

Regular Business Meeting
Monday, July 15, 2013 6:00 PM

City of Gering Council Chambers
1519 10th Street
Gering, NE 69341

Agenda

1. Signature of Notification
2. Call to Order, Pledge of Allegiance, Roll Call, Welcome Visitors
 1. Acknowledge Open Meeting Laws
 - i. The Board of Education reserves the right to enter into Executive Session for the protection of the public interest; or the prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.
 2. Notice of this meeting was published in the Gering Citizen on July 11, 2013.
3. Excuse Absent Board Members
4. Consent Agenda*
 1. *Sequence of agenda items subject to change. Please plan to attend the entire meeting.
 2. Approval of Agenda/Amendment of Agenda Items
 3. Approval of Minutes from Previous Board Meetings
 4. Approval of Claims/Bills
 5. Personnel Items
 - i. Contract Approvals
 - ii. Resignations
5. Recommendation to Approve Consent Agenda
6. Patron Comments
 1. The Board recognizes the importance of citizen participation in school business. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the Board shall set a 3 minute time limit per patron, not to exceed a total of 30 minutes for all comments.
7. Reports & Discussion Items
 1. Recognition of Accomplishments
 - i. The Gering Citizen Newspaper has published a 2013-2014 Calendar. These calendars are on sale for \$5 and 100% of the proceeds will be donated to the Gering High School Booster Club.
 2. Activities Eligibility Update
 3. Curriculum Committee Minutes
 4. Facilities Committee Minutes
 5. Business Committee Minutes
 6. Financial Report - The Business Committee reviewed all bills for this consent agenda. Bills unique to this month were discussed for clarification. The total amount of bills approved in the consent agenda for the month of June, 2013 by specific funds are as follows:
 - i. Trial Balance Summary
 - ii. Fund Balances
 - iii. Schedule of Investments Held

- iv. Financial Statement
 - v. General Fund=\$1,527,587.32; Depreciation Fund=\$381.46; Cafeteria Fund=\$43,407.91; Activities Fund=\$11,677.09; Fees Fund=\$300.
- 7. Student Services Report
- 8. Superintendent's Report
- 9. Board Comments
- 8. Action Items
 - 1. Recommendation to Approve Changes to the 2013-2014 Elementary Student Handbook
 - 2. Recommendation to Approve Changes to the 2013-2014 Jr. High Student Handbook
 - 3. Designate Additional Board Member to Serve as a VALTS Representative
 - 4. Designate Dana F. Cole & Co. as District Auditors for the 2013-2014, 2014-2015 and 2015-2016 School Years
 - 5. Recommendation to Approve Interlocal Agreement with City of Gering
 - 6. Recommendation to Approve the Access of this Expenditure Exclusion for Additional Budget Authority
- 9. Tentative Committee & Meeting Dates
- 10. Adjournment

Regular Business Meeting

June 17, 2013 6:00 PM
City of Gering Council Chambers

Attendance Taken at 6:00 PM:

Present Board Members:

Mike Brunner
Brian Copsey
Alan Doll
BJ Peters
Mary Winn

Absent Board Members:

Dr. Jerry Upp

1. Signature of Notification

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

2.1. Acknowledge Open Meeting Laws

2.2. Notice of this meeting was published in the Gering Citizen on June 13, 2013.

3. Excuse Absent Board Members

Motion Passed: passed with a motion by Mike Brunner and a second by Alan Doll.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Absent
Mary Winn	Yes

4. Consent Agenda*

4.1. *Sequence of agenda items subject to change. Please plan to attend the entire meeting.

4.2. Approval of Agenda/Amendment of Agenda Items

4.3. Approval of Minutes from Previous Board Meetings

4.4. Ratification of Action taken at May 31, 2013 Special Board Meeting

4.5. Recommendation to Hire Resource Teacher at Northfield Elementary (A. Rose)

4.6. Recommendation to Hire Resource Teacher - location to be determined per Candy Hubbard (J. Loyd)

4.7. Recommendation to Hire .67FTE Science Teacher (D. Kugler)

4.8. Recommendation to Hire .33FTE Match Teacher (M. Stobel)

4.9. Approval of Claim/Bills

5. Recommendation to Approve Consent Agenda

Motion Passed: passed with a motion by Brian Copsey and a second by Mike Brunner.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Absent
Mary Winn	Yes

6. Patron Comments

6.1. The Board recognizes the importance of citizen participation in school business. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the Board shall set a 3 minute time limit per patron, not to exceed a total of 30 minutes for all comments.

7. Action Items

7.1. Discussion of Proposed Changes and Recommendation to Approve Changes to 2013-2014 High School Student Handbook

Brunner recapped previous policies regarding extra-curricular activity participation and failing grades. Current policy states that if a student is failing two or more classes, that student is not allowed to participate in extra-curricular activities until at least one grade is brought up. High School Principal Eldon Hubbard explained to the Board that this same policy used to state that students could not participate in activities if they were failing one class. Hubbard also provided background information about the down list and associated rates. Hubbard reviewed the mechanics of making up grades and explained how students became fearful of losing the opportunity to participate in activities and may choose to take less rigorous courses in their class schedule to ensure participation. Hubbard invited the Board to review Scottsbluff Public School's policy, which he briefly recapped. Winn, who was a teacher prior to retirement, explained that she agrees with Hubbard's reasoning behind the decision to have this policy remain as it is and believes that activities urge students to try harder. Copsey stated that he would like to see Infinite Campus updated on a regular to keep grade information current. Copsey stated that he has heard from parents that feel the policy should be more strenuous. Doll agreed, stating that he believes kids rise to the occasion. Brunner deferred to Winn's years of experience and agreed that she would know what is best for the students. Winn also suggested that coaches and sponsors strongly encourage failing students to attend after school learning programs provided by the district. Brunner reminded the board that practice times have been adjusted to allow for after school work/tutoring. Copsey suggested reviewing the activities handbook to accommodate students who need additional assistance with their school work. The suggestion was made to require ELO attendance for students who are on the down list and if they don't attend that student would be ineligible to participate. Winn suggested that failing students should work one on one with the teacher of the class in which they are down either before school or prior to practice. Hubbard will look into offering an ELO class in the morning. Winn brought some grammatical errors in the handbook to Hubbard's attention. Activities Director Glen Koski stated that agrees with Hubbard, stating that he has seen it done many ways but prefers to allow for 2 classes, as he has actually seen students take lesser classes in order to participate in activities. Koski added that the addition of study halls seems to help students get their grades up. Doll reiterated that the Board's goal is to provide an education first. Peters reminded everyone that the Gering grade scale is higher than some others in the area and that this fact should be taken into consideration.

Motion Passed: passed with a motion by Mike Brunner and a second by Mary Winn.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	No
BJ Peters	Yes
Dr. Jerry Upp	Absent

Mary Winn Yes

7.2. Recommendation to Designate the Superintendent of Schools to Authorize Option Application Waiver of Deadline Date

Superintendent Hague explained that, by Board policy, the deadline for accepting Option Applications in March 15th. He has identified classrooms that could allow additional students to attend through the Option Program. In order to accept these option applications, the Board designated the Superintendent of Schools as an authorized representative of the Board to waive the deadline date. Class sizes and availability are always examined prior to option application approval.

Motion Passed: passed with a motion by Mike Brunner and a second by Brian Copsey.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Absent
Mary Winn	Yes

7.3. Second Reading of Board Policies

Winn expressed her concern that these policies should have been reviewed prior to constructing a new elementary school. This batch of policies was last reviewed in 2004. Hague explained that instead of using an attorney, the district hired an Owner's Rep, which covered the district and related policies per the district attorney.

7.3.1. 402.08 - Employee Travel Compensation

7.3.2. 901 - Objectives of Buildings and Sites

7.3.3. 902.01 - Buildings & Sites Long Range Planning

7.3.4. 902.02 - Construction Plans and Specifications

7.3.5. 902.03 - Site Acquisition

7.3.6. 902.04 - Bids and Awards for Construction Contracts

Motion Passed: passed with a motion by Alan Doll and a second by Mike Brunner.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Absent
Mary Winn	Yes

8. Reports & Discussion Items

8.1. Recognition of Accomplishments

8.1.1. Rochester Institute of Technology Teacher Recognition

Winn provided additional details about this nomination. This is the 2nd time this teacher has been nominated.

8.2. Curriculum Committee Minutes

Peters provided a recap of the Curriculum Committee meeting, stating that they received a "sneak peak" of the writing scores. All three levels of testing in Gering are above state averages.

8.3. Facilities Committee Minutes

Doll provided a recap of the Facilities Committee meeting, which was held at Lincoln Elementary. A building tour was included on the agenda. The facility has been in use for one year now. The district continues to monitor the air handling unit, as it has not been formally commissioned yet so the warranty has not yet begun. The district is holding summer school at the facility to test the system during the summer months. A

commissioning visit will occur on June 20th and June 21st. Hague will meet with incoming building Principal Pam Barker on the 21st to review the visit.

The Committee reviewed the summer maintenance list and schedule and determined that the district does not have the manpower to accomplish all projects, so the district will enlist the help from local businesses to tackle tasks. Depreciation funds will be used to fund these projects.

8.4. Business Committee Minutes

Copsey provided a recap of the Business Committee meeting. The group approved the distribution list for May and reviewed financial reports, including the cafeteria fund. Thompson Glass is expected to begin work on the Jr. High window replacement project very soon and should be done prior to the beginning of school. The committee also reviewed the proposed changes to the 2013-2014 student handbook for the High School. The committee also made a recommendation to hire a replacement custodian.

8.5. Financial Report - The Business Committee reviewed all bills for this consent agenda. Bills unique to this month were discussed for clarification. The total amount of bills approved in the consent agenda for the month of May, 2013 by specific funds are as follows:

Meisner provided a recap for the month of May, when real estate tax income was received. Total revenues and expenditures were reviewed in detail and fund balances were discussed.

8.5.1. Trial Balance Summary

8.5.2. Fund Balances

8.5.3. Schedule of Investments Held

8.5.4. Financial Statement

8.5.5. General Fund=\$3,396,134.51; Depreciation Fund=\$147.04; Cafeteria Fund=\$80,896.94; Activities Fund=\$32,456.07; Fees Fund=\$3,520.00.

8.6. Student Services Report

Student Services Director Candy Hubbard submitted her report via email to Board members for their review prior to the meeting. Class numbers were reviewed, student services forms were discussed, submitted reports were reviewed and staff procedures and student assistance teams were discussed. Future topics were also provided.

8.7. Superintendent's Report

Hague provided information about his recent AdvancED training, displayed a plaque that he received and encouraged board involvement with this group. Hague stated that he had received the letter of accredited for the 2013-2014 school year. He reminded the Board that the district is currently advertising for a part time Careers teacher and a district nurse. Hague reviewed his schedule and let the Board know that he would be meeting with incoming Superintendent Bob Hastings this week. Hague thanked the Board for their past and current support as he finishes up his 44+ years in the education field. Hague also wished the Gering Public School District the best in the future.

8.8. Board Comments

Peters stated that the VALTS Board held a meeting and approved next year's budget. ESU has absorbed most of the program's administration. Peters stated that Gering will need to appoint an additional representative to the VALTS Board since Gering will have the most number of slots since

Scottsbluff Public Schools will offer their own program next year. Peters thanked Hague for his years of service to the district.

Winn told Hague that he is the 6th Superintendent she has worked with and expressed her appreciation of how Hague took the time to get to know every employee in the district, no matter what title they held. She also thanked him for his recognition of State Mock Trial participants when they won the State Competition.

Copsey told Hague that is has been a pleasure to work with him, thanked him for all he has done for Gering Public Schools and gave him his best wishes.

Brunner stated that he had been on the School Board for 10+ years and told Hague that he is leaving the district in better shape than it was before his arrival.

Doll said that it is exciting to see former students returning to the district as teachers. Doll expressed his true appreciation for the 12 years of service that Hague put in and told him that he represented Gering Public Schools very well. Doll then presented Hague with a framed photo of Chimney Rock from the Board.

9. Tentative Committee & Meeting Dates

10. Adjournment

Motion Passed: passed with a motion by Mike Brunner and a second by Alan Doll.

Mike Brunner	Yes
Brian Copsey	Yes
Alan Doll	Yes
BJ Peters	Yes
Dr. Jerry Upp	Absent
Mary Winn	Yes

Chairperson

Superintendent

Gering Public Schools

Disbursement Detail Listing

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

Date Range: 06/01/2013 - 06/30/2013
 Voucher Range: -

Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Bank Name: VB & T-General				Bank Account: 109033			
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.1136.0342.1.00.06	Internet - central office	\$508.33
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.1136.0344.1.00.06	Internet - NF	\$250.00
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.1136.0344.1.00.06	Internet - Lincoln	\$250.00
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.1136.0344.1.00.06	Internet - Geil	\$250.00
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.1136.0344.2.00.06	Internet - HS	\$250.00
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.1136.0344.2.00.06	Internet - JH	\$250.00
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.1290.0382.1.09.99	Telephone - PS	\$79.50
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.2410.0342.1.04.14	Telephone - Lincoln	\$975.17
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.2410.0342.1.05.15	Telephone - NF	\$90.42
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.2410.0342.1.06.16	Telephone - Geil	\$88.52
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.2410.0342.2.01.21	Telephone - HS	\$558.62
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.2410.0342.2.01.21	Telephone - FA	\$30.56
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.2410.0342.2.02.22	telephone - JH	\$409.09
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.2510.0342.1.00.00	telephone - central office	\$4,867.13
6693	06/03/2013	1229	Allo Communications	3826 May	01.2.2510.0342.2.00.00	Telephone - warehouse	\$57.97
Check Total:							\$8,915.31
6694	06/03/2013	1229	City Of Gering	16065209May	01.2.2610.0322.1.00.00	Elec - Central	\$104.39
6694	06/03/2013	1229	City Of Gering	16065412May	01.2.2610.0322.2.00.00	Elec - central office	\$32.42
6694	06/03/2013	1229	City Of Gering	16065803May	01.2.2610.0322.1.00.00	Elec - central office	\$324.76
6694	06/03/2013	1229	City Of Gering	16065803May	01.2.2610.0323.2.00.00	SW/WA - central office	\$35.00
6694	06/03/2013	1229	City Of Gering	16065803May	01.2.2610.0340.1.00.00	SA - central office	\$25.00
6694	06/03/2013	1229	City Of Gering	22094000May	01.2.2610.0322.1.06.00	Elec - Geil	\$1,542.79
6694	06/03/2013	1229	City Of Gering	22094000May	01.2.2610.0323.1.06.00	SW/WA - Geil	\$175.55
6694	06/03/2013	1229	City Of Gering	22094000May	01.2.2610.0340.1.00.00	SA - Geil	\$298.00
6694	06/03/2013	1229	City Of Gering	22094100May	01.2.2610.0322.1.06.00	Elec - Geil	\$282.04
6694	06/03/2013	1229	City Of Gering	22094200May	01.2.2610.0322.1.06.00	Elec - Geil	\$587.41
6694	06/03/2013	1229	City Of Gering	22094300May	01.2.2610.0322.1.06.00	elec - NF	\$244.73

Gering Public Schools

Disbursement Detail Listing

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

Date Range: 06/01/2013 - 06/30/2013
 Voucher Range: -

Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6694	06/03/2013	1229	City Of Gering	26093001May	01.2.2610.0322.2.02.00	Elec - JH	\$6,033.04
6694	06/03/2013	1229	City Of Gering	26093001May	01.2.2610.0323.2.02.00	SW/WA - JH	\$502.07
6694	06/03/2013	1229	City Of Gering	26093001May	01.2.2610.0340.2.00.00	SA - JH	\$860.00
6694	06/03/2013	1229	City Of Gering	26095001May	01.2.2610.0322.2.00.00	Elec - warehouse	\$676.29
6694	06/03/2013	1229	City Of Gering	26133400May	01.2.2610.0322.2.01.00	elec - HS sign	\$49.80
6694	06/03/2013	1229	City Of Gering	26133500May	01.2.2610.0322.2.01.00	Elec - HS	\$177.10
6694	06/03/2013	1229	City Of Gering	26134501May	01.2.2610.0323.2.01.00	WA - HS ag bldg	\$15.00
6694	06/03/2013	1229	City Of Gering	26135000May	01.2.2610.0322.2.01.00	Elec - HS	\$918.42
6694	06/03/2013	1229	City Of Gering	26135000May	01.2.2610.0323.2.01.00	SW/WA - HS	\$57.66
6694	06/03/2013	1229	City Of Gering	26136000May	01.2.2610.0322.2.01.00	Elec - HS	\$6,731.37
6694	06/03/2013	1229	City Of Gering	26136000May	01.2.2610.0323.2.01.00	SW/WA - HS	\$138.75
6694	06/03/2013	1229	City Of Gering	26136000May	01.2.2610.0340.2.00.00	SA - HS	\$898.00
6694	06/03/2013	1229	City Of Gering	26137500May	01.2.2610.0322.1.05.00	Elec - NF	\$299.53
6694	06/03/2013	1229	City Of Gering	26138000May	01.2.2610.0322.1.05.00	Elec - NF	\$2,508.96
6694	06/03/2013	1229	City Of Gering	26138000May	01.2.2610.0323.1.05.00	SW/WA - NF	\$169.19
6694	06/03/2013	1229	City Of Gering	26138000May	01.2.2610.0340.1.00.00	SA- NF	\$548.00
6694	06/03/2013	1229	City Of Gering	6062101May	01.2.2610.0322.1.04.00	Elec - Lin	\$49.11
6694	06/03/2013	1229	City Of Gering	7021202May	01.2.2610.0322.1.04.00	Elec - Lincoln	\$2,343.70
6694	06/03/2013	1229	City Of Gering	7021202May	01.2.2610.0323.1.04.00	SW/WA - Lin	\$135.15
6694	06/03/2013	1229	City Of Gering	7021202May	01.2.2610.0340.1.00.00	Sanitation - Lin	\$548.00
Check Total:							\$27,311.23
6695	06/12/2013	1230	Cardmember Services	ELAN (misc) June	01.2.2510.0690.1.00.00	Misc. charges	\$0.30
6695	06/12/2013	1230	Cardmember Services	ELAN(0947) June	01.2.2510.0670.1.00.00	meal Old Chicago iVisions Conf.	\$18.20
6695	06/12/2013	1230	Cardmember Services	ELAN(0947) May	01.2.2310.0410.1.00.01	picture from B.O. E.	\$67.50
6695	06/12/2013	1230	Cardmember Services	ELAN(0947) May	01.2.2310.0410.2.00.01	picture from B.O. E.	\$67.50
6695	06/12/2013	1230	Cardmember Services	ELAN(0947)June	01.2.2310.0410.1.00.01	bagged ice for retirement tea	\$6.74
6695	06/12/2013	1230	Cardmember Services	ELAN(0947)June	01.2.2310.0410.2.00.01	bagged ice for retirement tea	\$6.74

