing or jewelry that could be used as a weapon (chains, spiked apparel)
- e. Head wear includes caps/bandannas/scarves/hoodies
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double
- g. Clothing or jewelry that is gang related or 420 related
- h. Visible body piercing (other than facial area).

Footwear is required at all times. **Students are asked not to wear gym or athletic clothes to regular classes. Caps/hats are not to be worn in the buildings and will be confiscated after one warning. However, caps may be worn to athletic events in the community building only during after school hours.**

## **INDIVIDUAL CLASSROOM RULES**

Students are expected to abide by individual classroom rules that are established by the classroom teachers. Refusal to do so may result in suspension or expulsion proceedings. Individual classroom rules will be distributed by each teacher at the beginning of the school year or upon enrollment. Students must also fully understand that any teacher in the building has the authority to correct misconduct at any time. **No pop or juice allowed in any classroom except during brunch or by administrative approval on special occasions.**

## **WEAPON POLICY**

If a student is determined to have brought a firearm or dangerous weapon to school, or have a firearm or dangerous weapon in their possession while on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event, they shall be expelled for a period of one year.

## **STUDENT SUSPENSION/EXPULSION**

Nebraska Legislative Bill 1250 (1994) provides the conditions under which students may be excluded from public schools. The statute provides:

- (1) Rules must be clear and definite to provide clear notice to students.
- (2) Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
- (3) Rules shall be posted in conspicuous places in each school during the school year.
- (4) Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students/parents.

There are 6 types of exclusions which may be used in the Gothenburg Schools:

- |                         |   |
|-------------------------|---|
| 1. In-School suspension | 2. Short term suspension (up to five school days)             |
| 3. Emergency Exclusion  | 4. Long term suspension (6 school days but less than 20 days) |
| 5. Expulsion            | 6. Mandatory Reassignment                                     |

**All due process procedures shall be followed and information sent to parents and students affected by any exclusion proceedings. Due process will be in 3 parts: 1) Oral or written notice of the charges if he or she denies the allegation:**

- 2) An explanation of the evidence against the student
- 3) An opportunity to present his/her evidence

## **USE of CANINE UNITS**

The district may use area law enforcement or private canine units in efforts to detect illegal drugs and other contraband. The administration may use the canine units at any time, during or outside school hours, announced or unannounced.

With the approval of the superintendent of schools, a building principal may arrange for the use of a canine unit in any area, building, or property on school grounds. This includes the school parking lot and other areas on and off school grounds where students park vehicles during or outside

school hours. If a dog alerts on a student's vehicle, the student will be required to unlock the doors, trunk, and other locked compartments for inspection. If a student refuses to comply, the student will be disciplined under the district's student code of conduct and the matter may also be turned over to law enforcement authorities.

If a student is found to possess or control any contraband, whether on the student's person or in a student's personal effects, desk, locker, vehicle, or other place, the administration will (1) seize the contraband, (2) notify the student's parent(s) or guardian(s), and (3) take such disciplinary action as is appropriate under district policies and rules. The administration shall turn illegal items over to law enforcement authorities.

## **DISPLAYS OF AFFECTION**

Displays of affection beyond holding hands are inappropriate and disruptive of the school's learning environment. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences:

**1<sup>st</sup> offense-Student will be confronted and directed to cease.**

**2<sup>nd</sup> offense- Student will be confronted, directed to cease, and parents will be notified. Added disciplinary steps (one-hour detention) will be taken to enforce this guideline by teachers and administration.**

## **PRE-EXPULSION PROCEDURE**

Prior to expelling a student, the district will convene a conference called by a school administrator and attended by: (a) a parent or legal guardian, (b) the student, (c) a school representative, and (d) a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The purpose of the conference will be to have the participants assist the district in the development of a written plan to be adopted by a school administrator and presented to the student and the parent/legal guardian. The plan will: (a) specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided; (b) identify educational objectives that must be achieved in order to receive credits toward graduation; (c) specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and d) require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

## **EXCEPTION**

If the offense which warrants expulsion involves the knowing and intentional possession, use, or transmission of a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, the pre-expulsion procedures do not apply.

## **HOMELESS STUDENT**

Policy 5418 includes forms related to homeless students. Gothenburg Public School will ask for enrollment information and request for placement in accordance with policy 5418. District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian. District #20's designated Homeless Coordinator is the Superintendent of Schools.

# ACTIVITIES/ATHLETICS

GHS would like to extend to you a warm and friendly welcome from one of the most successful athletic and activities programs in the state. Research has shown the most successful students are those who are involved in school-sponsored activities. **We encourage each student to find an area of interest and become involved.** Numerous activities sponsored by Gothenburg Junior and Senior High and participation guidelines are outlined on the following pages.

## PHILOSOPHY

The athletic and activities programs are intended to be in conformity with the general objectives of the school. At no time does the program place the total education curriculum secondary in emphasis. The program functions as part of the whole curriculum and constantly strives for the development of a well-rounded individual. A comprehensive and balanced activities program is an essential complement to the basic program of instruction. GPS activities programs will emphasize character, courage and integrity as the major objectives of the program. Programs will prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Programs will establish a foundation for the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits. GPS will always enter every competition to win. In doing so, we will always maintain respect for our school, our opponents, and most of all, ourselves. Students and parents must realize that participation in sports and other co-curricular activities is a privilege granted by the school to a student. This privilege may be revoked or temporarily suspended if a student's school work and/or conduct becomes unacceptable.

## INITIATIONS, HAZING, SECRET CLUBS & OUTSIDE ORGANIZATIONS

**Initiations.** Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

**Hazing.** Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health and safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Secret Organizations.** It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Outside Organization.** It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools unless approved by the administration. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

## **GHS SPORTS AND ACTIVITIES**

A complete list of Gothenburg Junior and Senior High School sports and other activities, as well as the sponsors and coaches, are listed on page four & five of this handbook. **If you have any questions concerning the following pages, please contact Mr. Tyler Herman, Activities Director of the Gothenburg Public Schools; at 537-3651 (ext. 4121).**

## **ABSENCES FROM SCHOOL**

A student who is absent from school because of participation in an approved co-curricular activity program will not be marked absent from school during the time of participation. **Students need to complete assignments for their respective teachers before leaving for a school activity.**

## **ATTENDANCE ON DAYS OF ACTIVITIES**

**All participants must be in attendance at least one/half day (4 periods) the day of the activity.** When a contest is scheduled to be on a Saturday, the student will be judged by his attendance on Friday. The principal and/or activities director shall make the final decision in any exceptional case.

## **ACCIDENT INSURANCE**

Gothenburg Public Schools **DOES NOT** carry health and accident insurance for individuals. It is recommended that students who expect to participate in athletics carry health and accident insurance. A program endorsed by the school district and offered through Heartland Financial Group Inc. will be made available to all students.

## **NSAA ELIGIBILITY**

IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.

2.2.1 Student must be a bonafide student of their member school and have not graduated from any high school.

2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.

2.3 Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)

2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester.

2.5.1 Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.

2.5.2 Student must have received twenty hours of credit in school the immediate preceding semester. Ten credit hours of enrollment must be within the member school.

2.6.2.1 Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.

2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days.

If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

**Student eligibility related to domicile can be attained in the following manners:**

2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

2.6.9.2 If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

2.6.9.3 If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

2.6.10 If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

2.7.7 Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2017-2018 school year prior to May 1st; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1st. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1st, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. \*(Refer to 3.5.1.1 for exception in Swimming & Diving.)

3.6 A student shall not participate on an all-star team while a high school undergraduate.

3.7 A student must maintain his/her amateur status.

**You can also be declared ineligible by the coach and/or sponsor if you violate any rules or regulations set up by the coach or sponsor. Students shall be informed of these rules and regulations by their coach and/or sponsor.**

## **JUNIOR HIGH PARTICIPATION IN ATHLETIC CONTESTS**

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the NSAA. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school

interscholastic competitions and, in the absence of such rules, shall be the minimum established by the NSAA.

## **TEAM TRAVEL**

Participants in school sponsored activities **are encouraged** to travel to and from the activity in a district sponsored vehicle. When students/athletes are traveling in a school sponsored vehicle they will follow the Code of Conduct rules in this handbook. In the event a parent/guardian wishes to take the participant after the activity has concluded, they shall request permission directly (be at the activity) from the sponsor.

## **PARTICIPATION**

A boy or girl who is a member of the Gothenburg High School athletic squad in season may not participate in any other organized athletic competition, in school or out of school, during the time he/she is a member of the GHS interscholastic squad. Workouts or supplementary practice outside of regular squad practice and competition are not specifically restricted. It is expected, however, that athletes given the privilege of representing their school will give first allegiance, as far as athletic participation is concerned, to the Gothenburg High School squad of which they are a member, and to the school's coaches who are responsible for the athlete's development and performance. This policy is not intended to restrict casual or recreational activities.

## **PHYSICALS**

All Jr. & Sr. High students who expect to participate in athletic practices/contests will be required to have a physical taken and a form signed by their doctor once per year before actual participation. These should be presented to the coach/athletic director and will be kept on file with the school. These students will have their parents sign a "Consent by Parents" form to participate in organized athletics.

## **CONCUSSION: "RETURN TO LEARN"**

The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

## **ACTIVITIES ON CHURCH NIGHT AND SUNDAYS**

The policy of the Board of Education states: "There will be no activities scheduled (practice included) on Wednesday evening." (6:30 p.m.) Exception: When an athletic team is required to play in conference, district, or tournament competition. The policy further states that "There will be no activities scheduled on Sunday." Exception: When a team is required to play on Monday, (Varsity level) practices may be scheduled on Sunday afternoon. For all such practices, permission must first be granted through the activities director.

## **SPORTS SEASONS**

<b>FALL</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Softball	August 7, 2017	State Tournament
Football	August 7, 2017	Football playoffs
Cross Country	August 7, 2017	State Meet

Volleyball	August 7, 2017	State Tournament
Girls Golf	August 7, 2017	State Meet
<b>WINTER OPENING PRACTICE</b>		<b>CLOSE OF SEASON</b>
Wrestling	November 13, 2017	State Meet
Basketball (B/G)	November 13, 2017	State Tournament
<b>SPRING</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Boys Golf	February 26, 2018	State Meet
Track (B/G)	February 26, 2018	State Meet

No individual may participate simultaneously in more than one sport per season. If a student is participating in one sport during a sports season and decides to quit that sport and participate in another sport during the same season, the student shall be restricted from practice or competition for five school days.

## **SPORTSMANSHIP**

### **Responsibility of Players:**

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behaviors of the spectators.

1. Treat opponents with the respect that is due them as guests.
2. Exercise self-control at all times, accepting and abiding by decisions.
3. Respect the officials' judgment and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.
4. Only the captain should communicate with the officials regarding the clarification of a rule.
5. Accept both victory and defeat with pride and compassion, never being boastful or bitter.
6. Congratulate the opponents in a sincere manner following either a victory or defeat.
7. Cooperate with the coach and fellow players in trying to promote good sportsmanship.
8. Welcome the opportunity to discuss the rules and strategies of the contest with parents and friends so they can better understand and appreciate the finer points of the game.
9. Accept seriously the responsibility and privilege of representing Gothenburg High School and our community.

### **Responsibility of Students (Spectators):**

The students' frequent role as spectators and their tremendous enthusiasm for sports are indicative of their vital responsibility for good sportsmanship. Their habits and reactions determine the quality of sportsmanship which reflects upon the reputation of our school. Students/spectators are permitted to attend extracurricular activities only as guests of the school district. Accordingly, they must comply with the school district's rules and policies. It is the responsibility of the student and/or spectator to:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Learn the rules of the game in order to be a better-informed spectator.
4. Treat all visiting teams in a manner in which you would expect to be treated.
5. Accept the judgment of coaches and officials.
6. Encourage other spectators to participate in the spirit of good sportsmanship.
7. Obey the instructions of school employees and officials supervising the extracurricular activity.

**While the varsity game is in progress, students may not leave the gym or football bleachers except between quarters and half-time.**

## **DRUG & ALCOHOL/GOOD CONDUCT RULE**

### **1. VIOLATION:**

- 1.1 Any student who violates written program rules during the extracurricular program season shall be subject to the sanctions set forth in the written program rules.

1.2 Any student engaged in an extracurricular activity program who, (1) possesses, or uses alcoholic beverages, or (2) drugs, the possession or use of which are declared a crime or infraction under the laws of the State of Nebraska, (3) who engages in conduct, or used language during school pictures, video, gestures, which is grossly offensive to the standard of the community of Gothenburg, Nebraska, during the particular extracurricular activity program shall:

**1.2.1 If a student has not previously been found to be in violation of the rules set forth in this paragraph during said extracurricular activity program season, and the student self-reports the violation, he/she shall be suspended for 10 school days from participation in extra curricular activity contests including dances. If a student fails to self-report the violation they shall be suspended for 15 school days from participation, in any manner in such extracurricular activity program, (includes FFA, vocal, band, dances-Homecoming, Coronation, Prom and speech).**

**1.2.2 If a student has previously been found to be in violation of the rules set forth in this paragraph during such extracurricular activity program season and the student self-reports the violation, they shall be suspended from extra-curricular activity contests/dances for a period of 20 school days. If a student fails to self-report the violation they shall be suspended for 30 school days from participation in any manner in such extracurricular activity program (includes FFA, vocal, band, dances-Homecoming, Coronation, Prom, speech).**

## **2. ENFORCEMENT OF RULE:**

**2.1** When a possible violation of the forgoing rule is brought to the attention of the program sponsor or activities director, the sponsor or director shall, as soon as is reasonable practical, meet with the student and (1) advise the student of the facts known to the sponsor or director: (2) allow the student to respond to the allegations and (3) advise the student of his/her right to appeal to a Violation Board hearing.

**2.2** If the student admits conduct constituting a violation of the forgoing rules, the sanction shall be immediately imposed and the student and the student's parents or guardians shall be immediately notified by the mailing of a written notice. If the program sponsor or the activities director is satisfied that no such violation occurred, no further action shall be taken.

**2.3** If a sponsor is not satisfied with the explanation of the student and determines that a violation has occurred, the matter shall be referred to the Violation Board.

**2.4** The student, the student's parent or guardian shall be advised of the Violation Board meeting, its time, place and purpose by telephone, in person or in writing. The meeting shall be held with two days after the student has been confronted, and may be postponed for a reasonable time, not to exceed two school days, at the request of the student.

**2.5** The hearing shall be informal, and the student may present witnesses in his/her behalf and shall have the right to have a representative of the student's choice assist in any presentation he/she wishes to make. The Violation Board shall have a right to limit the presentation to preclude unreasonable repetitious or irrelevant testimony.

**2.6** The Violation Board shall reach its decision in a closed meeting.

**2.7** If the Violation Board determines that no violation occurred, the sponsor of the extracurricular activity shall immediately advise the student and the student's parents.

**2.8** If the Violation Board determines that a violation has occurred, the activities director or sponsor will promptly visit with the student and the student's parents or guardian to explain the decision. A written decision shall be mailed to the student and his parent/guardian with a reasonable time after the decision is reached.

**2.9** If the student is dissatisfied with the decision of the Violation Board, he/she shall have a right to appeal to the Superintendent of Schools within two days from receiving written notification of appeal the decision of the Violation Board by presenting a written request therefore to the Superintendent. If the student is not satisfied with the Superintendent's decision, the student may appeal the decision to the Board of Education within two days of receipt of the written request therefore to the secretary of the Board of Education. The appeal hearing will be conducted not

later than the next regular meeting of the Board of Education after receipt of the request. Such appeals shall not delay the effective time of the suspension or expulsion.

**2.10** The Violation Board shall consist of the activities director, either the junior high or senior high principal, the activity sponsor, one other extracurricular activity sponsor, and one junior/senior high school teacher to be selected by the student. Any of the Violation Board members may designate, in writing, an alternate to serve in their place.

Situations resulting in the enforcement of the policy are:

1. Student being given a citation for an alcohol/drug violation and/or a failed drug test.
2. Student admits to violating the extracurricular alcohol/drug policy.
3. Any verified form of school investigation.
4. Staff member witnesses a violation of the policy.



# HEADS+UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

### What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

### What are the symptoms of a concussion?

You can't see a concussion, but you might notice **one or more** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

### What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

### How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
  - The right equipment for the game, position, or activity
  - Worn correctly and the correct size and fit
  - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

**If you think you have a concussion:**  
Don't hide it. Report it. Take time to recover.

**It's better to miss one game than the whole season.**

For more information and to order additional materials **free-of-charge**, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



# HEADS $\times$ UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **PARENTS**

### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

### What are the signs and symptoms?

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (<i>even briefly</i>)</li> <li>• Shows mood, behavior, or personality changes</li> <li>• Can’t recall events <i>prior</i> to hit or fall</li> <li>• Can’t recall events <i>after</i> hit or fall</li> </ul>	<ul style="list-style-type: none"> <li>• Headache or “pressure” in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just not “feeling right” or is “feeling down”</li> </ul>

### How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

### What should you do if you think your teen has a concussion?

- 1. Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don’t let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it’s OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- 2. Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
- 3. Teach your teen that it’s not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don’t let your teen convince you that s/he’s “just fine.”
- 4. Tell all of your teen’s coaches and the student’s school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen’s coaches, school nurse, and teachers. If needed, they can help adjust your teen’s school activities during her/his recovery.

#### If you think your teen has a concussion:

Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

**It’s better to miss one game than the whole season.**

For more information and to order additional materials *free-of-charge*, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



# CLASS SCHEDULE

*Class*

*Teacher*

**1st**

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**2nd**

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**3rd**

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**4th**

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**5th**

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**6th**

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**7th**

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**8th**

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## Student Handbook Changes 2017-18

### Pages 1-18

Basic changes to wording, phrasing, teaching and coaching assignments, dates including ACT, etc.

### Page 19

Changes to wording regarding lunch balance policy.

### Page 21

Changes defining allowable cell phone areas.

### Page 32

NSAA Eligibility changes including home-school requirements

### Page 37

Failed drug test included in situations resulting in enforcement of activities suspension policy.

### Pages 38 & 39

Required concussion fact sheets included in handbook.

# **2017-2018**

## **GOTHENBURG ELEMENTARY SCHOOL STUDENT - PARENT HANDBOOK**

WELCOME to Gothenburg Elementary School for the 2016-2017 school year. We look forward to providing you with excellent educational opportunities. This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Gothenburg Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it.

Although the information in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing. This handbook doesn't create a "contract." This handbook is intended to help you have a successful and rewarding school year. The rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy and is annually reviewed a voted on by District #20 School Board.

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 and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. As you have rights, you also have responsibilities that must be met. Your rights will be protected and respected and in turn, you must respect the rights of others. The school district is PROUD OF OUR STUDENTS AND STAFF.

***GO SWEDES!!***

***James Widdifield***  
***Elementary Principal***

***Allison Jonas***  
***Director of Teaching and Learning***

### **MISSION STATEMENT**

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century.

# DUDLEY STAFF 2017-2018

**Superintendent Dr. Michael Teahon - 537-3653 Ext. 3**  
**Principal James Widdifield - 537-3653 Ext. 2**

## Board of Education

Nate Wyatt  
 Becky Jobman  
 Kyle Fornoff

Jeremy Sitorius  
 Jon Hudson  
 Devin Brundage

## Elementary School Staff

<b>Kindergarten</b>	Suzanne Neels Karlie Nielsen April Graham Molly Koehn	<b>4th Grade</b>	Mary Meisinger Nicole Rubenthaler Becky Gibbens Bryan Bazata
<b>1st Grade</b>	Kristen Butterfield Michelle Stienike Anne Ostendorf	<b>5th Grade</b>	Becky Costello Sharon Andres Tony Neels Brittany Jesseph
<b>2nd Grade</b>	Wendy Bartels Kaitlyn Mason Tara Foster Justin Dowdy	<b>6th Grade</b>	Barb Hicken Jonathan Meyer Claudine Kennicutt Heather Linden
<b>3rd Grade</b>	Cindy Fickenscher Jena Rahjes Deb Clark Gretchen David		

## Support Staff:

<b>Vocal/Gen. Music</b> <b>Instrumental Music</b> <b>Physical Education</b> <b>Art</b> <b>Keyboarding/Art</b> <b>High Ability Coordinator</b> <b>School Psychologist</b> <b>PreSchool</b> <b>Special Education</b>  <b>Reading/Math Specialist</b>	Gabe Haberman/Marcia Speck Tom Belanger Bryson Malhberg Jami Fowler Kara Libich Amy Harrison Connie Rucker Melissa Bell Maria Andersen Heather Franzen Amy Fleer Mary Lou Clark	<b>Speech Pathologist</b>  <b>Counselor (K-3)</b> <b>Counselor (4-6)</b> <b>Media Specialist</b> <b>Computer Coordinator</b> <b>Secretary</b> <b>Nurse</b> <b>Computer Aide</b> <b>Paraeducators</b>   <b>Custodians</b>	Erin Feather (K-6) Carol Keiser (PK & JH/HS) Michelle Stevens Pam Glodowski Amy Harrison Jo Wiggins Lori Kolbo SueAnn Hubbard Jayne Eggleston Sherri McMichael Katherine Middleton Terri Nordin Sue Finke Ashly Margritz Nicole Maloley Keith Henninger Shelly Henninger
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# **ATTENDANCE**

Regular and punctual student attendance is required, school attendance is not only a Nebraska State Law and Board Policy 5008, but more significant it is important to every child's education. The administration is responsible for developing further attendance rules and regulations and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

## **ARRIVAL AT SCHOOL**

Students are not to arrive on the school grounds before 7:50 a.m. (exceptions: bus students). Prior to that time, the school is not responsible for supervision of the students. A school employee will be on duty at 7:50 with students entering the building 7:55 a.m. Students will be considered tardy after 8:05.

## **AFTER SCHOOL**

The school day will end at 3:20 (3:15 for kindergarten). School grounds will not be supervised after 3:30 on a regularly scheduled day or 2:10 on an early dismissal. The school is not responsible for supervision of students after these times. We ask students to leave campus until 4:00 if they're wanting to use the playground facilities. This assists staff and parents in getting students home safely and in a timely manner.

## **TELEPHONE**

A telephone for student use is located in the hallway beside the office. Students must ask permission of a classroom teacher before using the school telephone. Phone calls are to be limited to those of necessity only. Students will not be called out of class for a telephone call unless it is an emergency.

## **ABSENTEEISM AND ABSENTEE HOMEWORK**

**If your son or daughter is ill in the morning and will not be coming to school, we ask that you call the school before 9:00 a.m. (537-3651 Ext. 2) Should we not receive a call, we will attempt to contact you. If students need homework assignments, please call into the elementary office and we will gather your child's homework.**

## **ATTENDANCE GUIDELINES/DEFINITIONS**

Absences from School-Definitions. An absence from school will be reported as:  
(a) Excused absence or (b) NOT School Excused absence.

**School Excused Absences** – Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension. Illness, family bereavement (parents, siblings, and grandparents), doctor or dental appointment, court appearances that are required by court order, participation in school activities, family trips in which student accompanies parent(s)/legal guardian(s), and other unique situations which have received prior approval from the Principal. Please refer to Board policy 5008.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

**NOT School Excused.** Absences that are not school excused may result in a report to the county attorney and may be classified as follows: (1) Parent acknowledge absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies. If unexcused the student may receive zeros for any class work missed during the absence, Students who leave the school premises without permission during the school day will be considered truant. Please refer to Board policy 5008.

**Absence Procedure**

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstance.

**Early Withdrawal for Students Enrolled in Accredited or Approved Schools-** A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed. See Board Policy No. 5008 for further information and details of the exit interview and withdrawal form.

**Five (5) unexcused absences-** Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for secondary students. When a student has excessive absences, please refer to Board policy No. 5008 for more information and the procedures to be implemented.

**Twenty Excused Absences-**If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which that person having control of the student resides.

**Twenty Unexcused Absences-**If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance office shall file a report with the county attorney of the county in which the person having control of the student resides. For further information, refer to Board Policy 5008.

**Reporting Excessive Absenteeism to the County Attorney**

The school may report to the county attorney of the county in which the person resides when the school as documented the efforts to address excessive absences. The school shall notify the child's family in writing prior to referring the child to the county attorney. Please refer to Board Policy 5008.

**Tardy Policy**

Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom by 8:05 a.m. ready to begin the school day. Letters will be sent home each quarter when students have been tardy 10 or more times. Work and/or instruction missed may be made up at recess.

**NOTICE OF REQUIREMENTS FOR ADMISSION**

Students should register with the District Office at 1322 Avenue I as soon as possible after moving into the school district. The registration packet and forms are available in the office and on the school website. Registration forms and required documents must be completed and returned prior to enrolling. Parents are encouraged to begin the process early.

Nebraska law requires that parents or legal guardians furnish the following documents upon admission:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time.
2. Evidence of a physical examination by a physician for a student entering the 7th grade or transferring in from out of state,
3. Evidence of visual evaluation by a physician,
4. Students are required to be immunized according to laws passed by the Nebraska legislature. Parents/guardians may contact the school nurse regarding immunization requirements.
5. Receipt of Transcripts, records or grades from previous school are required, if applicable, to insure placement within the appropriate classes.

**Any student not in compliance with the law will not be permitted to attend school.** Upon completion of registration, the district secretary will arrange for an appointment with the counselor at the appropriate level

to complete the enrollment process. Elementary students (K-6) will enroll in Dudley Elementary and secondary students (7-12) will enroll in the Junior-Senior High School. Medical and religious exemptions are available but require a physician's signature or a signed affidavit. The Nebraska Dept of Health and Human Services requires that all immunizations are reported. Students are required to have immunizations completed by October 15 or students will be excluded from school until immunizations are completed or waivers are provided.