Gering Public Schools

Disbursement Detail Listing

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Fiscal Year: 2012-2013

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6695	06/12/2013	1230	Cardmember Services	ELAN(0947)JUNE..0.	01.2.2310.0689.1.00.01	Retirement Tea Supplies	\$34.88
6695	06/12/2013	1230	Cardmember Services	ELAN(0947)JUNE..0.	01.2.2310.0689.2.00.01	Retirement Tea Supplies	\$34.87
6695	06/12/2013	1230	Cardmember Services	ELAN(1024)June	01.2.1130.0670.2.02.22	Meals @ Denver John Rockets	\$27.92
6695	06/12/2013	1230	Cardmember Services	ELAN(1227) June	01.2.1308.0410.1.00.30	Admission tickets for HAL students to attend Denver Museum of Nature & Science, Where the Good Times Roll	\$255.00
6695	06/12/2013	1230	Cardmember Services	ELAN(1227) June.	01.2.1130.0670.2.01.21	Where the Good Times Roll	\$16.44
6695	06/12/2013	1230	Cardmember Services	ELAN(2541)JUNE	01.2.2213.0670.1.00.02	Lunch for Beth Maser and Gene Russel/Travel Exp/Prof Devel	\$30.41
6695	06/12/2013	1230	Cardmember Services	ELAN(3733) June	01.2.1250.0670.1.09.99	Registration Fee for Sarah Schaaf to attend the 2013 National Conference on	\$370.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3733)June	01.2.1220.0410.1.09.99	Diagnostic & Statistical Manual of Mental Disorders, Fifth Edition (SM-5)	\$133.58
6695	06/12/2013	1230	Cardmember Services	ELAN(3733)June.	01.2.2130.0670.1.00.00	Registration fee for Lois Cecava to attend 29th Annual Community and School Health	\$40.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3733)June.	01.2.2130.0670.1.00.00	Registration fee for Gwen Locker to attend 29th Annual Community and School Health	\$40.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3741) JUNE	01.2.2222.0410.2.02.03	Boggs/JH Library /Supplies	\$67.56
6695	06/12/2013	1230	Cardmember Services	ELAN(3741) JUNE	01.2.2222.0410.2.02.03	Boggs/JH Library/Supplies	\$8.50
6695	06/12/2013	1230	Cardmember Services	ELAN(3741) JUNE	01.2.2222.0410.2.02.03	Boggs/JH Library/Supplies	\$8.50
6695	06/12/2013	1230	Cardmember Services	ELAN(3741) JUNE	01.2.2222.0410.2.02.03	Boggs/JH Library/Supplies	\$9.50
6695	06/12/2013	1230	Cardmember Services	ELAN(3741) JUNE	01.2.2222.0410.2.02.03	Boggs/JH Library/Supplies	\$83.90
6695	06/12/2013	1230	Cardmember Services	ELAN(3741) JUNE	01.2.2222.0410.2.02.03	Boggs/JH Library/Supplies	\$42.04
6695	06/12/2013	1230	Cardmember Services	ELAN(3741) JUNE	01.2.2213.0341.1.00.02	Martin, NeSA writing pilot tests, 4th grade/Postage	\$8.90
6695	06/12/2013	1230	Cardmember Services	ELAN(3741)June	01.2.2212.0670.2.00.02	Martin, NCSA Tech Boot Camp-ESU #13/Travel Exp/Prof Devel	\$90.00

Gering Public Schools

Disbursement Detail Listing

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

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 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6695	06/12/2013	1230	Cardmember Services	ELAN(3741)June cred	01.2.2212.0413.2.00.02	return merchandise Chegg Txtbook Rental	(\$63.42)
6695	06/12/2013	1230	Cardmember Services	ELAN(3741)JUNE.	01.2.2212.0411.2.00.02	Smith, Harris and Me/Language Arts Materials	\$268.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3741)JUNE.	01.2.2212.0411.2.00.02	Smith, Far North/Language Arts Materials	\$397.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3741)JUNE..	01.2.2212.0411.2.00.02	Helgerson, Heroes, Gods and Monsters of the Greek Myths/Language Arts Materials	\$314.50
6695	06/12/2013	1230	Cardmember Services	ELAN(3741)JUNE...	01.2.1118.0530.1.05.03	Rose/Primary Sop. Glockenspiel/Furniture and Equipment	\$137.03
6695	06/12/2013	1230	Cardmember Services	ELAN(3741)JUNE...	01.2.1118.0530.1.05.03	Rose/Primary Alto Glockenspiel/Furniture and Equipment	\$135.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3741)JUNE...	01.2.1118.0530.1.05.03	Rose/Am Drum Mallets/Furniture and Equipment	\$13.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3741)JUNE...	01.2.1118.0530.1.05.03	Rose/Hemmed Scarves/Furniture and Equipment	\$39.90
6695	06/12/2013	1230	Cardmember Services	ELAN(3741)JUNE....	01.2.2212.0411.1.00.02	Mathews/Reading Success workbooks/Language Arts Materials	\$487.27
6695	06/12/2013	1230	Cardmember Services	ELAN(3741)JUNE....	01.2.2212.0411.1.00.02	Mathews, Reading Success Level A/Language Arts Materials	\$276.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3742)JUNE.	01.2.2610.0410.2.02.00	Stamps for some envelopes that needed to go out and I rean out of ink for the postage machine	\$9.66
6695	06/12/2013	1230	Cardmember Services	ELAN(3742)JUNE..	01.2.2610.0410.2.01.00	box mailed to Harrison Ne per Mr Lashley at the High School	\$12.65
6695	06/12/2013	1230	Cardmember Services	ELAN(3766) June	01.2.1130.0690.1.06.16	PEAP pins and certificates	\$62.50
6695	06/12/2013	1230	Cardmember Services	ELAN(3766)JUNE	01.2.1130.0670.1.06.16	Air Fare for parent attending Conf on School's behalf	\$153.80
6695	06/12/2013	1230	Cardmember Services	ELAN(3774) JUNE	01.2.1130.0410.1.05.15	Horse paper plate craft kit	\$41.25

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-General

Date Range: 06/01/2013 - 06/30/2013

Sort By: Check

Bank Account: 109033

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6695	06/12/2013	1230	Cardmember Services	ELAN(3774) JUNE	01.2.2120.0410.1.05.15	CYO Stop Drop and Roll Wheel	\$22.45
6695	06/12/2013	1230	Cardmember Services	ELAN(3774) JUNE	01.2.2120.0410.1.05.15	Chenille Stem Assortment	\$20.51
6695	06/12/2013	1230	Cardmember Services	ELAN(3774) JUNE	01.2.2410.0410.1.05.15	Discount	(\$15.00)
6695	06/12/2013	1230	Cardmember Services	ELAN(3774) JUNE	01.2.2410.0410.1.05.15	Chenille Stems in Neon Colors	\$15.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3774) JUNE	01.2.1130.0530.1.05.15	Pediatric Electrode Pads	\$105.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3774) JUNE	01.2.2410.0530.1.05.15	Adult Electrode Pads	\$72.97
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE	01.2.1130.0410.1.05.15	50 Ft. Cord	\$11.88
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE	01.2.1130.0410.1.05.15	100 Ft. Cord	\$16.24
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.1130.0318.1.05.15	Drysaus ches	\$10.98
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.1130.0410.1.05.15	SC Twist UP	\$1.68
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.1130.0410.1.05.15	Mini Pretzel	\$5.96
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.1130.0410.1.05.15	Cheez-it	\$11.52
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.1130.0410.1.05.15	Club multigr	\$2.88
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.2120.0410.1.05.15	Club cracker	\$2.88
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.2120.0410.1.05.15	GV H4y Rice	\$2.42
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.2120.0410.1.05.15	GV H4Y Corn	\$2.42
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.2120.0410.1.05.15	MMS	\$17.96
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.2120.0410.1.05.15	Haw pnch jce	\$4.36
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.2120.0410.1.05.15	Nestle Water	\$6.96
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.2120.0410.1.05.15	GM Cereal	\$3.32
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.2410.0410.1.05.15	SPM Prty Try	\$15.98
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE.	01.2.2410.0410.1.05.15	Pthymtrychse	\$21.96
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE..	01.2.1130.0318.1.05.15	Tote box	\$59.70
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE..	01.2.1130.0410.1.05.15	Utility	\$5.97
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE..	01.2.1130.0410.1.05.15	Latch box	\$27.88
6695	06/12/2013	1230	Cardmember Services	ELAN(3774)JUNE..	01.2.2410.0410.1.05.15	Latch box	\$9.94
6695	06/12/2013	1230	Cardmember Services	ELAN(3782) June	01.2.1130.0410.1.04.14	amazon purchase of pencils	\$111.23

Gering Public Schools

Disbursement Detail Listing

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

Date Range: 06/01/2013 - 06/30/2013
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 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6695	06/12/2013	1230	Cardmember Services	ELAN(3782) June	01.2.2410.0410.1.04.14	6th grade send off refreshments	\$55.80
6695	06/12/2013	1230	Cardmember Services	ELAN(3782) June	01.2.2410.0410.1.04.14	runza cards for year perf att	\$21.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3790) JUNE	01.2.4980.0690.1.04.00	End of year wrap up meeting and planning for next year	\$98.74
6695	06/12/2013	1230	Cardmember Services	ELAN(3790) JUNE	01.2.4980.0690.1.05.00	End of year wrap up meeting and planning for next year	\$98.75
6695	06/12/2013	1230	Cardmember Services	ELAN(3790)JUNE	01.2.1130.0408.1.18.18	Graduation bracelets	\$25.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3790)JUNE	01.2.1130.0408.1.18.18	Graduation caps	\$39.42
6695	06/12/2013	1230	Cardmember Services	ELAN(3790)JUNE.	01.2.2410.0672.1.18.18	PEAP Elementary Excellence Blue Pin	\$15.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3790)JUNE.	01.2.2410.0672.1.18.18	PEAP Achievement White Pin	\$30.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3790)JUNE.	01.2.2410.0672.1.18.18	American Citizenship Pin	\$40.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3790)JUNE..	01.2.2120.0410.1.18.18	Ice cream cones for BIST Celebration	\$43.75
6695	06/12/2013	1230	Cardmember Services	ELAN(3816)(June)	01.2.2410.0670.2.01.21	Books purchased by Eldon for the administrators	\$55.17
6695	06/12/2013	1230	Cardmember Services	ELAN(3816)J U N E	01.2.1130.0313.2.01.21	Certificate Paper for Awards from Staples	\$12.58
6695	06/12/2013	1230	Cardmember Services	ELAN(3816)JUNE**	01.2.5020.0530.2.01.21	Camera Repair/The Camera Doctor - Invoice #14797	\$107.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3816)JUNE**	01.2.5020.0530.2.01.21	Camera Repair/The Camera Doctor - Invocie #14798	\$193.00
6695	06/12/2013	1230	Cardmember Services	ELAN(3816)JUNE..	01.2.1130.0410.2.01.21	Dell Toner Cartridge from Amazon.com - Order #108-1778125-9590638	\$62.95
6695	06/12/2013	1230	Cardmember Services	ELAN(3832)JUNE	01.2.1160.0410.2.02.22	Jo Ann's supplies for FCS	\$41.93
6695	06/12/2013	1230	Cardmember Services	ELAN(3832)JUNE	01.2.1160.0410.2.02.22	Jo Ann's supplies for FCS	\$39.05
6695	06/12/2013	1230	Cardmember Services	ELAN(3832)JUNE	01.2.1160.0410.2.02.22	Jo Ann's supplies for FCS	\$36.96

Gering Public Schools

Disbursement Detail Listing

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Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
6695	06/12/2013	1230	Cardmember Services	ELAN(3832)JUNE-	01.2.1168.0410.2.02.22	Coaches Choice-DVD high jump & Triple Jump skills	\$90.48	
6695	06/12/2013	1230	Cardmember Services	ELAN(3832)June.	01.2.2120.0410.2.02.22	Inclusive solutions - Circle of friends	\$68.40	
6695	06/12/2013	1230	Cardmember Services	ELAN(3832)June.	01.2.2120.0410.2.02.22	Inclusive solutions-Circle of Friends pack	\$32.38	
6695	06/12/2013	1230	Cardmember Services	ELAN(3832)June]	01.2.2120.0410.2.02.22	Baudville- Bistro Mug smiley face	\$118.00	
6695	06/12/2013	1230	Cardmember Services	ELAN(3832)June}	01.2.2120.0410.2.02.22	Smencils- bucket of 50	\$53.18	
6695	06/12/2013	1230	Cardmember Services	ELAN(7123)JUNE	01.2.1136.0498.1.00.06	Barracuda Hardware warrenty 1 Year	\$549.50	
6695	06/12/2013	1230	Cardmember Services	ELAN(7123)JUNE	01.2.1136.0498.2.00.06	Barracuda Hardware warrenty 1 Year	\$549.50	
6695	06/12/2013	1230	Cardmember Services	ELAN3790) JUNE	01.2.1130.0690.1.18.18	Final BIST celebration-kids with no safe seats or buddy rooms all year	\$102.38	
							Check Total:	\$6,908.09
6696	06/12/2013	1230	CenturyLink	June313806549	01.2.2410.0342.1.18.18	telephone Cedar Canyon	\$147.46	
							Check Total:	\$147.46
6697	06/12/2013	1230	Verizon Wireless	9705818100	01.2.1136.0342.1.00.06	R.Hamer	\$77.43	
6697	06/12/2013	1230	Verizon Wireless	9705818100	01.2.1136.0342.1.00.06	Z.Griffith	\$64.95	
6697	06/12/2013	1230	Verizon Wireless	9705818100	01.2.1136.0342.1.00.06	L.Newberry	\$87.43	
6697	06/12/2013	1230	Verizon Wireless	9705818100	01.2.1136.0344.1.00.06	Internet	\$20.01	
6697	06/12/2013	1230	Verizon Wireless	9705818100	01.2.1136.0344.2.00.06	Internet	\$20.00	
6697	06/12/2013	1230	Verizon Wireless	9705818100	01.2.2415.0342.2.01.17	G.Koski	\$69.94	
6697	06/12/2013	1230	Verizon Wireless	9705818100	01.2.2751.0342.1.00.00	C.Hanson	\$45.55	
							Check Total:	\$385.31
6698	06/14/2013	1232	Shell Fleet Plus	065170193305	01.2.2751.0336.1.00.00	Warehouse/Maintenance/Cafeteria	\$1,025.19	
6698	06/14/2013	1232	Shell Fleet Plus	065170193305	01.2.2751.0336.2.00.00	Warehouse/Maintenance/Cafeteria	\$1,025.18	
6698	06/14/2013	1232	Shell Fleet Plus	065170193305	01.2.2760.0336.1.09.99	SpEd	\$116.06	

Gering Public Schools

Disbursement Detail Listing

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 Dollar Limit: \$0.00

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$2,166.43
6717	06/24/2013	1239	Sourcegas	201179938413	01.2.2610.0321.2.01.00	metered gas - HS	\$396.80
6717	06/24/2013	1239	Sourcegas	201179938414	01.2.2610.0321.1.00.00	metered gas - old central office	\$44.79
6717	06/24/2013	1239	Sourcegas	201179938415	01.2.2610.0321.2.00.00	metered gas - warehouse	\$176.01
6717	06/24/2013	1239	Sourcegas	201179938416	01.2.2610.0321.2.02.00	metered gas - JH	\$174.46
6717	06/24/2013	1239	Sourcegas	201179938417	01.2.2610.0321.1.06.00	metered gas - Geil	\$155.10
6717	06/24/2013	1239	Sourcegas	201179938418	01.2.2610.0321.1.05.00	metered gas - NF	\$149.67
6717	06/24/2013	1239	Sourcegas	201179938419	01.2.2610.0321.1.00.00	metered gas - warehouse/old central	\$36.87
6717	06/24/2013	1239	Sourcegas	201179938419	01.2.2610.0321.2.00.00	metered gas - warehouse/old central	\$36.87
6717	06/24/2013	1239	Sourcegas	201535850855	01.2.2610.0321.1.04.00	metered gas - Lincoln	\$358.85
6717	06/24/2013	1239	Sourcegas	201802816995	01.2.2610.0321.2.01.00	metered gas - HS Vo Tech	\$26.24
Check Total:							\$1,555.66
6718	06/24/2013	1240	Charter Communications	8356151610010096June	01.2.1136.0344.1.00.06	Internet	\$58.50
6718	06/24/2013	1240	Charter Communications	8356151610010096June	01.2.1136.0344.2.00.06	Internet	\$58.49
Check Total:							\$116.99
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.1136.0344.1.00.06	Internet - Admin	\$250.00
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.1136.0344.1.00.06	interent - NF	\$250.00
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.1136.0344.1.00.06	internet - geil	\$250.00
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.1136.0344.1.00.06	interent - Lin	\$250.00
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.1136.0344.2.00.06	internet - HS	\$250.00
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.1136.0344.2.00.06	Internet - JH	\$250.00
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.1290.0382.1.09.99	telephone - PS	\$79.13
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.2410.0342.1.04.14	telephone - Lin	\$969.00
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.2410.0342.1.05.15	telephone - NF	\$90.64
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.2410.0342.1.06.16	telephone - geil	\$91.02
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.2410.0342.2.01.21	telephone - HS	\$557.79
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.2410.0342.2.01.21	telephone - FA	\$33.28
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.2410.0342.2.02.22	telephone - JH	\$320.47

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-General
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Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.2510.0342.1.00.00	telephone - admin	\$344.39	
6719	06/28/2013	1243	Allo Communications	0000003826 June	01.2.2510.0342.2.00.00	telephone - warehouse	\$58.13	
							Check Total:	\$4,043.85
6720	06/28/2013	1243	AS Central Services - OCIO	817070	01.2.1136.0344.2.00.06	Internet May	\$222.15	
							Check Total:	\$222.15
6721	06/28/2013	1243	Ascd Association For Supervision &	0011229587	01.2.2410.0630.2.01.21	Select Membership for Eldon Hubbard (5/31/13-14) - Member #000000390408) - Invoice	\$79.00	
							Check Total:	\$79.00
6722	06/28/2013	1243	Bamford, Inc.	12622	01.2.2610.0410.1.04.00	Annual Fire sprinkler system inspection and Backflow test for Lincoln	\$250.00	
							Check Total:	\$250.00
6723	06/28/2013	1243	Barbour Music	14472	01.2.1118.0410.1.04.03	Curtis, elementary band, Baltar Brass 5/8/Supplies	\$64.00	
6723	06/28/2013	1243	Barbour Music	14472	01.2.1118.0410.1.04.03	Discount/Supplies	(\$12.80)	
6723	06/28/2013	1243	Barbour Music	14756	01.2.1118.0318.1.04.03	Curtis, Service labor tuba #L29301/Contracted Services/Repairs	\$30.00	
							Check Total:	\$81.20
6724	06/28/2013	1243	Boys Town Press	36533	01.2.1220.0410.1.09.99	Effective Study Strategies for Every Classroom Grades 7-12 (Megan Patterson's request)	\$256.37	
							Check Total:	\$256.37
6725	06/28/2013	1243	Budget Tire & Service	1-64313	01.2.2750.0337.1.00.00	window regulator, battery and wiper blades for Sub 3	\$709.00	
6725	06/28/2013	1243	Budget Tire & Service	1-64402	01.2.2750.0337.1.00.00	Tire repair on Sub 3	\$17.00	
							Check Total:	\$726.00
6726	06/28/2013	1243	Century Lumber Center	credit on account	01.2.2610.0410.1.00.00	credit on account	\$13.11	
							Check Total:	\$13.11
6727	06/28/2013	1243	City Of Gering	116020	01.2.2610.0410.1.05.00	took the old screens that got warranted to the landfill for Northfield	\$12.00	
6727	06/28/2013	1243	City Of Gering	16065209 June	01.2.2610.0322.1.00.00	Elec - Admin	\$160.75	
6727	06/28/2013	1243	City Of Gering	16065412 June	01.2.2610.0322.1.00.00	Elec - Admin	\$104.17	
6727	06/28/2013	1243	City Of Gering	16065803 June	01.2.2610.0322.1.00.00	Elec - Admin	\$453.36	

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-General
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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6727	06/28/2013	1243	City Of Gering	16065803 June	01.2.2610.0323.1.00.00	SW/WA - Admin	\$35.00
6727	06/28/2013	1243	City Of Gering	16065803 June	01.2.2610.0340.1.00.00	SA - Admin	\$25.00
6727	06/28/2013	1243	City Of Gering	22094000 June	01.2.2610.0322.1.06.00	Elec - geil	\$1,974.97
6727	06/28/2013	1243	City Of Gering	22094000 June	01.2.2610.0323.1.06.00	SA/WA - geil	\$297.55
6727	06/28/2013	1243	City Of Gering	22094000 June	01.2.2610.0340.1.00.00	SA - geil	\$298.00
6727	06/28/2013	1243	City Of Gering	22094100 June	01.2.2610.0322.1.06.00	elec - Geil	\$182.30
6727	06/28/2013	1243	City Of Gering	22094200 June	01.2.2610.0322.1.06.00	Elec - geil	\$409.07
6727	06/28/2013	1243	City Of Gering	22094300 June	01.2.2610.0322.1.06.00	Elec - Geil	\$162.52
6727	06/28/2013	1243	City Of Gering	26093001 June	01.2.2610.0322.2.02.00	Elec - JH	\$7,655.20
6727	06/28/2013	1243	City Of Gering	26093001 June	01.2.2610.0323.2.02.00	SW/WA - JH	\$906.41
6727	06/28/2013	1243	City Of Gering	26093001 June	01.2.2610.0340.2.00.00	SA - JH	\$860.00
6727	06/28/2013	1243	City Of Gering	26095001 June	01.2.2610.0322.2.00.00	Elec - tech	\$391.98
6727	06/28/2013	1243	City Of Gering	26133400 June	01.2.2610.0322.2.01.00	Elec - HS sign	\$85.84
6727	06/28/2013	1243	City Of Gering	26133500 June	01.2.2610.0322.2.01.00	Elec - HS	\$205.74
6727	06/28/2013	1243	City Of Gering	26134501 June	01.2.2610.0323.2.01.00	WA - HS Ag bldg.	\$15.00
6727	06/28/2013	1243	City Of Gering	26135000 June	01.2.2610.0322.2.01.00	Elec - HS	\$997.50
6727	06/28/2013	1243	City Of Gering	26135000 June	01.2.2610.0323.2.01.00	SW/WA - HS	\$57.60
6727	06/28/2013	1243	City Of Gering	26136000 June	01.2.2610.0322.2.01.00	Elec - HS	\$7,605.50
6727	06/28/2013	1243	City Of Gering	26136000 June	01.2.2610.0323.2.01.00	SW/WA - HS	\$138.75
6727	06/28/2013	1243	City Of Gering	26136000 June	01.2.2610.0340.2.00.00	SA - HS	\$898.00
6727	06/28/2013	1243	City Of Gering	26137500 June	01.2.2610.0322.1.05.00	Elec - NF	\$168.82
6727	06/28/2013	1243	City Of Gering	26138000 June	01.2.2610.0322.1.05.00	Elec - NF	\$2,822.48
6727	06/28/2013	1243	City Of Gering	26138000 June	01.2.2610.0323.1.05.00	SW/WA - NF	\$247.73
6727	06/28/2013	1243	City Of Gering	26138000 June	01.2.2610.0340.1.00.00	SA - NF	\$548.00
6727	06/28/2013	1243	City Of Gering	5033	01.2.2610.0410.1.18.00	Sanitation service for Cedar Canyon	\$144.00
6727	06/28/2013	1243	City Of Gering	6062101 June	01.2.2610.0322.1.04.00	Elec - Lin	\$28.70
6727	06/28/2013	1243	City Of Gering	7021202 June	01.2.2610.0322.1.04.00	Elec - Lin	\$3,154.10
6727	06/28/2013	1243	City Of Gering	7021202 June	01.2.2610.0323.1.04.00	SW/WA - Lin	\$154.05
6727	06/28/2013	1243	City Of Gering	7021202 June	01.2.2610.0340.1.00.00	SA - Lin	\$548.00

Check Total: \$31,748.09

Gering Public Schools

Disbursement Detail Listing

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

Date Range: 06/01/2013 - 06/30/2013
Voucher Range: -

Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6728	06/28/2013	1243	Culligan Water Softening	0437404	01.2.2410.0410.2.02.22	bottled water-437404	\$29.40
6728	06/28/2013	1243	Culligan Water Softening	0437405	01.2.2410.0410.2.02.22	bottled water-437405	\$4.90
6728	06/28/2013	1243	Culligan Water Softening	0437940	01.2.2410.0410.2.02.22	bottled water-437940	\$24.50
6728	06/28/2013	1243	Culligan Water Softening	0438684	01.2.2410.0410.2.02.22	bottled water-438684	\$14.70
6728	06/28/2013	1243	Culligan Water Softening	0439297	01.2.2410.0410.2.02.22	Bottled water-439297	\$4.90
6728	06/28/2013	1243	Culligan Water Softening	0439855	01.2.2610.0410.1.00.00	water central office	\$4.90
6728	06/28/2013	1243	Culligan Water Softening	0440395	01.2.2610.0410.2.02.00	salt for J.H.	\$374.85
6728	06/28/2013	1243	Culligan Water Softening	0440519	01.2.2610.0410.1.00.00	bottled water central office	\$4.90
6728	06/28/2013	1243	Culligan Water Softening	0441195	01.2.2610.0410.1.00.00	bottled water - central	\$4.90
6728	06/28/2013	1243	Culligan Water Softening	126999 CC RO sys.	01.2.2620.0318.1.18.18	Repair RO system at Cedar Canyon	\$937.63
6728	06/28/2013	1243	Culligan Water Softening	294036 June	01.2.2610.0318.1.00.00	central office rent	\$29.00
Check Total:							\$1,434.58
6729	06/28/2013	1243	Dell Marketing L.P.	XJ5C1TW99	01.2.1136.0560.1.00.06	Power Supply,275W,Delta - Ac Adapt,Power Factor Correction,Serial Ata (PW124)	\$239.97
6729	06/28/2013	1243	Dell Marketing L.P.	XJ5C1TW99	01.2.1136.0560.2.00.06	Power Supply,275W,Delta - Ac Adapt,Power Factor Correction,Serial Ata (PW124)	\$239.97
Check Total:							\$479.94
6730	06/28/2013	1243	DHHS - Division of Public Health	439854	01.2.2620.0318.1.18.18	water check	\$14.00
Check Total:							\$14.00
6731	06/28/2013	1243	Docu-Shred	2636	01.2.2620.0318.1.00.00	Shredding - Lincoln	\$22.00
6731	06/28/2013	1243	Docu-Shred	2636	01.2.2620.0318.2.01.21	Shredding - HS	\$66.00
Check Total:							\$88.00
6732	06/28/2013	1243	Door Closer Service	30924	01.2.2610.0410.1.18.00	24 keys for CC	\$36.00
6732	06/28/2013	1243	Door Closer Service	30924	01.2.2610.0410.2.01.00	1 padlock for the concession stands at the football field	\$18.00
6732	06/28/2013	1243	Door Closer Service	30924	01.2.2610.0410.2.01.00	10 keys for the concession stands windows at the football field for the HS	\$15.00
Check Total:							\$69.00

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-General
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Date Range: 06/01/2013 - 06/30/2013
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Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6733	06/28/2013	1243	Engineered Controls, Inc.	33559	01.2.2610.0410.2.02.00	Assured Maint Program for May -Oct 2013 for the JH AMP	\$2,760.00
Check Total:							\$2,760.00
6734	06/28/2013	1243	Enviro Service, Inc.	130501	01.2.2310.0318.1.00.01	Lab Analysis	\$7.50
6734	06/28/2013	1243	Enviro Service, Inc.	130501	01.2.2310.0318.2.00.01	Lab Analysis	\$7.50
Check Total:							\$15.00
6735	06/28/2013	1243	Esu #13_5760	June consortium	01.2.1136.0496.1.00.06	June consortium	\$758.26
6735	06/28/2013	1243	Esu #13_5760	June consortium	01.2.1136.0496.2.00.06	June consortium	\$758.26
6735	06/28/2013	1243	Esu #13_5760	June contract	01.2.1230.0370.1.09.99	June 25, 2013 Contracted Services	\$824.98
6735	06/28/2013	1243	Esu #13_5760	June contract	01.2.1290.0370.1.09.99	June 25 Invoice for Contracted Services	\$596.70
6735	06/28/2013	1243	Esu #13_5760	June MIPS	01.2.1230.0370.1.09.99	June 25, 2013 Invoice for MIPS Clerical Service November 2012 - April 2013.	\$422.40
6735	06/28/2013	1243	Esu #13_5760	June MIPS	01.2.1290.0370.1.09.99	June 25, 2013 Invoice for MIPS Clerical Service November 2012 - April 2013.	\$211.20
6735	06/28/2013	1243	Esu #13_5760	SD13282	01.2.2410.0670.2.02.22	Behavior Initiative Understanding workshop	\$15.00
6735	06/28/2013	1243	Esu #13_5760	SD13321	01.2.1230.0370.1.09.99	June 25, 2013 Invoice for MIPS Clerical Service November 2012 - April 2013.	\$0.00
6735	06/28/2013	1243	Esu #13_5760	SD13321	01.2.1230.0370.1.09.99	June 25, 2013 Contracted Services	\$0.00
6735	06/28/2013	1243	Esu #13_5760	SD13321	01.2.1290.0370.1.09.99	June 25, 2013 Invoice for MIPS Clerical Service November 2012 - April 2013.	\$0.00
6735	06/28/2013	1243	Esu #13_5760	SD13321	01.2.1290.0370.1.09.99	June 25 Invoice for Contracted Services	\$0.00
6735	06/28/2013	1243	Esu #13_5760	SD13321	01.2.4990.0670.0.00.80	June 13-14 Cognitive Behavior Therapy Workshop Registration Fees for Julie Cochran, Megan	\$400.00
6735	06/28/2013	1243	Esu #13_5760	SD13322	01.2.4990.0670.0.00.80	June 13-14 Cognitive Behavior Therapy Workshop Registration Fees for Julie Cochran, Megan	\$200.00
Check Total:							\$4,186.80

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-General
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Date Range: 06/01/2013 - 06/30/2013
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Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6736	06/28/2013	1243	Feiner Supply	95087	01.2.2410.0410.1.99.14	supplies for preschool.	\$107.90
Check Total:							\$107.90
6737	06/28/2013	1243	First Student	10824410	01.2.2750.0676.0.00.00	regular route May	\$37,382.21
6737	06/28/2013	1243	First Student	10824410	01.2.2760.0331.1.09.99	SpEd route May	\$1,841.06
6737	06/28/2013	1243	First Student	10824410	01.2.2765.0331.1.09.99	SpEd route May	\$1,841.06
6737	06/28/2013	1243	First Student	10837957	01.2.2750.0676.0.00.00	June route	\$1,158.95
Check Total:							\$42,223.28
6738	06/28/2013	1243	Fresh Foods Inc.	0168400020046	01.2.1160.0410.2.02.22	Supplies for FCS foods labs	\$184.29
6738	06/28/2013	1243	Fresh Foods Inc.	0168400030017	01.2.2410.0410.2.02.22	Water for Zoo trip	\$6.98
6738	06/28/2013	1243	Fresh Foods Inc.	0168400040017.	01.2.2410.0690.2.02.22	Bottled water for Zoo trip	\$10.47
Check Total:							\$201.74
6739	06/28/2013	1243	Gering Bakery-Ahlers Baking Inc.	199649	01.2.2310.0690.1.00.01	Admin Meeting Breakfast	\$8.26
6739	06/28/2013	1243	Gering Bakery-Ahlers Baking Inc.	199649	01.2.2310.0690.2.00.01	Admin Meeting Breakfast	\$8.25
Check Total:							\$16.51
6740	06/28/2013	1243	Gering Citizen	050213038	01.2.2310.0350.1.00.01	Retirement Tea Ad	\$60.00
6740	06/28/2013	1243	Gering Citizen	050213038	01.2.2310.0350.2.00.01	Retirement Tea Ad	\$60.00
6740	06/28/2013	1243	Gering Citizen	050913089	01.2.2310.0350.1.00.01	Classified Ads (Coaches)	\$11.00
6740	06/28/2013	1243	Gering Citizen	050913089	01.2.2310.0350.2.00.01	Classified Ads (Coaches)	\$11.00
6740	06/28/2013	1243	Gering Citizen	053013009	01.2.2310.0350.1.00.01	Bill Listing Publication	\$90.09
6740	06/28/2013	1243	Gering Citizen	053013009	01.2.2310.0350.2.00.01	Bill Listing Publication	\$90.08
6740	06/28/2013	1243	Gering Citizen	053013010	01.2.2310.0350.1.00.01	Board Meeting Minutes	\$79.29
6740	06/28/2013	1243	Gering Citizen	053013010	01.2.2310.0350.2.00.01	Board Meeting Minutes	\$79.28
6740	06/28/2013	1243	Gering Citizen	061313002	01.2.2310.0350.1.00.01	Board Meeting Notice (June)	\$4.72
6740	06/28/2013	1243	Gering Citizen	061313002	01.2.2310.0350.2.00.01	Board Meeting Notice (June)	\$4.71
6740	06/28/2013	1243	Gering Citizen	062713012	01.2.2310.0350.1.00.01	Board Minutes (June)	\$85.23
6740	06/28/2013	1243	Gering Citizen	062713012	01.2.2310.0350.2.00.01	Board Minutes (June)	\$85.22
6740	06/28/2013	1243	Gering Citizen	062713013	01.2.2310.0350.1.00.01	Bill Listing (June)	\$122.14

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-General
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Date Range: 06/01/2013 - 06/30/2013
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Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6740	06/28/2013	1243	Gering Citizen	062713013	01.2.2310.0350.2.00.01	Bill Listing (June)	\$122.14
Check Total:							\$904.90
6741	06/28/2013	1243	Grease N Go	98306	01.2.2750.0336.1.00.00	Oil changed on Sub 5	\$36.64
6741	06/28/2013	1243	Grease N Go	98362	01.2.2751.0336.1.00.00	Oil changed on Sub 3	\$36.64
6741	06/28/2013	1243	Grease N Go	98365	01.2.2750.0336.1.00.00	Oil changed on Sub 4	\$36.64
Check Total:							\$109.92
6742	06/28/2013	1243	Hague, Don	May mileage/internet	01.2.2320.0630.1.00.01	Internet Reimbursement	\$18.50
6742	06/28/2013	1243	Hague, Don	May mileage/internet	01.2.2320.0630.2.00.01	Internet Reimbursement	\$18.49
6742	06/28/2013	1243	Hague, Don	May mileage/internet	01.2.2320.0671.1.00.01	Mileage Reimbursement	\$57.07
6742	06/28/2013	1243	Hague, Don	May mileage/internet	01.2.2320.0671.2.00.01	Mileage Reimbursement	\$57.07
6742	06/28/2013	1243	Hague, Don	REIMB. MILEAGE/INT	01.2.2320.0671.1.00.01	Mileage Reimbursement	\$38.42
6742	06/28/2013	1243	Hague, Don	REIMB. MILEAGE/INT	01.2.2320.0671.2.00.01	Mileage Reimbursement	\$38.42
6742	06/28/2013	1243	Hague, Don	REIMB. MILEAGE/INT	01.2.2320.0690.1.00.01	Internet Reimbursement	\$18.50
6742	06/28/2013	1243	Hague, Don	REIMB. MILEAGE/INT	01.2.2320.0690.2.00.01	Internet Reimbursement	\$18.49
Check Total:							\$264.96
6743	06/28/2013	1243	Haun, Mary Kay	reimb. popcorn	01.2.2410.0672.1.06.16	popcorn reward for testing	\$60.00
Check Total:							\$60.00
6744	06/28/2013	1243	Heilbrun Mfg Company	825713	01.2.2610.0410.1.04.00	Grease gun and grease for Lincoln	\$65.77
Check Total:							\$65.77
6745	06/28/2013	1243	Hi Performance Car Wash-Blt, Inc.	10138	01.2.2750.0337.1.00.00	Car Washes on Subs, Cars, and Vans for the district	\$82.45
Check Total:							\$82.45
6746	06/28/2013	1243	Hillyard	600706938	01.2.2610.0409.1.00.00	Foam soap and trashliners for district Stock	\$1,185.60
6746	06/28/2013	1243	Hillyard	600709277	01.2.2610.0410.1.04.00	micro filter vac bags for the vaccum at Lincoln	\$105.20
6746	06/28/2013	1243	Hillyard	600709277	01.2.2610.0410.2.01.00	13" red buff pads for the HS new scrubber	\$51.60