## **BIRTH CERTIFICATES**

Board Policy 5001 requires that all new enrolling students must show a **certified** birth certificate with a raised State Seal. A copy will be made for school files and the original will be returned to the parent or guardian. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate.

## **CHANGE OF ADDRESS**

The school should be notified of any change of address or home telephone number. Also, please notify us of any plans for moving so sufficient time is given for accumulating student records. Parental permission is needed before student records can be transferred or requested by schools. Immunization records need to be taken with you when moving to a new school.

## **HOMELESS STUDENT**

Policy 5418 includes forms related to homeless students. Gothenburg Public School will ask for enrollment information and request for placement in accordance with policy 5418. District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian. District #20's designated Homeless Coordinator is the Superintendent of Schools. The duties of the Homeless Coordinator include the identification, enrollment and placement of homeless students, coordination of services, designing of activities, maintenance of student records and other required documentation.

## **WEATHER RELATED SCHOOL CLOSING**

In severe weather, Gothenburg Public Schools will try to remain open. In the event schools are to be closed prior to the start of classes, the public will be notified through KGIN T.V. (Channel 11) and Radio Station KRVN (880 AM/93.1FM). The School Reach telephone system will be also used to contact the public about any decisions to change the school day because of weather. The decision to keep the schools closed will be made as early as possible.

It is important that parents do not call administrators or the radio stations as it makes it more difficult to call in emergency school closing announcements. It is the parent's responsibility to determine if they wish to send their children to school during inclement weather if school is not closed.

If the students are to be dismissed early, notification will be given on KRVN (880 AM/93.1FM) radio and called using our School Reach telephone system.

## **HEALTH SERVICES**

The Gothenburg Public School System has a full time registered nurse who coordinates health services. She conducts health screening on students annually. Should you have any concerns about your child's hearing or vision, she can evaluate him/her at any time during the school year. A written health services referral will be sent to parents whenever a concern is found on any screening procedure.

When children are not well, they should not be sent to school. Children who have vomited or had diarrhea 12 hours prior to the starting time of school should not come. Children with the following conditions will be sent home:

- vomiting
- diarrhea
- a fever of 100 degrees or higher
- a suspicious rash

- head lice
- \*any child showing any signs or symptoms of a contagious or infectious disease.

Children excluded for a confirmed communicable disease should not be allowed to return to school until the minimum isolation period has elapsed, and all signs and symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever free for 24 hours without the use of fever reducing medication.

Emergency forms are sent out the first day of school. Please fill these out carefully and include any health problems specific to your child. These forms enable the school to efficiently handle any sudden illness or injury. Treatment of injury occurring outside of the school jurisdiction is not the responsibility of school employees. Home and emergency phone numbers are required.

Students that have a known medical diagnosis of an allergen or asthma need to provide an Asthma/Allergy Action Plan signed by a physician. Forms may be obtained from you physician or at the school. In the event of an anaphylactic reaction, Rule 59 per the state of Nebraska protocol will be followed if there is no action plan provided.

Evidence of a physical examination by a physician, a physician assistant, an advanced practice registered nurse within six (6) months prior to the entrance of the child into the beginner grade, seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination. Waivers are available in the nurse's office.

Evidence of a visual examination by a physician, a physician assistant, an advanced practice registered nurse within six (6) months prior to the entrance of the child into the beginner grade, seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual examination. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. Waivers are available in the nurse's office.

Medication of any type is to be administered by the school nurse or her designee. Written permission must be obtained in order to administer medication. **PARENTS** are required to bring medication to school in the original packaging. The only medication to be given at school is that which **cannot** be scheduled around school hours.

## **CONCUSSION**

The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

## **IMMUNIZATIONS**

Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment. Exceptions are allowed based on: (1) written statement by health care provider that immunizations would be injurious to the student or a family member or (2) affidavit of a religious reason for non-immunizations have begun, and immunization is continued as rapidly as medically feasible and (3) written statement of parent or guardian that immunizations have been completed, where the child's parent is in the military, the child is enrolling following residence outside the state, and proof of immunization is given within 60 days. Refer to HHS regulations, 173 NAC 3.

The Nebraska Dept of Health and Human Services requires that all immunizations are reported. Students are required to have immunizations completed by October 15 or students will be excluded from school until immunizations are completed or waivers are provided.

# **ACADEMICS**

## **ACCREDITATION**

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

## GOTHENBURG SCHOOL-PARENT COMPACT

*It is important that parents, families, and schools work together to help students with challenging state academic standards. This School-Parent Compact has been jointly developed with parents and promotes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective environment to enable children to meet the challenging state academic standards.*

### *\*Staff Pledge*

I agree to communicate and carry out the following responsibilities to the best of my ability:

- Provide academic programs that are challenging and motivational.
- Provide research-based programs.
- Provide services for all students to achieve challenging state academic standard.
- Ongoing communication with parents and family regarding students' academic progress.
- Continue to build a welcoming school environment that promotes parent and family involvement, and in which all children, their parents, and their families will be treated with respect.

### *\*Parent/Family Pledge*

I agree to be responsible for supporting my child's learning to the best of my ability:

- Respect the school, staff, students, and families.
- Communicate with teachers on an ongoing basis.
- Ensure that my child attends school, gets adequate sleep, regular medical attention, and proper nutrition.
- Promote reading and math concepts with my child.
- Assist my child with their homework to the best of my ability.
- Participate in decisions relating to the education of my child and positive uses of extracurricular time.
- Participate in parent and family engagement activities such as volunteering in my child's classroom, and attending parent-teacher conferences to discuss academic progress.

### *\*Student Pledge*

I agree to communicate and carry out the following responsibilities to the best of my ability:

- Respect the school, staff, classmates, and families.
- Communicate with my parents, family, and teachers about my school progress and experiences so that they can help me be successful at school.
- Work daily to the best of my ability.
- Attend school regularly, make every effort to be on time to school, follow all school rules, be cooperative and be respectful.
- Be prepared for school by having school materials, completing assignments, and asking for help when needed.

## **BOOKS**

All basic texts are loaned for their use during the school year. Textbooks are to be kept clean and handled carefully. Students should write your name and grade on the book label in case the book is misplaced. Students will be required to pay for lost or damaged textbooks and library books.

## **STUDENT PLANNERS**

Student planners are provided for students in third through sixth grade. They are designed to help students keep track of their assignments and school activities. Teachers will explain how to use planners in the

classroom. The school provides the first planner each year. It is the student's responsibility to keep and take care of this. If a planner is lost, or destroyed then the student is expected to replace it at a \$7.50 fee.

## **PROGRESS REPORTS**

Progress reports will be handed to students grades 3-6 at the midpoint of each quarter during the school year.

## **REPORT CARDS**

Report cards are sent home following the close of each nine-week period. The report card is designed to aid you in determining your child's progress in school. For grades 4-6, midterm reports are sent home to keep the parents aware of their child's progress through the nine-week period. For information on-line please go to PowerSchool at <https://ps.gothenburgswedes.org/public>. If you have trouble accessing your account please contact the office.

## **PARENT-TEACHER CONFERENCES**

The Gothenburg Elementary school will hold parent teacher conferences **twice** during the school year. These conferences will provide a two-way communication between home and school. Conferences are held during the first and third nine week quarter.

## **PROMOTION & RETENTION POLICY**

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

## **PRIVACY OF STUDENT EDUCATION RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

#### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

#### **REQUEST OF INFORMATION**

Parents in Title I schools (Dudley Elementary) may request and receive:

- Information regarding the professional qualifications of the student's classroom teacher.
- Information on policies regarding student participation in state or district assessments and on procedure to opt the child out of such assessments.
- Information for parents of English learners regarding how they can be involved in the education of their child and assist their child to attain English proficiency and achieve at high levels within a well-rounded education.

More detailed information concerning ESSA may be obtained by contacting the District Office.

## **COMPLAINT PROCEDURE**

Step 1: Schedule a conference with staff member most directly involved in the matter.

Step 2: Address the concern to the Principal if the matter is not resolved in Step 1.

Step 3: Address the concern to the Superintendent if the matter is not resolved in Step 2.

Step 4: Address the concern to the Board of Education if the matter is not resolved in Step 3.

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible. Parent/Patron Comment Forms are available in the office or on the school website in Policy 1030 and 1030A. Comment forms concerning personnel will be forwarded to the supervisor.

## **ACADEMIC INTEGRITY POLICY**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and develop appropriate values.

Cheating involves one or more of the following actions:

1. To use the work of another person as your own and/or copy information from another student's test, examination, theme, book report, or term paper.
2. To plagiarize - plagiarism means using another person's idea, expression or words without giving the original author credit.
3. To prepare for cheating in advance. Such as: (a) having in your possession a copy of a test to be given or having been given by a teacher (b) using the test or notes during a test or examination (c) talking while taking quizzes, tests or examinations.
4. To fail to follow test procedures/announced instructions (such as no talking, no turning around in seat, raise hand for questions, etc.

## **HOMEWORK POLICY**

Dudley Elementary believes homework is intended to be an effective tool in the learning process. Homework promotes responsibility and reinforces and extends skills learned during the school day. Child growth and development requires different expectations at each grade level.

**Kindergarten:** Students will complete a weekly homework folder in the second semester that includes a word list consisting of consonant-vowel-consonant and site words.

**First:** Students will have daily assignments in math and word enrichment, which reinforce skills learned in the classroom.

**Second:** Students will correct work or finish assignments not completed during the school day.

**Third:** Students will correct work or finish assignments not completed during the school day.

**Fourth:** Students will do daily assignments, which are not completed during study time.

**Fifth:** Students will do assignments not completed in class during the school day. Special projects may also be assigned.

**Sixth:** Students will acquire the ability to identify what type of homework he/she will have: test preparation, creative, extension, practice, or leftover assignments.

## **GENERAL INFORMATION**

### **LOCKERS**

Students in some grades will be assigned lockers. It is important that these lockers are kept shut at all times in order to protect the articles inside the locker. The school cannot be responsible for books and other articles lost or stolen. It is wise to mark textbooks, coats, jackets and notebooks, so they may be easily identified.

Lockers are the property of the school and should be treated as such. Do not paste signs on or in lockers that will take off the paint. Do not mark in or on them with ink. They are provided only for student use and

are not student property. **Students are not allowed to trade lockers without permission from their Principal/Teacher.** The school administrators reserve the right to inspect lockers any time if reasonable suspicion exists.

## **STUDENT VALUABLES - LOST AND FOUND**

Students **SHOULD NOT** bring money or valuable items to school, as the school will assume **NO** responsibility for articles lost, stolen or damaged items. To help prevent lost articles, put your child's name in their belongings. If an article belonging to your child is missing, check the lost and found box near the south playground entrance.

## **BRUNCH/LUNCH PROGRAM**

It is the policy (Policy 3571) of the Gothenburg School District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students. Gothenburg Public Schools provides a brunch/lunch program. Brunch price is \$1.30 per meal. For those that qualify for free lunch will also receive free brunch. For those that qualify for reduced price lunches will receive at brunch at \$.25 per meal. Children bringing sack lunches may purchase milk for \$.40. The drink in the cafeteria will be milk or juices (not pop). Lunch prices are \$2.30 per meal and \$11.50 per week for elementary students. Ala-Carte price will be \$1.00. For those that qualify for reduced price lunches will receive at lunch at \$.40 per meal. Free or reduced lunch application forms are available in the office. Adult meals are \$3.00 per day.

Gothenburg Public Schools operates an electronic point of sale system in our cafeteria. All students will have a personal identification number (PIN) that will be used as they purchase a meal. With the electronic point of sale, students will pay in advance (to their family account) and the meal purchase is automatically deducted from the family account. The student enters the four-digit PIN number, the cashier verifies the student name, and the meal is deducted from the family account.

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

- Full Pay Families - will pay for meals at the district's published standard rate for each meal. After the FAMILY balance reaches -\$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the standard rate.
- Reduced Pay Families will be allowed to receive a breakfast at the district's published reduced rate for each meal. When the balance reaches -\$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the reduced rate.
- Free Status Families will be allowed to receive a free breakfast and lunch each day.

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

Statements are also available upon request. These will be itemized with each child's name, number and date upon which they purchased a meal.

Parents will be asked to fill out a payment envelope with each child's name and grade. These envelopes were included in the mailing to each household and are available in each office or the cafeteria. These can be dropped off at the Elementary office, at the cafeteria, or mailed to the school. Payments must be made at the beginning of each day so they can be entered before lunchtime. Students going home for lunch should bring a signed parent note.

**Please notify the school if your child has any food allergies. A Doctor's note is required if any modification is required in your child's meal plan.**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **PARTY INVITATIONS**

We believe that party invitations are an “out of school” activity and will not be delivered at school.

## **VISITOR'S PASS**

Discretion should be used when bringing a visitor to school. Permission to visit a class must be obtained from the teacher. Regulations applying to our students also apply to visitors. A visitor's pass is to be obtained in the Principal's Office before attending any classes.

## **SCHOOL ACTIVITIES**

Students are welcome to attend activities at the elementary and high school. Students are expected to be a courteous audience and display good sportsmanship. **Students who are not with a parent or guardian are required to sit in a reserved seating area at football, volleyball, and basketball games.**

## **NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT**

The District designates the Gothenburg Police Department as the District's “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

## **EMERGENCY DRILLS**

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clear the building by the prescribed route as quickly as possible. Students will be instructed by their teachers concerning the proper procedures to be followed.

## **BUS POLICY**

The Gothenburg Public School District will provide transportation for all district students who live beyond the 4-mile limit. Due to school insurance, no other riders will be allowed to ride the bus if they are not on the current route roster.

**In the event the bus drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:**

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

## **STUDENT BEHAVIOR**

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

## **BOYS TOWN MODEL**

Dudley Elementary students will be accountable for the following 16 skills: following instructions, accepting criticism or consequence, accepting “NO” for an answer, greeting others, getting the teacher’s attention, making a request, disagreeing appropriately, giving criticism, resisting peer pressure, making an apology, engaging in a conversation, giving/ accepting compliments, volunteering, reporting other youths’ behavior and introducing yourself.

## **COURTESY RULES**

1. No fighting, rough play, pushing or shoving—even in fun.
2. No throwing snowballs at school.
3. Do not grab or pull on other children's clothes.
4. No tackle football.
5. Use the slide and other playground equipment properly.
6. Respect other classes in session by being quiet at all times.
7. Conduct in the restrooms should be quiet at all times.
8. Walk, do not run, in the building.
9. Be especially kind to new pupils in our school.
10. Due respect must be shown at all times to all students and school personnel.
11. Proper language and manners are expected of all students. Foul language and spitting will not be tolerated.
12. Students are to leave the school ground promptly after they are dismissed from school.
13. No candy or gum is allowed in the classroom or on the playground. (Exception: birthdays and special occasions with the teacher’s permission).
14. Electronic devices, hard balls, skateboards, roller skates, lasers, cellphones, knives, and toy guns are prohibited at school.
15. Good manners and quiet voices are required in the cafeteria.

## **DISCIPLINE**

Board Policy 5101 (Student Discipline) states the superintendent will develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling, warning students, parent contacts, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval. For more information regarding student discipline please reference Board Policy 5101.

**Level I**—Minor misbehavior that impedes the orderly operation of school.

**Consequence**—Teacher discretion (may include missing recess or staying after school) following posted classroom rules, cafeteria, or recess rules.

**Level II**—Misbehavior that is frequent or serious enough to disrupt the learning climate of the school or endanger the well being of others. These acts do not represent a direct threat to the health and safety of others but need administrative corrective action.

**Consequence**—Teacher discretion and: 1st Offense-Parent call/After School Study Hall 2nd Offense—Parent call/2 After school study hall; 3rd Offense—Parent meeting to plan for other incidences/Possible Detention/In School Suspension. (After School study hall is 40 minutes after school in a supervised area).

**Level III**—Differentiated cases requiring unique consequences (possession or truancy).

**Consequence**—Detention or suspension.

**Level IV**—Serious acts, which require administrative action and result in removing the student, at least temporarily, from the classroom.

**Consequence**—Possible suspension or expulsion.

## **DETENTION/AFTER SCHOOL STUDY HALL**

A detention room will be established to facilitate the consequences for Level II and Level III Misbehaviors. Rules for the detention room are as follows: students should be prepared to study/review homework and NO eating, drinking, or sleeping is allowed.

## **STUDENT SUSPENSION/EXPULSION**

Nebraska Law provides the conditions under which students may be excluded from public schools. The statute provides:

1. Rules must be clear and definite to provide clear notice to students.
2. Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
3. Rules shall be posted in conspicuous places in each school during the school year.
4. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students/parents.

There are 6 types of exclusions which may be used in the Gothenburg Schools:

1. In-School suspension
2. Short term suspension (up to five school days)
3. Emergency Exclusion
4. Long term suspension (6 school days but less than 20 days)
5. Expulsion
6. Mandatory Reassignment

All due process procedures shall be followed and information sent to parents and students affected by any exclusion proceedings.

Due process will be in 3 parts:

1. Oral or written notice of the charges if he or she denies the allegation
2. An explanation of the evidence against the student
3. An opportunity to present his/her evidence

## **PRE-EXPULSION PROCEDURE**

Prior to expelling a student, the district will convene a conference called by a school administrator and attended by: (a) a parent or legal guardian, (b) the student, (c) a school representative, and (d) a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The purpose of the conference will be to have the participants assist the district in the development of a written plan to be adopted by a school administrator and presented to the student and the parent/legal guardian. The plan will: (a) specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided; (b) identify educational objectives that must be achieved in order to receive credits toward graduation; (c) specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and d) require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

## **EXPULSION**

If the offense which warrants expulsion involves the knowing and intentional possession, use, or transmission of a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designate, or at a school-sponsored activity or athletic event, the pre-expulsion procedures do not apply.

## **WEAPON POLICY**

It shall be the policy of the Gothenburg Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not to apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed. Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon

as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

## **CORPORAL PUNISHMENT**

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

## **INITIATIONS, HAZING, SECRET CLUBS, and OUTSIDE ORGANIZATIONS**

Gothenburg Public Schools Board Policy 6284 prohibits initiations by classes, clubs or athletic teams except with the approval of the administration. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. It is also unlawful for any person, whether a student of Gothenburg Public Schools or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Violation of the policy may result in consequences as defined within the school discipline policies and student handbooks.

## **VANDALISM**

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. Vandalism may result in a discipline referral.

## **ANTI-BULLYING POLICY**

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. **Students have the opportunity to use the online harassment form to notify school officials of any incidents of bullying.**

## **DATING VIOLENCE**

Gothenburg Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff.

Dating violence means a pattern of behavior where one person uses threats of, or actually uses: physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. All dating violence incidents will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District 20's authority.

## **SEXUAL HARASSMENT**

Gothenburg School District #20 prohibits sexual harassment of employees and students on any premise where the district has control or can otherwise lawfully exert jurisdiction. As a student, you have the right to protest and/or register a confidential complaint to the following people: your teacher, your counselor, your principal, your superintendent, or the board of education. We want you to know that you can attend school with security and dignity and without fear of insulting, degrading, or exploiting treatment of a sexual nature.

## **ELIMINATION of DISCRIMINATION**

This school district hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Superintendent shall be the

ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

## **USE of CANINE UNITS**

The district may use area law enforcement or private canine units in efforts to detect illegal drugs and other contraband. The administration may use the canine units at any time, during or outside school hours, announced or unannounced.

With the approval of the superintendent of schools, a building principal may arrange for the use of a canine unit in any area, building, or property on school grounds. This includes the school parking lot and other areas on and off school grounds where students park vehicles during or outside school hours. If a dog alerts on a student's vehicle, the student will be required to unlock the doors, trunk, and other locked compartments for inspection. If a student refuses to comply, the student will be disciplined under the district's student code of conduct and the matter may also be turned over to law enforcement authorities. If a student is found to possess or control any contraband, whether on the student's person or in a student's personal effects, desk, locker, vehicle, or other place, the administration will (1) seize the contraband, (2) notify the student's parent(s) or guardian(s), and (3) take such disciplinary action as is appropriate under district policies and rules. The administration shall turn illegal items over to law enforcement authorities.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District #20 property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Notice is hereby given that video surveillance may occur on District #20 property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **INTERNET SAFETY & ACCEPTABLE USE POLICY**

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors. More information on procedures/policies/laws is found in Board Policy # 6800.

Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. Each student and parent/guardian must sign and return to the Principal's office the Student & Parent Agreement form called "Acceptable Use of Computers and Networks" before student access is allowed.

## **ELECTRONIC DEVICES**

School Board policy 5101 states the District strongly discourages students from bringing and/or using electronic devices at school without administrative approval. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. "Electronic devices" include, but not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic and battery powered instruments which transmits voice, text, or data from one person to another. "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that displays sexual content or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02. Students shall not record others, (sexual content, sexually exploits a person, and/or displays sexually explicit message). Students shall not record others, (photograph, videotaping, sound recording, etc) without direct administrative approval and

consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public. Students are not permitted to possess or use any electronic devices during class time or during class time or during passing time.

Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- Students found in possession of a “sexting” or recording others, (photographs, videotaping, sound recording, etc without direct administration approval and consent of the other person (s) shall be subject to disciplinary action, up to and including expulsion.
- Students who send or encourage another to send a “sexting” message shall be subject to disciplinary action, up to and including expulsion.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations. Therefore, shall be reported to the appropriate legal authorities and law enforcement.

**Each student and parent/guardian must sign and return to the administration the student/parent agreement form called Acceptable use of Computer and Network form before a student access is allowed.**

## **MISUSE OF COMPUTERS/NETWORK**

The use of computers, whether stand-alone, or as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Gothenburg Public Schools.

Inappropriate use of computing facilities shall be defined as:

- The creating, display, access, transmission, reception, exchange, or distribution of any text, image, or sound that is indecent, obscene, racist, sexist, vulgar, defamatory, illegal, or that promotes harm to self or others or otherwise in violation of the Gothenburg Public Schools Internet Safety Policy.
- Using computing facilities to harass or threaten individuals or groups
- Vandalizing computing facilities (network/files or data)
- Plagiarizing computer-based copyright materials in reports/assignments
- Gaining or attempting to “hack” the system (network/files or data)
- Forgery of or interference with electronic mail messages
- Using computers or computer networks to commit, facilitate, encourage, or promote illegal acts.
- Giving a personal password to another individual or letting another individual use a personal account.
- Knowingly introducing materials forbidden by the Gothenburg Public Schools into the Gothenburg Public Schools computers and/or systems via any electronic storage media.

### **CONSEQUENCES**

Minimum: Detention or Short term suspension.

Maximum: Long term suspension or expulsion.

## **POSSESSION of OBSCENE or PORNOGRAPHIC MATERIALS**

Students are prohibited from possessing pronographic or obscene books, magazines, pictures, or material of any kind. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or texting, sexting, emailing, may constitute a crime under state and/or federal law.

Consequence: Short term or long term suspension, report to law enforcement, possible arrest

# **STUDENT APPEARANCE**

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

## **DRESS CODE**

Attire that will not be considered appropriate includes clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight to be seen through; shorts, skirts, or skorts that do not reach mid-thigh or longer; clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs; clothing or jewelry that could be used as a weapon or that would encourage "horse play" or that would damage property; head wear including hats, caps, bandannas, and scarves; clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double; clothing or jewelry that is gang related; visible body piercing other than facial areas. This list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting.

## **STUDENT FEES POLICY**

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

### A. Definitions.

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

### B. Listing of Fees Charged by this District.

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

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

#### 2. Safety Equipment and Attire.

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

#### 3. Personal or Consumable Items.

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

#### 4. Materials Required for Course Projects.

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

#### 5. Extracurricular Activities.

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

charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

6. Post secondary Education Costs.

Some students enroll in post secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post secondary courses.

7. Transportation Costs.

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

8. Copies of Student Files or Records.

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

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

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

10. Participation in Summer School or Night School.

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

11. Charges for Food Consumed by Students.

The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches/activities.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

D. Distribution of Policy.

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

E. Student Fee Fund.

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

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation

79-2,104

Student files or records

79-715 Eye-protective devices

79-737 Liability of students for damages to school books

79-1,104 Before-and-after-school or pre kindergarten services.

79-1106 to 79-1108.03 Accelerated or differential curriculum

## **CERTIFICATION**

The Board of Education of Gothenburg Public Schools annually holds a public hearing on the student fee policy. The hearing follows a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the current school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

## **EQUAL OPPORTUNITIES**

District #20 supports equal educational opportunity for students free from limitations based upon ethnic or racial background, religious beliefs, sex, disabilities, marital status, or economic and social conditions. This concept of equal education opportunity serves as a guide for the school district and the staff in making decisions relating to school facilities, employment or personnel, selection of educational materials, equipment, curriculum, and regulations affecting students and their welfare.

## **DISCLAIMER**

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Gothenburg Discipline Plan and to alter any penalties as they consider necessary. Also, the administration reserves the right to amend any provision in this handbook which is necessary in the best interest of the school process.

**With cause, the administration can search a student's person, locker, car, backpack or other personal effects. Also, the administration can search with reasonable cause, students' electronic communication-email or other messages sent from school computers, a students' personal data storage devices, (disks, CD's and portable flash drives).**

## Changes to Elementary Handbook

### Academics

- Updated the Schoolwide Compact/Parent Involvement Policy (Title 1). Pg. 7

### General

- Updated Lunch Policy Pg. 11
- Update to Electronic Device wording Pg. 16
- Updates with names and will update rooms assignments Pg. 2

## 2017-2018

# GOTHENBURG FACULTY HANDBOOK

### Statement of Philosophy

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

- All students learn best when they are actively engaged in the learning process.
- All District employees and their roles are important in educating children.
- The District should promote all staff, parents, and students to be positive role models.
- All students are provided continuous opportunities to learn and succeed.
- All students benefit from a safe and nurturing learning environment.
- All students benefit from participation in a wide variety of academic experiences and involvement in activities.

We are fortunate to work in a supportive community and school district that recognizes the tremendous importance on the educational process. With that comes the expectation that we will positively impact all students and provide the necessary resources and support to help them accomplish their individual goals. As an educational leader within this district it is your responsibility to ensure a supportive and safe environment for student learning, which encourages the development of positive relationships and equips students with the necessary foundation for a positive and productive future.

In order to provide meaningful educational experiences for each of our students, it is necessary that the teaching staff, administration, and non-certified staff work together as a team. Mutual respect, responsibility and caring create the best learning environment for students. It is our professional responsibility to help one another and provide words of encouragement to our co-workers. High expectations, quality teaching and positive attitudes promote higher levels of achievement.

Learning is a life-long process for students, teachers and administrators!

### PUBLIC RELATIONS

Public relations are one area in which we as educators can demonstrate our professionalism. Take pride in our profession and be loyal to our school. The school occupies a most important place in the life of the citizens of the district. It belongs to these people; they pay for its operation and provide the children. Avoid talking about the school, its programs, its staff and students in an unfavorable manner. Criticisms, concerns, and grievances should be handled in a professional manner. We must conduct ourselves as professionals so the citizens of the district will look up to us for leadership and guidance in educating their children. **Always be positive about our school, its programs, and staff.** Teachers are encouraged to be in attendance at school functions and activities. Sell our patrons on the idea that we have an excellent school system - one that is worthy of their support and one of which they can be proud.

### PROBATIONARY CERTIFICATED EMPLOYEES

During the first three (3) years of employment with the School District, as determined and calculated in accordance with state law, a certificated employee shall be considered a probationary employee. A probationary employee's rights to continued employment status and non-renewal of a probationary employee's contract shall be determined according to law. (Policy #4120)

## PERMANENT CERTIFICATED EMPLOYEES

A certificated employee who has been employed for the full probationary period as set forth in policy 4120 and in accordance with state law is a permanent certificated employee. A permanent certificated employee's rights to continued employment status and termination of said permanent certificated employee's contract shall be determined according to law. (Policy #4121)

## ASSIGNMENT OF DUTIES

The Superintendent shall have the authority to assign and reassign teachers and other staff to extracurricular activities and other specific activities, including supervision of pupils in halls, study halls, playgrounds, work on faculty committees and staff activities, and other duties necessary for the operation of the school. (Policy #4130)

## ABSENCE FROM BUILDING

Employees may not be absent from their respective assignments during duty hours except by permission from their immediate supervisor or Superintendent. (Policy #4006)

## SAFE SCHOOLS POLICY

It is the mission of Gothenburg Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. Such regulations and actions may include, but not limited to, school security measures, such as use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs. The District will maintain a Safe School Plan including procedures for fire, civil defense, and other emergencies. (Board Policy #6120)

## DUTY HOURS of EMPLOYEES

- A) Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
- B) All other staff shall be on duty as determined by the Superintendent.
- C) No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district. (Policy #4004)
- D) On a limited basis, teachers may leave at, or after 3:00 p.m., for special circumstances without being charged leave if they arrange for their own coverage and they receive permission from the building administrator. The arrangements need to be made at least a day prior to the request. **(Note: Teachers covering for a colleague's uncharged leave will not be paid for covering the class as the colleague is not charged for leave.)**

All district staff members will be expected to work an active school day starting at 7:40 a.m. and ending at 3:40 p.m. When it is necessary for teachers to leave school early or be absent from the school building during the active school day, **the teacher shall make prior arrangements with the building principal AND notify the office when leaving. Teachers are required to be in their classrooms or other assigned areas from 7:45 a.m. until the time school begins.** On Fridays, teachers may leave after all students have cleared the building.

Any time a teacher is ill and cannot make it to school for some unavoidable reason, please inform your principal or the designated secretary at the earliest possible time but no later than 7:00 a.m. When it is necessary for the teacher to be absent from the school building during the active school day, the teacher shall make prior arrangements with the building principal. If a teacher knows in advance that they would like to be absent from school for personal, professional, field trip, activity sponsorship, bereavement or medical reasons, they will need to fill out a **"Request for Leave"** green sheet found in the Principal's office. The principal will approve or deny the request and put a copy of the request in the teacher's mailbox. If a request is denied, the teacher may appeal the request to the superintendent. Certain days may be "closed" to requests for leave due to large numbers of staff already scheduled to be gone or the unavailability of substitute teachers. Please get your requests for any of the above purposes into

your building principal as soon as you know that you will need to be absent from school and preferably no later than two days in advance of the requested leave date.

### **LEAVE POLICIES FOR CERTIFIED STAFF**

The school district provides a variety of leave policies for the certified employees. The leave policies include:

#### **FAMILY & MEDICAL LEAVE POLICY**

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The “leave year” for purposes of the FMLA shall be a “rolling” twelve-month period; measured backward from the date an employee uses any FMLA leave. (More information is in Board Policy #4007)

**LEAVE OF ABSENCE** - A one-year leave of absence may be granted by the Board of Education when requested by a permanent teacher and approved by the principal and superintendent. A leave of absence shall not be granted to probationary teachers. (Policy #4170)

#### **LEAVE BENEFITS** (from Negotiated Agreement)

- A. Accumulated leave for all employees covered by the negotiated agreement for the 2016-2017 school-year will be will be grandfathered and carried into the 2017-2018 contract year.
  - a. For the 2017-2018 contract year, and each year thereafter each staff member covered by this negotiated agreement shall be granted up to twelve (12) days of leave accumulative to a maximum of seventy-five (75) days.
  - b. Part-time employees shall receive a prorated number of days based upon their individual full-time equivalency (FTE).
  
- B. Accumulated leave may be used for sick leave or family emergency leave.
  - a. Sick leave is defined as an absence due to personal illness or injury or to take care of the employee’s spouse, son, or daughter with a serious health condition. Son or daughter, as defined by FMLA, is a biological, adopted or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.
  - b. Family emergency leave is defined as an absence to take care of the employee’s parents, parents-in-law, or siblings when the individual is incapable of self-care because of mental or physical disability. Family emergency leave is limited to five days per contract year.
  
- C. A doctor’s verification of illness or injury may be required upon request by the superintendent. Any teacher who is absent for five (5) continuous contract days may be required to certify his or her illness, disability or ability to perform teaching duties with a physician’s statement, which shall be filed with the district office.
  
- D. The Gothenburg Public Schools will facilitate a personal leave transfer procedure. The purpose of the transfer procedure is to allow a certificated employee to anonymously and voluntarily transfer personal leave (donor) to address an anonymous request (applicant) for additional sick leave. The procedure is included in Addendum A attached to this document.
  
- E. Adoption Leave - Accumulated leave days may be used for adoption leave. Adoption leave shall be granted to employees requesting such leave for a period not to exceed fifteen (15) days from the time custody of the child is received and is limited to 15 days per contract year. This leave does not apply to stepparent adoptions. Application for adoption leave should be made to the superintendent and building principal at the earliest possible time.

- F. Bereavement Leave - Accumulated leave days may be used for bereavement and limited in the following manner:
- a. Employees shall be provided a maximum of ten (10) days of leave per case in the event of a death in the immediate family. Immediate family shall be defined as husband, wife, or children.
  - b. Employees shall be provided a maximum of five (5) days of leave per case in the event of a death of parents or parents in-law.
  - c. Employees shall be provided a maximum of three (3) days of leave per case in the event of a death in other immediate family or exceptional cases.
  - d. Employees shall be provided a maximum of one (1) day of leave per case in the event of a death in extended family.
  - e. Leave to attend funerals of other relatives, friends, and acquaintances shall be regarded as personal leave.
  - f. Travel days for bereavement may be provided upon review by the Superintendent or his/her designee.
  - g. Professional leave for death of a teacher's student or student's parent may be provided upon review by the Superintendent or his/her designee.
- G. Personal Leave - Accumulated leave days may be used for personal leave and limited in the following manner.
- a. Employees may be granted a maximum of two paid days annually for personal use.
  - b. Personal leave shall not be granted during:
    - i. in-service days,
    - ii. parent-teacher conferences,
    - iii. semester examination periods,
    - iv. during the first five instructional days of each semester,
    - v. except for the purpose of attending:
      1. a district-sponsored school activity,
      2. a college or military ceremony or,
      3. moving a child to college for the first time.
  - c. Requests for personal leave may be denied based upon availability of substitutes or for the purpose of maintaining the integrity of an instructional day.
  - d. Requests and approval for personal leave shall be reduced, to writing, made in advance of the absence, and acted upon by the Superintendent of Schools or his/her designee. Description of the nature of the leave is not required.
  - e. An appeal of the Superintendent's or designee's decision may be made to the Board of Education upon the written recommendation of the Education Association's P.R. &R. Committee.
  - f. When it is necessary for an employee to be absent additional days for reasons beyond their control, such additional days may be granted under policy sections 4171 (sub. dock) and 4172 (full pay deduction).

- g. Each staff member covered by this negotiated agreement has the option of carrying over one unused personal day to the following contract year with a maximum of three days accumulated at any one time.
- h. Each staff member covered by this negotiated agreement shall be reimbursed at the district-approved rate for a substitute teacher per day, or every quarter thereof, of unused personal leave. Reimbursement will be made in the July payroll.

**MILITARY & FAMILY MILITARY LEAVE**

Military leave and family leave will be granted to the extent required by state and federal law. Employees must notify the Superintendent as soon as they receive notification of activation. (Policy #4022)

**INTERNET SAFETY & ACCEPTABLE USE POLICY**

It is the policy of Gothenburg Public Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

*More information on procedures/policies/laws is found in Board Policy # 6800.*

Violation of the policies and procedures concerning the use of the District technology resources is unethical and may result in disciplinary action, up to and including cancellation of contract. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. The policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator. (Policy #6800)

**PROFESSIONAL GROWTH**

Every six years the teachers in the Gothenburg Public Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment, educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of “professional growth”. (Policy #4140)

**SUBSTITUTES**

Persons employed, as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

The Board will set rates of compensation for all substitute teachers. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. (Policy #4133)

This makes it extremely important that teachers plan sufficient meaningful activities to keep the students constructively busy for the duration of each and every class period. Teachers must let the substitute know of seating charts, special rules for each class, the location of materials and other pertinent information. This will make the substitutes job easier, which means there will be less problem getting another substitute for you should the occasion

arise. It also makes your job easier when you return. **Creating a substitute folder for your current assignment, which includes these and other materials, will be required by the end of the second week of school. HAVE A COPY OF YOUR UPDATED CLASS ROSTERS IN YOUR DESK!!**

### **CLASS COVERAGE**

Teachers will be paid 1/8<sup>th</sup> of the district-approved daily rate for a substitute teacher for covering a class when coordinated by an administrator, if covering results in the loss of their only planning time. Payment for coverage will be made in the July payroll. Teachers covering for a colleague's uncharged leave as described in Duty Hours of Employee" will not be paid for covering the class as the colleague is not charged for leave.

### **LESSON PLANS**

Effective planning and good organizational skills are necessary to be a successful teacher. **To facilitate planning, teachers will be required to make lesson plans. Lesson plans will be required one week in advance.** When writing lesson plans, they must include the objective(s) to be taught, the activities necessary to attain the objective(s), the materials needed for these activities. Daily classes should be planned so there is a minimum of wasted time and students are kept on task. Please make sure your substitute folder and appropriate materials are complete.

### **TECHNOLOGY**

The goal of Gothenburg Public Schools is for all teachers to utilize technology to further enhance instruction. The district provides various devices and applications that may be used in instruction, production, research, and presentation. **Technology will be evaluated through the teacher evaluation form (Summative Certified Staff Appraisal Form).**

### **TITLES OF RESPECT**

Students are expected to refer to adult personnel as Mr., Mrs., Ms., or Miss. Students are very quick to recognize differences between staff members and often the student is confused or takes advantage of the situation.

### **CLASSROOM CONTROL/SUPERVISION, AND GRADING**

The importance of a teacher's responsibility in classroom control and student supervision cannot be understated. Proper classroom control and adequate student supervision are necessary for the effective and efficient day-to-day operation of the school. STAFF members will stand by their respective door before each bell. Classroom control is necessary if the teacher is to be effective and if the students within that class are to learn. Teachers should familiarize themselves with the rules and regulations in the Gothenburg Handbook. Teachers are also to develop specific rules for their individual classrooms. **These rules must be posted and discussed with the classes at the beginning of the school year so that each student will know what is expected.**

It is best for teachers to handle cases of discipline firmly and promptly in their own classrooms. Teachers should be firm and enforce the classroom rules consistently throughout the year. The principal will be available for consultation or help at any time a teacher has a discipline problem, but only in extreme cases should the pupil be brought to the principal's office. If you feel it is necessary to remove a misbehaving student from your classroom, send the pupil immediately to the principal's office and at the end of the period, come to the office to report the case. **Do not leave your classroom unattended.** Do not re-admit any student until you and the principal have reached a definite understanding about conditions of re-entry.

It is also a good idea to keep parents informed of any behavior problems. This can be done at conferences, on down slips or on the report card. Also, don't hesitate to send a note home or, better yet, call the parents. Be tactful, but be honest. Most parents want to know if their children are causing problems at school. **Teacher responsibility for student discipline is not limited to the classroom. All teachers are responsible for student supervision and control throughout the school building, on school grounds and at school activities.** If some teachers ignore this responsibility, it becomes difficult for those who are assuming the responsibility and puts them in a difficult situation with the students. This is why it is not only necessary for teachers to be consistent when dealing with

student misbehavior, but also consistent from teacher to teacher. **All teachers will check their students' major quizzes and tests. Under NO circumstances will students or a student aide check major quizzes, tests and/or enter grades in the teacher's gradebook/computer.**

### **CORPORAL PUNISHMENT**

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

### **SCHOOL DAY FOR STAFF**

It shall be the responsibility of the Superintendent to determine duty hours for members of the professional staff to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall make arrangements to be available to students after school. (Board Policy #6113)

### **DRESS REGULATIONS & APPEARANCE**

Teachers are expected to dress in such a manner as to reflect their status as professionals.

### **STANDARDS of ETHICAL & PROFESSIONAL PERFORMANCE**

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, an privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards. (Policy #4190)

### **SCHOOL NURSE**

A school nurse is available during school hours. Staff should use discretion when sending students to her office. Band-aids and other first aid supplies are available in the Supt.'s office, H.S. Principal's office and elementary classrooms. Injuries or illnesses of a more serious nature should be referred to the school nurse. **(Use proper judgment-some students want to leave every class period.) Unless it is an extreme emergency staff should NOT send more than one student at a time to the school nurse.**

### **STUDENT SUSPENSION AND EXPULSION**

All student behavior in the Gothenburg Public Schools is based on respect and consideration for the rights of others. Students shall receive annually at the opening of school a publication listing the rules and regulations to which they are subject. Staff members will annually be advised of these rules and charged with their enforcement. Any restrictions on student behavior must be concerned with speech or action, which disrupts the work of the school or interferes with the rights of the students. Students have a responsibility to know and comply with the rules and regulations of the district. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. The Gothenburg Public Schools Discipline Plan will be used as the district discipline code. All consequences will be enacted in accordance with policies of the Board and procedures established by State Laws. (Policy 5101)

### **DISCIPLINE COMMITTEE**

Discipline committees have been formed at both the elementary and secondary levels of the school district to examine discipline situations and provide ideas to best benefit student needs. These committees will be utilized in an advisory capacity to analyze appropriate action for only 3rd offense level II misbehaviors and level IV misbehaviors. Consequences will be recommended to the school administration and/or Board of Education for implementation. These committees will serve one-year terms. The elementary committee will consist of the building principal, counselor or psychologist, and two teachers. The secondary committee will consist of the principals, counselor and three teachers.

### ATTENDANCE APPEALS COMMITTEE

The Attendance Appeals Committee shall consist of the Principals, guidance counselor and four faculty members elected by the faculty. At least four members of the committee must be present at each meeting. The committee will meet in May as necessary. The student's total absence record will be examined. The student and parent/guardian are responsible for showing justifiable reasons for all absences. The decision will be determined by a majority vote of the Appeals Committee members present at the meeting. A tie vote will result in a decision in the student's favor. A student may appeal the decision of the Appeals Committee to the Board of Education through the procedures established by law.

### INTRUDER IN THE BUILDING PLAN

The first person to notice an intruder (person with a weapon or person who is upset or acting out of control) will notify the building principal. The principal or his/her representative will sound a preplanned announcement. **“Teachers, please go into lockdown at this time.”** The announcement means: lock the classroom door, do not allow students to leave the classroom, be seated on the floor next to an interior wall away from windows and doors until further notice. Teachers should be sure to take an accurate count of students. The staff will communicate to the office any information regarding the intruder. The principal will notify the police and the school superintendent of any emergency situation.

### CHILD ABUSE/NEGLECT

When any school employee or other person has reasonable cause to believe that a child has been subjected to child abuse or neglect, or observes such child being subjected to conditions or circumstances which reasonably would result in abuse, or neglect, he or she shall report such incident to the proper law enforcement agency or to the toll-free child abuse hotline, 1-800-652-1999. The school employees shall follow up the report to authorities by notifying the building administrator that a report has been made. Notification should be made to the superintendent if the building administrator is not available. (Board Policy #5402)

### CLASSROOM MANAGEMENT

As an expert educator, your methods of instruction must be those that help your students learn. Teachers should begin classes promptly and dismiss classes promptly. Students are to be held for the full class period to which they are assigned. Please **DO NOT** dismiss your class before the bell rings. If a class is dismissed late, the teacher should notify the office and they will make the necessary announcement. Teachers are expected to meet all regularly scheduled classes regardless of the number present. **Teachers are not to move or dismiss a class without first getting permission from the building principal.** Students should come prepared to work with books, paper and pencils and any other supplies needed. **Students are to have their handbook to use as a pass for their destination.**

### TEACHER MEETINGS

Regular teacher meetings will be held the **second Tuesday of each month at 7:30 a.m. in the MEDIA CENTER for secondary staff and elementary staff.** Other periodic meetings will be held if and when faculty or administration deem necessary. **All certified staff members are to attend these meetings unless excused by the building principal.**

### FACULTY ADVISORY COMMITTEE

A committee of staff members and building principals will meet Wednesday mornings at 7:30 a.m. in their respective buildings. Purpose of this committee is to promote communication between administration, staff members and students. If you have items to discuss, please share it with a committee member or your principal.

### FACULTY LOUNGE

The faculty lounge is available to all faculty members during their planning time. The lounge provides a place to relax, have a cup of coffee or pop, and prepare for your classroom duties. However, a positive atmosphere in the faculty lounge is most important if staff members are going to feel welcome and free to use it. Complaining about the school or students and ridicule of others has no place in the faculty lounge or any place else for that matter.

Professional discussions of the school and its programs, on the other hand, are welcome in the faculty lounge. **Students are not to be in the teacher's lounge.**

### **TRAVEL & TRANSPORTATION**

- **SEAT BELTS**-State regulations require that the operators of student transportation vehicles shall be required to wear lap belts whenever the vehicle is in motion. When seat belts are provided, in the student transportation vehicle, passengers shall wear them.
- **VAN CAPACITY**-State regulations require that van capacity be limited to a maximum of (9) passengers plus the operator. The total passengers, including the driver, should not exceed (10).
- **TRANSPORTATION REQUEST**- Staff members wishing to use a school vehicle for an activity should fill out a transportation request form to submit to the principal's office with the request for leave (green sheet.)
- **VAN INSPECTION**-You should complete the inspection form found in the van prior to transporting students.
- **HEADLIGHTS**- Student transportation vehicles shall operate with headlights on.
- **EXPENSES**-Requests for budgeted mileage and/or expenses to attend professional meetings or school related meetings or events must be included on a professional leave request form and submitted to the building principal. If approved, the staff member is to return receipts for meals, lodging, and/or transportation for reimbursement. School-owned vehicles should be used when available. Staff are to use district vehicles when available. If a vehicle is not available, staff member may be reimbursed for mileage if pre-approved by an administrator.

### **USE OF THE TELEPHONE**

Teachers and students will not be called to the telephone during class unless in case of emergency. A message will be taken. Local calls can be made directly from the phone by first dialing 90 and then the number. Intercom numbers are listed by each phone. Students are never to be sent from class to make calls and are not allowed to use school phones (other than the phones located in the hallways) for personal use. **Any long distance number dialed must be followed by your personal three-digit code after dialing the number.** A personal telephone call should not take you away from class unless it is an emergency. We encourage staff to use a phone card when making personal long distance calls.

### **SCHEDULING ACTIVITIES**

**All Activities must be cleared by the Activity Director and scheduled through his office.** Be sure to check on both the dates and facilities before you schedule activities. A monthly calendar of all the activities is included in the School Calendar and Student Handbook.

### **SCHOOL RELATED TRIPS**

**When planning a school related trip, sponsors should first secure permission for the trip from the building principal and place the activity on the school calendar at least three weeks prior to the date of the activity.** Permission for the trip should be requested prior to discussing the trip with the group. By getting prior permission, you can avoid having to tell the group that they cannot go should the activity be denied. Sponsors should request transportation vehicles by filling out the transportation request sheets. Make students aware of what their responsibilities are and what is expected of them. Communicate information about the trip to the parents and secure the permission slips.

### **FUND RAISING**

All teachers shall earnestly seek to educate students in the services performed by the humanitarian agencies, and shall encourage students to participate in their financial support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities among the student population. Students may engage in raising funds, under the control of school officials, for certain approved student activities and provided the project has the approval of the building principal. **Adult Sponsors must be in attendance at all school-sponsored activities.**

## **SCHOOL EQUIPMENT**

Each teacher is responsible for the school equipment in their department, in their classroom and in the school in general. The cleanliness and appearance of the classroom has a definite effect on the learning atmosphere. Please stress the students' responsibility in keeping the rooms neat and free of litter. It is also important that teachers cooperate with the custodial staff in keeping their rooms clean and neat appearing. If teachers have suggestions concerning the custodial staff work or need something special done in the classroom, they should notify the building principal through maintenance service request form.

## **ASSEMBLIES**

All staff members are expected to attend all assemblies unless excused by the administration.

## **SUPPLIES**

Employees who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered. (Policy #4015)

## **USE OF SCHOOL FACILITIES & EQUIPMENT BY SCHOOL EMPLOYEES**

The Superintendent or designee, may approve use of school facilities, equipment and other resources by school employees, except for activities which result in personal or corporate gain and provided that such use is consistent with Policy 1100.

School vehicles shall not be available for personal use. (Board Policy #4016)

## **STUDENT AIDES**

All student aides must check in each day and remain in the classroom or be fulfilling duties for their respective teacher. **Student aides are not allowed to be unsupervised. Student aides are not allowed to check major quizzes, tests and/or enter grades in the teacher's gradebook/computer.**

## **DRUG FREE WORK PLACE**

It is the policy of the Gothenburg Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. (Policy #4009)

## **SMOKING PROHIBITION**

This policy is promulgated pursuant to authority granted to the Gothenburg Board of Education and in compliance with the Nebraska Clean Indoor Air Act.

Smoking shall be prohibited in the Gothenburg Public Schools buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Gothenburg Public Schools buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field. This policy shall apply at all times whether school is in session or not. (Policy #4010)

## **BLOODBORNE PATHOGEN COMPLIANCE PLAN**

In December 1991, the Occupational Safety and Health Administration (OSHA) issued safety standard regulations for the handling of blood borne pathogens (Federal Register, 1910.1030) by entities subject to its control. It is the intent of Gothenburg Public Schools to eliminate or minimize occupational exposure to blood borne pathogens including, but not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). (Policy #4011)

### **EXPOSURE CONTROL PLAN**

Gothenburg Public Schools establishes this written exposure control plan to eliminate or minimize occupational exposure to bloodborne pathogens. The school district's exposure control officer is the building principal. A copy of the exposure control plan will be available and is located in the School offices. The exposure control plan will be reviewed annually and includes the following:

- A. Exposure Determination
- B. Training of Employees
- C. Hepatitis B Vaccination
- D. Occupational Exposure
- E. Post-exposure Evaluation and Follow-up
- F. Record Keeping
- G. Control Methods (Policy #4011)

### **ASBESTOS LOCATED IN SCHOOL BUILDINGS**

It has been determined by the inspector that the school buildings do not contain asbestos. The EPA requires schools to notify employees regarding asbestos in the buildings. This notice is included as part of our compliance with EPA regulations. Please direct questions/concerns you may have about the contents of this notice to the Supt. of Schools (537-3651 ext. 4105) or Head of Maintenance (537-3651 ext. 5111).

### **EVALUATION**

Teaching is the most important element in a sound educational program. Appraisals of teachers' performance of duty, competence, and professional conduct shall be made.

Appraisal of teaching service should serve these purposes,

1. To raise the quality of instruction and educational service to the children of our community.
2. To aid the individual teacher to grow professionally.
3. To make personnel decisions.

Evaluation of teacher performance must be a cooperative continuing process designed to improve the quality of instruction. The Administration with input from the teachers shall develop effective evaluation procedures and instruments. Teachers and Administrators shall have the responsibility for the maintenance of professional standards and attitudes regarding the evaluation process. All certified staff is involved in the evaluation process.