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-General
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 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6746	06/28/2013	1243	Hillyard	600718931	01.2.2610.0410.1.04.00	pad holders and pads for lincoln to use around the tiloets for stripping	\$171.87
Check Total:							\$1,514.27
6747	06/28/2013	1243	Houghton Mifflin Harcourt	94935941	01.2.2212.0414.2.00.02	HMD HS World History POI 2012 Survey/Social Studies	\$9,960.30
Check Total:							\$9,960.30
6748	06/28/2013	1243	Hubbard, Candy	MAY MILEAGE	01.2.1210.0671.1.09.99	Mileage expenses incurred on behalf of Gering Public Schols May 7-31, 2013	\$67.35
Check Total:							\$67.35
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0053456	01.2.2610.0410.2.01.00	Towels and mops at the HS	\$108.14
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0053457	01.2.2610.0410.2.01.00	Mats for the Cafe at the HS	\$7.06
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0053458	01.2.2610.0410.2.01.00	Mat for the VO TECH at HS	\$6.08
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0053463	01.2.2610.0410.2.00.00	mops for the JH	\$37.25
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0053464	01.2.2610.0410.1.05.00	towels, ans mops for Northfield	\$61.58
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0053465	01.2.2610.0410.1.06.00	towels and mops for Geil	\$33.83
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0053483	01.2.2610.0410.1.04.00	towels, and mops for Lincoln	\$44.86
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0056162	01.2.2610.0410.2.01.00	towels and mops for HS	\$110.41
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0056167	01.2.2610.0410.2.02.00	mops for JH	\$37.25
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0056168	01.2.2610.0410.1.05.00	towels and mops for Northfield	\$59.60
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0056169	01.2.2610.0410.1.06.00	towels and mops for Geil	\$33.83
6749	06/28/2013	1243	Ideal Laundry & Cleaners, Inc.	0056184	01.2.2610.0410.1.04.00	towels, and mops for Lincoln	\$44.86
Check Total:							\$584.75
6750	06/28/2013	1243	Jacobs Auto Glass	3373	01.2.2620.0318.1.00.00	repair back glass 1996 ford van	\$110.00
Check Total:							\$110.00

Gering Public Schools

Disbursement Detail Listing

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Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6751	06/28/2013	1243	Jirdon Agri Chemicals	9509	01.2.2610.0410.1.00.00	Fertilizer used on all lawns in the district for Maint use	\$1,176.88
6751	06/28/2013	1243	Jirdon Agri Chemicals	9509	01.2.2610.0410.2.00.00	Fertilizer for all the lawns in the district for Maint Use	\$1,176.87
Check Total:							\$2,353.75
6752	06/28/2013	1243	Johnson Cashway _8920	134517	01.2.1129.0410.2.02.22	Supplies for wood shop	\$422.15
6752	06/28/2013	1243	Johnson Cashway _8920	134873	01.2.1124.0410.2.01.21	Invoice #134873	\$12.13
6752	06/28/2013	1243	Johnson Cashway _8920	135097	01.2.2610.0410.2.02.00	Paintbrushes foam ones for the JH benches	\$8.01
6752	06/28/2013	1243	Johnson Cashway _8920	135116	01.2.1129.0318.2.02.22	Sharpen planer blades	\$132.77
6752	06/28/2013	1243	Johnson Cashway _8920	135210	01.2.2610.0410.1.06.00	supplies for Geil	\$23.11
6752	06/28/2013	1243	Johnson Cashway _8920	135226	01.2.1124.0410.2.01.21	Invoice #135226	\$8.01
6752	06/28/2013	1243	Johnson Cashway _8920	135817	01.2.1124.0410.2.01.21	Invoice #135817	\$19.76
6752	06/28/2013	1243	Johnson Cashway _8920	135960	01.2.2610.0410.2.01.00	screws for the storage shed at the High School	\$22.24
6752	06/28/2013	1243	Johnson Cashway _8920	135976	01.2.2610.0410.2.01.00	screws for the storage shed at the High School	\$1.08
6752	06/28/2013	1243	Johnson Cashway _8920	136385	01.2.2610.0410.1.18.00	Slide lrg carpet for Cedar Cayon picked up by Bob	\$8.99
6752	06/28/2013	1243	Johnson Cashway _8920	136469	01.2.2610.0410.1.00.00	Padlock and 5 gallon gas can for Maint Use	\$17.99
6752	06/28/2013	1243	Johnson Cashway _8920	136469	01.2.2610.0410.2.00.00	Padlock and 5 gallon gas can for Maint Use	\$17.98
6752	06/28/2013	1243	Johnson Cashway _8920	136539	01.2.2610.0410.1.04.00	3 Rolls of masking tape for Lincoln	\$7.53
6752	06/28/2013	1243	Johnson Cashway _8920	136570	01.2.2610.0410.1.00.00	Furring strip, rip hammer and rule tape for Maint Use	\$12.60
6752	06/28/2013	1243	Johnson Cashway _8920	136570	01.2.2610.0410.2.00.00	Furring strip, rip hammer and rule tape for Maint Use	\$12.60
6752	06/28/2013	1243	Johnson Cashway _8920	136694	01.2.2610.0410.1.04.00	Wire splicers for Lincoln	\$1.32

Gering Public Schools

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6752	06/28/2013	1243	Johnson Cashway _8920	136835	01.2.2610.0410.2.02.00	rollers, paint tray, paint tray liner, gloss black and roller handle for painting at the JH	\$44.02
6752	06/28/2013	1243	Johnson Cashway _8920	137064	01.2.2610.0410.2.01.00	vaule ball and nipple for the sprinkler on the big field behind the HS	\$23.38
6752	06/28/2013	1243	Johnson Cashway _8920	137238	01.2.2610.0410.2.01.00	plugs and caps for the sprinkler heads at the HS	\$17.67
6752	06/28/2013	1243	Johnson Cashway _8920	137338	01.2.2610.0410.1.18.00	rollers for Cedar Cayon	\$7.18
6752	06/28/2013	1243	Johnson Cashway _8920	137752	01.2.2310.0410.1.00.01	Wood Stain	\$2.70
6752	06/28/2013	1243	Johnson Cashway _8920	137752	01.2.2310.0410.2.00.01	Wood Stain	\$2.69
Check Total:							\$825.91
6753	06/28/2013	1243	Johnson Controls, Inc.	1-6704789478	01.2.2610.0410.1.18.00	mileage	\$35.00
6753	06/28/2013	1243	Johnson Controls, Inc.	1-6704789478	01.2.2610.0410.1.18.00	Fees, fuel surcharge adjustment. disposal environmental & usage charge	\$70.00
6753	06/28/2013	1243	Johnson Controls, Inc.	1-6704789478	01.2.2610.0410.2.01.00	Cleaning tubes and repaired at the High School. This is for the A/C Unit.	\$1,140.00
6753	06/28/2013	1243	Johnson Controls, Inc.	1-6718012169	01.2.2610.0410.1.18.00	repairs on the a/c at Cedar Canyon the compressor shorted and blew breaker. Curt to make	\$242.00
Check Total:							\$1,487.00
6754	06/28/2013	1243	Koski, Glen	reimb state soccer	01.2.2750.0690.1.00.00	reimbursement for state soccer	\$180.00
Check Total:							\$180.00
6755	06/28/2013	1243	Lingui Systems	2754886	01.2.1220.0353.1.09.99	Test of Problem-Solving 3 (TOPS-3) Elementary (Tina Fahrenbrook's request)	\$169.95
Check Total:							\$169.95
6756	06/28/2013	1243	Lupomech, Lynn	reimb. mileage	01.2.4903.0670.2.01.03	Lupomech/mileage for personal car/Travel Exp/Prof Devel	\$124.40
6756	06/28/2013	1243	Lupomech, Lynn	reimb. mileage	01.2.4903.0670.2.01.03	Less amount previously issued to Lupomech/Travel Exp/Prof Devel	(\$89.95)
6756	06/28/2013	1243	Lupomech, Lynn	Stipend Ne Career	01.2.4903.0670.2.01.03	Lupomech stipend for Ne Career Conf 06/05 and 06/06, Travel Exp/Prof Devel	\$300.00
Check Total:							\$334.45

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-General

Date Range: 06/01/2013 - 06/30/2013

Sort By: Check

Bank Account: 109033

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6757	06/28/2013	1243	Martin, Terri	reimbursement	01.2.2212.0690.2.00.02	Martin/reimbursement for curr committee budget meeting/Other Expenses	\$11.97
Check Total:							\$11.97
6758	06/28/2013	1243	Master Grinding & Security, LLC	36929	01.2.1130.0410.2.02.22	Lockdown Magnet	\$132.00
Check Total:							\$132.00
6759	06/28/2013	1243	Math'S Mate, Usa, Llc	13042	01.2.2212.0412.2.00.02	JH Yellow/Mathematics Materials	\$203.00
6759	06/28/2013	1243	Math'S Mate, Usa, Llc	13042	01.2.2212.0412.2.00.02	JH Red/Mathematics Materials	\$175.00
6759	06/28/2013	1243	Math'S Mate, Usa, Llc	13042	01.2.2212.0412.2.00.02	JH Blue/Mathematics Materials	\$875.00
6759	06/28/2013	1243	Math'S Mate, Usa, Llc	13042	01.2.2212.0412.2.00.02	JH Green/Mathematics Materials	\$175.00
6759	06/28/2013	1243	Math'S Mate, Usa, Llc	13042	01.2.2212.0412.2.00.02	JH/FA Mauve/Mathematics Materials	\$1,260.00
6759	06/28/2013	1243	Math'S Mate, Usa, Llc	13042	01.2.2212.0412.2.00.02	JH/FA White/Mathematics Materials	\$840.00
Check Total:							\$3,528.00
6760	06/28/2013	1243	Midwest Mailing Solutions Inc.	28368	01.2.2610.0410.1.00.00	Ink Cartidges for the mailing machine in the warehouse. I got 2 one for back up.	\$465.00
Check Total:							\$465.00
6761	06/28/2013	1243	Money Wise Office Supply	M23798	01.2.1130.0408.1.06.16	binder comb	\$7.54
6761	06/28/2013	1243	Money Wise Office Supply	M24021	01.2.2610.0410.1.00.00	Wipeboard Calender for Maint to write down all duties done everyday.	\$11.00
6761	06/28/2013	1243	Money Wise Office Supply	M24021	01.2.2610.0410.2.00.00	Wipeboard Calender for the Maint to write down all the duties done everyday.	\$10.99
6761	06/28/2013	1243	Money Wise Office Supply	M24046	01.2.1220.0410.1.09.99	HP 78A Print Cartridge Black (CE278A)	\$83.99
6761	06/28/2013	1243	Money Wise Office Supply	M24156	01.2.1130.0410.1.05.15	HP Cyan color laser ink cartridge	\$263.99

Gering Public Schools

Disbursement Detail Listing

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

Date Range: 06/01/2013 - 06/30/2013
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Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6761	06/28/2013	1243	Money Wise Office Supply	M24156	01.2.1130.0410.1.05.15	HP Black color laser ink cartridge	\$358.00
6761	06/28/2013	1243	Money Wise Office Supply	M24156	01.2.1130.0410.1.05.15	35A Black ink cartridge	\$66.03
6761	06/28/2013	1243	Money Wise Office Supply	M24156	01.2.2410.0410.1.05.15	HP Magenta color laser ink cartridge	\$263.99
6761	06/28/2013	1243	Money Wise Office Supply	M24156	01.2.2410.0410.1.05.15	HP yellow color laser ink cartridge	\$263.99
6761	06/28/2013	1243	Money Wise Office Supply	M24178	01.2.1130.0410.1.04.14	supplies	\$374.33
6761	06/28/2013	1243	Money Wise Office Supply	M24322	01.2.2310.0410.1.00.01	Dymo Labels	\$42.96
6761	06/28/2013	1243	Money Wise Office Supply	M24322	01.2.2310.0410.2.00.01	Dymo Labels	\$42.96
6761	06/28/2013	1243	Money Wise Office Supply	M24354	01.2.2610.0409.1.00.00	gloves for the janitors w xl hands for the district stock	\$179.80
Check Total:							\$1,969.57
6762	06/28/2013	1243	NASB	115	01.2.2310.0630.1.00.01	Emeeting Renewal	\$500.00
6762	06/28/2013	1243	NASB	115	01.2.2310.0630.2.00.01	Emeeting Renewal	\$500.00
6762	06/28/2013	1243	NASB	32874	01.2.2310.0670.1.00.01	NASB Open Meetings Law Workshop	\$60.00
6762	06/28/2013	1243	NASB	32874	01.2.2310.0670.2.00.01	NASB Open Meetings Law Workshop	\$60.00
Check Total:							\$1,120.00
6763	06/28/2013	1243	NCSA	28008 (2)	01.2.2510.0630.1.00.00	membership fee	\$125.00
6763	06/28/2013	1243	NCSA	D.Olivares	01.2.2410.0630.2.02.22	2013 Administrator's Day Member fee	\$175.00
6763	06/28/2013	1243	NCSA	D.Olivares	01.2.2410.0690.2.02.22	2013 Admin Days Luncheon	\$30.00
Check Total:							\$330.00
6764	06/28/2013	1243	Nebraska Safety & Fire Equipment Inc.	33368	01.2.2610.0410.2.02.00	Maint. on fire equipment for the JH	\$425.00
Check Total:							\$425.00
6765	06/28/2013	1243	Nebraska Seven Project	GPS assembly	01.2.1130.0313.2.02.22	Assembly on Self respect, abstinence	\$500.00
Check Total:							\$500.00

Gering Public Schools

Disbursement Detail Listing

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

Date Range: 06/01/2013 - 06/30/2013
 Voucher Range: -

Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6766	06/28/2013	1243	Nicky's Folders	K86092	01.2.1130.0410.1.04.14	communicators	\$218.50
Check Total:							\$218.50
6767	06/28/2013	1243	Northwest Pipe Fittings, Inc.	194754	01.2.2610.0410.1.00.00	Compression Coupling for the sprinkler system on the football field	\$8.58
6767	06/28/2013	1243	Northwest Pipe Fittings, Inc.	194754	01.2.2610.0410.2.00.00	compression coupling for the sprinkler system on the football field	\$8.58
6767	06/28/2013	1243	Northwest Pipe Fittings, Inc.	194762	01.2.2610.0410.1.00.00	Kwik cut pipe cutter and Pliar for Maint Use	\$25.44
6767	06/28/2013	1243	Northwest Pipe Fittings, Inc.	194762	01.2.2610.0410.2.00.00	Kwick Cut pipe cutter and Pliar for Maint Use	\$25.44
Check Total:							\$68.04
6768	06/28/2013	1243	Off Broadway Business Products	23905	01.2.1250.0315.1.09.99	copier - SpEd	\$55.82
6768	06/28/2013	1243	Off Broadway Business Products	23905	01.2.2410.0315.1.04.14	copier - Lincoln	\$374.33
6768	06/28/2013	1243	Off Broadway Business Products	23905	01.2.2410.0315.1.05.15	copier - NF	\$405.49
6768	06/28/2013	1243	Off Broadway Business Products	23905	01.2.2410.0315.1.06.16	copier - Geil	\$355.36
6768	06/28/2013	1243	Off Broadway Business Products	23905	01.2.2410.0315.1.18.18	copier - Cedar Canyon	\$202.25
6768	06/28/2013	1243	Off Broadway Business Products	23905	01.2.2410.0315.2.01.21	copier - FA	\$161.35
6768	06/28/2013	1243	Off Broadway Business Products	23905	01.2.2410.0315.2.01.21	copier - HS	\$703.52
6768	06/28/2013	1243	Off Broadway Business Products	23905	01.2.2410.0315.2.02.22	copier - JH	\$719.37
6768	06/28/2013	1243	Off Broadway Business Products	23905	01.2.2510.0315.2.00.00	copier - Central	\$677.69
Check Total:							\$3,655.18
6769	06/28/2013	1243	Omega Laboratories, Inc	11746 5-2013	01.2.2310.0318.1.00.01	Student Random Drug Tests	\$432.00
6769	06/28/2013	1243	Omega Laboratories, Inc	11746 5-2013	01.2.2310.0318.2.00.01	Student Random Drug Tests	\$432.00
Check Total:							\$864.00
6770	06/28/2013	1243	One Source	2538-20130531	01.2.2310.0318.1.00.01	Pre-Employment background test	\$12.50
6770	06/28/2013	1243	One Source	2538-20130531	01.2.2310.0318.2.00.01	Pre-Employment background test	\$12.50
Check Total:							\$25.00
6771	06/28/2013	1243	Panhandle Coop Association	492209	01.2.2750.0336.1.00.00	Fuel for the tractors for Field Maint	\$289.92

Gering Public Schools

Disbursement Detail Listing

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

Date Range: 06/01/2013 - 06/30/2013
Voucher Range: -

Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$289.92
6772	06/28/2013	1243	Park Supply Of America Inc.	52769200	01.2.2610.0409.1.00.00	thrift drain cleaner used for all schools so it is district stock.	\$91.20
Check Total:							\$91.20
6773	06/28/2013	1243	Pat'S Creative D.A. Buskirk & Sons	sewing mach.service	01.2.1160.0318.2.02.22	Sewing Machine Service	\$325.00
Check Total:							\$325.00
6774	06/28/2013	1243	Pearson	4027238	01.2.2215.0410.0.00.00	Aimsweb Pro Math renewal/Supplies	\$3,240.00
6774	06/28/2013	1243	Pearson	4027603	01.2.2215.0410.0.00.00	Aimsweb Pro Reading/Supplies	\$1,900.00
6774	06/28/2013	1243	Pearson	4037631	01.2.1220.0353.1.09.99	Preschool Language Scale-5 (PLS-5)	\$349.00
6774	06/28/2013	1243	Pearson	4037631	01.2.1220.0353.1.09.99	PLS-5 Record Forms (50/pkg)	\$163.00
6774	06/28/2013	1243	Pearson	4037631	01.2.1220.0353.1.09.99	Khan-Lewis Phonological Analysis	\$203.05
Check Total:							\$5,855.05
6775	06/28/2013	1243	Pearson Education _13669	7022342482	01.2.2212.0414.2.00.02	Magruders American Government 2013/Social Studies	\$6,564.47
Check Total:							\$6,564.47
6776	06/28/2013	1243	Pearson Education Inc.	7022332243	01.2.2212.0414.1.00.02	Grade 5- Buidling Our Community/Social Studies	\$15,501.76
Check Total:							\$15,501.76
6777	06/28/2013	1243	Perry, Guthery, Haase & Gessford, P.C.,	113	01.2.2310.0317.1.00.01	LEGAL SERVICES	\$746.75
6777	06/28/2013	1243	Perry, Guthery, Haase & Gessford, P.C.,	113	01.2.2310.0317.2.00.01	LEGAL SERVICES	\$746.75
Check Total:							\$1,493.50
6778	06/28/2013	1243	Prairie Pines Quilt Shop	FCS Jan Zitterkopf	01.2.1160.0410.2.03.21	Supplies for Sewing Project for FA FCS Class	\$43.91
Check Total:							\$43.91
6779	06/28/2013	1243	Print Express	32374	01.2.1130.0408.1.18.18	500 Letterhead	\$177.51

Gering Public Schools

Disbursement Detail Listing

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

Date Range: 06/01/2013 - 06/30/2013
 Voucher Range: -

Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6779	06/28/2013	1243	Print Express	32700	01.2.1130.0313.2.01.21	2013 Commencement Programs - Invoice #32700	\$1,037.50
Check Total:							\$1,215.01
6780	06/28/2013	1243	Really Good Stuff	4264518	01.2.1130.0410.1.04.14	oversized paper folder baskets	\$39.99
6780	06/28/2013	1243	Really Good Stuff	4264518	01.2.1130.0410.1.04.14	Birthday bracelets	\$9.99
6780	06/28/2013	1243	Really Good Stuff	4264518	01.2.1130.0410.1.04.14	100 day neck ties	\$19.94
Check Total:							\$69.92
6781	06/28/2013	1243	Regional Care, Inc.	May IRS Plan	01.2.1130.0291.1.00.00	IRS 125 Plan	\$183.75
6781	06/28/2013	1243	Regional Care, Inc.	May IRS Plan	01.2.1130.0291.2.00.00	IRS 125 Plan	\$183.75
Check Total:							\$367.50
6782	06/28/2013	1243	Relyt Office Systems	10707(2)	01.2.2610.0409.1.00.00	Restocking for the sticky notes we did not need. The rest was for gel pens, staples, dry erase	\$597.87
Check Total:							\$597.87
6783	06/28/2013	1243	Roosevelt Public Power Dist.	June 60162	01.2.2610.0322.1.18.00	Elec - Cedar canyon	\$612.82
Check Total:							\$612.82
6784	06/28/2013	1243	Sandberg Implement, Inc.	42573	01.2.2750.0337.1.00.00	2 chains for the chain saw, and sharpen of the blades for Maint Use	\$53.08
Check Total:							\$53.08
6785	06/28/2013	1243	Schaaf, Sarah	June mileage	01.2.1291.0671.1.09.99	Mileage expenses incurred on behalf of GPS for ESY services June 6-27, 2013	\$21.70
Check Total:							\$21.70
6786	06/28/2013	1243	Schank Roofing Service	147-13	01.2.2620.0318.1.06.16	repairs - Geil	\$638.00
6786	06/28/2013	1243	Schank Roofing Service	147-13	01.2.2620.0318.1.18.18	repairs - cedar canyon	\$697.00
6786	06/28/2013	1243	Schank Roofing Service	147-13	01.2.2620.0318.2.01.21	reparis - HS	\$1,065.00
6786	06/28/2013	1243	Schank Roofing Service	147-13	01.2.2620.0318.2.02.22	repairs - JH	\$1,012.60
Check Total:							\$3,412.60
6787	06/28/2013	1243	Schnell, Ellen	reimb. lunch cards	01.2.1130.0410.1.05.15	Wood divider trays for lunch cards	\$50.00
Check Total:							\$50.00
6788	06/28/2013	1243	Scholastic Magazines, Inc.	M5147207	01.2.1110.0410.2.02.22	Scope	\$288.75
Check Total:							\$288.75

Gering Public Schools

Disbursement Detail Listing

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

Date Range: 06/01/2013 - 06/30/2013
 Voucher Range: -

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 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6789	06/28/2013	1243	Scholastic, Inc.	73913588	01.2.1110.0410.2.02.22	Watson..Birmingham	\$159.60
6789	06/28/2013	1243	Scholastic, Inc.	73913589	01.2.1110.0410.2.02.22	Code Talker	\$159.60
Check Total:							\$319.20
6790	06/28/2013	1243	School Counselor Resources	3190-57	01.2.2120.0410.2.02.22	7 Posters, teacher's guide	\$33.95
Check Total:							\$33.95
6791	06/28/2013	1243	School Mate	000369109	01.2.1130.0410.1.04.14	budget planners	\$165.00
Check Total:							\$165.00
6792	06/28/2013	1243	School Outfitters	11184492	01.2.1117.0530.2.02.22	Drafting stool adjustable	\$130.38
Check Total:							\$130.38
6793	06/28/2013	1243	Scotts Bluff County 4-H Council	petri dishes	01.2.1109.0410.2.02.21	Petri Dishes	\$47.00
Check Total:							\$47.00
6794	06/28/2013	1243	Scottsbluff Public Schools	2008	01.2.2750.0336.1.00.00	May fuel	\$2,065.20
6794	06/28/2013	1243	Scottsbluff Public Schools	2008	01.2.2750.0336.2.00.00	May fuel	\$2,065.20
6794	06/28/2013	1243	Scottsbluff Public Schools	2008	01.2.2760.0331.1.09.99	May SpEd	\$199.31
6794	06/28/2013	1243	Scottsbluff Public Schools	2008	01.2.2765.0331.1.09.99	May SpEd	\$199.30
Check Total:							\$4,529.01
6795	06/28/2013	1243	ShoutPoint, Inc.	8492	01.2.1136.0494.1.00.06	Interconnected VoIP Lines - Infinite Campus	\$1,380.00
6795	06/28/2013	1243	ShoutPoint, Inc.	8492	01.2.1136.0494.2.00.06	Interconnected VoIP Lines - Infinite campus	\$1,380.00
Check Total:							\$2,760.00
6796	06/28/2013	1243	Snell Services, Inc.	on acct credit	01.2.2610.0410.1.00.00	credit on account	\$54.40
Check Total:							\$54.40
6797	06/28/2013	1243	Spic & Span Cleaners	4669	01.2.2610.0410.2.01.00	patch in 5 gallon buckets for the parking lot at the HS	\$350.00
Check Total:							\$350.00
6798	06/28/2013	1243	Staples Credit Plan	1295926500195299	01.2.1136.0409.1.00.06	4 9 Volt Batteries	\$7.49
6798	06/28/2013	1243	Staples Credit Plan	1295926500195299	01.2.1136.0409.1.00.06	4 9 Volt Batteries	\$7.50
6798	06/28/2013	1243	Staples Credit Plan	1295926500195299	01.2.1136.0409.1.00.06	AA Batteries	\$5.50
6798	06/28/2013	1243	Staples Credit Plan	1295926500195299	01.2.1136.0409.1.00.06	Brother TZE-231 2PK	\$10.50
6798	06/28/2013	1243	Staples Credit Plan	1295926500195299	01.2.1136.0409.2.00.06	Brother TZE-231 2PK	\$10.49

Gering Public Schools

Disbursement Detail Listing

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

Date Range: 06/01/2013 - 06/30/2013
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 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6798	06/28/2013	1243	Staples Credit Plan	1295926500195299	01.2.1136.0409.2.00.06	AA Batteries	\$5.49
6798	06/28/2013	1243	Staples Credit Plan	1295926900196195	01.2.1210.0410.1.09.99	8-TAB Insertable Dividers	\$11.94
6798	06/28/2013	1243	Staples Credit Plan	1295926900196195	01.2.1210.0410.1.09.99	AY14 ATAGLNC CONTE	\$26.86
Check Total:							\$85.77
6799	06/28/2013	1243	Star-Herald	12880240	01.2.2310.0350.1.00.01	Classified Ads (personnel)	\$269.50
6799	06/28/2013	1243	Star-Herald	12880240	01.2.2310.0350.2.00.01	Classified Ads (personnel)	\$269.50
6799	06/28/2013	1243	Star-Herald	12904226	01.2.2310.0350.1.00.01	Classified Ads (personnel)	\$33.25
6799	06/28/2013	1243	Star-Herald	12904226	01.2.2310.0350.2.00.01	Classified Ads (personnel)	\$33.25
6799	06/28/2013	1243	Star-Herald	12904229	01.2.2310.0350.1.00.01	Classified Ads (personnel)	\$38.50
6799	06/28/2013	1243	Star-Herald	12904229	01.2.2310.0350.2.00.01	Classified Ads (personnel)	\$38.50
6799	06/28/2013	1243	Star-Herald	12911010	01.2.2310.0350.1.00.01	Classified Ads (personnel)	\$6.30
6799	06/28/2013	1243	Star-Herald	12911010	01.2.2310.0350.2.00.01	Classified Ads (personnel)	\$6.29
6799	06/28/2013	1243	Star-Herald	Help wanted ads	01.2.2310.0350.1.00.01	Help Wanted Ads	\$472.80
6799	06/28/2013	1243	Star-Herald	Help wanted ads	01.2.2310.0350.2.00.01	Help Wanted Ads	\$472.80
Check Total:							\$1,640.69
6800	06/28/2013	1243	Taedter, Cori	reimb. winter music	01.2.1130.0690.1.18.18	Supplies for winter music program	\$43.97
Check Total:							\$43.97
6801	06/28/2013	1243	Teaching Strategies, Inc.	271141	01.2.4990.0690.0.00.80	Child Portfolios	\$1,149.50
Check Total:							\$1,149.50
6802	06/28/2013	1243	Thompson Glass, Inc.	68807	01.2.2610.0410.2.01.00	Clear glass put in for the Auto Shop at the HS.	\$86.80
Check Total:							\$86.80

Gering Public Schools

Disbursement Detail Listing

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

Date Range: 06/01/2013 - 06/30/2013
 Voucher Range: -

Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
6803	06/28/2013	1243	Trebron Company Inc.	31733	01.2.1136.0571.1.00.06	Sophos Web Security & Control. Payment 3 \$4,725.00	\$2,362.50
6803	06/28/2013	1243	Trebron Company Inc.	31733	01.2.1136.0571.2.00.06	Sophos Web Security & Control. Payment 3 \$4,725.00	\$2,362.50
Check Total:							\$4,725.00
6804	06/28/2013	1243	Virco Inc.	99999999	01.2.2410.0530.2.02.22	chair 3000 series 18"H seat	\$1,282.77
6804	06/28/2013	1243	Virco Inc.	99999999	01.2.2410.0530.2.02.22	Chair Desk 3000 series 4-leg combo unit	\$6,456.00
Check Total:							\$7,738.77
6805	06/28/2013	1243	Wal-Mart _18940	313500013212	01.2.2410.0672.1.06.16	teacher recognition	\$110.19
6805	06/28/2013	1243	Wal-Mart _18940	314300582455	01.2.2610.0410.1.00.00	Sugar and creamer for Central office	\$8.30
6805	06/28/2013	1243	Wal-Mart _18940	314300582455	01.2.2610.0410.2.02.00	Shampooer for small jobs for the Jr High	\$139.83
6805	06/28/2013	1243	Wal-Mart _18940	315400338303	01.2.1250.0410.1.09.99	iPad application	\$25.00
6805	06/28/2013	1243	Wal-Mart _18940	315600833449	01.2.1250.0410.2.09.99	Itunes apps for iPad	\$100.00
Check Total:							\$383.32
6806	06/28/2013	1243	Westco _16360	47235	01.2.2610.0410.1.00.00	pump for sprayer on the mule for weed killer on all lawns of the district	\$45.68
6806	06/28/2013	1243	Westco _16360	47235	01.2.2610.0410.2.00.00	pump for the sprayer on the mule to kill weeds on all the lawns of the district	\$45.68
Check Total:							\$91.36
6807	06/28/2013	1243	Western NE Community College	51310	01.2.1130.0313.2.01.21	Use of Facility for Graduation on 5/19/13 - Invoice 51310	\$750.00
Check Total:							\$750.00
Bank Total:							\$230,849.17

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-MMA
 Bank Account: 109884

Date Range: 06/01/2013 - 06/30/2013
 Voucher Range: -

Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

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

Bank Account: 109884

283	06/25/2013		Us Bank	V56591	01.4.0000.0070.0.00.00	Handi-May	\$1.24
Check Total:							\$1.24
Bank Total:							\$1.24

Manual Checks Recap

283	06/25/2013	10218	Us Bank		MANUAL	01.4.0000.0070.0.00.00	\$1.24
Check Total:							\$1.24
Manual Checks Total:							\$1.24

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-Depreciation
 Bank Account: 165191

Date Range: 06/01/2013 - 06/30/2013
 Voucher Range: -

Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

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

Bank Account: 165191

1273	06/10/2013		Thompson Glass, Inc.	68843	02.2.1130.0690.2.00.00	Windows @ JH	\$42,000.00
Check Total:							\$42,000.00
Bank Total:							\$42,000.00

Manual Checks Recap

1273	06/10/2013	10217	Thompson Glass, Inc.	MANUAL	02.2.1130.0690.2.00.00	Windows @ JH	\$42,000.00
Check Total:							\$42,000.00
Manual Checks Total:							\$42,000.00

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-Building
 Bank Account: 154559

Date Range: 06/01/2013 - 06/30/2013
 Voucher Range: -

Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

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

Bank Account: 154559

1456	06/03/2013		Platte Valley National Bank	V583156	08.2.2630.0511.0.00.00	Note pmt #3	\$3,238.39
1456	06/03/2013		Platte Valley National Bank	V583156	08.2.2643.0002.0.00.00	Note pmt #3	\$661.61
Check Total:							\$3,900.00
Bank Total:							\$3,900.00

Manual Checks Recap

1456	06/03/2013	10211	Platte Valley National Bank	MANUAL	08.2.2630.0511.0.00.00	Note pmt #3	\$3,238.39
1456	06/03/2013	10211	Platte Valley National Bank	MANUAL	08.2.2643.0002.0.00.00	Note pmt #3	\$661.61
Check Total:							\$3,900.00
Manual Checks Total:							\$3,900.00

Gering Public Schools

Disbursement Detail Listing

Bank Name: VB & T-Imprest
 Bank Account: 146969

Date Range: 06/01/2013 - 06/30/2013
 Voucher Range: -

Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

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

Bank Account: 146969

3778	06/01/2013		Cooperative Ministries	V55675	01.3.0000.0017.0.00.00	donation for pup packs (reimbursed NCSA)	\$150.00
							Check Total: \$150.00
3779	06/10/2013		NSAA	V431785	01.3.0000.0017.0.00.00	Membership fee - Glen	\$40.00
							Check Total: \$40.00
3780	06/25/2013		Scottsbluff Transfer & Storage, Inc.	V314122	01.3.0000.0017.0.00.00	Bob Hastings moving expenses	\$2,368.00
							Check Total: \$2,368.00
							Bank Total: \$2,558.00

Manual Checks Recap

3778	06/01/2013	10221	Cooperative Ministries		MANUAL 01.3.0000.0017.0.00.00	donation for pup packs	\$150.00
							Check Total: \$150.00
3779	06/10/2013	10222	NSAA		MANUAL 01.3.0000.0017.0.00.00	Membership fee - Glen	\$40.00
							Check Total: \$40.00
3780	06/25/2013	10223	Scottsbluff Transfer & Storage, Inc.		MANUAL 01.3.0000.0017.0.00.00	Bob Hastings moving expenses	\$2,368.00
							Check Total: \$2,368.00
							Manual Checks Total: \$2,558.00

Gering Public Schools

Disbursement Detail Listing

Bank Name: FSB-Cafe
Bank Account: 500863874

Date Range: 06/01/2013 - 06/30/2013
Voucher Range: -

Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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Bank Name: FSB-Cafe

Bank Account: 500863874

636	06/28/2013	1244	Fresh Foods Inc.	0168400010012	06.2.1099.0407.0.00.00	Food	\$5.97	
							Check Total:	\$5.97
637	06/28/2013	1244	Gering Public Schools-Payroll Acct. June 2013 payroll		06.2.1099.0115.0.00.00	Regular salaries	\$24,623.94	
637	06/28/2013	1244	Gering Public Schools-Payroll Acct. June 2013 payroll		06.2.1099.0120.0.00.00	Substitutes	\$170.64	
637	06/28/2013	1244	Gering Public Schools-Payroll Acct. June 2013 payroll		06.2.1099.0210.0.00.00	FICA/social security	\$1,827.72	
637	06/28/2013	1244	Gering Public Schools-Payroll Acct. June 2013 payroll		06.2.1099.0220.0.00.00	retirement	\$2,432.30	
637	06/28/2013	1244	Gering Public Schools-Payroll Acct. June 2013 payroll		06.2.1099.0220.0.00.00	Health insurance	\$558.18	
637	06/28/2013	1244	Gering Public Schools-Payroll Acct. June 2013 payroll		06.2.1099.0292.0.00.00	LTD insurance	\$102.20	
							Check Total:	\$29,714.98
638	06/28/2013	1244	Petty Cash -Cafeteria	JH refund	06.2.1099.0690.0.00.00	refund for cafe cash box	\$10.00	
							Check Total:	\$10.00
639	06/28/2013	1244	Roberts Dairy Company	1743792	06.2.1099.0407.0.00.00	HPT CHOC FF 50/HIL	\$13.57	
							Check Total:	\$13.57
640	06/28/2013	1244	Swire Coca-Cola	51813078105	06.2.1099.0407.0.00.00	beverage for ala cart	\$58.56	
							Check Total:	\$58.56
641	06/28/2013	1244	The Thompson Co.	credit spring 2013	06.2.1099.0407.0.00.00	spring 2013 no show booking promo	\$26.50	
							Check Total:	\$26.50
							Bank Total:	\$29,829.58

Gering Public Schools

Disbursement Detail Listing

Bank Name: FSB-Act Date Range: 06/01/2013 - 06/30/2013 Sort By: Check
 Bank Account: 500863858 Voucher Range: - Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Bank Name: FSB-Act				Bank Account: 500863858			
2929	06/12/2013	1231	Cardmember Services	ELAN(1201)June	05.2.6091.0679.2.01.17	Student/Coaches Meals--State Tennis Old Chicago 137.59 Red Lobster 97.04	\$234.63
2929	06/12/2013	1231	Cardmember Services	ELAN(1201)June	05.2.8023.0980.2.01.17	Activity Acct. Expenses--Ogallala Inv meals	\$38.00
2929	06/12/2013	1231	Cardmember Services	ELAN(2003) (June)	05.2.6076.0679.2.01.17	Student/Coaches Meals--State Track Ruby Tuesday 362.96, Papa Johns 109.26, Subway	\$683.80
2929	06/12/2013	1231	Cardmember Services	ELAN(2003) (June)	05.2.6107.0679.2.01.17	Student/Coaches Meals--State girls soccer Granite City 418.10, King Kong 97.76	\$515.86
2929	06/12/2013	1231	Cardmember Services	ELAN(2541) June..	05.2.5023.0980.2.01.21	Meal @ U Stop 18 - J.Schultz	\$105.30
2929	06/12/2013	1231	Cardmember Services	ELAN(2541) June..	05.2.5023.0980.2.01.21	Meal @ Famous Dave's -J.Schultz	\$264.45
2929	06/12/2013	1231	Cardmember Services	ELAN(2541) June..	05.2.5023.0980.2.01.21	Meal @ Runza - J.Schultz	\$81.28
2929	06/12/2013	1231	Cardmember Services	ELAN(2541) June..	05.2.5023.0980.2.01.21	Meal @burger King - J.Schultz	\$71.04
2929	06/12/2013	1231	Cardmember Services	ELAN(2541)JUNE.	05.2.5059.0980.2.01.17	FA Student Council end of the year purchases from Target and Freshfoods for barbecue and	\$153.76
2929	06/12/2013	1231	Cardmember Services	ELAN(3472)JUNE	05.2.5113.0980.2.01.21	Postage for Returning Unused Caps-n-Gowns to School Traditions	\$34.30
2929	06/12/2013	1231	Cardmember Services	ELAN(3816)(June)	05.2.8026.0980.2.01.17	Activity Acct. Expenses--Printing and materials for boys cross country	\$58.03
2929	06/12/2013	1231	Cardmember Services	ELAN(3816)JUNE	05.2.5031.0980.2.01.21	Quill & Scroll Honor Cords from HonorCordSource.com - Order #2034	\$33.50
2929	06/12/2013	1231	Cardmember Services	ELAN(3816)JUNE*	05.2.6112.0980.2.01.21	2-\$25 Gift Certificates to Pizza Hut for End of Year Wellness Walk/Run on 5/9/13	\$50.00
2929	06/12/2013	1231	Cardmember Services	ELAN(3816)JUNE-	05.2.5031.0980.2.01.21	Meat from Arby's for Quill & Scroll Banquet	\$114.75