Non-classroom certified staff members are also to be evaluated through a cooperative process. (Policy #4150)

### **CERTIFIED-EVALUATION INSTRUMENT**

Pursuant to Gothenburg Public Schools Board of Education Policy #4150, this Evaluation Handbook is intended to provide staff with a ready reference to the rules, regulations, and procedures of the Gothenburg Public Schools Teacher Evaluation Program. A comprehensive evaluation program has two main purposes: (1) to provide opportunities for self-analysis and self-development so that the individual staff member can develop his/her professional skills and performance to the optimum level; and, (2) to provide for a formal systematic evaluation process to maintain a quality education program. (Policy #4150A)

### **PERSONNEL FILES**

Any teacher, administrator, or full-time employee of any public school shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer that appears in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person. (Policy #4013)

### **REDUCTION IN FORCE**

A reduction in force of certificated staff members may be determined to be appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs or procedures, a decline in the

taxable value of property located within the school district, increased costs of operating the school district, resignations, retirement, school district contracting, school district reorganization, or another change or changes in circumstances. The Board of Education shall, in its sole discretion, determine whether such a change or changes have occurred and whether a reduction of certificated staff is necessary. The superintendent shall notify those certificated employees whose contracts may be reduced. (Policy #4160)

### **STANDARD FORMS AND REPORTS**

- a) **PERIOD ABSENTEE (Sec. only):** Go to POWERSCHOOL to complete attendance and tardies. **Please record this information in POWERSCHOOL at the beginning of each period.**
- b) **STUDENT HANDBOOK:** Teachers **NEED TO** sign the student handbooks for restroom or locker purposes.
- c) **PARENTAL PERMISSION FORM:** All students taken on field trips out of town must have a signed parent permission form. All forms are to be given to the Supt. or Principal before leaving.
- d) **PURCHASE ORDERS:** Any teacher wishing to purchase an item will be responsible for filling out a purchase order and getting the principal's signature on it **before** any item is ordered. These can be found in any administrative office.
- e) **PERSONAL & PROFESSIONAL LEAVE FORMS:** Any staff member wishing to use a personal or professional leave day **or is planning to be gone for an athletic event, a field trip or an activity during the school day** is requested to fill out a leave form found in the office of the principal. These days must be used in accordance with the negotiated agreement.
- f) **TRANSPORTATION REQUISITION:** Any staff member wishing to use a school vehicle for any activity should fill out a transportation requisition and turn it into the **PRINCIPAL'S office** at the same time as the leave form is turned in.
- g) **DISCIPLINE FORM:** Discipline forms should be filled out by the teacher and turned in to the Principal's office for every misbehavior that impedes the orderly operations of the school or disrupts the learning climate. This is required of all Level II, III and IV Misbehaviors.

### **EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of Gothenburg Public Schools to employ the best qualified applicant for each position without regard to race, color, religion, sex, age, marital status, physical or mental disability or national origin, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, age, marital status, disability, or national origin. There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities. (Policy # 4002)

### **DISCRIMINATION**

The Gothenburg Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. (Board Policy #4003)

The following person(s) have been designated to handle inquiries regarding non-discrimination policies:

*Superintendent, 1322 Avenue I, Gothenburg, NE 69138 (308) 537-3651*

Alternate Contact:

*Building Administrator, 1322 Avenue I, Gothenburg, NE 69138 (308) 537-3651*

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please

contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

### **HARASSMENT**

The Gothenburg Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity. (Board Policy # 4003)

### **COPYRIGHT LAW**

According to the Federal Copyright Act, a public performance license is required for all showings of movies on home videocassette or videodisc for non-instructional purposes such as rewards, after-school care, during assemblies or any showings via closed circuit. However, schools do not need a license to show videos for "face-to-face" instruction, i.e. when the movie is related to the subject being taught.

### **HOMELESS STUDENT**

District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian. District #20's designated Homeless Coordinator is the Superintendent of Schools. (Board Policy #5418)

### **Student Assistance Team (SAT) Procedures**

1. Teacher, Parent, or Principal may refer a student to the SAT leader when they have academic, social, or behavioral concerns. The referring party then notifies the parent that their child has been referred to the SAT.
2. The teacher gathers pertinent information on the student, which may include but not be limited to classroom observations, health information, academic data, etc.
3. The SAT and referring individual meet and develop a plan of action for the student.
4. The SAT and referring teacher have a follow-up meeting after interventions strategies have been implemented for a minimum of two weeks and can either offer another plan of action or refer for testing through a multidisciplinary process.
5. If a child is referred for testing, then the SAT leader sends a request for evaluation to the school psychologist, who will then obtain parental permission.

## **JUNIOR/SENIOR H.S. FACULTY HANDBOOK ADDENDUM**

### **BRUNCH**

There will once again be a designated time for a mid morning brunch. Healthy snacks and juice will be served and students are encouraged to purchase these during the end of 1<sup>st</sup> period or the start of 2<sup>nd</sup> period on a rotation weekly basis. Students will also be allowed to bring healthy snacks and/or juice to 2<sup>nd</sup> period. Students will not be allowed to bring pop or any open containers into the school building. "Brunch" will be in the classrooms. Each individual teacher is responsible for supervision of his/her 1<sup>st</sup>/2<sup>nd</sup> period class. **Teachers MUST hold students accountable and work together if this project is to be a success.**

## DETENTION

A detention room will be established to facilitate the consequences for Level II and Level III Misbehaviors. Rules for the detention room are as follows: students should be prepared to study/review homework and NO eating, drinking, talking or sleeping is allowed.

## SATURDAY SCHOOL

Saturday School will begin at 8:30 a.m. and will end at 11:30 a.m. on the designated Saturday's of each month. Students who have been assigned to Saturday School **MUST ATTEND-NO EXCEPTIONS**. If a student fails to attend Saturday School or follow the rule stipulations, he/she will be issued a two-day out-of-school suspension and is assigned to the next Saturday School. Before the student is allowed back into school on the following Monday, a conference between the parent/student/principal must occur.

## STUDENT ATTENDANCE REGULATIONS

Please refer to the Gothenburg Student Handbook for the complete student attendance policy. **All teachers are responsible for taking attendance each period. THIS IS A MUST!!** At the beginning of each period, teachers should record student absences on POWERSCHOOL immediately. This record is very important and will be indicated on the student's report card and permanent records. **High School teachers should check the absence list (hard copy located in Mrs. Clymer's office) for accuracy at the end of the day and notify the office if changes should be made. When a student returns after being absent from your class, he/she must have a make-up slip. If they do not, please send them to the office to get one.**

A "truant" is any student who is absent from class without the knowledge or permission of his/her parents, guardian, and the school. Make-up work and make-up time will be required following truancy. Students who are truant from school may be referred to the superintendent and Board of Education for possible expulsion. For students under 16 years of age, charges for violation of Nebraska Statute 79-201 may be filed with the County Attorney.

An "activity absence" is given only when a student is absent for participation in a school activity such as sports, music contests and speech. An "activity absence" is not recorded on a student's attendance record and he/she will be counted as present in all classes. Make-up work will be requested of all "activity" absences prior to each event. The sponsor in charge of any students who will miss class is responsible for informing the office of the names of these students at least two days in advance. Upon returning to school after an excused absence, the student is expected to take the responsibility to make up homework and assignments missed. If an assignment or project was due the day the student was absent, it will be expected to be turned in when the student returns to school. Students will have two school days for each day he/she was absent (up to a maximum of ten school days) to complete other schoolwork missed. Example: If a student is absent on Thursday and Friday, they will have Monday, Tuesday, Wednesday and Thursday to complete missed homework assignments.

## TARDIES

A student is considered tardy if he/she arrives at class after the bell has rung. If he/she has a handbook pass from the previous period teacher, the tardy will be accepted and excused. Notes from parents concerning tardies for 1<sup>st</sup> & 6<sup>th</sup> periods WILL NOT be accepted, student will report to office to get a pass and then the student will need to serve immediately after school for one (1) hour. If student doesn't stay after school-2 hour detention will be served. A student is considered absent if they do not arrive at class within fifteen minutes after starting time. Every time a student is tardy, (periods 2-5 and 7-8) he/she will make up 15 minutes in the teacher's room where the tardy occurred. **If a student fails to serve this 15 minutes within the two days, the teacher should turn their name into the office and that student will be required to serve a one-hour detention. On the second offense for failing to serve detention for a tardy, the student will serve 2 hours of detention. If they fail to serve a tardy for the third time-they will report to Saturday School. A student who is tardy seven (7) times from a semester class will also be required to serve Saturday School and IS NOT allowed to attend the next dance during the school year (Homecoming-Coronation-Prom). Any additional tardy(ies) could result in Saturday School again, in-school (WAS) and/or an out-of-school suspension.**

### **DROP AND ADD INFORMATION**

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

### **MAKE-UP SLIPS**

Make-up slips will be given to students when they return from being absent. **Teachers should not allow students to return to class unless they have a make-up slip.** Teachers should write the make-up assignments on the slip and sign the slip.

### **INCOMPLETE GRADES**

When, in the estimation of the teacher, special conditions have been present which warrant an extension of time to complete course work, a teacher may give an "Incomplete" as a course grade. Generally, any student with one or more grades of "incomplete" will have **three weeks** to make up the work needed to change this to a passing grade. After this time, the incomplete will automatically be changed to a failing grade.

### **ELIGIBILITY - GRADES 7-12**

All participants must have passed 20 credit hours of classes (NSAA Regulated) the previous semester to be eligible to participate in varsity events. Also, if they are not passing 20 hours, as reported by teachers every 3 weeks, they are ineligible and remain ineligible for 3 weeks or until such time as they have made up their work and are passing. This list should include all classes and will be compiled and given to each staff member.

### **SCHOOL SPONSORED ACTIVITIES**

All students taking part in any school activity, which will take them out of their classes, should be included on a list provided by the sponsor of that activity. It is the responsibility of the student to make up the work before they leave for the activity.

### **STUDENT DRIVING REGULATIONS**

Students are not to drive or ride in automobiles over the lunch hour or any time during the school day. Exceptions will be made for Work Release students going to their jobs. Students are not to be sitting in cars during lunch. A student violating the driving regulation will be given detention time or possible suspension from school.

### **CLASS AND ACTIVITY SPONSORSHIP**

Each student activity will be provided with a faculty sponsor. Each high school class will be assigned one or more sponsors. Sponsors are responsible for the following duties:

#### **General duties of sponsors:**

1. The sponsor of any organization or class must be with the group at all times during the course of that organization's meeting or activity. Teachers who fail to constantly supervise pupils under their care must assume full responsibility for the consequences. Parents and other teachers are encouraged to assist in sponsoring, however, they do not replace the sponsor. Any change of sponsorship must be approved by the administration.
2. The sponsor shall be responsible for guiding the organization in the elections of responsible class officers, the determining of worthwhile group activities, and the coordination of the individuals in the group into a working unit.
3. The class meeting is an opportunity to practice democracy. The sponsor should set an example by insisting on an orderly, well-planned meeting. The meeting should follow most of the rules of parliamentary procedure.

4. Students do not mind being told what they can or cannot do during the course of their club or class activities if the sponsor will take the time to explain why and then assist the class in the selection of the activities. The experience they gain from a sponsor's guidance will prepare them for decision-making as adults.
5. The following class officers will be elected in the fall. President, Vice-President, Secretary/Treasurer.  
**\*\*\*CLASS OFFICERS MUST HAVE PASSED ALL CLASSES FROM THE PREVIOUS SCHOOL YEAR & ALSO BE IN THE TOP 25% of HIS/HER CLASS.**
6. At the first meeting of the year, the sponsor will outline the following rules:
  - \* No meeting is to be held without the approval of the sponsor or without sponsor in attendance.
  - \* The year's activities are to be planned and the dates selected, if possible, for these activities. The sponsor must remember to record all dates with the activities director so that he may place them on the school calendar. Class /organizational meetings meet once a month only. No student is to order any supplies without the Principal's approval.
7. All class projects and parties must be presented to and approved by the principal in order to coordinate the various activities.
8. Fund-raising activities must be approved by the building principal.
9. Sponsors should pick up money earned by a class or organization the day the students earn the money. Students should not be permitted to carry this money with them for several days before turning it in. Sponsors should see that secretary/treasurers keep their records complete and up to date.

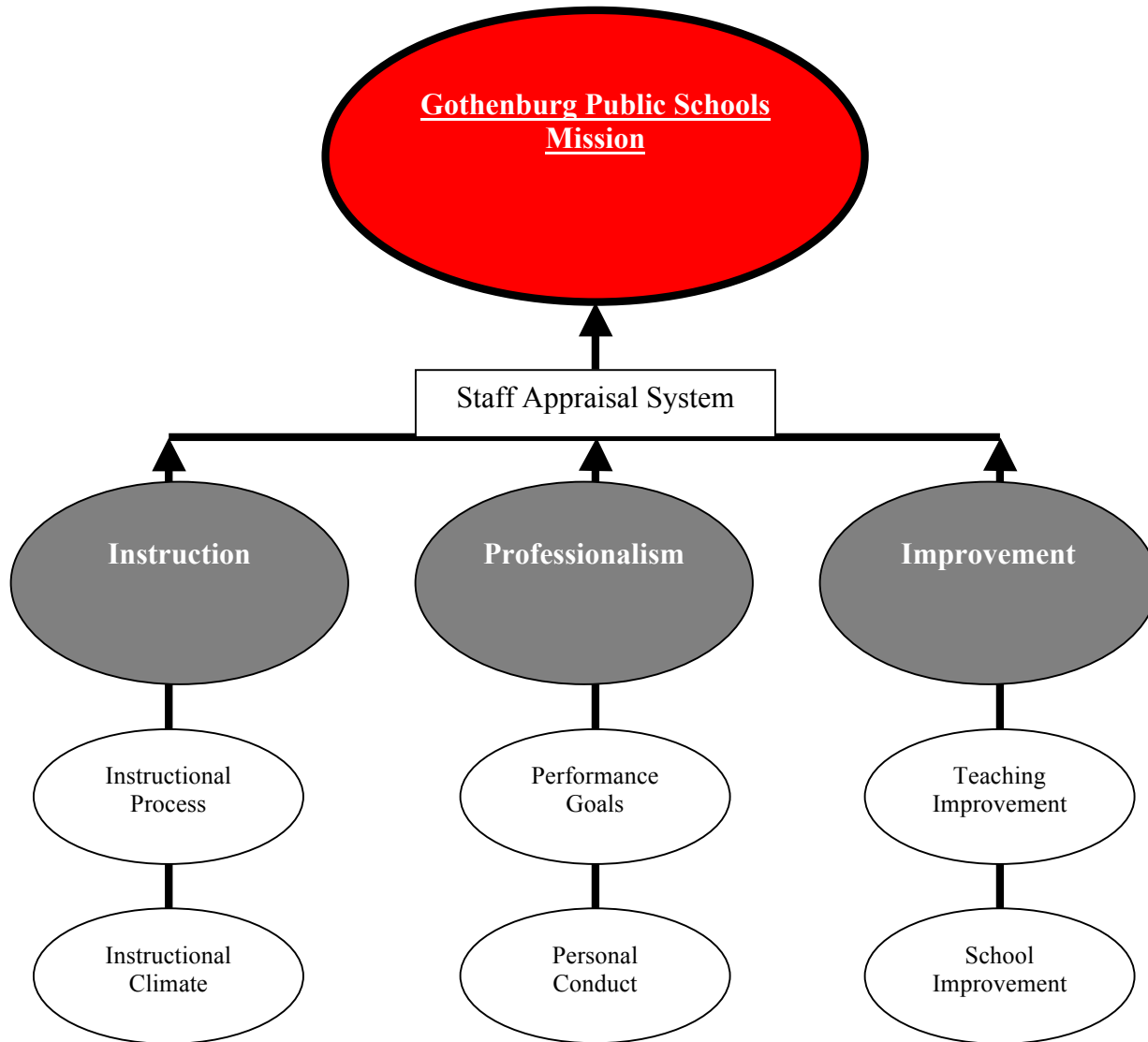
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Teacher: \_\_\_\_\_  
Administrator: \_\_\_\_\_

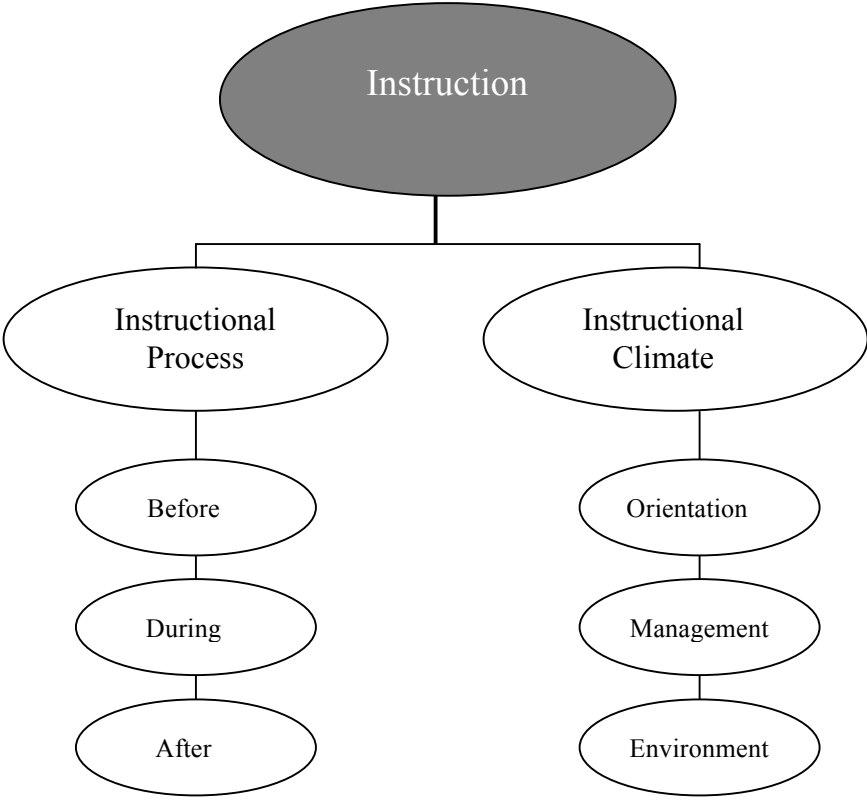
Date/Time: \_\_\_\_\_  
Class Observed: \_\_\_\_\_



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**Gothenburg Public Schools**  
**Certified Summative Staff Appraisal Form**

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**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

**I. Instruction**

**A. Instructional Process**

Description	Standard	Development Rating
1. Before Instruction	a. Complete lesson plans on-time with accuracy b. Establish clear learning objectives c. Identify current level of student understanding d. Introduce content with meaningful and engaging techniques	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. During Instruction	a. Explain new content using multiple modes of instruction b. Demonstrate application of new learning c. Engage students actively and meaningfully through guided practice	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

Description	Standard	Development Rating
3. After Instruction	a. Through closure activities, determine if student learning objectives were met b. Provide prompt feedback on student performance c. Record student performance data frequently, promptly and accurately	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**B. Instructional Climate**

Description	Standard	Development Rating
1. Task Orientation	a. Provide a predictable classroom routine for students to follow b. Provide maximum time for constructive educational activities c. Provide directions for smooth transitions in classroom routine d. Students are actively engaged throughout the class period	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Classroom Management	a. Posts clear rules and procedures	<input type="checkbox"/> (4) Advanced

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

	b. Impartially enforces rules and procedures with consistency c. Regularly reinforce desirable behavior	<input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Classroom Environment	a. Maintain firm command of classroom activities/supervision b. Has a stimulating room environment c. Provide an orderly classroom d. Provide a physically safe classroom	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

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**Gothenburg Public Schools**  
**Certified Summative Staff Appraisal Form**

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**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

**II. Professionalism**

**A. Performance Goals**

Description	Standard	Development Rating
1. Preparation	a. Dressed and Groomed Appropriately b. Arrive and leave on-time c. Has needed materials for the days lesson	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Task Completion	a. Perform assigned duties accurately/punctually b. Keeps grades current and updated c. Complete professional goals related to teaching performance	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
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**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

3. Appropriate Responding	a. Consistently comply with <i>student handbook</i> regulations and procedures b. Consistently comply with <i>faculty handbook</i> regulations and procedures c. Consistently comply with administrator directives d. Consistently comply with state ethics guidelines	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**B. Personal Conduct**

Description	Standard	Development Rating
1. Respect	a. Demonstrate respect toward all students b. Demonstrate respect toward staff c. Demonstrate respect toward administrators d. Maintain staff and student confidentiality	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with administrators	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

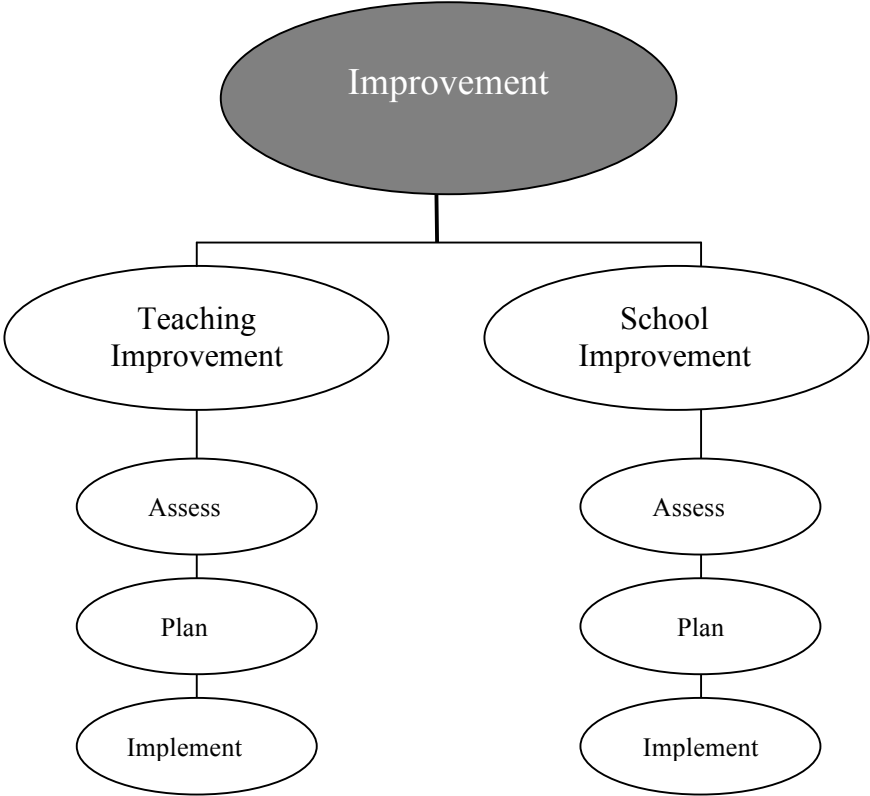
	c. Collaborate constructively with parents and patrons	<input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

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**Gothenburg Public Schools**  
**Certified Summative Staff Appraisal Form**

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**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

**III. Improvement**

**A. Teaching Improvement**

Description	Standard	Development Rating
1. Assessment	a. Use assessment at multiple points to determine student progress toward instructional objectives b. Use assessment to determine areas of learning strength and weakness c. Use assessment results to determine areas for instructional improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Plan	a. Establish instructional plans based upon valid and current information b. Adjust instructional strategies in response to student learning strengths and weaknesses c. Adjust instructional strategies in response to improvement areas identified from classroom assessment results	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

Description	Standard	Development Rating
3. Implement	a. Implement varies proven instructional strategies b. Implement instructional plans through technology c. Record student progress toward curriculum objectives and state standards	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

<b>B. School Improvement</b>		
Description	Standard	Development Rating
1. Assess	a. Involved in the alignment of curriculum with state standards b. Aware of methods used for school improvement data collection c. Is involved in the school improvement process	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

Description	Standard	Development Rating
2. Plan	a. Attend ongoing professional training related to grade level/subject interventions b. Involved in the development or revision of specific parts of the school improvement action plan	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Implement	a. Implement grade level/subject interventions specified in the action plan b. Accurately records progress toward professional growth plans c. Accurately records student progress toward district/state standards	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Mr/Mrs

- Please make any comments that you would like to make on the evaluation.
- Then schedule a time that you would like to come in and see me about the evaluations.

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**Gothenburg Public Schools**  
**Certified Summative Staff Appraisal Form**

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- We will go over the scoring and any comments that you might have at that time.
- The teacher's signature of this appraisal form does not necessarily imply agreement, but does indicate that he/she has read the evaluation and has had an opportunity to discuss it's contents with the supervisor. Any rebuttal or response by the teacher is contained on the attached pages.

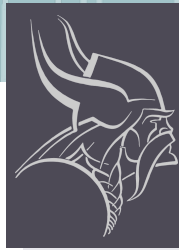
**Summative Comments:**

**Administrator Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Staff Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Appraisal Feedback Summary Page**





# School Psychologist Evaluation

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**Psychologist:**

**Date:**

**Administrator:**

## *Instructions for use*

### **Overview**

The School Psychologist evaluation document has been adapted from the Danielson Framework for School Psychologists. The purpose of the evaluation is to cover those attributes needed specifically for school psychologists to be successful. The evaluation tool is broken into four domains:

Domain 1 - Planning and Preparation

Domain 2 - The Environment

Domain 3 - Delivery of Service

Domain 4 - Professional Responsibilities

It is expected that school psychologists become, at a minimum, proficient in all domain indicators. A score of “beginning” indicates that the school psychologist does not meet district standards and a plan of improvement will be developed.