Gering Public Schools

Disbursement Detail Listing

Bank Name: FSB-Act

Date Range: 06/01/2013 - 06/30/2013

Sort By: Check

Bank Account: 500863858

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
2929	06/12/2013	1231	Cardmember Services	ELAN(3816)JUNE....	05.2.6112.0980.2.01.21	4-\$25 Gift Certificates to Runza for End of Year Wellness Walk/Run on 5/9/13	\$100.00
2929	06/12/2013	1231	Cardmember Services	ELAN(3816)JUNE.....	05.2.6112.0980.2.01.21	2-\$25 Gift Certificates to China House for End of Year Wellness Walk/Run on 5/9/13	\$50.00
2929	06/12/2013	1231	Cardmember Services	ELAN(3816)June_	05.2.5013.0980.2.01.21	mulch for tree rings @ H.S.	\$42.20
2929	06/12/2013	1231	Cardmember Services	ELAN(5612)June	05.2.2415.0630.2.01.17	Dues & Fees--NCA membership and clinic Glen Koski	\$90.00
2929	06/12/2013	1231	Cardmember Services	ELAN(5612)June	05.2.2415.0630.2.01.17	Dues & Fees--NCA membership and clinic Jack Martin	\$90.00
2929	06/12/2013	1231	Cardmember Services	ELAN(5612)June	05.2.2415.0630.2.01.17	Dues & Fees--NCA membership and clinic Matt Palomo	\$90.00
2929	06/12/2013	1231	Cardmember Services	ELAN(5612)June	05.2.2415.0980.2.01.17	Activity Acct. Expenses--Coaching DVD	\$24.49
2929	06/12/2013	1231	Cardmember Services	ELAN(5612)June	05.2.5049.0980.2.01.17	Activity Acct. Expenses--Medicine Balls and Rack for weight room	\$955.51
2929	06/12/2013	1231	Cardmember Services	ELAN(5612)June	05.2.5049.0980.2.01.17	Activity Acct. Expenses--Bands for weight room	\$404.76
2929	06/12/2013	1231	Cardmember Services	ELAN(5612)June	05.2.8014.0980.2.01.17	Activity Acct. Expenses--Coaching DVD	\$24.50
Check Total:							\$4,310.16
2930	06/20/2013	1233	Abc Nursery	22045	05.2.4001.0980.1.06.16	lawn	\$71.60
Check Total:							\$71.60
2931	06/20/2013	1233	Best Western Settle Inn, Omaha, NE	Girls state soccer	05.2.6107.0678.2.01.17	LODGING--Girls State Soccer	\$559.65
Check Total:							\$559.65
2932	06/20/2013	1233	Cafeteria Account	HSC787	05.2.7083.0980.2.02.22	Hot dogs, buns, & potato chips	\$243.76
Check Total:							\$243.76
2933	06/20/2013	1233	Country Inn & Suites	10168	05.2.5031.0980.2.01.21	Lodging J.Schultz State Journalism	\$449.95

Gering Public Schools

Disbursement Detail Listing

Bank Name: FSB-Act

Date Range: 06/01/2013 - 06/30/2013

Sort By: Check

Bank Account: 500863858

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
							Check Total:	\$449.95
2934	06/20/2013	1233	Doggett, Ron	game help	05.2.6106.0101.2.01.17	Game Help	\$45.00	
2934	06/20/2013	1233	Doggett, Ron	game help	05.2.6107.0101.2.01.17	Game Help	\$15.00	
							Check Total:	\$60.00
2935	06/20/2013	1233	Eurosport	order 55073996	05.2.8020.0980.2.01.17	Activity Acct. Expenses--Coaching attire	\$365.65	
							Check Total:	\$365.65
2936	06/20/2013	1233	Freeburg, Lisa	reimb gas bball camp	05.2.6052.0336.2.01.17	reimbursement gas for girls basketball camp -gas card in school vehicle did not work	\$78.89	
							Check Total:	\$78.89
2937	06/20/2013	1233	Friends of the Midwest Theater	39613	05.2.7007.0980.2.02.22	Movie for No office referrals end of year	\$132.00	
							Check Total:	\$132.00
2938	06/20/2013	1233	Gering Civic Center	5006	05.2.8020.0980.2.01.17	End of Season Banquet	\$677.00	
2938	06/20/2013	1233	Gering Civic Center	5006	05.2.8027.0980.2.01.17	End of Season Banquet	\$533.00	
							Check Total:	\$1,210.00
2939	06/20/2013	1233	Gering Public Schools-Imprest Acct.	dues/fees NSAA	05.2.2415.0630.2.01.17	Dues & Fees--NSAA Membership Fee	\$40.00	
							Check Total:	\$40.00
2940	06/20/2013	1233	Howard Johnson	1	05.2.6091.0678.2.01.17	LODGING--Lexington Invite	\$239.96	
							Check Total:	\$239.96
2941	06/20/2013	1233	Logoz LLC	1159	05.2.8027.0980.2.01.17	District Champ Shirts	\$315.00	
2941	06/20/2013	1233	Logoz LLC	1168	05.2.8012.0980.2.01.17	Activity Acct. Expenses--Wrestling Camp Tshirts	\$1,715.00	
2941	06/20/2013	1233	Logoz LLC	1180	05.2.8020.0980.2.01.17	Activity Acct. Expenses--Embroidered towels for seniors for awards night	\$39.00	
2941	06/20/2013	1233	Logoz LLC	1198	05.2.8014.0980.2.01.17	Activity Acct. Expenses--Football Camp Tshirts	\$250.00	
							Check Total:	\$2,319.00
2942	06/20/2013	1233	Lou'S Sporting Goods	AAE741071-AX02	05.2.8014.0980.2.01.17	Activity Acct. Expenses--Impact Ball for FB practice	\$254.24	
							Check Total:	\$254.24

Gering Public Schools

Disbursement Detail Listing

Bank Name: FSB-Act
Bank Account: 500863858

Date Range: 06/01/2013 - 06/30/2013
Voucher Range: -

Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2012-2013

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

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
2943	06/20/2013	1233	Monument Physical Therapy	trainer wrestling ca	05.2.8012.0980.2.01.17	Activity Acct. Expenses--Trainer services for dual wrestling camp	\$300.00
Check Total:							\$300.00
2944	06/20/2013	1233	New Victorian Suites	Girls State Tennis	05.2.6091.0678.2.01.17	LODGING--State Girls Tennis	\$320.00
Check Total:							\$320.00
2945	06/20/2013	1233	Papa Murphy'S	fundraiser cards	05.2.8027.0980.2.01.17	Activity Acct. Expenses--Cards for Fund raising	\$437.00
Check Total:							\$437.00
2946	06/20/2013	1233	Prairie Florist & Gifts	6122	05.2.5113.0980.2.01.21	Graduation Flowers & Basket Rental - Invoice #6122	\$617.00
Check Total:							\$617.00
2947	06/20/2013	1233	Print Express	32829	05.2.2415.0980.2.01.17	Activity Acct. Expenses--Certificates for awards night	\$27.00
Check Total:							\$27.00
2948	06/20/2013	1233	Scottsbluff Screenprinting _15980	3026196	05.2.7007.0980.2.02.22	Cinch packs	\$85.50
2948	06/20/2013	1233	Scottsbluff Screenprinting _15980	3026196	05.2.7007.0980.2.02.22	All American Medals	\$87.50
Check Total:							\$173.00
2949	06/20/2013	1233	Sheraton - Omaha Hotel	SONE10347	05.2.6076.0678.2.01.17	LODGING--State Track	\$2,224.00
Check Total:							\$2,224.00
2950	06/20/2013	1233	Trout, Brandon	off wrestling camp	05.2.8012.0980.2.01.17	Activity Acct. Expenses--Wrestling official for camp	\$125.00
Check Total:							\$125.00
2951	06/20/2013	1233	UNK Wrestling	wrestling camp	05.2.8012.0980.2.01.17	Activity Acct. Expenses--UNK Wrestling Camp	\$1,227.00
Check Total:							\$1,227.00
2952	06/28/2013	1245	Barbour Music	15102	05.2.2003.0980.1.04.14	Sound system for Lincoln	\$843.14
2952	06/28/2013	1245	Barbour Music	15102	05.2.2005.0970.1.04.14	Sound system for Lincoln	\$3,894.34
Check Total:							\$4,737.48
2953	06/28/2013	1245	D. Hauptman/Fold-A-Goal	order # 88287A	05.2.2005.0980.1.04.14	per quote - goals for playground	\$1,365.00
Check Total:							\$1,365.00

Gering Public Schools

Disbursement Detail Listing

Bank Name: FSB-Act

Date Range: 06/01/2013 - 06/30/2013

Sort By: Check

Bank Account: 500863858

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2012-2013

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
2954	06/28/2013	1245	Lakeshore Learning Materials	4067890613	05.2.8028.0980.1.09.99	Bean Bag Board	\$69.99
2954	06/28/2013	1245	Lakeshore Learning Materials	4067890613	05.2.8028.0980.1.09.99	Letter Bean Bag Set	\$79.98
2954	06/28/2013	1245	Lakeshore Learning Materials	4067890613	05.2.8028.0980.1.09.99	Heavy-Duty Spacemaker Storage Unit	\$479.00
2954	06/28/2013	1245	Lakeshore Learning Materials	4067890613	05.2.8028.0980.1.09.99	Space Saver Writing Center	\$369.00
2954	06/28/2013	1245	Lakeshore Learning Materials	4067890613	05.2.8028.0980.1.09.99	Lakeshore Writing Center	\$499.00
2954	06/28/2013	1245	Lakeshore Learning Materials	4067890613	05.2.8028.0980.1.09.99	Junbo pencils - Easy Grip Triangular	\$29.98
2954	06/28/2013	1245	Lakeshore Learning Materials	4067890613	05.2.8028.0980.1.09.99	Light Up the Sounds! Phonemic Awareness Kit	\$39.99
2954	06/28/2013	1245	Lakeshore Learning Materials	4067890613	05.2.8028.0980.1.09.99	Rhyming Sounds - Phonemic Awareness Box	\$39.99
2954	06/28/2013	1245	Lakeshore Learning Materials	4067890613	05.2.8028.0980.1.09.99	Beginning Sounds - Phonemic Awareness Box	\$287.03

Check Total: \$1,893.96

Bank Total: \$23,781.30

<u>Fund</u>	<u>Amount</u>
01	\$233,408.41
02	\$42,000.00
05	\$23,781.30
06	\$29,829.58
08	\$3,900.00
Fund Totals:	\$332,919.29

End of Report

Disbursements Grand Total: \$332,919.29

Curriculum Committee

July 11, 2013 7:00 AM
Central Office Training Room

Attendance Taken at 7:00 AM:

Present Board Members:

BJ Peters
Dr. Jerry Upp
Mary Winn

1. Attendance

Bob Hastings was in attendance at the Curriculum Committee Meeting.

2. Handbook Changes

Handbook changes for the elementary and junior high were discussed and approved by the committee.

3. K-6 Reading Materials Order (Over \$10,000)

Purchase of the K-6 Reading materials in the amount of \$19,509 was approved by committee. These materials are for the 2013-2014 school year.

4. Contract Negotiation Preparation

Discussion took place regarding negotiations with certified staff. It was decided to have a full board discussion before making a recommendation.

5. Budget Review

Budget recaps were reviewed for the month of June, 2013.

6. Travel Requests

Travel requests were reviewed. Travel to Administrator Days in Kearney was discussed. Most administrators will be attending this year.

7. August Curriculum Committee Meeting

The next Curriculum Committee Meeting will be held on August 8, 2013 at 7:00 am in the Training Room at Central Office.

Chairperson

Superintendent

Facilities Committee Meeting

July 11, 2013 4:30 PM

By Oregon Trail Parks SOFTBALL FIELDS: Start at the east fields that are southeast of the Legion Baseball Field.

Attendance Taken at 4:30 PM:

Present Board Members:

Alan Doll
BJ Peters
Dr. Jerry Upp

1. Attendance

Also in attendance were Superintendent Bob Hastings, Business Manager Tim Meisner, Maintenance Director Curt Hanson and Activities Director Glen Koski.

2. Discussion on Softball Field/Field behind the High School

The Committee met at the City of Gering's softball field #4 to discuss the potential of the school district utilizing city fields for softball games. The district currently utilizes the Carpenter Center's fields. Koski explained that the City has offered to let the district use a field that is located 1 block east of field #4, however that field is in great disrepair and would take significant funding to bring it up to standards. Upon examination, the committee determined that fields #4 and #5 would be the only area the district would be interested in utilizing due to parking availability, potential concessions and public restrooms. The lighting may need to be raised, fence would need to be installed, the fields would have to be skinned and irrigated and a tree would likely need to be relocated. Field dimensions were discussed. The district could host competitions and tournaments if it had a sufficient field. The committee encouraged Koski to set up a meeting with between the City's Recreation Committee and the district's Facilities Committee to discuss the possibilities of an inter-local cooperation.

Koski also requested guidance from the committee in regards to the empty field behind the High School. He proposed that the area be seeded for turf grass and used for discus throwing and football and soccer practice. This area would need to be irrigated and graded. The committee charged Hanson with obtaining estimated costs of this project.

3. Elementary Student Handbook Review

The committee members were asked to review proposed changes to the Elementary Student Handbook. This will be an action item at the July Board Meeting.

4. Jr. High Student Handbook Review

The committee was asked to review proposed changes to the Jr. High Student Handbook. This will be an action item at the July Board Meeting.

5. Student Activities Handbook

Hastings has discussed the Student Activities Handbook with committee members.

6. Contract Negotiation Preparation

6.1. Appointment of Rex Schultze as Certified Staff Negotiator

The appointment of a district attorney has been tabled until August.

7. PPACA Update

Meisner has provided the committee with information pertaining to the PPACA program.

8. Review of Interlocal Agreement

An inter-local agreement with the City regarding usage of the Council Chambers was discussed. This will be an action item at the July Board Meeting.

9. Contracted Janitorial Services

Meisner informed the committee of the potential use of a 3rd party that could be contracted to provide custodial services at three of the elementary sites.

10. Summer Maintenance Work Update

Hanson provided a recap of summer maintenance work. The committee also received a copy of current regular work orders.

11. Adjournment

Chairperson

Superintendent

Business Committee Meeting

July 08, 2013 4:30 PM
Central Office

Attendance Taken at 4:30 PM:

Present Board Members:

Mike Brunner
Alan Doll

Absent Board Members:

Brian Copsey

1. Attendance

2. Distribution Listing for June, 2013

Meisner reviewed questions related to June's distribution listing. Curriculum purchases were discussed and the committee requested clearer descriptions on these purchases. Meisner will work with the accounts payable clerk to ensure additional information is noted on description lines. This request will also be discussed at the next Administrator Meeting. The telephone system and billing method at Lincoln Elementary was explained in detail and the committee provided Meisner with some restrictions that can be implemented on-site to minimize costs. The purchase of fertilizer in bulk for the district was discussed and it was determined that Meisner will investigate the potential of a cooperative purchase with the City of Gering. Reimbursements were reviewed.

Motion Passed: passed with a motion by Alan Doll and a second by Mike Brunner.

Mike Brunner	Yes
Brian Copsey	Absent
Alan Doll	Yes

3. Review Financial Reports

Meisner reviewed the district's financial reports with the committee.

4. Elementary Student Handbook Review

The committee was asked to review a draft version of the Elementary Student Handbook. This will be an action item at the July Board Meeting.

5. Jr. High Student Handbook Review

The committee was asked to review recommended changes to the Jr. High Student Handbook. This will be an action item at the July Board Meeting.

6. Student Activity Handbook

Hastings explained that High School Principal Hubbard will be in attendance at the July Board Meeting to discuss and answer questions about the Student Activity Handbook.

7. Contract Negotiation Preparation

7.1. Appointment of Rex Schultze as Certified Staff Negotiator

Doll explained the philosophy behind the district hiring Rex Schultze as the attorney during negotiations. New deadline dates will be in effect this year.

8. Review and Accept Audit Bid

Hastings distributed copies of two 3-year bids from Dana F. Cole & Co. and FALCO for the annual district audit. Dana F. Cole and Co. will be awarded the project.

9. Review Custodial Cleaning Bids

Meisner distributed a recap of custodial cleaning bids to the committee. Bluffs Sanitary has started a new cleaning service and approached the district to see if they could provide custodial services. After comparing proposed costs, it was determined that the district may utilize their services for three elementary buildings. Meisner reviewed current custodial salaries, hours, schedules and associated costs. Custodial services after activities was also discussed. Custodial recommendations, practices and procedures developed last year by Hillyard's were discussed.

10. PPACA Update

Hastings informed the committee that he will be meeting with Attorney Rex Schultze regarding proposed changes to the law and district procedures. Para Educator hours will be reduced to 6.5 hours per day during the 13-14 school year due to the district's budgetary position. Hastings stated that he would like to investigate secretarial hours throughout the district and will consider adjustments if needed. He expressed interest in reviewing all district positions and is open to ideas from all staff and board members.

11. Review of Interlocal Agreement

Brunner expressed concerns about a proposed Interlocal Agreement with the City of Gering for use of the City's Council Chambers for School District Board Meetings. The district utilizes the Council Chambers on the 3rd Monday of each month for their regular Board of Education Meetings. The district provided funds to assist the City in upgrading the technology in the Council Chambers.

12. Use of Facility Agreement

Doll expressed concerns about utilization of fees being collected from facility use. Proper procedures about the Use of Facilities Agreement were discussed and reviewed. The committee urged consistency between private (firework shows, etc.) and district events (camps, etc.). Utilization of the district's Bulldog Account was discussed. Hastings recommended reviewing similar district's policies and procedures. Supervision of the district's Activities Director was discussed in detail.

12.1. Verification of Fees for Volleyball Camp at the GHS Gym

The committee determined that the Volleyball Camp followed correct procedures while utilizing a district facility.

13. Adjournment

Chairperson

Superintendent

THE MONTH ENDING JUNE 30, 2013
TRIAL BALANCE SUMMARY

	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	COOP
06/01/13 Balance	\$4,696,322.10	\$623,831.84	\$1,039,533.09	\$2,130.42	\$21,747.56	\$16,592.27	\$186,060.84	\$37,060.88	\$209.94
CD Deposit									
+									
JUNE RECPTS	\$1,527,587.32	\$14,354.01	\$381.46	\$300.00	\$1.32	\$0.06	\$11,677.09	\$43,407.91	\$0.00
+									
RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
AVAILABLE FUNDS	\$6,223,909.42	\$638,185.85	\$1,039,914.55	\$2,430.42	\$21,748.88	\$16,592.33	\$197,737.93	\$80,468.79	\$209.94
-									
JUNE EXPENSE	\$1,698,915.91	\$3,900.00	\$42,000.00	\$0.00	\$0.00	\$6.00	\$23,138.10	\$28,918.63	\$0.00
-									
EXPENSE ADJ	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
RECEIPT-EXP BALANCES	\$4,524,993.51	\$634,285.85	\$997,914.55	\$2,430.42	\$21,748.88	\$16,586.33	\$174,599.83	\$51,550.16	\$209.94

IMPREST	\$27,308.22								
PAYROLL	\$0.00								
CASH AT COUNTY	\$1,915,911.79	\$91,071.31			\$1,688.52				
+									
REGULAR CHECKING	(\$347,365.93)			\$2,430.42			(\$7,746.69)	(\$32,267.21)	\$209.94
+									
MMA ACCOUNT	\$3,066,670.44	\$543,214.54	\$342,870.25		\$20,060.36	\$16,586.33	\$130,491.45	\$83,817.37	
+									
IMPREST SUSPENSE	(\$20,921.44)								
+									
DUE TO BUILDING	(\$300,000.00)								
DUE FROM BOND	\$262,585.26								
CD'S	\$0.00		\$655,044.30				\$51,855.07		
+ or -									
A/R or (A/P)	(\$79,194.83)								
=									
FUND BALANCES	\$4,524,993.51	\$634,285.85	\$997,914.55	\$2,430.42	\$21,748.88	\$16,586.33	\$174,599.83	\$51,550.16	\$209.94

THE MONTH ENDING JUNE 30, 2013
TRIAL BALANCE SUMMARY- YEAR-TO-DATE

	target \$650K	target \$750							
	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	COOP
9/1/2012 Balance	\$2,843,778.87	\$915,457.71	\$1,068,553.86	\$4,138.76	\$19,676.14	\$17,841.91	\$219,496.53	\$75,530.69	\$209.94
CD Deposit									
+									
YTD RECPTS	\$18,955,372.03	\$257,147.32	\$6,579.17	\$21,459.00	\$2,072.74	\$0.68	\$328,314.33	\$770,413.81	\$0.00
+									
RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
AVAILABLE FUNDS	\$21,799,150.90	\$1,172,605.03	\$1,075,133.03	\$25,597.76	\$21,748.88	\$17,842.59	\$547,810.86	\$845,944.50	\$209.94
-									
YTD EXPENSE	\$17,274,157.39	\$538,319.18	\$77,218.48	\$21,304.32	\$0.00	\$1,256.26	\$373,211.03	\$794,394.34	\$0.00
-									
EXPENSE ADJ		\$0.00	\$0.00	\$1,863.02	\$0.00	\$0.00		\$0.00	\$0.00
=									
RECEIPT-EXP BALANCES	\$4,524,993.51	\$634,285.85	\$997,914.55	\$2,430.42	\$21,748.88	\$16,586.33	\$174,599.83	\$51,550.16	\$209.94

IMPREST	\$27,308.22								
PAYROLL	\$0.00								
CASH AT COUNTY	\$1,915,911.79	\$91,071.31			\$1,688.52				
+									
REGULAR CHECKING	(\$347,365.93)			\$2,430.42			(\$7,746.69)	(\$32,267.21)	209.94
+									
MMA ACCOUNT	\$3,066,670.44	\$543,214.54	\$342,870.25		\$20,060.36	\$16,586.33	\$130,491.45	\$83,817.37	
+									
IMPREST SUSPENSE	(\$20,921.44)								
+									
DUE TO BUILDING	(\$300,000.00)								
DUE FROM BOND	\$262,585.26								
CD'S	\$0.00		\$655,044.30				\$51,855.07		
+ or -									
A/R or (A/P)	(\$79,194.83)								
=									
FUND BALANCES	\$4,524,993.51	\$634,285.85	\$997,914.55	\$2,430.42	\$21,748.88	\$16,586.33	\$174,599.83	\$51,550.16	\$209.94

THE MONTH ENDING JUNE 30, 2012
TRIAL BALANCE SUMMARY

		target \$650K	target \$750k						
	GENERAL	BUILDING	DEPREC'N	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	COOP
06/01/12 Balance	\$5,361,682.75	\$1,160,417.23	\$1,109,525.07	\$3,473.66	\$18,745.24	\$18,143.03	\$244,008.72	\$84,150.54	\$209.94
CD Deposit									
+									
JUNE RECPTS	\$1,467,707.54	\$14,817.98	\$648.17	\$600.00	\$275.77	\$0.07	\$405.09	\$46,763.10	\$0.00
+									
RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
AVAILABLE FUNDS	\$6,829,390.29	\$1,175,235.21	\$1,110,173.24	\$4,073.66	\$19,021.01	\$18,143.10	\$244,413.81	\$130,913.64	\$209.94
-									
JUNE EXPENSE	\$1,746,726.15	\$0.00	\$0.00	\$1,797.92	\$0.00	\$0.00	\$15,670.38	\$33,150.79	\$0.00
-									
EXPENSE ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
RECEIPT-EXP BALANCES	\$5,082,664.14	\$1,175,235.21	\$1,110,173.24	\$2,275.74	\$19,021.01	\$18,143.10	\$228,743.43	\$97,762.85	\$209.94

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

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

target \$650K

target \$750

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

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

**Gering Public Schools
Building Fund
6/30/2013**

Cash Balance	6/30/2013	\$ 634,285.85
Projected Revenue		
Taxes	006/30/13-08/31/13	\$ 45,000.00
Loan to General Account		\$ 300,000.00
Interest	006/30/13-08/31/13	\$ 1,500.00
Total		<u>\$ 346,500.00</u>
Projected Expenses		
		\$ -
		\$ -
Total		<u>\$ -</u>
Cash Balance	6/30/2013	<u>\$ 980,785.85</u>

**Gering Public Schools
Depreciation Fund
6/30/2013**

Cash Balance	6/30/2013	\$ 997,914.55
Projected Revenue		
Interest	006/30/13-08/31/13	\$ 2,200.00
Total		<u>\$ -</u> <u>\$ 1,000,114.55</u>
Projected Expenses		
		\$ -
Drainage for football field		\$ 21,500.00
Jr High Window Replacement		\$ 108,000.00
Lincoln Elementary		\$ 21,000.00
Total		<u>\$ 150,500.00</u>
Cash Balance	6/30/2013	<u>\$ 847,414.55</u>

SCHEDULE OF INVESTMENTS HELD

AS OF JUNE 30, 2013

Depository	Number	Fund	Amount	Rate	Date of Issue	Date of Maturity
Valley Bank	1097688	Depreciation	\$316,983.75	.45%	11-26-08	11-26-13
Valley Bank	1097653	Depreciation	\$120,298.97	.45	10-24-08	04-24-13
Valley Bank	1097480	Depreciation	\$217,494.61	.450	03-18-08	03-18-14
Valley Bank	1097261	Activity-Whitney Parr	\$33,802.43	.75	08-16-07	08-16-13
US Bank	3505001614 83	Activity-Twyla Fulk	\$5,571.32	.45%		08-06-13

Date: July 15, 2013
 To: Board of Education
 Re: June Financial Statements.

The Business Committee has reviewed the financial records for the month of June, 2013. Items found in the various bill lists needing further description are notated, if necessary, in the right-hand margin of the Schedule of Checks Written. The remainder of items are typical service or supply expenditures and are adequately defined in the descriptive columns.

General Fund revenue was \$1,527,587.32 General Fund expenditures were \$202,004.57 and the payroll for June totaled \$1,496,911.34. Total General Fund expenditures for June were \$1,698,915.91.

Building Fund revenue was \$14,354.01 and expenditures were \$3,900.00 the Depreciation Fund revenue was \$381.46 and expenditures were \$42,000.00, the Qualified Capital Fund revenue was \$1.32 and expenditures were \$0.00; the Fee Fund revenue was \$300.00 and expenditures were \$0.00 and the Employee Benefit Fund revenue was \$.06 and expenditures were \$0.00.

The Activity Fund revenue was \$11,677.09. Activity Fund expenditures totaled \$23,138.10

The Cafeteria Fund revenue was \$43,407.91 Cafeteria Fund expenditures were \$318.13 plus \$28,600.50 for payroll for a total of \$28,918.63.

		EXPENSES	REVENUE
GENERAL FUND		\$202,004.57	\$1,527,587.32
	Payroll	\$1,496,911.34	
BUILDING		\$3,900.00	\$14,354.01
DEPRECIATION		\$42,000.00	\$381.46
QUALIFIED CAPITAL		\$0.00	\$1.32
EMPLOYEE BENEFIT		\$0.00	\$.06
ACTIVITY		\$23,138.10	\$11,677.09
CAFETERIA		\$318.13	\$43,407.91.
	Payroll	\$28,600.50	
FEE FUND		\$0.00	\$300.00

Gering Public Schools

Parent-Student Permission Information Record Sheet

****Please check all appropriate responses**, list all children at grade levels, sign the signature line and return to the school office. All forms are due back five school days after you have received them. The parent(s)/guardian(s) and child(rens) signatures and checked responses are the only signatures required for the below listed forms.

STUDENT-PARENT HANDBOOK RESPONSE SHEET

Yes, I hereby acknowledge that I have received a copy of the Gering Elementary Student Handbook.

I have reviewed the handbook with my children, including the behavior guidelines and expulsion procedures.

FIELD TRIP/HEALTH INFORMATION

Yes, I hereby give permission for my child(ren) to accompany his/her teacher on school trips during the year.

No, I do not give permission for my child(ren) to accompany his/her teacher on school trips during the school year.

Yes, I hereby authorize the school to obtain, through a physician of its choice, any emergency medical care that may become reasonably necessary treatment by a qualified physician, in his office or hospital emergency room, in the event of an accident or serious illness for the student(s) in the course of any school activity.

No, I do not authorize the school to obtain a physician for my child during the course of a field trip.

PICTURE – NEWS RELEASE

Yes, I hereby give permission for my child to be photographed, filmed (school website), or videotaped for use by Gering Elementary Schools.

No, I do not give permission for my child to be photographed, filmed, or video taped for publication.

ILLNESSES

I give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

INTERNET POLICY

Yes, I hereby give permission for my child for Internet Access through educationally screened and/or filtered web site. The Internet and Safety Policy, as approved by the Gering Public School Board in written format is available through the Gering Public School Elementary Handbook.

BUS REGULATIONS

Yes, I hereby acknowledge that I have read the Gering Public School transportation regulations/etiquette in the Gering Elementary Student Handbook.

TITLE 1 REQUIREMENT

Yes, I have reviewed the Title I Parent Involvement Policy section of this handbook and the Elementary School-Parent Student Compact. I shall inform the school of any changes I would like to suggest be made to these documents.

EARLY DISMISSAL

Should severe weather occur, it is sometimes necessary to dismiss children from school early. It is important we know beforehand what you wish your child to do or where to go if an early dismissal occurs. Please make arrangements, other than having your child call you at the time of early dismissal, as we cannot accommodate all phone calls in such a short time. We only have one phone line and it must be kept open for incoming calls in such a situation. Should we need to dismiss early due to severe weather, you will be contacted by phone via Messenger with a recorded message from Gering Public Schools Central Office. Information will also be available on local radio and/or television stations. Please indicate below what procedure you expect your child to follow. Be specific – no phone numbers accepted.

Child's Signature

Date

Parent's Signature

Date

This compact is a tool to help children do well through the combined support of the school and home. It is an action plan that explains the duties that the school staff pledges to perform, the duties that parents pledge to carry out, and the responsibilities of the students. Please discuss this with your child and sign below.

GERING PUBLIC SCHOOLS
ELEMENTARY SCHOOL-PARENT-STUDENT COMPACT

School Responsibilities

We, the staff of Gering Elementary Schools, will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the State's student academic achievement standards.
2. Hold parent-teacher conferences at least annually (in the fall) during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with quarterly reports on their children's progress.
4. Provide parents reasonable access to staff through scheduled consultations.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Monitor attendance.
2. Make sure that homework is completed.
3. Monitor the amount of television my children watch.
4. Participate, as appropriate, in decisions relating to my children's education.
5. Stay informed by reading all notices from the school and responding when appropriate.

Student Responsibilities

We, as students, will improve our academic achievement in the following ways:

1. Complete my assignments on time
2. Ask for help when needed
3. Behave appropriately by following the school's rules
4. Do my homework when assigned
5. Give my parents all notices from my school

STAFF SIGNATURE: _____

PARENT SIGNATURE: _____

STUDENT SIGNATURE: _____

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**GERING PUBLIC SCHOOLS
DISTRICT NO. 16
GERING, NEBRASKA**

INTRODUCTION

Intent of Handbook

The purpose of this handbook is to provide you with information concerning the policies, regulations, and services that relate to the successful operation of the Gering Elementary Schools. This handbook does not form a contract, and the school reserves the right to change or modify the handbook as needed.

Communication and cooperation between the home and the school are essential in providing quality education to each child. Parents are encouraged to maintain regular contact with the school and to attend scheduled parent-teacher conferences. If a problem should arise or if clarification is needed, please contact your child's teacher or principal.

Members of the Board of Education

Alan Doll, Board President
Brian Copsey, Vice President
B.J. Peters, Member at Large
Mike Brunner, Member at Large
Mary Winn, Member at Large
Dr. Jerry Upp – Member at Large
Tim Meisner – Board Treasurer
Lisa Frahm – Board Secretary

Administrative Staff

Bob Hastings, Superintendent of Schools – 436-3125
Tim Meisner, Business Manager – 436-3125
Candy Hubbard, Director of Student Services – 436-3125
Terri Martin, Director of Curriculum & Assessment– 436-3125

Betty Smith, Principal of Northfield Elementary – 436-5555
Mary Kay Haun, Principal of Geil Elementary – 436-2545
Pam Barker, Principal of Lincoln Elementary – 436-2350
Mary Kay Haun, Principal of Cedar Canyon Elementary – 436-2004

SCHOOL CALENDAR

Current school calendar for 2013-2014 inserted here

DIRECTION, PURPOSE AND GOALS

School Direction and Purpose Statements

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

Our Purpose: To develop the academic, personal, and social skills of all students and to prepare them to be productive, responsible global citizens.

Critical Success Factors

1. Acknowledge and understand the increased diversity in families within the school district and develop educational programs that will help students succeed within our ever changing global society.
2. Guarantee quality educational opportunities which support community ideals and ethics enabling all students to become critical thinkers and achieve basic and advanced skills to be lifelong learners.
3. Ensure that all segments of the community are included in the educational process by:
 - Developing a cooperative relationship between parents and schools that will lead to successful mutual involvement.
 - Developing an interactive involvement between the school and the entire community to expand learning opportunities leading to a commitment to lifelong learning.
4. Effectively use the school district's resources for maximum educational benefit to the entire community.
5. Create a working environment that allows the staff to have meaningful involvement in decision making, to be professionals, and to develop innovative curricula through cooperative community efforts.

Notice of Nondiscrimination

The Gering School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies or non-discrimination.

Bob Hastings, Superintendent
1519 10th Street, Gering, NE 69341
(308) 436-3125

If parents, employees and students do not feel that their complaints regarding Title IX, Title VI, Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office for Civil Rights. This would be their final opportunity for resolution. This address needs to be readily available to parents, employees and students for their appeals.

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
(816) 268-0550
FAX: (816) 823-1404; TDD 800-437-0833

If you have any questions, please do not hesitate to contact Rebecca Hasty, Nontraditional/Equity Programs Specialist, Career & Technical Education, Nebraska Department of Education, PO Box 94987, Lincoln, NE 68509-4987, (402) 471-4823, FAX (402) 471-4565, e-mail – rhasty@nde.state.ne.us.

Exit Outcomes

We will know that we have achieved our mission when all Gering students develop these skills and demonstrate the following upon graduation:

1. Critical, creative, and collaborative thinking skills, including problem solving, scientific inquiry, decision making, and accessing appropriate resources.
2. An awareness of individual strengths and talents, which are manifested in self-directed, self-confident persons who make healthy social, physical, and mental decisions.
3. An appreciation of all cultures and an ability to effectively communicate with all people to produce an environment for economic, scientific, and historical understanding and exchange.
4. An ability to communicate effectively using reading, writing, speaking, and listening skills.
5. A proficiency in mathematic, scientific, and technological skills and the ability to adapt to change.
6. An appreciation of music, art, and literature as it applies to the historical progress of human development and its contribution to making life more pleasurable.
7. A responsibility to family and society.
8. A desire and capacity for lifelong learning that contributes to each individual's growth and development as productive citizens of society.
9. Personal qualities of integrity, loyalty, honesty, self-control, and mutual respect.
10. An awareness of the consequences of life changing decisions.
11. An ability to manage interpersonal relationships and work with others.

School Improvement Goals, Standards and Grade Level Essential Skills lists are available from your child's attendance center upon request.

Mutual Respect

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

Multicultural Policy

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

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Gering Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Complaint Procedures

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

1. **Complaint Procedure:**

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.
- Step 5. If the complaint is regarding a federal program, and has not been resolved at the district level, the initiating party should contact the Director of Student Services. The Director of Student Services will provide the initiating party information on how to forward the complaint to the Nebraska Department of Education.

Using these procedures, the needs and desires of all parents can be met. It is the desire of all administrators and teachers to solve all problems at the building level whenever possible. Please remember that we stand ready to visit with you. We are more than willing to explain our position on a problem, and we will listen to your concerns.