### **Self Evaluation**

Each year, the school psychologist is to complete this document as a self-evaluation prior to being evaluated by an administrator. The purpose of the self-evaluation is to allow for self-reflection as it pertains to the district’s expectations and to set a minimum of three goals based on previous evaluations or a current self-evaluation.

# Summary of Strengths and Opportunities for Growth

## Domain 1: Planning & Preparation

- **Strengths:**

- 

- 

- **Opportunity for Growth:**

- 

## Domain 2: The Environment

- **Strengths:**

- 

- 

- **Opportunity for Growth:**

- 

## Domain 3: Delivery of Service

- **Strengths:**

- 

- 

- **Opportunity for Growth:**

- 

## Domain 4: Professional Responsibilities

- **Strengths:**

- 

- 

- **Opportunity for Growth:**

-

Domain 1: Planning & Preparation	Level of Performance			
	Advanced	Proficient	Progressing	Beginning
<b>1a. Demonstrating knowledge and skills in using psychological instruments to evaluate students.</b>	Psychologist uses a wide range of psychological instruments to evaluate students and knows the proper situations in which each should be used.	Psychologist uses 5-8 psychological instruments to evaluate students and determine accurate diagnoses.	Psychologist uses a limited number of psychological instruments to evaluate students	Psychologist demonstrates little or no knowledge and skill in using psychological instruments to evaluate students.
<b>1b. Demonstrating knowledge of child and adolescent development and psychopathology.</b>	Psychologist demonstrates extensive knowledge of child and adolescent development and psychopathology and knows variations of the typical patterns.	Psychologist demonstrates thorough knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates basic knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates little or no knowledge of child and adolescent development and psychopathology.
<b>1c. Establishing goals for the psychology program appropriate to the setting and the students served.</b>	Psychologist's goals for the treatment program are highly appropriate to the situation in the school and to the age of the students and have been developed following consultations with students, parents, and colleagues.	Psychologist's goals for the treatment program are clear and appropriate to the situation in the school and to the age of the students.	Psychologist's goals for the treatment program are rudimentary and are partially suitable to the situation and the age of the students.	Psychologist has no clear goals for the psychology program, or they are inappropriate to either the situation or age of the students.
<b>1d. Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district.</b>	Psychologist's knowledge of governmental regulations and of resources for students is extensive, including those available through the school or district and in the community.	Psychologist displays awareness of governmental regulations and of resources for students available through the school or district and some familiarity with resources external to the district.	Psychologist displays awareness of governmental regulations and of resources for students available through the school or district, but no knowledge of resources available more broadly.	Psychologist demonstrates little or no knowledge of governmental regulations of resources for students available through the school or district.
<b>1e. Planning the psychology program, integrated with the regular school program, to meet the needs of individual students and including prevention.</b>	Psychologist's plan is highly coherent and preventative and serves to support students individually, within the broader educational program.	Psychologist has developed a plan that includes the important aspects of work in the setting.	Psychologist's plan has a guiding principle and includes a number of worthwhile activities, but some of them don't fit with the broader goals.	Psychologist's plan consists of a random collection of unrelated activities, lacking coherence or an overall structure.
<b>1f. Developing a plan to evaluate the psychology program.</b>	Psychologist's evaluation plan is highly sophisticated, with imaginative sources of evidence and a clear path toward improving the program on an ongoing basis.	Psychologist's plan to evaluate the program is organized around clear goals and the collection of evidence to indicate the degree to which the goals have been met.	Psychologist has a rudimentary plan to evaluate the psychology program.	Psychologist has no plan to evaluate the program or resists suggestions that such an evaluation is important.
<b>Notes:</b>				

Domain 2: The Environment	Level of Performance			
	Advanced	Proficient	Progressing	Beginning
<b>2a. Establishing rapport with students.</b>	Students seek out the psychologist, reflecting a high degree of comfort and trust in the relationship.	Psychologist's interactions with students are positive and respectful; students appear comfortable in the testing center.	Psychologist's interactions are a mix of positive and negative; the psychologist's efforts at developing rapport are partially successful.	Psychologist's interactions with students are negative or inappropriate; students appear uncomfortable in the testing center.
<b>2b. Establishing a culture of positive mental health throughout the school.</b>	The culture in the school for positive mental health among students and teachers, while guided by the psychologist, is maintained by both teachers and students.	Psychologist promotes a culture throughout the school for positive mental health in the school among students and teachers.	Psychologist's attempts to promote a culture throughout the school for positive mental health in the school among students and teachers are partially successful.	Psychologist makes no attempt to establish a culture for positive mental health in the school as a whole, either among students or teachers, or between students and teachers.
<b>2c. Establishing and maintaining clear procedures for referrals. (MTSS, SAT)</b>	Procedures for all aspects of referral and testing protocols are clear to everyone and have been developed in consultation with teachers and administrators.	Procedures for referrals for meetings and consultations with parents and administrators are clear to everyone.	Psychologist has established procedures for the referrals, but the details are not always clear.	No procedures for referrals have been established; when teachers want to refer a student for special services, they are not sure how to go about it.
<b>2d. Establishing standards of conduct in the testing center.</b>	Standards of conduct have been established in the testing center. Psychologist's monitoring of students is subtle and preventive, and students engage in self-monitoring behavior.	Standards of conduct have been established in the testing center. Psychologist monitors student behavior against those standards; response to students in appropriate and respectful.	Standards of conduct appear to have been established in the testing center. Psychologist's attempts to monitor and correct negative student behavior during an evaluation are partially successful.	No standards of conduct have been established, and psychologist disregards or fails to address negative student behavior during an evaluation.
<b>2e. Organizing physical space for testing of students and storage of materials.</b>	The testing center is highly organized and is inviting to students. Materials are stored in a secure location and are convenient when needed.	Testing center is well organized; materials are stored in a secure location and are available when needed.	Materials in the testing center are stored securely, but the center is not completely well organized, and materials are difficult to find when needed.	The testing center is disorganized and poorly suited to student evaluations. Materials are not stored in a secure location and are difficult to find when needed.

**Notes:**

Domain 3: Delivery of Service	Level of Performance			
	Advanced	Proficient	Progressing	Beginning
<b>3a. Responding to referrals; consulting with teachers and administrators.</b>	Psychologist consults frequently with colleagues, contributing own insights and tailoring evaluations to the questions raised in the referral.	Psychologist consults frequently with colleagues, tailoring evaluations to the questions raised in the referral.	Psychologist consults on a sporadic basis with colleagues, making partially successful attempts to tailor evaluations to the questions raised in the referral.	Psychologist fails to consult with colleagues or to tailor evaluations to the questions raised in the referral.
<b>3b. Evaluating student needs in compliance with National Association of School Psychologists (NASP) guidelines.</b>	Psychologist selects, from a broad repertoire, those assessments that are the most appropriate to the referral questions and conducts information sessions with colleagues to ensure that they fully understand and comply with procedural timelines and safeguards.	Psychologist administers appropriate evaluation instruments to students and ensures that all procedures and safeguards are faithfully adhered to.	Psychologist attempts to administer appropriate evaluation instruments to students but does not always follow established timelines and safeguards.	Psychologist resists administering evaluations, selects instruments inappropriate to the situation, or does not follow established procedures and guidelines.
<b>3c. Chairing evaluation team.</b>	Psychologist assumes leadership of the evaluation team and takes initiative in assembling materials for meetings. MDTs are prepared in an exemplary manner.	Psychologist assumes leadership of the evaluation team as a standard expectation; prepares detailed MDTs.	Psychologist assumes leadership of the evaluation team when directed to do so, preparing adequate MDTs.	Psychologist declines to assume leadership of the evaluation team.
<b>3d. Planning interventions to maximize students' likelihood of success.</b>	Psychologist develops comprehensive plans for students, finding ways to creatively meet student needs and incorporate many related elements.	Psychologist's plans for students are suitable for them and are aligned with identified needs.	Psychologist's plans for students are partially suitable for them or are sporadically aligned with identified needs.	Psychologist fails to plan interventions suitable for students, or interventions are mismatched with the finding of the assessment.
<b>3e. Maintaining contact with physicians and community mental health service providers.</b>	Psychologist maintains ongoing contact with physicians and community mental health service providers and initiates contacts when needed.	Psychologist maintains ongoing contact with physicians and community mental health service providers.	Psychologist maintains occasional contact with physicians and community mental health service providers.	Psychologist declines to maintain contact with physicians and community mental health service providers.
<b>3f. Demonstrating flexibility and responsiveness.</b>	Psychologist is continually seeking ways to improve the treatment program and makes changes as needed in response to student, parent, or teacher input.	Psychologist makes revisions in the treatment program when it is needed.	Psychologist makes modest changes in the treatment program when confronted with evidence of the need for change.	Psychologist adheres to the plan or program, in spite of evidence of its inadequacy.

**Notes:**

Domain 4: Professional Responsibilities	Level of Performance			
	Advanced	Proficient	Progressing	Beginning
<b>4a. Reflecting on practice.</b>	Psychologist’s reflection is highly accurate and perceptive. Psychologist draws on an extensive repertoire to suggest alternative strategies.	Psychologist’s reflection provides an accurate and objective description of practice. Psychologist makes some specific suggestions as to how the program might be improved.	Psychologist’s reflection on practice is moderately accurate and objective. Only global suggestions are made as to how the program might be improved.	Psychologist does not reflect on practice, or the reflections are inaccurate or self-serving.
<b>4b. Communicating with families.</b>	Psychologist secures necessary permissions and communicates with families in a highly effective manner. Psychologist reaches out to families of students to enhance trust.	Psychologist communicates with families and secures necessary permission.	Psychologist’s communication with families is partially successful; permissions are obtained, but there are occasional insensitivities that do not build trust.	Psychologist fails to communicate with families and secure necessary permission; communicates in an insensitive manner.
<b>4c. Maintaining accurate records.</b>	Psychologist’s records are accurate and legible, well organized, and stored in a secure location. They are written to be understandable to another qualified professional.	Psychologist’s records are accurate and legible, well organized, and stored in a secure location.	Psychologist’s records are accurate and legible, and stored in a secure location.	Psychologist’s records are in disarray; they may be missing, illegible, or stored in an insecure location.
<b>4d. Participating in a professional community.</b>	Psychologist makes a substantial contribution to school and district events and projects and assumes leadership with colleagues.	Psychologist participates actively in school and district events and projects and maintains positive and productive relationships with colleagues.	Psychologist’s relationships with colleagues are cordial, and psychologist participates in school and district events and projects when specifically requested.	Psychologist’s relationships with colleagues are negative or self-serving, and psychologist avoids being involved in school and district events and projects.
<b>4e. Engaging in professional development.</b>	Psychologist actively pursues professional development opportunities and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.	Psychologist actively pursues appropriate professional development opportunities.	Psychologist's participation in professional development activities is limited to those that are convenient or required.	Psychologist does not participate in professional development activities, even when such activities are clearly needed for the ongoing development of skills.
<b>4f. Showing professionalism.</b>	Psychologist can be counted on to hold the highest standards of honesty, integrity, and confidentiality and to advocate for students, taking a leadership role with colleagues.	Psychologist displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public, and advocates for students when needed.	Psychologist is honest in interactions with colleagues, students, and the public, plays a moderate advocacy role for students, and does not violate confidentiality.	Psychologist displays dishonesty in interactions with colleagues, students, and the public and/or violates principles of confidentiality.
<b>Notes:</b>				

# *Improvement of Professional Practices*

## **Goal Development**

Goals are based on areas of this document or previous evaluations where you want to see improvement. They will be composed of two parts:

**WHAT** the goal is and the ***ACTION*** that will be taken to achieve the goal.

I.e. **I will utilize a wider range of psychological instruments to evaluate students.** *To do this I will become familiar with three additional instruments.*

Goal 1)

Goal 2)

Goal 3)

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

## *Credits*

Special thanks to all the people who made and released these awesome resources for free:

- ▷ Presentation template by SlidesCarnival
- ▷ Charlotte Danielson School Psychologists Framework

## **STATEMENT OF PHILOSOPHY**

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music and related academic areas. Participation in these activities should provide students with a lifetime basis for personal values, for work and for leisure activities. Our job is to ensure a supportive and safe environment for student participation, which encourages the development of skills and the building of relationships.

Coaching leadership should provide participants with examples of exemplary behavior. Measurement of leadership success will emphasize character, courage and integrity as the major objectives of the program. This program should prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Coaches and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels (Sophomore, Junior Varsity) should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Best of luck,

Activities Director

### **Reference Guide**

<b>Practice Dates</b>	<b>pg. 2</b>
<b>NSAA Rules/Interpretations</b>	<b>pg. 3</b>
<b>Clinics (athletes)</b>	<b>pg. 4</b>
<b>Clinics (coaches)</b>	<b>pg. 4</b>
<b>Open Gym</b>	<b>pg. 4</b>
<b>Job Description</b>	<b>pg. 5,6</b>
<b>Expectations</b>	<b>pg. 6,7</b>
<b>Sportsmanship Code</b>	<b>pg. 8</b>
<b>Coaches Code of Conduct</b>	<b>pg. 8-12</b>
<b>LB 260 Concussion Legislation</b>	<b>pg. 13</b>

## VARSIY SPORTS SEASONS – 2017-2018 N.S.A.A.

All interscholastic sports are divided into three seasons – fall, winter and spring. The division of sports, the date of the first allowed organized practice, and the closing date of the season shall be as follows. No individual may participate simultaneously in more than one sport per season. Athletes are not allowed to participate in activities outside the school while involved in the same activity in school, i.e. Football/Air It-Out, Cross-Country/Road Races are specific examples.

<u>FALL</u>	<u>FIRST DAY OF PRACTICE</u>	<u>CLOSE OF SEASON</u>
Football	August 7 <sup>th</sup>	Football Playoffs
Cross Country	August 7 <sup>th</sup>	State Meet
Volleyball	August 7 <sup>th</sup>	State Tournament
Golf – Girls	August 7 <sup>th</sup>	State Meet
Softball	August 7 <sup>th</sup>	State Tournament
<u>WINTER</u>		
Basketball	November 13 <sup>th</sup>	State Tournament
Wrestling	November 13 <sup>th</sup>	State Meet
<u>SPRING</u>		
Golf	February 26 <sup>th</sup>	State Meet
Track	February 26 <sup>th</sup>	State Meet

No organized practices may be held in any sport during the school year between the close of the season and the opening date of practice for the following season. An organized practice for each sport is defined as more than one group practicing at the same time and as defined below.

**FOOTBALL:** An organized practice shall mean more than seven players under the direct supervision of a coach.

**BASKETBALL, SOFTBALL, WRESTLING AND VOLLEYBALL:** An organized practice shall mean more than four players under the direct supervision of a coach.

**TRACK, GOLF AND CROSS COUNTRY:** An organized practice shall mean more than three players under the direct supervision of a coach.

**CLINICS:** Schools may organize a clinic in any sport beginning the Tuesday after Memorial Day and concluding no later than July 31<sup>st</sup>. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days.

**CONDITIONING:** A school may organize a general conditioning program that may include only exercise designed to promote physical fitness. It may include weight lifting, running and exercising. Conditioning shall be no longer than 60 minutes per day.

## **NEBRASKA SCHOOL ATHLETIC ASSOCIATION RULES AND INTERPRETATIONS REGARDING OFF-SEASON AND SUMMER ATHLETIC PROGRAMS**

The intent of the rules pertaining to off season and summer athletic programs is to give students an opportunity to maintain and improve physical condition, develop individual skills and fundamentals, and to permit the use of school facilities for recreational purposes.

The participation in off season programs, specialized sports camps and clinics, leagues or conditioning programs should be voluntary and not a prerequisite for being permitted to participate on an athletic team the next school year. If a student elects to participate, the focus should be on the development of the individuals' ability and skills rather than the extension of the season or preparation of a team for the following year.

### **High School Athletes Participating in YMCA, YWCA, AAU, USVBA, or Other Tournaments Sponsored by Non-School Organizations, Summer Leagues, and Summer Camps and Clinics**

When a sports season is completed, athletes are free to participate in non-school competition in a sport that is not in season. The restrictions are placed on the school and coaches.

During the school year if a member of the high school staff or an individual who has served as a head coach, assistant coach, or coaches' aide at school in a particular sport during the school year is involved as a coach or sponsor of a team, the number of athletes who may participate on the team from the school which employs the individual is governed by the organized practice rules for that sport. The number permitted before an activity becomes an organized practice is found in the NSAA Yearbook.

A school cannot be involved in any manner. This includes the raising of funds, providing financial support, providing uniforms, providing transportation, and providing practice facilities if the number of athletes from the school is greater than permitted on pg. 2 unless a facility rental or lease arrangement has been made with the sponsor.

### **Fees For Specialized Sport Camps and Clinics**

When an individual attends a specialized sport camp or clinic, the individual or his/her parents are responsible for paying the expenses for attending the camp or clinic.

The fees cannot be paid by a letter club, booster club, merchants, interested individuals, or the school. If the individuals or a team wish to raise funds for the purpose of paying expenses or fees to a camp or clinic, the fund raising activities must be of their own volition.

The Gothenburg District has adopted a policy allowing coaches to use school vehicles to take athletes to clinics and camps. The District will not pay for the gas but only the use of the vehicles. Vehicles must be refueled by the participants after each use.

## **Professional Development**

Coaches will be permitted to attend two professional development clinics annually. Priority should be given to the All-Sport NCA Coaches Clinic in July. Approval for all clinics will be subject to availability of substitutes and the cost of the clinic.

### **Clinics Sponsored By A School During The Summer**

NSAA rules permit a school to conduct a clinic in any activity during the summer vacation period. Schools may organize a clinic in any sport beginning the Tuesday after Memorial Day and concluding no later than July 31<sup>st</sup>. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days.

The provisions for school-sponsored clinics were adopted so that the athletes would have an opportunity to receive instruction during the summer without having to pay a high fee to attend a collegiate or commercial camp.

### **Camps & Clinics held on School property can be handled in two different ways:**

School sponsored camp: (i.e. camp sponsored by the wrestling program) (nonprofit)

- a. All money received and paid must go through the School via Athletic Department.
- b. School will cover postage, paper, copies & rent.

Coach/Individual sponsored camp

- a. Individual must show proof of insurance certificate.
- b. Must reimburse the school for paper, copies, postage etc.
- c. Must pay rental fee for use of facilities.

During the summer clinic, a coach may work with any number of athletes using the school facilities and equipment. The school may hire a clinician to provide the instruction. In Football, pads and helmets cannot be worn. The clinic may begin the Tuesday after Memorial Day and must conclude no later than July 31<sup>st</sup>. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days

### **Open Gym**

A School may open its gymnasium(s) for recreational activities. A coach or school employee may be present as a facility supervisor. He/she should not do any coaching, divide those in attendance for competition, or prescribe a set program of activity for a specific individual group. The following guidelines should be followed for an open gym:

1. The time and day(s) of the open gym shall be made known to the entire student body through announcements, bulletin board posting, newspaper articles, etc. If the general public is to be permitted to participate, they should be made aware of this option.
2. The gym must be open to anyone enrolled in the school or members of the community and must be on a voluntary basis.
3. The person in charge of supervising the open gym may not coach, organize or instruct students in any sport.

### **JOB DESCRIPTION: ASSISTANT COACH**

1. Support the head coach in conducting the athletic program of that particular sport and the total athletic program of the Gothenburg Senior School in general.
2. Be loyal to the Head Coach and to the team.
3. Attend staff meetings when called by the Head Coach.
4. Assist with scouting of varsity games.
5. Assume any duties assigned by the Head Coach pertaining to the overall athletic program of the particular sport. Some of these duties might be: conducting portions of practice drills, handling equipment, determining eligibility, working with student managers, public relations and statistics.
6. In the absence of the Head Coach, he/she shall assume all responsibilities herein designated as those of the Head Coach.
7. Evaluation of Assistant Coaches: All assistant coaches will be evaluated by the Athletic Director. A written evaluation will be made at the end of the season and will be signed by the coach and the Athletic Director.

### **JOB DESCRIPTION: HEAD COACH**

1. Be responsible for all matters pertaining to the organization and administration of the coaching of the team under his/her direction and shall enforce all rules of the Nebraska High School Athletic Association as they pertain to the respective sports.
2. Assign duties to all assistant coaches and evaluate the performance of these assistant coaches as they fulfill their duties and responsibilities.
3. Plan and conduct all practice sessions.
4. Be responsible for preparing public information released regarding their particular sport.
5. Maintain an accurate squad roster at all times, being sure that it is up-to-date and on file with the Athletic Office.
6. Cooperate with the Activities Director in verifying that no athlete is issued equipment or allowed to practice until he/she has received a physical clearance.
7. Assign someone to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all lights are turned off and all doors locked.
8. Prepare a detailed equipment and supply budget request to be submitted to the Activities Director.
9. Inspect all equipment, oversee the issuance and collection of equipment, maintain equipment inventory records, and direct activities of student managers. Also enforce rules regarding care of equipment.
10. Conduct all staff meetings and be in charge of all practices, team meetings and athletic contents when the team is involved.
11. Recommend, to the Activities Director, teams that may be scheduled and officials to be employed.
12. Serve as an advisor to the students on his/her squad and to help them, by advice or direction, with problems.
13. Instruct team members that equipment is to be worn only for the purpose for which it was purchased, namely for practice sessions and game competition for interscholastic athletics.

- They can be worn for special occasions, game days etc. Wearing a “Swede” jersey is something special.
14. Announce and enforce rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players.
  15. Report injuries of participants to the proper school officials.
  16. Be interested and loyal to the school’s program. He/She is expected to support the entire program and to be an active participant in striving to improve the activities program as well as the total educational program of the schools.
  17. Be expected, after decisions and policies have been established, to support and conform to them, both in fact and in spirit.
  18. Make decisions of a general nature that are in keeping with the established policies and procedures of the school. However, when decisions affect other coaches and other sports, or when the problem is one that clearly falls within the jurisdiction of the Activities Office, decision should be delayed until the matter has been discussed fully with the Activities Director.
  19. Submit to the Activities Director a year-end report, including the following information:
    - a. Squad members
    - b. Letter winners
    - c. Schedules played and results
    - d. New records (individual or team)
    - e. Special honors
  20. Acceptance of Money: Whenever a coach receives money from an athlete, never leave it in your desk; rather turn it into the appropriate office immediately. All fund raising projects must be cleared with the Athletic Director in advance and nothing shall be ordered without permission.
  21. Coaches Clinics: If a head coach and his/her assistants wish to attend a clinic, it should be made known to the Athletic Director. This notification should be made well in advance of the desired clinic.
  22. Evaluation of Coaches: All head coaches will be evaluated by the Athletic Director. Head coaches and the Athletic Director will evaluate assistant coaches throughout the season. A written evaluation will be made at the end of the season and will be signed by the coach and the Athletic Director.

### **EXPECTATIONS FOR AN ATHLETIC COACH AT GOTHENBURG PUBLIC SCHOOLS**

1. Perform the coaching responsibilities of the assigned sport to the best of your ability, conducting yourself in a professional manner and adhering to high standards.
2. Know, understand, and comply with rules and regulations of our school, conference, and state governing bodies for athletics.
3. Maintain a working knowledge and understanding of the playing rules of your sport, teach these to your athletes and insist upon compliance.
4. Fulfill your assigned academic duties as well as athletic duties, adhering to policies governing all faculty.
5. Appreciate and promote all Gothenburg athletics, as well as your own sport. Volunteer to assist in various capacities in the total program.
6. Follow the chain of command in all athletic matters.
  - a. Consult and work with the activities director concerning:
    - (1) Budget
    - (2) Lettering requirements
    - (3) Practice schedules, dates and times
    - (4) Transportation

- (5) Scheduling of contests
- b. Consult building principal concerning:
  - (1) Your absence from scheduled classes because of activities
  - (2) Athletes absence from school because of activities
- 7. Constantly seek self-improvement through reading, workshops, clinics and through other appropriate endeavors associated with your sport.
- 8. Establish rapport with your athletes, treat them with respect and in a fair and professional manner. You are responsible for their health, safety and well being.
- 9. Establish and maintain a comfortable working relationship with fellow coaches, faculty, staff, administration and community.
- 10. Be a professional. Keep “in-house” problems in-house. Do not ridicule athletes, staff, coaches or faculty. Approach things from a positive point of view.

**GPS Checklist for all (Junior High and Senior High) Coaches:**

1. Students must not be allowed to practice until they have a current physical on record with Gothenburg Public School.
2. Promptly supply eligibility list of participants with names spelled correctly.
  3. Issue uniforms and keep accurate records for retrieving equipment.
  4. Promptly supply roster with correct numbers, grade and position.
  5. Promptly supply transportation (changes from bus schedule provided) and sub request.
  6. Clean and store equipment at the end of the season.
  7. Complete the end of season/year report.
  8. Complete all paper work on time.
  9. If you are going to be gone from a practice or activity, notify the Activities Director promptly. If you cancel a practice, please contact the Activities Director and also indicate the reason for the cancellation.
10. Ensure that someone is assigned to be with the squad at all times. This includes locker room supervision until all squad members have left the building. Secure the facility at the conclusion of practice (lights off, doors locked.) After an away activity, stay until all athletes have a ride home.
11. Handle all necessary media information. Getting results, preseason, end of the season and any necessary information to appropriate media outlets.
12. Leave & Dismissal Times. Head Coaches dismissed 30 minutes prior to leave time; assistants and athletes dismissed 15 minutes prior to leave time. Exceptions can be made with prior approval.
13. Changes in Schedules. If a change is requested, the coach and activities director will work together and the activities director will be the contact person. Changes during the season are to be avoided.
14. Athletic Banquet. All athletic awards will be presented at the Athletic Banquet unless special permission is requested by the coach.

## **Gothenburg Athletic Program (Sportsmanship Code)**

The athletic program of Gothenburg Public School is designed to provide opportunities for those students who desire competitive activity in athletics. It is our desire to instill in each participant the image of a true Swede athlete.

In accordance with the District 20 Spectator Code of Sportsmanship Behavior, Ethics, and Integrity each GPS activity participant must:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better-informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the extracurricular activity.

Additionally participants should:

9. Strive for victory through fair play according to the rules of the game.
10. Love the game for its own sake – not for what winning may bring them through publicity.
11. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches and fans.
12. Win without boasting and lose without excuses.
13. Do all within your power to make the entire athletic program something we will always be proud of.

Any boy or girl is welcome to try out for any of the interscholastic team available to them providing they meet the requirements established by the Nebraska State Activities Association and the school and they agree to follow the guidelines.

### **Code of Conduct for Coaches and Sponsors<sup>1</sup>**

Extracurricular activity participation should be fun and be a significant part of a sound educational program. Coaches have a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Further, ethical principals established by the NDE related to commitment to the school employer, student, community, and profession are equally applicable to coaching duties.

The expectations of persons designated as “sponsors” of extracurricular activity programs are exactly the same as coaches; so all references to coaches apply equally to sponsors. References to parents also includes “guardians.”

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<sup>1</sup> To give credit and to explain the source of this Code of Conduct: the principles of this Code are drawn heavily from the CHARACTER COUNTS! Coalition as well as the ethical standards established by the Nebraska Department of Education for educators.

## TRUSTWORTHINESS

Be worthy of trust in all you do. Teach students the importance of integrity, honesty, reliability and loyalty.

- *Integrity* — Model high ideals of ethics and sportsmanship.
- *Honesty* — Don't lie, cheat, steal or engage in or permit dishonest conduct.
- *Reliability* — Fulfill commitments; do what you say you will do. Be on time. Complete the season for which you have been assigned or hired.
- *Loyalty* — Be loyal to your school and team. Put the team above personal glory.
- *Candid* — Be candid with students and their parents about the student's likely level of participation, of getting an athletic scholarship or playing professionally.

## RESPECT

Treat all people with respect and require the same of students.

- *Class* — Encourage students to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- *Taunting* — Don't engage in or allow trash talking, taunting, boastful celebrations, or other actions that demean individuals or the program.
- *Respect for Officials* — Treat game officials with respect. Assure that neither you nor your players publicly criticize an official in a manner that discredits the game, impugns the honor or the integrity of any official or subjects the referees to ridicule or hostility.
- *Respect for Parents* — Treat parents with respect. Be clear about your expectations, goals and policies and maintain open lines of communication.
- *Profanity* — Don't engage in or permit profanity or obscene gestures during practices, extracurricular activity events, team travel, or in any other situation where the behavior could reflect badly on the school, the extracurricular activity program, or your position as a role model.
- *Positive Coaching* — Use positive coaching methods to make the experience enjoyable and increase self-esteem. Refrain from physical or psychological intimidation, verbal abuse, and demeaning conduct. Use incentives and disincentives consistent with sportsmanship and character-building goals.
- *Effort and Teamwork* — Encourage students to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness.
- *Professional Relationships* — Maintain appropriate, professional relationships with students and others involved in extracurricular activities. Respect proper coach-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of students. Avoid conflicts of interest including financial or personal relationships that could be construed as exploitive of students or affect your impartiality.

## RESPONSIBILITY

- *Life Skills* — Teach students positive life skills that will help them become well-rounded and responsible.
- *Advocacy of Education* — Advocate the importance of education beyond athletic eligibility standards. Assure that extracurricular activities do not unduly interfere with the ability and motivation of students to achieve their academic potential.

- *Good Character* — Foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship. Look for opportunities to state and reinforce positive messages.
- *Role-Modeling* — Be a worthy role-model. Be mindful of the high visibility and great influence you have as a coach. Conduct yourself in private and coaching situations in a manner that exemplifies all you want your students to be. Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of students or in other situations where your conduct could undermine your positive impact as a role model. Don't gamble or associate with professional gamblers.
- *Competence* — Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- *Knowledge of Rules* — Maintain a thorough knowledge of current game and competition rules and assure that your students know and understand the rules. Be familiar with applicable NSAA and school rules and regulations on eligibility, recruiting, seasons, practice time, and out-of-season activities.
- *Self-Control* — Control your ego and emotions; avoid displays of anger and frustration; don't retaliate.
- *Enforcing Rules* — Enforce the codes of conduct consistently even when the consequences are high. Report rule violations or misconduct.
- *Access* — Help make extracurricular activity experiences available to students of diverse backgrounds. Do not treat students differently (worse) based on race, nationality, disability, gender, religion or on any other protected category.

## **FAIRNESS**

Be fair in competitive situations, team selection, discipline and all other matters. Be open-minded and willing to listen and learn.

## **CARING**

- *Safe Competition* — Put safety and health considerations above the desire to win. Never permit students to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
- *Safety and Health* — Establish standards and regulations that put the health of students above other considerations. Be informed about basic first aid principles and the physical capacities and limitations of the students. Educate students about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs and nutritional supplements. Be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
- *Caring Environment* — Demonstrate concern for students as individuals. Maintain an environment that is physically and emotionally safe.

## **CITIZENSHIP**

- *Honoring the Spirit of Rules* — Observe and require students to observe the spirit and the letter of all rules including the rules of the game and those relating to extracurricular activity participation.
- *Promoting Sportsmanship* — Promote sportsmanship over gamesmanship. Resist temptations to gain competitive advantage through strategies (such as devious rules violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by negating or diminishing the impact of the core skills that define the sport.

Establish and regularly practice pre- and post-game rituals and traditions that reinforce the principles of sportsmanship. Specially acknowledge acts of good sportsmanship.

### **COMMITMENT TO SCHOOL**

Coaches shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the coach's responsibilities, the coach:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the coach is responsible.
- Shall not exploit relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall report to the Superintendent or supervisors any known violation of the ethical principles of the Code of Conduct.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

### **COMMITMENT TO THE STUDENT**

Mindful that the coach's position exists for the purpose of serving the best interests of the school district's students and patrons, the coach shall perform coaching job duties with genuine interest, concern, and consideration for the student. The coach shall work to stimulate the formulation of worthy goals. In fulfillment of the obligation to the student, the coach:

- Shall make reasonable effort to protect the student from conditions which interfere with the academics or are harmful to health or safety.
- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

### **COMMITMENT TO THE PUBLIC**

The responsibility inherent in working with students requires dedication to the principles of our democratic heritage. The coach bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public. In fulfillment of the obligation to the public, the coach:

- Shall not misrepresent an institution with which the coach is affiliated, and shall take added precautions to distinguish between the coach's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.

- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony.
- Shall, with reasonable diligence, attend to the duties of the coach's position.

### **COMMITMENT TO EMPLOYMENT AGREEMENT**

The coach shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The coach shall believe that sound personnel relationships with administration and the board of education are built upon personal integrity, dignity, and mutual respect. In fulfillment of these obligations, the coach:

- Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- Shall give prompt notice to the school of any change in availability of service.
- Shall conduct job related business through designated procedures, when available, that have been approved by the school.
- Shall not assign to unqualified personnel tasks for which the coach is responsible.
- Shall permit no commercial or personal exploitation of his or her position.
- Shall use time on duty and leave time for the purpose for which intended.

### **COMMITMENT TO COMPETENT PERFORMANCE**

Coaches must possess the abilities and skills necessary to accomplish the designated task. Therefore, coaches will:

- Keep records for which the coach is responsible in accordance with law, NSAA rules and school policies.
- Supervise others in accordance with law and school policies.
- Recognize the role and function of community agencies and groups as they relate to the school and to the coach's position, including but not limited to booster or parent organizations.
- Utilize and protect available materials and equipment necessary to accomplish the designated task.
- Adhere to and enforce administrative policies of the school.
- Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.
- Create an atmosphere which fosters interest and enthusiasm.
- In communicating, use language which reflects an understanding of the ability of the individual or group; assure that the designated task is understood; and use feedback techniques which are relevant to the designated task; consider the entire context of the statements of others when making judgments about what others have said; and encourage each individual to state his ideas clearly.
- Resolve discipline problems in accordance with law and school policies.
- Maintain consistency in the application of policy and practice.
- Develop and maintain positive standards of conduct.

## Legislative Bill 260 – Concussion Awareness Act

### REQUIREMENTS

- Make available training on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches.

*This will be done annually at our in-service meeting and will also be available at [nfhslearn.com](http://nfhslearn.com). Click on the link Concussions in Sports – What You Need To Know.*

- Make available concussion and brain injury information to students and parents.

*This will be included in the handbook information.*

- A student suspected of sustaining a concussion will be removed from the practice or contest and will not be allowed to return until they have been evaluated and cleared by a licensed health care professional. Written clearance will be required.
- If a student is suspected of sustaining a concussion parents shall be notified by the school of the date, time and extent of the injury suffered by the student. Notification will be made in writing.
- LEGISLATIVE BILL 260 TOOK EFFECT JULY 1, 2012. Gothenburg Public Schools is in full compliance.

## Coaches Handbook Changes 2017-18

The coaches handbook has been updated to reflect changes in NSAA legislation and policies. The handbook was shared with Mr. Herman and he didn't recommend any changes at this time.



GOTHENBURG PUBLIC SCHOOLS

NON-CERTIFICATED EMPLOYEE

HAND BOOK

July, 2017

## TABLE OF CONTENTS

1.	Introduction.....	3
2.	Time Cards and Pay Dates.....	3
3.	Employment.....	4
4.	Complaint Procedures.....	4
5.	Inclement Weather Conditions.....	4
6.	Meal / Lunch Breaks.....	4
7.	Mileage and Expenses.....	5
8.	Workers Compensation Insurance.....	5
9.	Non-Certificated Personnel Benefits.....	5
10.	Retirement Benefits.....	5
11.	403(b) Eligibility.....	6
12.	Holiday Pay.....	6
13.	Overtime Pay.....	6
14.	Vacation.....	6
15.	Leave.....	6
	a. Personal Leave.....	6
	b. Sick Leave.....	6
	c. Military and Family Military Leave.....	7
	d. Leave for Jury Duty.....	7
	e. Other Leave.....	7
	f. Family and Medical Leave Act.....	7
16.	Insurance.....	8
17.	COBRA Benefits.....	8

## APPENDICES

A.	Employment Agreement.....	10
B.	Hourly Intent.....	12
C.	Salaried Intent.....	13
D.	Employment File Status Form.....	14
E.	Benefit Summary.....	14

## 1. INTRODUCTION

Gothenburg Public Schools employs support personnel in order to carry out the operation of the School District. Non-certificated departments include: food service/cafeteria, para-educators, custodial/maintenance, secretarial, and bus drivers.

It is important to remember that non-certificated employees have an impact on the lives of our students, just as teachers and other professional members of the staff. The children in our community will not receive a quality education without the proper completion of tasks by the non-certificated employees

The purpose of this booklet is to provide the non-certificated employees with a set of guidelines concerning the benefits and procedures of Gothenburg Public Schools. This handbook is not a contract, and it is not intended as a set of binding rules and obligations as might be defined in a legal contract. Rather, it provides useful information that will contribute to the harmonious and efficient operation of Gothenburg Public Schools.

Should questions arise, please feel free to contact the Superintendent's Office or Business Manager's Office for additional information (537-3653).

## 2. TIME CARDS AND PAY DATES

Each non-certificated employee paid on an hourly rate must use time clock (if available) or fill out a time card (if time clock is not available) for each week. The pay period is one month in length with payment occurring on the 20th day of the following month. The district office will deposit the payment electronically on the 20th of each month.

The employee shall receive a copy of "Time Sheet" for review. All discrepancies MUST be reported to district office PRIOR to payment. In addition, all time sheets must be approved by a supervisor and submitted to district office. Failure to get approval may result in delay of payment until the next time period.

**Time Cards** (used only if Time Clock system is not available)

It is possible that some employees may not have access to the Time Clock program. Employees will complete a time card with name, school/position and the days worked on the time card. Only hours that are actually worked are to be included, just as if the time clock was used. The Business Manager will calculate the time worked for compensation purposes.

**Hourly employees are not to "volunteer" time in any circumstance. They are to "clock-in" when they arrive and "clock out" when they leave while remaining within the predetermined number of hours.**

The time spent traveling between cities is counted as hours worked when an employee takes a one-day job related trip. However, time spent traveling between home and other public conveyance is considered the equivalent of travel between home and work, and is not compensable. Time spent traveling to and from another city is counted as hours

worked only to the extent that it falls within the employee's regular work hours, including days that are not normal workdays if the travel requires an overnight stay.

**Time Sheets and Time Cards** are to be **accurate, approved** by your supervisor, and submitted to Business Manager according to the schedule.

A staff absence report must be filed if leave is used.

Please use either blue or black ink, reserving red for Payroll use. Direct any questions regarding your paycheck to the Business Manager (537-3653).

### **3. EMPLOYMENT**

All non-certificated employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment. Employees are expected to give two weeks notice of intention to terminate employment if possible. Written notice of resignation should be addressed to the appropriate administrator or supervisor.

### **4. COMPLAINT PROCEDURES**

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the superintendent.

### **5. INCLEMENT WEATHER CONDITIONS**

Non-certificated employees who do not report for work on days of inclement weather will not be paid for the time missed.

### **6. MEAL/LUNCH BREAKS**

Non-certificated employees who work an entire day will have at least a 30-minute lunch break per day. Custodians shall have a one-hour lunch break. Lunch breaks will be compensated if:

- A) Employees are not relieved of their duties.
- B) Employees are not free to leave their posts.

The lunch break is to be scheduled so as not to disrupt building or departmental functions.

Rest breaks are subject to departmental needs and are not guaranteed on a day-to-day basis. If rest breaks are approved, the breaks should be not longer than **15 minutes** for each half-day worked.

## **7. MILEAGE AND EXPENSES**

All conventions, conferences, meetings, clinics and school business trips shall be reimbursed at the current approved rate per mile if a private car is used IF previously **approved** by the Superintendent and/or Board of Education. All normal expenses will also be allowed.

## **8. WORKERS COMPENSATION INSURANCE**

All employees of the School District are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law.

A report of every accident occurring on the job must be completed in the building where the employee is based, and filed with the Business Manager within 24 hours of the accident. Worker's Compensation Insurance claims should only be made on reported accidents.

## **9. NON-CERTIFICATED PERSONNEL BENEFITS**

Employees filling regularly scheduled positions are eligible for benefits when specific criteria are met per benefit. Temporary employees are not eligible for benefits. Leave and insurance benefits are determined by the FTE of the employee. See Appendix B.

## **10. RETIREMENT BENEFITS**

The district is required to make monthly deductions from earnings for any employee working at least fifteen hours per week and submit them to the Nebraska Public Employees Retirement System (NPERS). The District will contribute an additional amount equivalent to 101% of the contribution. Retirement funds may be recovered if the employee leaves the school system. Employees under 21 years of age may elect not to join. A member who terminates employment with Gothenburg Public Schools may:

- A) Leave the account on an inactive basis in order to draw a retirement benefit (the employee must have five years of creditable service).

or

- B) Receive a refund of the account. An application must be filed with the Nebraska Retirement System.

Nebraska School Retirement System  
P.O. Box 94816  
Lincoln, NE 68509

1-800-245-5712 or 1-402-471-2053

## **11. 403(b) ELIGIBILITY**

If an employee chooses to participate in the school's 403(b) plan, the district will withhold employee elected deferrals from the employee's paycheck at a participation rate determined by the employee. A variety of investment options may exist based upon current plan information. The district does not match employee contributions in this plan.

Eligibility to participate is determined by current plan rules. Paperwork to begin deferrals is available in the district office.

## **12. HOLIDAY PAY**

Full time, 12-month employees shall be compensated for 7 holidays with pay each year. The holidays include New Year's Day, Easter (Good Friday), Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. A "day" for vacation and holiday leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight-hour day. The rate of pay for holiday pay shall be the regular hourly rate. The hours are not considered to be overtime.

## **13. OVERTIME PAY**

All overtime hours must be pre-approved by the supervisor. In addition, overtime pay for hourly employees whose duties are split among multiple assignments with varying rates of pay will be prorated.

## **14. VACATION**

Each employee who is employed by the Gothenburg Public Schools on a regular twelve month basis will be eligible for 5 days of vacation with pay at the conclusion of one 12 month period of employment and 10 days of vacation with pay at the conclusion of a 24 month period of employment and each 12 month period thereafter (seasonal or temporary employees shall not be eligible for vacation or holiday leave).

A day for vacation leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight-hour day.

Vacation schedules shall be arranged with the immediate supervisor and approved by the Superintendent. The use of vacation on student days may be limited due to the impact on students.

## **15. LEAVE**

### **a. Personal Leave**

All non-certificated persons who are considered full time will be allowed two personal days for the amount of time that they are regularly scheduled. Reasons for personal leave are not required.

### **b. Sick Leave**

Each employee of the Gothenburg School District shall be eligible for one day of leave for personal illness or injury each month worked with a maximum

accumulation of 10 days of leave annually without loss of pay. Unused leave may accumulate to a maximum of 45 days per employee.

A “Day” of such leave with pay shall be defined as the average number of hours worked by the employee not to exceed 8 hours. i.e. an employee normally working 4 hours daily would receive 4 hours of pay at the regular hourly rate for each day of leave. An individual shall not be eligible for the full 10 days of leave or any portion thereof until such time as it becomes “earned”. i.e. (An employee sick two days after the first month of employment would be eligible for one “day” of leave with pay. The second “day” would be regarded as a day without pay.)

Seasonal or temporary employees shall not be eligible for such leave.

Accumulated Leave may be used for serious illness or death in the employee’s immediate family. Immediate family shall mean husband, wife, or children.

Leave for family is limited in the following manner:

- 15 days per contract year - immediate family (spouse, children),
- 5 days per contract year - parents and in-laws,
- 2 days per contract year - siblings and grandparents,
- 1 day - other family.

**c. Military and Family Military Leave**

Military leave shall be granted as defined in Board Policy 4022. A copy of this policy is available in the district office.

**d. Leave for Jury Duty**

Salaried employees selected to serve on jury duty will be paid the difference daily from what the courts allow them and what they would have earned in a regular working day. All employees paid on an hourly basis may keep all money allowed them by the courts for daily duties and expenses and mileage. Hourly employees will not be paid for the time missed from work.

All School district employees shall report back to their school as soon as it is practically possible. Example: If jury members are dismissed in the middle of the day they should report back to their school on that day within a short time after they have been dismissed.

**e. Other Leave**

Employees who wish leave to attend meetings pertaining to their school position must receive prior approval from their supervisor.

**f. Family and Medical Leave Act**

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The “leave year” for purposes of the FMLA shall be the School District’s fiscal year.

Substitution of accrued paid leave for otherwise unpaid FMLA leave may be required in the discretion of the Superintendent of the Board of Education. Employees shall be required to submit medical certification to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board of Education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent's or the School Board's discretion, be required. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employees serious health condition or from sick leave taken by reason of the employee illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board of Education based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of non-certificated employees or positions, be a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board of Education.

## **16. INSURANCE**

Any employee considered full time would qualify for Health and/or Dental Insurance with the District's share of the premium prorated by F.T.E. percentage. If insurance selections are not made prior to 30 days of employment, it may either carry stipulations or not be available.

## **17. COBRA BENEFITS**

Consolidated Omnibus Budget Reconciliation Act  
Public Law 99-272

Continuation of health coverage for 18 months is available to:

1. Employees terminated for reasons other than gross misconduct.
2. Employees who are laid off for economic reasons.
3. Employees with reduced work hours.
4. Employees who voluntarily quit.

Continuation of health coverage for 36 months is available to:

1. Surviving spouses and children of deceased employees.
2. Separated or divorced spouses and children of current employees.
3. Eligible dependents of current employees who would lose their coverage because of age.

Each covered employee or eligible dependent/spouse should notify the Gothenburg Public Schools Business Office of a qualifying event, within 30 days of the event triggering the continuation offer. Gothenburg Public School will send a notice explaining the person's rights within ten days. The person eligible for continuation coverage has 60 days from the later of: A) receipt of the notice or B) the date on which Plan coverage terminates because of the qualifying event, in which to elect to continue coverage under the Plan. The person electing continuation coverage has 45 days from the date of the election to pay for the coverage during the period preceding the election. The person electing the continuation coverage shall pay the premium.

The continuation coverage shall expire at the earliest of the following:

1. At the end of the Specified Period (Cobra coverage 18 or 36 months).
2. On the date coverage ceases because of the person's failure to pay the premium.
3. On the date the person becomes eligible for Medicare.
4. On the date the person remarries and qualifies for another group health plan.
5. On the date the person becomes covered under another group health plan.
6. On the date the employer terminates the group health plan.
7. On the date the person exercises a conversion privilege.

When the continuation coverage expires because the maximum time has expired, the Plan will provide the option of enrollment under a conversion health plan then available under the Plan.

**A EMPLOYMENT AGREEMENT Form A - Indefinite Term  
NON-CERTIFICATED STAFF**

This employment agreement is made by and between Gothenburg Public Schools, (Dawson County School District 20), hereinafter referred to as the "District," and \_\_\_\_\_, "Employee." hereinafter referred to as the Employee."

WITNESSETH: Gothenburg Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

**SECTION 1. Term of Contract.** This contract shall commence on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SECTION 2. Duties of Employee.** The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

**SECTION 3. Days and Hours of Employment.** The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

**SECTION 4. Compensation.** The wage of the Employee shall be \$\_\_\_\_\_ per hour, payable in the following manner: on the 20th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

**SECTION 5. Fringe Benefits.** The Employee shall receive the following fringe benefits:

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**SECTION 6. Policies, Rules and Regulations.** The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

**SECTION 7. Termination of Employment.** This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

**SECTION 8. Compensation Upon Termination.** The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

**SECTION 9. Deductions.** The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

**SECTION 10. Entirety of Agreement and Amendments.** The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

**SECTION 11. Applicable Law.** This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Superintendent**

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

Gothenburg Public Schools  
1322 Avenue I  
Gothenburg, NE 69138

NAME:

**LETTER OF INTENT FOR NON-CERTIFICATED PERSONNEL**

The Gothenburg Public Schools Board of Education considered salaries for non-certificated staff at the regular board meeting which was held on . This action set your rate of pay at:

Hourly Rate:  
Job Classification

beginning on . Please indicate your intent by returning this form to the Superintendent by .

\_\_\_\_\_ I plan to remain employed by the district.

\_\_\_\_\_ I DO NOT plan on continuing employment with the district.

\_\_\_\_\_

\_\_\_\_\_

Date

**Gothenburg Public Schools**

NAME:

**LETTER OF INTENT FOR NON-CERTIFICATED PERSONNEL**

The Gothenburg Public Schools Board of Education considered salaries for non-certificated staff at the regular board meeting which was held on . This action set your rate of pay at:

Salary:  
Job Classification

beginning on . Please indicate your intent by returning this form to the Superintendent by .

\_\_\_\_\_ I plan to remain employed by the district.

\_\_\_\_\_ I DO NOT plan on continuing employment with the district.

\_\_\_\_\_

\_\_\_\_\_ Date

TO: All new non-certificated employees of Gothenburg Public Schools  
FROM: Superintendent of Schools

Please take care of the following when signing an employment contract.

- \_\_\_\_\_ Application form signed.
- \_\_\_\_\_ Copy of signed contract on file in the office.
- \_\_\_\_\_ Fringe benefits description.
- \_\_\_\_\_ Retirement number on file or application filled out for one (15 hours or more).
- \_\_\_\_\_ Application or waiver for Blue Cross Blue Shield health/dental ins. if applicable.
- \_\_\_\_\_ Job description received and accepted.
- \_\_\_\_\_ Drug test completed if applicable. (drivers)
  - \_\_\_\_\_ Level I course completed (good for five years).
  - \_\_\_\_\_ Pre-service check list bus driving maneuvers.
  - \_\_\_\_\_ Physical.
  - \_\_\_\_\_ Alcohol and Drug Testing Policy For Bus Drivers sign off complete.
- \_\_\_\_\_ Data sheet filled out for all statistical information.
  
- \_\_\_\_\_ Form I-9 (Employment Eligibility Verification Form) on file with a copy of Social Security card & driver's license.
- \_\_\_\_\_ Drug abuse awareness policy understood and signed form on file. (revised 2008)
- \_\_\_\_\_ W-4 (withholding) filled out and returned to the office.
- \_\_\_\_\_ Background check on all non-certificated staff-reported to the State Directory of New Hires.
- \_\_\_\_\_ Cobra sample packet received.

\_\_\_\_\_  
Signature of staff member

\_\_\_\_\_  
Signature of verifying staff member

***BENEFITS FOR SALARIED EMPLOYEES***

**Salaried 12-month employee**

- Insurance - Insurance at level for which qualified.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – 10 days annually, NOT cumulative or reimbursable.
- Holidays - 7 days annually (New Years Day, Friday before Easter, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas.)

**Salaried school year employee (9 or 10 months)**

- Insurance - Single insurance.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – None.
- Holidays – None.

## ***BENEFITS FOR HOURLY EMPLOYEES***

### **Full-time 12-month hourly employee (at least 40 hours/week for 12 months)**

- Insurance - Insurance at level for which qualified.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – 10 days annually, NOT cumulative or reimbursable.
- Holidays - 7 days annually (New Years Day, Friday before Easter, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas.

### **Full-time extended school year hourly employee as REQUIRED by DISTRICT (at least 40 hours/week for more than 10 months but less than 12 months)**

- Insurance - Single insurance.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – prorated based upon 50-week year.
- Holidays – prorated based upon 50-week year.

### **Full-time school year (>24 hours/week for 9 or 10 months)**

- Insurance - Single insurance.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – None.
- Holidays – None.
- (EMPLOYEE REQUEST- Employees in this category may request additional days beyond the position's 9 or 10-month duties. The request will be evaluated by the Superintendent on multiple areas including, but not limited to, available tasks, employee performance level, budgetary concerns, etc. ***Benefits remain the same.***)

### **Route Bus Driver**

- Insurance –Single insurance.

### **Part-time or temporary hourly employee (<25 hours/week or seasonal)**

- No benefits.

**A EMPLOYMENT AGREEMENT Form A - Indefinite Term  
NON-CERTIFICATED STAFF**

This employment agreement is made by and between Gothenburg Public Schools, (Dawson County School District 20), hereinafter referred to as the "District," and \_\_\_\_\_, "Employee." hereinafter referred to as the Employee."

WITNESSETH: Gothenburg Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

**SECTION 1. Term of Contract.** This contract shall commence on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SECTION 2. Duties of Employee.** The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

**SECTION 3. Days and Hours of Employment.** The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

**SECTION 4. Compensation.** The wage of the Employee shall be \$\_\_\_\_\_ per hour, payable in the following manner: on the 20th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

**SECTION 5. Fringe Benefits.** The Employee shall receive the following fringe benefits:

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**SECTION 6. Policies, Rules and Regulations.** The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

**SECTION 7. Termination of Employment.** This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

**SECTION 8. Compensation Upon Termination.** The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

**SECTION 9. Deductions.** The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

**SECTION 10. Entirety of Agreement and Amendments.** The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

**SECTION 11. Applicable Law.** This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Superintendent**

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

# PERSONNEL EVALUATION

**NAME:**

**DATE:**

## 1. Punctuality and Attendance

	<b>Above</b>	<b>Average</b>	<b>Poor</b>	<b>Unacceptable</b>
* Arrives at work, and leaves work, on time				
*Absences are acceptable				
*Begins duties promptly				
*Informs Supervisor of problems				

**Comments:**

## 2. Ability and Willingness to Follow Instructions

	<b>Above</b>	<b>Average</b>	<b>Poor</b>	<b>Unacceptable</b>
*Does work needing to be done without constant supervision				
*Has basic skills necessary				
*Has knowledge of what to do				
*Has sufficient interest				
*Follows procedures/techniques for maintaining/operating assigned tools/equipment				
*Follows safety/guidelines				
*Follows instructions given by immediate supervisor				

**Comments:**

### 3. Responsibility and Initiative

	Above	Average	Poor	Unacceptable
*Able to handle most situations				
*Able to take initiative				
*Work is well done				
*Seeks guidance when necessary				
*Follows established rules and procedures				
*Dependable in demonstrating all assigned responsibilities				
*Demonstrates initiative in tasks approved by the immediate supervisor				
*Maintains confidentiality in matters pertaining to district				

**Comments:**

### 4. Policies and Procedures

	Above	Average	Poor	Unacceptable
*Understands and observes school district's policies and procedures				
*Understands and observes the necessary local, state, and federal laws				
*Understands and observes confidentiality of tasks performed				

**Comments:**

### 5. Organizational Skills

	Above	Average	Poor	Unacceptable
*Organizes tasks assigned to ensure an effective and efficient operation				
*Completes tasks on time				
*Asks to help others, when the employee's workload is complete				

**Comments:**

**6. Rapport with others**

	Above	Average	Poor	Unacceptable
*Interacts and relates well with staff, students, and the general public				
*Demonstrates cooperation				
*Demonstrates courtesy for others				

**Comments:**

**7. Attitude and Pride**

	Above	Average	Poor	Unacceptable
*Appreciates help and correction				
*Respects school and position				
*Gets along well with others				
*Demonstrates a positive attitude				
*Consistently supports district goals				
*Consistently supports program/building goals				

**Comments:**

**8. Personal Standard**

	Above	Average	Poor	Unacceptable
*Dresses appropriately with assigned duties				
*Takes pride in appearance				
*Clean and neat				
*Bright outlook				
*Demonstrates a desirable standard of personal hygiene				
*Communicates (verbally, written, and gesture) in appropriate manner				

**Comments:**

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

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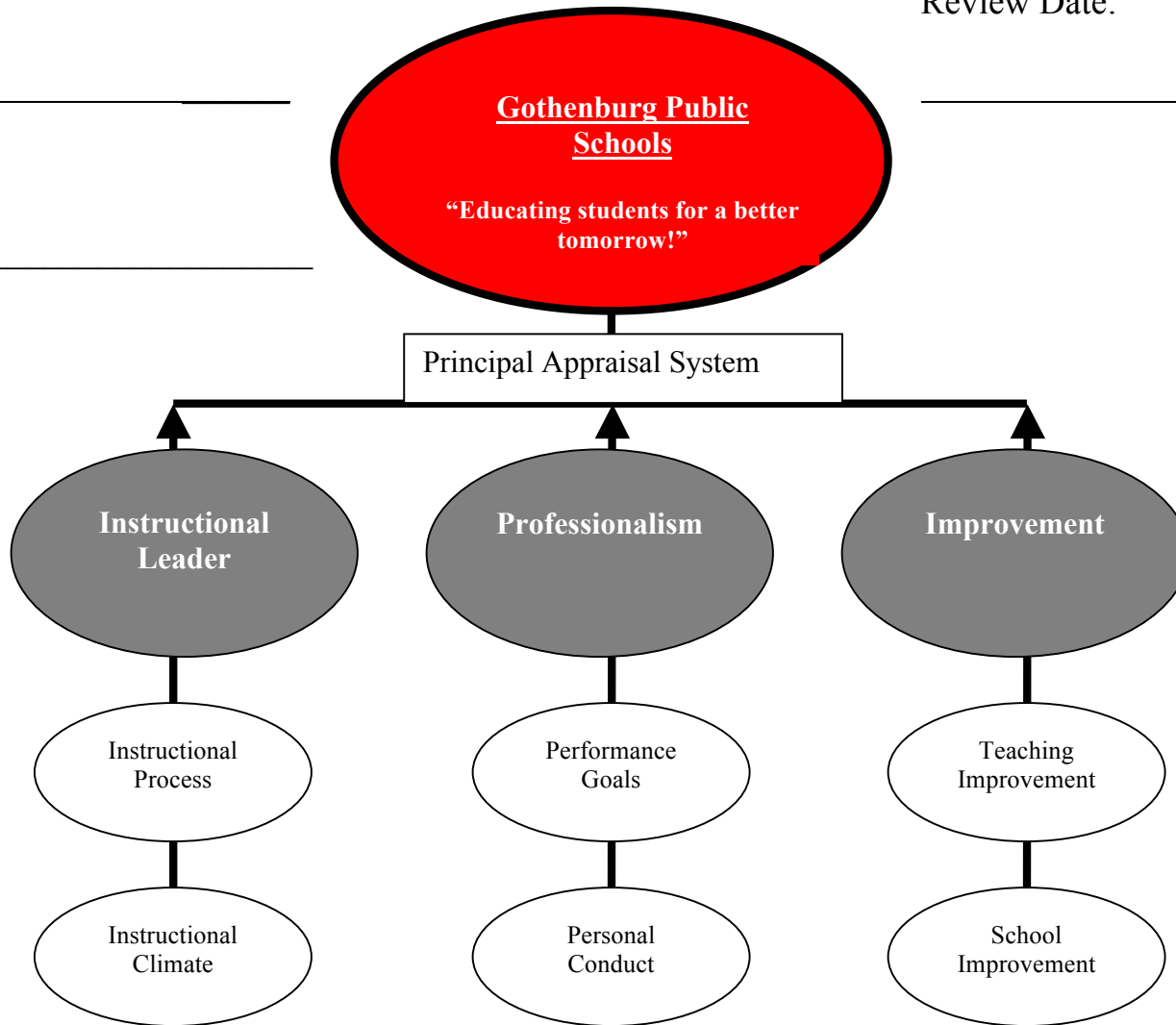
**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

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Principal: \_\_\_\_\_

Review Date: \_\_\_\_\_

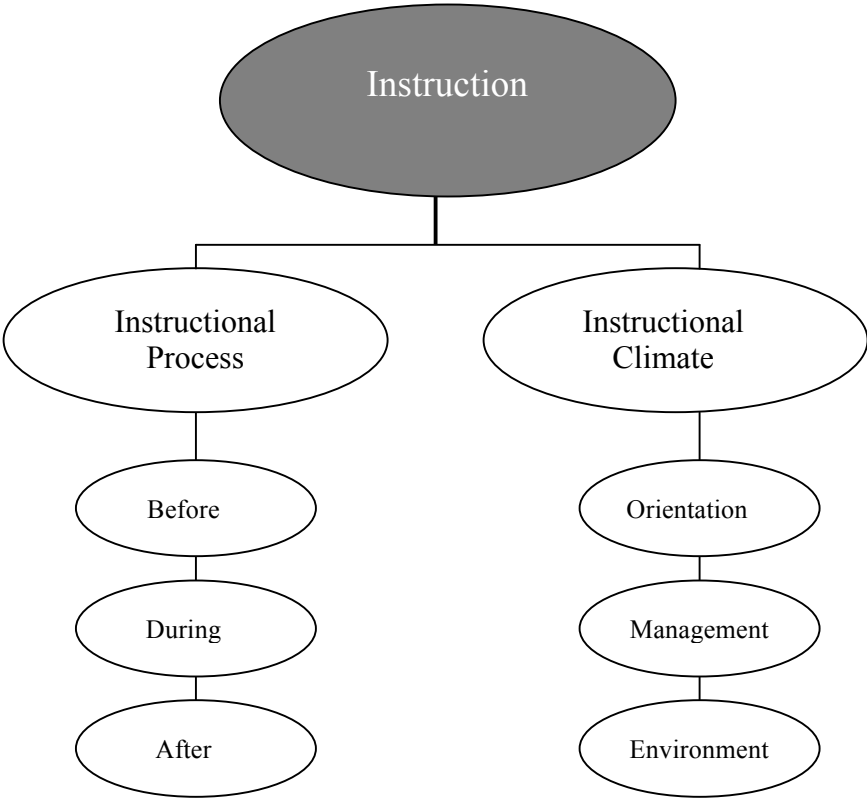
Superintendent: \_\_\_\_\_



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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**I. Instruction**

**A. Instructional Process**

Description	Standard	Development Rating
1. Before Instruction	a. Identify clear teaching standards b. Identify how mastery of each standard will be demonstrated	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. During Instruction	a. Explain teacher appraisal method to staff b. Explain how to demonstrate mastery of each teaching standard c. Explain the importance of the teaching standards and steps taken when mastery is not acquired/maintained	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. After Instruction	a. Summarize expected teacher actions b. Provide prompt feedback on teacher performance c. Record teacher performance data promptly and accurately	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**B. Instructional Climate**

Description	Standard	Development Rating
1. Orientation	a. Communicate a predictable school day routine for teachers and students to follow b. Communicate a predictable school calendar for teachers and students to follow c. Communicate maximum time for constructive educational activities through class schedule preparation d. Communicate directions for smooth transitions when changes to the school day/calendar routine occur	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
2. Management	a. Post clear school safety rules and procedures b. Post clear administrative rules and procedures c. Impartially enforce rules and procedures with consistency	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
3. Environment	a. Provide consistent certified staff, non-certified staff, and substitute teacher supervision b. Provide clear criteria for teacher re-hire and/or selection processes c. Provide clear criteria for student teacher assignments d. Provide an orderly set of office procedures for staff (ex. leave requests, recordkeeping, grades, transcripts, maintenance requests, etc.) e. Provide a physically safe school facility and grounds f. Provide classroom materials as necessary	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**II. Professionalism**

**A. Performance Goals**

Description	Standard	Development Rating
1. Preparation	a. Dress and groom appropriately b. Arrive and leave on-time c. Arrive with required materials	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Task Completion	a. Perform assigned duties accurately b. Perform assigned duties punctually c. Participate actively in job-related meetings and activities d. Organize and supervise school events and activities as assigned	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Appropriate Responding	a. Enforce <i>student</i> and <i>teacher handbook</i> regulations and procedures b. Comply with superintendent and school board directives c. Systematically facilitate school response to data (academic, behavior, etc.) d. Consistently comply with state ethics guidelines	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**B. Personal Conduct**

Description	Standard	Development Rating
1. Respect	a. Demonstrate respect toward students b. Demonstrate respect toward staff c. Demonstrate respect toward superintendent and school board d. Demonstrate respect toward community members e. Maintain staff and student confidentiality f. Command respect by planning, preparation, and facilitation of staff meetings	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

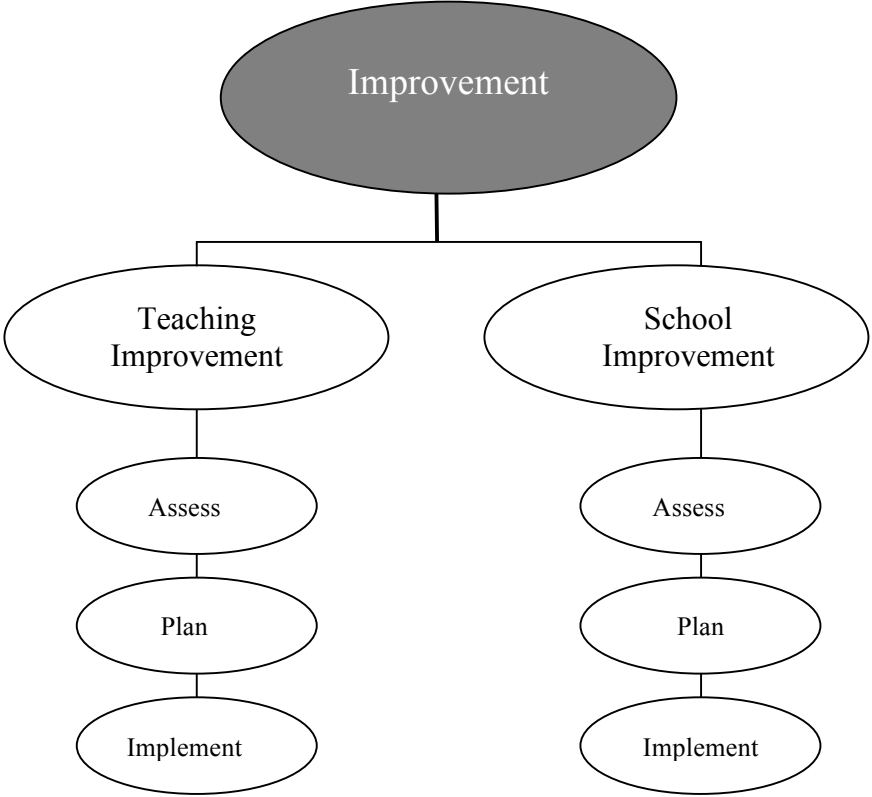
Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with superintendent and school board c. Collaborate constructively with parents	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with staff and students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**III. Improvement**

**A. Teaching Improvement**

Description	Standard	Development Rating
1. Assessment	a. Use certified staff appraisal system to assess the level of mastery of instructional process b. Use certified staff appraisal system to assess the level of mastery of instructional climate c. Use certified staff appraisal system to systematically identify areas for instructional improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Plan	a. Plan instructional process training in response to identified area(s) of improvement b. Plan instructional climate training needs in response to identified area(s) of improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Implement	a. Implement proven instructional training plan b. Record progress toward certified staff appraisal goals	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

**B. School Improvement**

Description	Standard	Development Rating
1. Assess	a. Monitor the alignment of curriculum with state standards b. Provide methods to be used for school improvement data collection c. Systematically provide a method of decision making for school improvement through the use of data	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

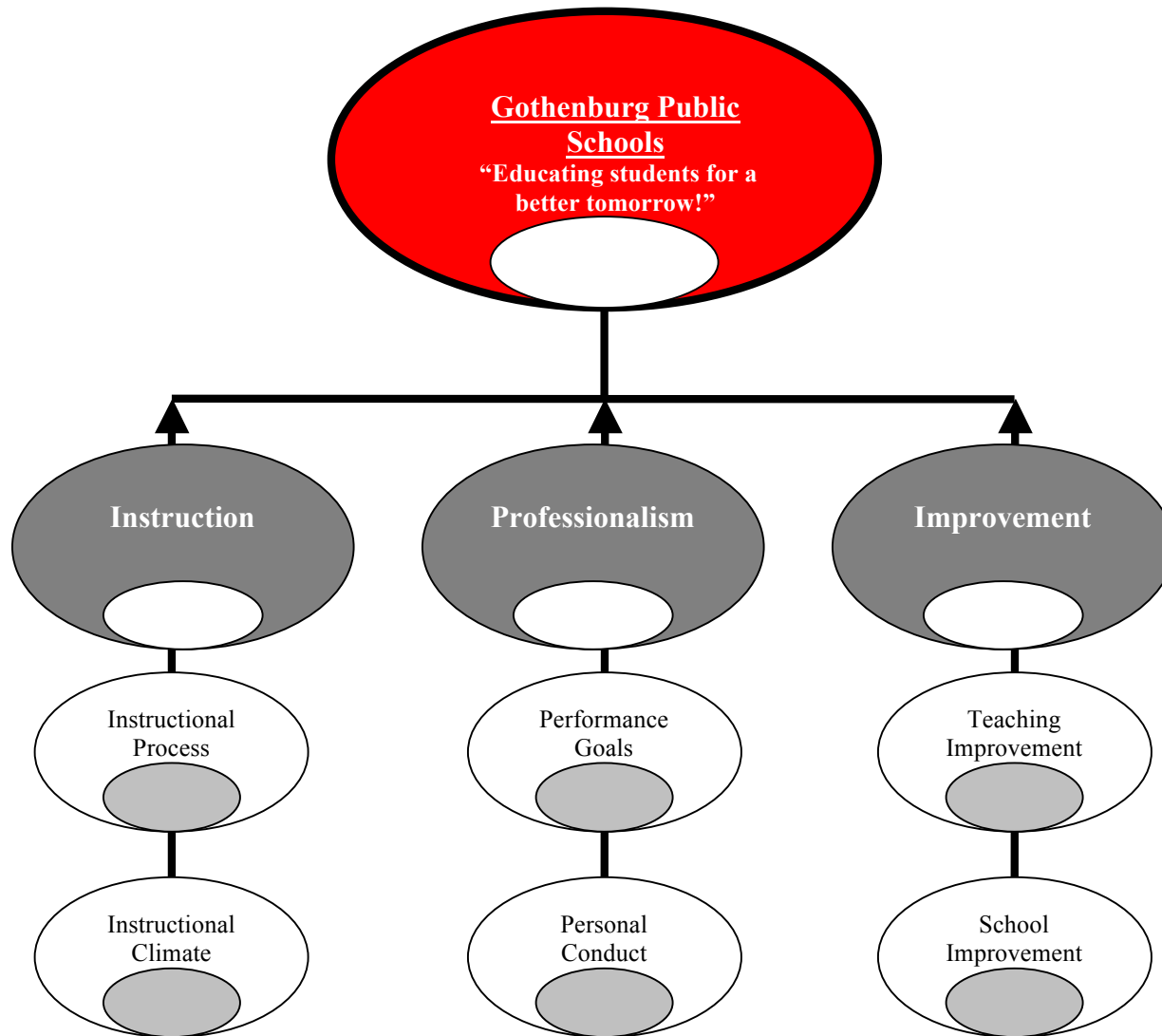
Description	Standard	Development Rating
2. Plan	a. Organize professional training days related to school improvement grade level and/or subject interventions/strategies/activities b. Collect and respond to feedback from teachers regarding school improvement grade level/subject interventions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Implement	a. Monitor implementation of school improvement interventions/strategies/activities b. Record progress of school improvement interventions/strategies/activities	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**  
**Appraisal Feedback Summary Page**

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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

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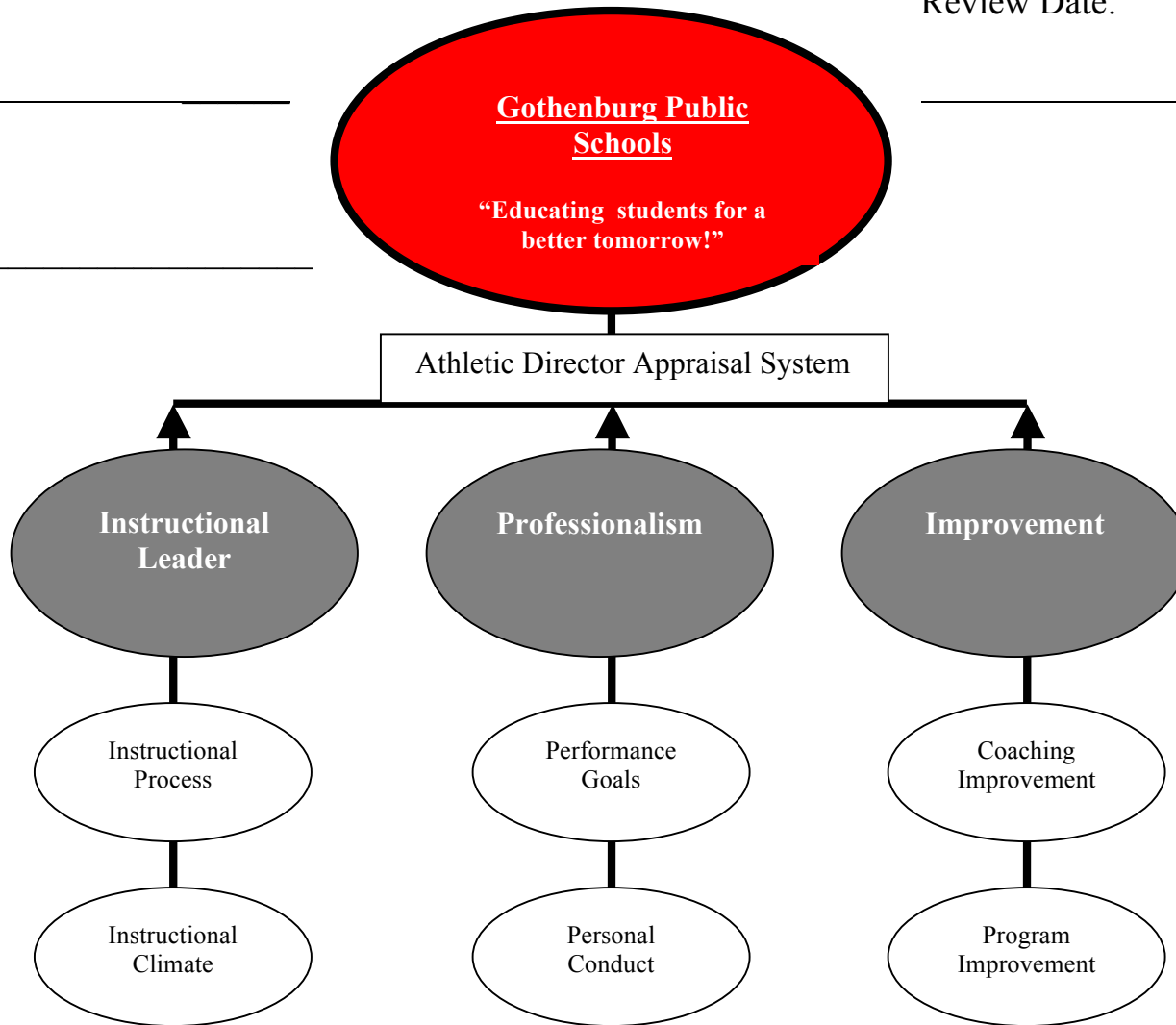
**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

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Athletic Director: \_\_\_\_\_

Review Date: \_\_\_\_\_

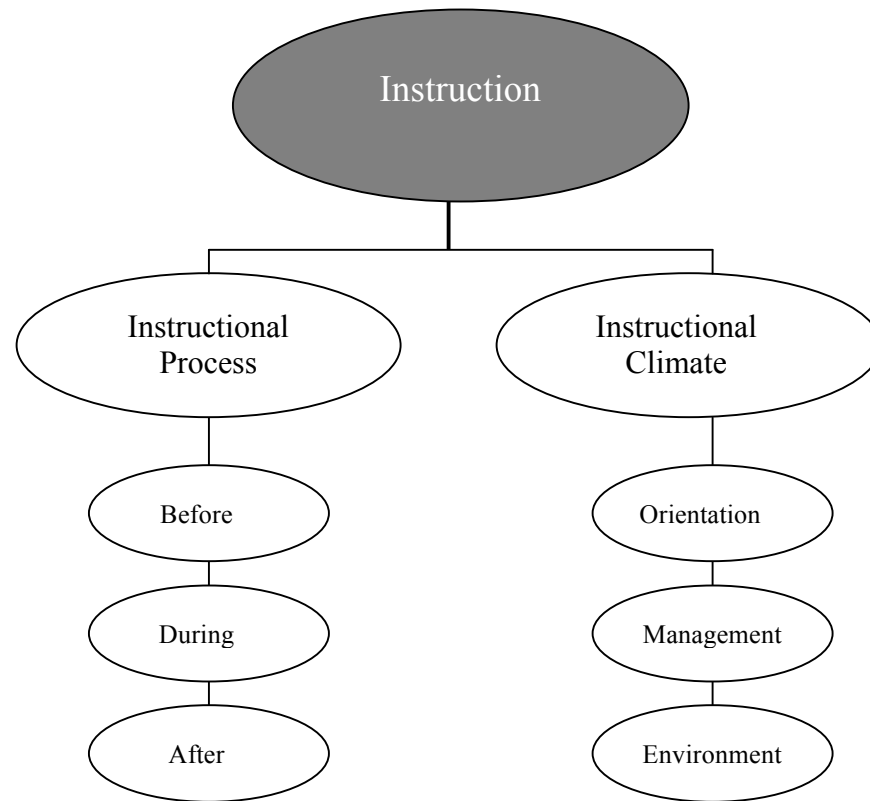
Superintendent: \_\_\_\_\_



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**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

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**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

**I. Instruction**

**A. Instructional Process**

Description	Standard	Development Rating
1. Before Instruction	a. Identify clear coaching standards b. Identify how mastery of each standard will be demonstrated	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
2. During Instruction	a. Explain coach appraisal method to staff b. Explain how to demonstrate mastery of each coaching standard c. Explain the importance of the coaching standards and steps taken when mastery is not acquired/maintained	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
3. After Instruction	a. Summarize expected coach actions b. Provide prompt feedback on coach performance c. Record coach performance data promptly and accurately	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

**B. Instructional Climate**

Description	Standard	Development Rating
1. Orientation	a. Communicate a predictable activity routine for coaches and students to follow b. Communicate a predictable activity calendar for coaches and students to follow c. Provide maximum time for constructive educational activities through activity schedule preparation d. Communicate directions for smooth transitions when changes to the activity routine occur	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Management	a. Post clear school safety rules and procedures b. Post clear administrative rules and procedures c. Impartially enforce rules and procedures with consistency	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Environment	a. Provide consistent coach supervision b. Provide clear criteria for coach re-hire and/or selection processes c. Provide clear criteria for student coach assignments d. Provide an orderly set of office procedures for staff (ex. leave requests, recordkeeping, grades, transportation requests, maintenance requests, etc.) e. Provide a physically safe school facility and grounds f. Provide activity materials as necessary	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

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**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

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**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

**II. Professionalism**

**A. Performance Goals**

Description	Standard	Development Rating
1. Preparation	a. Dress and groom appropriately b. Arrive and leave on-time c. Arrive with required materials	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Task Completion	a. Perform assigned duties accurately b. Perform assigned duties punctually c. Participate actively in job-related meetings and activities d. Organize and supervise school events and activities as assigned	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Appropriate Responding	a. Enforce <i>student</i> and <i>teacher handbook</i> regulations and procedures b. Comply with superintendent and school board directives c. Systematically facilitate school response to school (academic, behavior, etc.) d. Consistently comply with state ethics guidelines	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

**B. Personal Conduct**

Description	Standard	Development Rating
1. Respect	a. Demonstrate respect toward students b. Demonstrate respect toward staff c. Demonstrate respect toward superintendent and school board d. Demonstrate respect toward community members e. Maintain staff and student confidentiality f. Command respect by planning, preparation, and facilitation of staff meetings	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

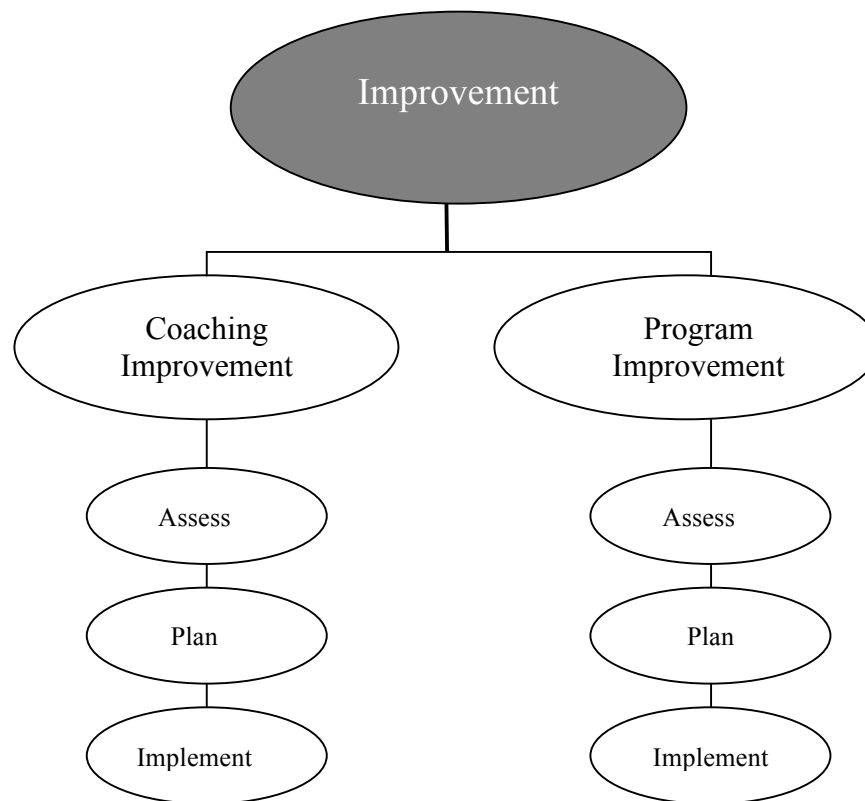
Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with superintendent and school board c. Collaborate constructively with parents	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with staff and students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

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**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

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**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

**III. Improvement**

**A. Coaching Improvement**

Description	Standard	Development Rating
1. Assessment	a. Use coaching appraisal system to assess the level of mastery of instructional process b. Use coaching appraisal system to assess the level of mastery of instructional climate c. Use coaching appraisal system to systematically identify areas for instructional improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
2. Plan	a. Plan instructional process training in response to identified area(s) of improvement b. Plan instructional climate training needs in response to identified area(s) of improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
3. Implement	a. Implement proven instructional training plan b. Record progress toward coaching appraisal goals	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

<b>B. Program Improvement</b>		
<b>Description</b>	<b>Standard</b>	<b>Development Rating</b>
1. Assess	a. Monitor the alignment of program goals to school mission b. Provide methods to be used for activity data collection c. Systematically provide a method of decision making for program improvement through the use of data	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

<b>Description</b>	<b>Standard</b>	<b>Development Rating</b>
2. Plan	a. Organize professional training days related to program improvement interventions/strategies/activities b. Collect and respond to feedback from coaches regarding school improvement grade level/subject interventions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

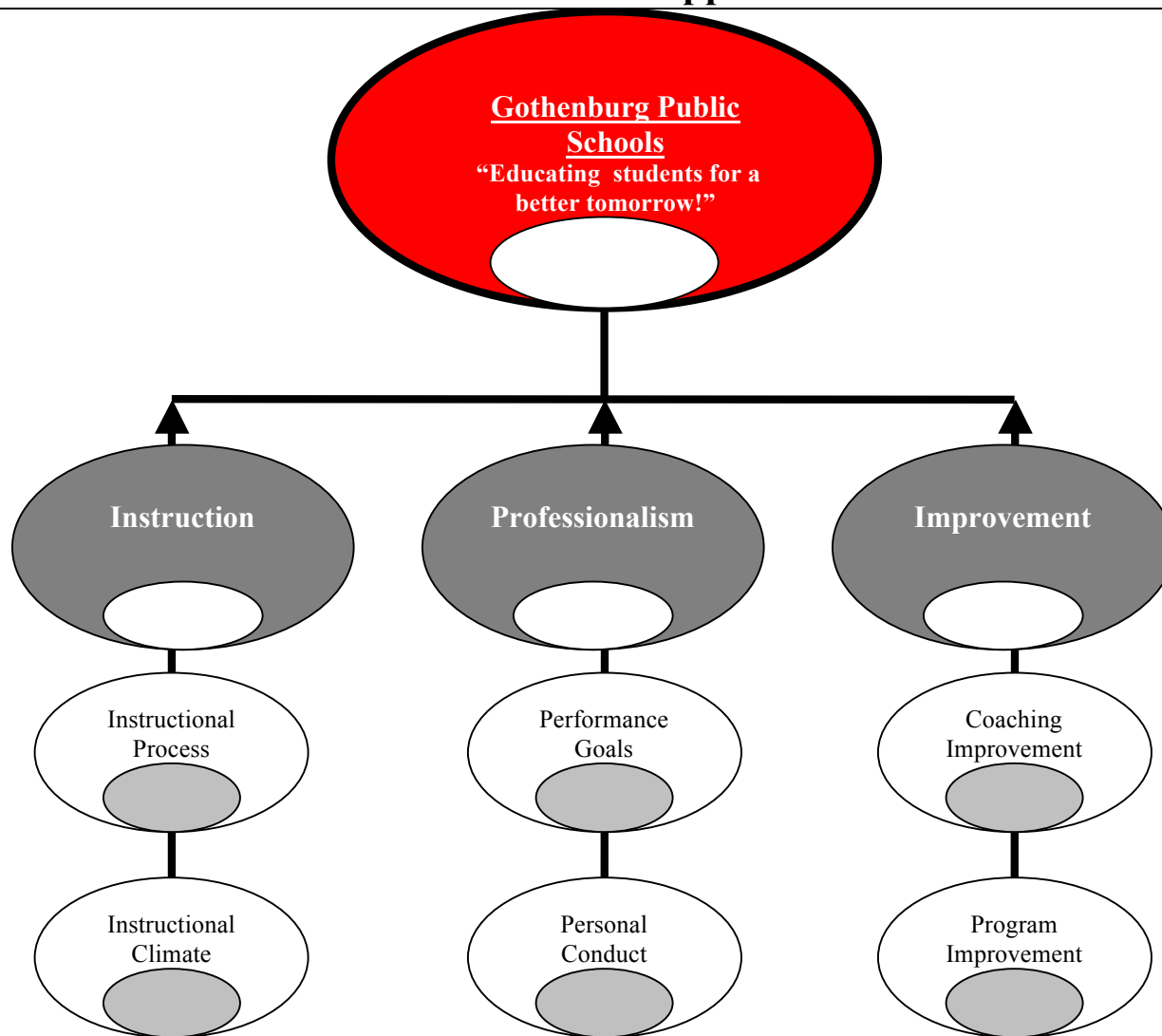
<b>Description</b>	<b>Standard</b>	<b>Development Rating</b>
3. Implement	a. Monitor implementation of program improvement interventions/strategies/activities b. Record progress of program improvement interventions/strategies/activities	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Appraisal Feedback Summary Page**

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**GOTHENBURG PUBLIC SCHOOLS  
DISTRICT 20**

**Superintendent Performance Assessment / Evaluation  
2017 – 2018**

The superintendent evaluation is designed to ensure the superintendent is successful in meeting the expectations of the school board, provides the board with a sound basis for rewarding satisfactory performance or for taking corrective action in the event of unsatisfactory performance; and generates the best possible performance from both the school board and superintendent.

The emphasis of this Performance Assessment / Evaluation is future-oriented and always on improvement. The standards included in this instrument will provide a clear idea of what is evaluated and ensures growth of the district.

Performance Standards include:

Board / Superintendent Relations  
Communications and Community Relations  
Staff Relations  
Educational Development  
Financial Management  
Facilities Management  
Values and Ethics of Leadership

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**Standard 1: Board / Superintendent Relations**

- 1.1 Informs and advises the Board about the programs, practices, and problems of the school, and keeps the Board informed of activities under the Board's authority.
- 1.2 Offers professional advice to the Board on items requiring Board actions, with appropriate recommendations based on thorough study and analysis.
- 1.3 Administers the policies, either personally or by assuring the implementation of policies and regulations through delegation to appropriate staff.
- 1.4 Has a harmonious working relationship with the Board.
- 1.5 Accepts his/her responsibility for maintaining liaison between the Board and personnel, working toward a high degree of understanding and respect between the staff and the Board as well as the Board and staff.
- 1.6 Is responsive to questions and concerns expressed by members of the Board.
- 1.7 Collaborates with the Board to establish and sustain long- and short-term operational and achievement goals.
- 1.8 Reports to the Board the status of goals established to meet the District's vision and mission.

*Prior Year's Performance:*

*Future Areas of Focus:*

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## Standard 2: Communications and Community Relations

- 2.1 Cooperates with other community agencies, while representing the best interest of the District
- 2.2 Solicits and gives attention to problems and opinions of all groups and individuals.
- 2.3 Maintains accessibility and visibility in the community; participates in community functions.
- 2.4 Is open and sensitive to community concerns and desires about the educational system.
- 2.5 Strives to build a strong, positive community attitude toward the school system.
- 2.6 Promotes and supports parent/student/community involvement in the school.
- 2.7 Maintains a sound working relationship with the media.
- 2.8 Speaks well in front of large and small groups, expressing his/her ideas in a logical and forthright manner.

*Prior Year's Performance:*

*Future Areas of Focus:*

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## Standard 3: Staff Relations

- 3.1 Has organized the staff so that appropriate decision-making may take place at various levels.

- 3.2 Periodically reviews and reorganizes staff duties and/or responsibilities to take full advantage of the staff's special competencies.
- 3.3 Recognizes, develops, and utilizes the leadership abilities of staff.
- 3.4 Provides for the systematic evaluation of all principals, other administrators and teaching professionals by appropriate administrators.
- 3.5 Delegates authority to staff members appropriate to the position each holds.
- 3.6 Maintains communications with staff by various well-defined and periodic means so as to promote understanding of, and support for, District policies.
- 3.7 Strives to create open and honest relations among staff members.
- 3.8 Deals with personnel matters in a forthright, objective, and professional manner.
- 3.9 Provides motivation and resources for staff members to engage in professional development activities.

*Prior Year's Performance:*

*Future Areas of Focus:*

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## Standard 4: Educational Development

- 4.1 Understands and keeps informed regarding all aspects of the instructional program.
- 4.2 Organizes a planned program of curriculum evaluation and improvement.
- 4.3 Exemplifies the skills and attitudes of a master teacher and inspires others to highest professional standards.
- 4.4 Takes an active leadership role in the development and improvement of the program of instruction.
- 4.5 Promotes an educational philosophy that emphasizes students.

*Prior Year's Performance:*

*Future Areas of Focus:*

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## Standard 5: Financial Management

- 5.1 Keeps informed on needs of the school program – plant, facilities, equipment, and supplies.
- 5.2 Evaluates financial needs and makes recommendations for adequate financing.
- 5.3 Oversees the detailed District budget and its interpretation and presentation to the Board for adoption.
- 5.4 Identifies and pursues grants at both the State and Federal level to supplement the finances of the District.
- 5.5 Maintains accountability and a systematic method to ensure proper expenditures; authority and allegiance is sustained in all financial operations of the District.

*Prior Year's Performance:*

*Future Areas of Focus:*

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## Standard 6: Facilities Management

- 6.1 Keeps informed, evaluates and reports to the Board on the progress of building projects.
- 6.2 Makes the day-to-day decisions necessary to keep the building project on schedule.
- 6.3 Works closely with the Board as a whole or with the Building Committee in making major decisions.
- 6.4 Oversees the budget for the building project.
- 6.5 In cooperation with the Board, maintains and updates a short- and long-range plan that includes (a) a schedule for the routine maintenance of all school properties, (b) a schedule for the repair and/or replacement of school equipment, and (c) a facilities needs assessment for future renovation or construction.

*Prior Year's Performance:*

*Future Areas of Focus:*

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## Standard 7: Values and Ethics of Leadership

- 7.1 Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
- 7.2 Earns respect and standing among his/her professional colleagues.
- 7.3 Demonstrates his/her ability to work well with individuals and groups.
- 7.4 Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
- 7.5 Maintains his/her professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting with other superintendents.

*Prior Year's Performance:*

*Future Areas of Focus:*

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2017 Goals for the Superintendent

<b>Article</b>	Article 2 Administration - 2000s	<b>Policy #</b> 2000	<b>Approval/Revision Date</b>
<b>Title</b>	Functional Principle of Administration		2/12/2007
<b>Summary</b>	Superintendent is single executive. Staff organization based upon functional analysis of services.		
<b>Annual Task</b>	Policy making and legislation - BOE; Administration - Administration through Supt. Instruction - certificated employees and their assistants. Plant operation - Supt. Business affairs - Supt.		

<b>Article</b>	Article 2 Administration - 2000s	<b>Policy #</b> 2010	<b>Approval/Revision Date</b>
<b>Title</b>	Election of Administrative Personnel		2/12/2007
<b>Summary</b>	Administrative Personnel authorized by BOE upon recommendation of Supt. Superintendent contract considered in January.		
<b>Annual Task</b>	Other administrators' contract considered in February.		

<b>Article</b>	Article 2 Administration - 2000s	<b>Policy #</b> 2100	<b>Approval/Revision Date</b>
<b>Title</b>	Superintendent of Schools		2/12/2007
<b>Summary</b>	Chief Executive Officer		
<b>Annual Task</b>			

<b>Article</b>	Article 2 Administration - 2000s	<b>Policy #</b> 2110	<b>Approval/Revision Date</b>
<b>Title</b>	Duties of the Superintendent of Schools		2/12/2007
<b>Summary</b>	A list of duties is included.		
<b>Annual Task</b>			

\*\*\* This information is to be used as a summary only and does not replace actual policy or regulation!

<b>Article</b>	Article 2 Administration - 2000s	Regul # 2110	A	<b>Approval/Revision Date</b>
<b>Title</b>	Superintendent Job Description			2/12/2007
<b>Summary</b>	Includes Tasks, Knowledge, Skills, Abilities, Work Activities, Essential Functions, Essential Physical Requirements			
<b>Annual Task</b>				

<b>Article</b>	Article 2 Administration - 2000s	Policy # 2120		<b>Approval/Revision Date</b>
<b>Title</b>	Superintendent's Evaluation			2/12/2007
<b>Summary</b>	Superintendent will be evaluated twice during first year and once per year after that.			
<b>Annual Task</b>				

<b>Article</b>	Article 2 Administration - 2000s	Regul # 2120	A	<b>Approval/Revision Date</b>
<b>Title</b>	Superintendent Evaluation Instrument			2/12/2007
<b>Summary</b>	Evaluation Plan			
<b>Annual Task</b>	Performance Instrument - A copy of the current Superintendent's Evaluation Instrument will be available in the district office.			

<b>Article</b>	Article 2 Administration - 2000s	Policy # 2200		<b>Approval/Revision Date</b>
<b>Title</b>	The Principalship			2/12/2007
<b>Summary</b>	Elementary and Secondary Schools are under direct administrative and supervisory control of the designated principals. Principals report to the Superintendent.			
<b>Annual Task</b>				

<b>Article</b>	Article 2 Administration - 2000s	Policy # 2210	<b>Approval/Revision Date</b>
<b>Title</b>	Duties of the Principal		2/12/2007
<b>Summary</b>	A list of duties for the Principals is included.		
<b>Annual Task</b>			

<b>Article</b>	Article 2 Administration - 2000s	Regul # 2210	A	<b>Approval/Revision Date</b>
<b>Title</b>	Principal Job Description			2/12/2007
<b>Summary</b>	Includes Tasks, Knowledge, Skills, Abilities, Work Activities, Essential Functions, Essential Physical Requirements			
<b>Annual Task</b>				

<b>Article</b>	Article 2 Administration - 2000s	Policy # 2220	<b>Approval/Revision Date</b>
<b>Title</b>	Evaluation of Principals		2/12/2007
<b>Summary</b>	Objectives, General Procedures, Appraisal Cycle, Appraisal Process, Final Summative Evaluation. Evaluations will occur once per semester for probationary Principals and at least once per school year for permanent Principals. A copy of the current Principal's Evaluation Instrument will be available in the district office.		
<b>Annual Task</b>			

<b>Article</b>	Article 2 Administration - 2000s	Policy # 2400	<b>Approval/Revision Date</b>
<b>Title</b>	Line of Authority		2/12/2007
<b>Summary</b>	All employees are under the direction of the Superintendent, but shall be under the immediate supervision of building Principal or other designated supervisor.		
<b>Annual Task</b>			

<b>Article</b>	Article 2 Administration - 2000s	Policy # 2410	<b>Approval/Revision Date</b>
<b>Title</b>	Administrative Actions in Emergencies		2/12/2007
<b>Summary</b>	Concerns: 1. Welfare of students and staff. 2. Property		
<b>Annual Task</b>	<p>1. Alert BOE; 2. Determine status of school; 3. Determine need for involving other agencies; 4. Notify students, staff, and patrons. 5. Report to BOE at meeting.</p> <p>Other areas: Inclement weather, Fire, Tornado, Gas Leaks. Student or Staff Deaths, Civilian Emergencies.</p>		

<b>Article</b>	Article 2 Administration - 2000s	Policy # 2420	<b>Approval/Revision Date</b>
<b>Title</b>	Staff Handbooks		2/12/2007
<b>Summary</b>	Supt has authority to establish.		
<b>Annual Task</b>	<p>All staff shall be furnished with a handbook.</p> <p>Circumstances not addressed in handbook should be referred to board policy.</p>		

<b>Article</b>	Article 2 Administration - 2000s	Policy # 2430	<b>Approval/Revision Date</b>
<b>Title</b>	Attending Professional Growth Meetings		2/12/2007
<b>Summary</b>	BOE authorizes administrative participation in state, regional and national associations.		
<b>Annual Task</b>	<p>Attendance of conferences are approved within budgetary limits.</p> <p>Attendance at a national convention by a first year administrator is not typically permitted. If permitted, the administrator is required to reimburse the district if they leave the district. Expenses include registration fee, transportation, lodging, meals, and incidentals</p> <p>Periodic reports from the administrators shall be given to the board.</p>		

<b>Article</b>	Article 2 Administration - 2000s	Policy # 2440	<b>Approval/Revision Date</b>
<b>Title</b>	Administrative Action in Absence of Policy		2/12/2007
<b>Summary</b>	The Superintendent or designee is empowered to make decisions on situations not covered by law, policy, or regulations.		
<b>Annual Task</b>	If needed, policy shall be recommended to the BOE to address similar matters in the future.		

### TABLE OF CONTENTS

		PAGE
1.	Administrative Program.....	
	Functional Principle of Administration (2/07).....	2000
	Election of Administrative Personnel (2/07) .....	2010
2.	Superintendent .....	
	Superintendent of Schools (2/07).....	2100
	Duties of the Superintendent of Schools (2/07).....	2110
	Job Description for Superintendent (2/07).....	Regulation 2110A
	Superintendent's Evaluation (2/07).....	2120
	Evaluation Plan for Superintendent (2/07) .....	Regulation 2120A
3.	Principals.....	
	Principalship (2/07).....	2200
	Duties of the Principal (2/07).....	2210
	Job Description for Principal (2/07) .....	Regulation 2210A
	Evaluation of Principal (2/07).....	2220
4.	Administrative Programs.....	
	Line of Authority (2/07).....	2400
	Administrative Action in Emergencies (2/07) .....	2410
	Staff Handbooks (2/07).....	2420
	Attendance at Professional Growth Meetings (2/07).....	2430
	Administrative Action in Absence of Policy (2/07) .....	2440

(printed 08/09/2008)

## Administrator Report

Meeting: July Board Meeting

Date: 07/10/17

Mrs. Allison Jonas

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**Early Childhood:** Jump Start will run July 10<sup>th</sup> – 28<sup>th</sup>. Fully staffed! We currently have 56 (+10) students signed up and two not planning to attend.

**Curriculum:** Math Expressions is providing a full day of training (free) for staff implementing the pilot. Online resources are active and shared with staff. We have big things coming with regards to curriculum and “essential learnings”. We’re excited to get going!

**Special Education:** Second reading of the school psych evaluation tool: <http://bit.ly/GPSevalSP> Sorry I can’t be there to answer them tonight. Let me know if you have any questions!

**Mentor Program:** New Teachers begin on July 31<sup>st</sup>! We’ll be having lunch at the Barn N Grill that day at 11:45. If you’d like to join us, please email me. The Chamber of Commerce will also be doing a narrated tour of Gothenburg at 3:30 on Monday, July 31<sup>st</sup>. You’re welcome to join us then as well. Just show up at the HS doors if you’re interested! Both events are an opportunity for Mentees to get to know their Mentors and the community.

### Professional Development & School Improvement:

*Tentative Agendas for Back to School Days (these will update automatically)*

Swede Orientation – <http://bit.ly/GPSorientation17>

All Staff – <http://bit.ly/GPSallstaff17> (this one has changed to include rotations)

Paras – <http://bit.ly/GPSparas17>

**Administrator Report**

Date: 7/10/18

Mr. Seth Ryker, Jr/Sr High Principal

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**Topics:**

Coaches Clinic

Summer School

**I. Coaches Clinic**

- Coaches Clinic – 18 GPS coaches have registered for the NCA All Sport Coaches Clinic which runs from July 25-27 in Lincoln.

Coaches will attend sport specific rules meetings which are required by the NSAA. These highlight changes and points of emphasis for the upcoming season. Coaches are also now required to complete annual NFHS courses in Concussion Awareness, Sudden Cardiac Arrest & Heat/Illness & Prevention – all of these courses are offered at the clinic.

**II. Summer School**

- We had 13 students participate in summer school coursework and combined they completed 18 courses. This will help keep them on pace to graduate with their respective classes.

**Administrator Report**

Meeting: July Board Meeting

Date: 7/10/17

Dr. Michael Teahon, Superintendent

=====

**Summer:** Another busy summer as it seems like there is more to do each year. Preparation for August are in full swing as we get ready for another year.

**PLC Conference:** The administrators will be traveling to Minneapolis for a PLC Conference at the end of July. We feel that this is an important learning opportunity as we move into our new process for professional development, curriculum planning and data analysis.

**YMCA Afterschool Program:** We will be partnering with the YMCA on an afterschool program for our students. This is another example of the importance of the partnership between the school, city, hospital and the new YMCA.