All complaints shall be in writing, and no anonymous correspondence will be considered by the Board of Education.

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

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

SCHOOL DAY

Daily Schedule (Kindergarten through 6th grade)

Building Time		Early Dismissal (Wednesdays)
• Northfield Elementary	7:40am to 3:15pm	2:00pm
• Lincoln Elementary	7:45am to 3:20pm	2:10pm
• Geil Elementary	7:50am to 3:25pm	2:20pm
• Cedar Canyon	8:00am to 3:35pm	2:30pm

These times are tentative and are subject to change.

Breakfast will be served 30 minutes prior to the start of the school day.

Supervision for all children will be provided at the school building approximately 10 minutes prior to the start of each school day. For safety purposes, we are, therefore, requesting that children not arrive any earlier than 10 minutes before the start time of their particular building and leave school grounds immediately after unless attending after-school programs or requested to stay by the principal or classroom teacher.

Severe Weather and School Cancellations

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

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Students and parents will want to pay special attention to which public school district and/or building is being closed.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances. At the beginning of each school year you will be asked to provide the school with a plan for your child to follow in the event that this should occur.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes, provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions. Gering Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Emergency Procedures

In case of an emergency, it is absolutely necessary for school personnel to be able to contact the parents of a child or someone who knows the child. Therefore, it is very important that telephone numbers and addresses be kept up-to-date. If possible, an emergency phone number where a parent or guardian can be contacted at all times should be listed with the school. Unlisted numbers are becoming more frequent, and they handicap the school in contacting parents. The school will not release an unlisted number to any individual, so please list a telephone number with the school. If the situation warrants, a Messenger call may go out explaining the emergency situation to parents.

At the beginning of the school year you will be asked to provide the school with emergency contact information.

Change of Address and Telephone Numbers

It is CRITICAL THAT EVERY PARENT report a change of address and/or phone number to the elementary office as soon as possible.

Live Broadcast or Videotaping

Individuals may broadcast or videotape public school district events, including open Board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It shall be within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the administration.

News media coverage of sports and other special events is encouraged. Radio broadcasts of events will be arranged through the Activities Director.

Video Surveillance

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

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Notice is further given that students and members of the public may photograph, video or otherwise record students and others at events open to members of the public. The School District may take action to prohibit or limit such recording when determined to be appropriate. However, the School District cannot give assurance that such recording will not occur. As such, those who attend events open to members of the public are deemed to consent to such recording.

BUILDING AND GROUNDS

Visitors

Parents are encouraged to visit school. Visits in a classroom should generally not exceed one hour in length, and the visitor should be an observer and not a participant in the learning process. Teachers and principals appreciate knowing in advance that you plan to visit. Visitation just prior to or after a holiday is not very beneficial to parents or the classroom teacher and is discouraged.

Visitation by students from outside the District and pre-school children visitations are discouraged. To assist teachers with beginning school in the fall and in closing school in late spring, the school asks that no visitations be made during the first two (2) weeks and last two (2) weeks of a school year.

All visitors must report to the principal's office sign in, and receive a visitor's badge before entering a classroom and upon leaving the building.

Students wishing to visit Gering Elementary Schools must call the office 24 hours in advance and arrange for a guided visit of the school.

Smoke-Free Environment

Gering Public Schools declares all of our school buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke-and tobacco-free and abide by our District's policy.

Care of School Property

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

Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. The administration reserves the right to determine the amount of all fines.

Fines on books are determined according to the following criteria:

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

Students must pay all fines before they can receive school publications and final grades.

Searches

Searches within the school building or on school grounds will be authorized by the principal when there are circumstances that would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of the following:

1. Evidence of a violation of the student conduct standards contained in the policies of the Board of Education or a violation of federal, state or local laws.
2. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Locker/Desk/Storage Area

All lockers and other storage areas on school premises remain the property of the issuing agency and are provided for the use of the students and are subject to inspection, access for maintenance, and search pursuant to this policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks will be removed.

1. The principal, or a member of the administrative staff and a faculty witness, will search a locker and its contents when the person conducting the search has reasonable cause to conduct the search.

A. Personal Searches

The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, will search the person of a student while on the school premises and/or during a school activity if the principal has reasonable cause to conduct a search of that student for a violation of the policy herein. Searches of the person of a student shall be limited to the following:

1. Searches of the pockets of the student
2. Searches of the shoes and socks of the student
3. Any object in the possession of the student, such as a purse or backpack.
4. A "pat down" of the exterior of the student's clothing

More extensive searches of the person of a student than those enumerated above shall be conducted in a private room by a person of the same sex as the student being searched and witnessed by one other person of the same sex as the person being searched. Searches of the person of a student which requires removal of clothing other than coat or jacket and shoes and socks shall be conducted only upon grounds of probable cause.

B. Custody of Evidence

Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
2. Turned over to a law enforcement officer in accordance with the subsection of this regulation entitled "Involvement of Law Enforcement Officers."

C. Involvement of Law Enforcement Officers

Except in cases of extreme danger to life or property, or when notification is not possible through reasonably diligent efforts, the parent of any student shall be notified prior to requesting police to conduct a search of the person. In those instances when notification is not possible prior to requesting police to conduct the search, the student's parents shall be notified as soon as is reasonably possible thereafter. Upon finding probable cause for a search, the principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to conduct the following:

1. Search any area of the school premises, any student, or any motor vehicle on the school premises.
2. Identify, retain, or dispose of contraband found in the course of a search conducted in accordance with this section.

Bicycles/Scooters

Children riding bicycles or scooters to school should park them in the bicycle rack or area designated by the principal. Bicycle racks are not supervised at all times during the day; therefore, for protection against theft, a method of locking the bicycle or scooter to the bicycle rack is a necessity. Although school administrators and teachers are interested in protecting the property of students, they cannot assume responsibility for items such as bicycles or scooters for which they cannot provide supervision throughout the day.

Bicycles and scooters are to be ridden directly from home to the bicycle rack and vice versa when the school day ends. No bicycles or scooters are to be ridden on the playground or other school property, except when going to and from the bicycle rack.

Student Valuables

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

Lost and Found

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

Accidents

Every accident in the school building and/or on the school grounds must be reported immediately to school personnel.

Insurance

INJURIES AT SCHOOL

The Gering Public Schools does not pay for medical bills for students injured at school or while participating in extracurricular activities. The school provides information and enrollment forms for parents wishing to purchase medical insurance through an independent insurance company which is not affiliated with the Gering Public Schools. Parents are encouraged to review the insurance material.

Copyright and Fair Use Policy

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

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

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

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

Toxic Substance Control Act

Gering Public Schools annually conducts asbestos inspections in its facilities as required by Section 203 of Title 2 of the Toxic Substance Control Act. 15 U.S.C. 2643. Management plans requiring those inspections are available for your review in the principals' offices and in the Central Administration Office at 1800 Eighth Street, Gering, Nebraska during regular business hours.

ATTENDANCE

Attendance Policy

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

Attendance and Absences

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

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
 - (B) Illness which causes a student to be absent from school,
 - (C) Doctor or dental appointment which require student to be absent from school,
 - (D) Court appearances that are required by a court order and the student is not responsible for needing to be in court,
 - (E) School sponsored activities which require students to be absent from school,
 - (F) Family trips in which student accompanies parent(s)/legal guardian(s),
 - (G) Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

A student who accumulates unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201 to 79-209. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

Absence Procedure. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issue by the Principal's office. A conditional admit slip, good for two days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip. Students missing classes for school activities must present a completed activities dismissal slip to the sponsor before being allowed to leave for the activity.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets, the school should be contacted by no later than 8:00 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

Reporting and Responding to Truant Behavior. In all school districts in this state, any superintendent, principal, teacher, or member of the school board who knows of any violation of section 79-201 on the part of any child of school age, his or her parent, the person in actual or legal control of such child, or any other person shall within three days report such violation to the attendance officer of the school, who shall investigate the case. When of his or her personal knowledge, by report or complaint from any resident of the district, or by report or complaint as provided in this section, the building Principal believes that any child is unlawfully absent from school, the Building Principal shall immediately investigate.

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

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

Reporting Habitual Truancy. If the child is absent more than twenty days per year or the hourly equivalent, the building Principal shall file a report with the county attorney of the county in which such person resides. The county attorney may file a complaint against a person violating section 79-201 before the judge of the county court of the county in which such person resides charging such person with violation of section 79-201 or may file a petition under the Nebraska Juvenile Code alleging the person violating section 79-201 is a juvenile described in subdivision (3)(a) or (3)(b) of section 43-247. Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism.

Sec. 20. Section 79-2104, Revised Statutes Cumulative Supplement, 2010

Tardiness

Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area five minutes after the first bell rings. Students who arrive after the first bell rings, but before 10:00 a.m. will be considered tardy. Five tardies will equal one absence. Students arriving after 10:00 a.m. will be considered absent for a half day. Students arriving after 1:00 p.m. will be considered absent for a full day.

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Appointments with doctors and/or dentists should be scheduled outside the regular school day.

Make-up Work

When a child returns to school after an absence, all make-up work should be completed as soon as possible. Generally, a student will be allowed two days to make-up work for one day missed, except when make-up work must be completed sooner because it is impeding the child's progress. For example, if a student is absent for two (2) days, he/she will have four (4) days to make-up the missed work before being required to give up recesses and other free time. Chronic absentees or students who have failed to make-up work in the past may be required to stay in at recess or at lunchtime immediately upon their return to school from an absence.

Parents should work closely with the teacher to make the task of make-up work as easy and profitable as possible for the returning student. If an absence is anticipated, arrangements should be made for the make-up work prior to the absence.

SCHOLASTIC ACHIEVEMENT

Reporting to Parents

It is very important for students and parents to be informed about the student's progress in school. To understand themselves, to capitalize on their strong points and to remedy any weaknesses; students need to know what their strengths and weaknesses are. In order for parents to work cooperatively with the school in supporting educational endeavors, they need to know how their son or daughter is progressing, and they need information on the educational program. For these reasons, a good reporting system is a necessity.

The following procedures will be followed in reporting to parents:

1. Kindergarten through sixth grade will have two parent-teacher conferences during a school year. These conferences will be scheduled for parents at the end of the first nine (9) weeks of school and again at the end of the third nine (9) week period. In addition to scheduled parent-teacher conferences, individual conferences may be scheduled when a need exists or upon the request of the parent.
2. Report cards will be issued at the end of each nine (9) week period. When conferences are scheduled, at the end of a nine (9) week period, report cards will be given to parents during the conference. At the end of the other nine (9) week periods, report cards will be sent home with students. The school calendar included in this handbook designates the dates when each nine-week period ends. Report cards will generally be issued the following Thursday. Please remember these important dates.

Grading System

The grading system for the Gering Public School District is:

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

Promotion and Retention

The Gering Public School's administration and teachers have an interest in each individual student and all staff members are willing to work with students and parents to insure that academic progress is achieved. When academic progress has not been achieved, the decision must be made as to whether or not to retain the child in a grade for another year. The following policy will be followed when considering the promotion or retention of a child:

Generally speaking, the District does not support retention of a student in the same grade for the next school year. Several significant factors should be considered and certain procedures should be followed during the retention process if it is considered:

1. The attitude of principals and teachers toward promotion and retention must be positive so that the best interests and the future of the student are the primary consideration for decisions regarding grade placement.
2. In reaching a decision to retain a child, the teacher and/or principal, and when necessary, the school psychologist and specialists involved, should study all available data before a decision is reached.
3. Poor attendance and physical and emotional immaturity may be justification for retention.
4. Teacher judgment should always be a prime factor in reaching a decision to retain a child; however, to help the teacher, principal, and specialist reach this decision, achievement test results may be considered.
5. The final responsibility for the promotion or retention of an individual student rests with the principal as with any other official action taken within his/her school.
6. As the study of all factors is carried out to determine whether to promote or retain a child, close contact with parents should be maintained. Conferences with teacher, principal, and parents involved are necessary.

SUPPORT SERVICES

After School Program

Through the Gering Public Schools, an after school program or extended learning opportunity for K-6 elementary students will be offered. The program stimulates students' social, physical, and intellectual abilities through participation with their school peers. If you need more information regarding this program, please contact your building principal.

Summer School

Summer School may be provided for those students meeting district criteria. If you need more information regarding summer school, please contact your building principal.

School-Wide Title I

Students who receive a good education have a better chance for being successful in life. Title 1 is a federally funded program that helps students achieve academic standards and improve their scholastic performance.

Schools that meet income requirements can use Title 1 money to improve the whole school through a school-wide program. That means all students can benefit from Title 1. Geil, Lincoln, Northfield and Cedar Canyon elementary schools qualify for school-wide Title 1 programs. Each of these four buildings has a comprehensive plan to ensure high quality learning and continuous school improvement. The program currently focuses on the area of reading. It supports the Direct Instruction curriculum used in the district by providing more staff, materials, and professional development.

Parents are encouraged to be involved with the school and their children's education. This can be done by reading newsletters and notes, attending meetings and parent-teacher conferences, volunteering some time to the school, reviewing and updating the parent policy, pledging to support learning at home by signing the compact, and participating in activities sponsored by the school.

Positive Behavior Support (PBS)

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

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

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

Behavior Intervention Support Team (BIST)

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

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

BIST operates on these basic life goals:

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

Response-to-Intervention (Rtl)

Rtl is a system of service delivery designed to provide effective instruction for all students using a comprehensive and preventive problem solving approach. It employs a tiered method of instructional delivery, in which the core curriculum addresses and meets the needs of most students (Tier 1), additional instruction is provided for those needing supplementary support (Tier 2), and intensive and individualized services are provided for the students who continue to demonstrate more intensive needs (Tier 3). At its foundation, Rtl includes measuring the performance of all students, and basing educational decisions regarding curriculum, instruction, and intervention intensity on student response to instruction.

Twin Cities Alternative Program (TCAP)

Twin Cities Alternative Program (TCAP) is a joint venture between Scottsbluff Public Schools and Gering Public Schools. TCAP is an alternative to an out of district placement. It is an intensive behavior program for students in grades K-6th whose behavior is the primary disruption for their learning. TCAP is an option used only when exhaustive interventions have been implemented without success in the child's general/resource program.

The mission of the program is to provide a positive environment with clear expectations and immediate, consistent feedback to assist students in developing appropriate behavior management skills. TCAP believes that students should be served in the least restrictive environment allowing for academic and behavioral success.

Along with academic skills, students in TCAP will participate in individual and group social skills counseling. These skills provide the student with the necessary social guidance that is relevant to their success in TCAP, as well as in their home schools.

Students attending TCAP will be provided behavior intervention through the use of the Behavior Intervention Support Team (BIST), Crisis Prevention Institute strategies, and a four tier leveling system. When a student has completed the requirements for transition, the IEP team will consult with the student, parents, and home school concerning the transition.

The targeted population for this program includes students who have a current verification according to their Individual Educational Plan. Students will only be considered for this placement when it has been determined that all other interventions and placement options have been exhausted.

The program is located on the north side of the Junior High School. Classes are held from approximately 8:00 a.m. to 3:00 p.m. daily. For more information, contact Candy Hubbard, Director of Student Services.

Special Education Identification and Placement Procedures

What Does Special Education Mean?

Special education means specially designed instruction, curriculum and services, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

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

Re-evaluation

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

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents or guardian;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who know the student and who understand the tests and procedures that assess the student's learning abilities. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1) Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2) Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Gering Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Director of Student Services at the Gering Public Schools District Offices.

Student Assistance Team (SAT)

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

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

Students in need of information or help may be referred by various concerned individuals including: self, peers, family, or school staff. Referral forms can be obtained from any staff member. Completed forms should be returned to the counselor. After the referral, information will be gathered to help identify the problem(s) the student is experiencing. The SAT Team will then meet to formulate an appropriate plan of action.

Team members may include the parent, student, teacher, guidance counselor, Title I teacher, Special Education teacher, psychologist and/or administrator. Team members will consider possible options to resolve the student's problem.

For specific information regarding the SAT process, please contact your building principal or the Director of Student Services.

Guidance Services

Gering Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and attendance and for students to discuss problems and resolve conflicts in classroom visits, small group counseling, and individual counseling. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Health Program

As defined by the National Association of School Nurses, school nursing is a specialized practice of professional nursing that advances the well being, academic success, and life-long achievement of students. School nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy, and learning.

The school nurse role:

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

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

- Chronic or Acute health related diseases, conditions, and/or issues (For example, severe allergies, diabetes, epilepsy, asthma, urinary or bowel issues, etc)
- Recent physical, vision, and/or dental exams.
- Updated immunizations. (Records are reviewed annually and summary report sent to Nebraska State Health Department.)
- Need for medication administration during the regular school day; Please refer to Medication Administration Policy
- Need for excuse from Physical Education for a medical reason; then a healthcare provider note is required.

- Absence from school due to illness. Please inform school of type of illness so that the number and type of illnesses and symptoms can be monitored and reported to local health department as necessary.
- Updated emergency contact information and a plan/arrangements in place if parent/guardian is unable to pick up his/her ill child from school and/or when child is ill and needs to stay home

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

Health Screenings

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

Contagious and Infectious Diseases

As recommended by the Nebraska Department of Health and Human Services, please refer to the illnesses listed below for minimum isolation periods and control measures:

Please note:

Susceptible=person with disease; *Contacts*=those who have been in contact with diseased person.
Day of onset of specific symptom is counted as "day zero"; the day after onset is "day 1"

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

13. **Mumps (Epidemic Parotitis):** Exclude until swelling has subsided. No exclusion of contacts. Inform parents of unimmunized students on campus of possible exposure and encourage immunization.
14. **Pediculosis (Head or body lice):** Exclude until after appropriate treatment is started. No exclusion of contacts; however they should be notified of exposure.
15. **Pertussis (Whooping Cough):** return as per written documentation. Exclude inadequately immunized close contacts as deemed appropriate by school officials following investigation by the local and/or state Department of Health and Human Services. Chemoprophylaxis may be considered for family and close contacts. **Report immediately by telephone** all cases to local and/or state health departments.
16. **Poliomyelitis:** Exclude until physician approves return.
17. **Ringworm:** Exclude until treatment started. No exclusion of contacts. Good sanitation practices and don't share toilet articles.
18. **Rubella (German Measles):** Exclude for duration of illness and for no less than 4 days after onset of rash. Exclude unimmunized students on same campus from date of diagnosis of first case until 23* days after rash onset of last known case or until rubella immunization received or laboratory proof of immunity is presented. **Report immediately by telephone** all cases to local and/or state health department.
19. **Scabies:** Exclude until the day after treatment started. No exclusion of contacts.
20. **Shingles/Herpes Zoster:** Exclude children with shingles / zoster if the vesicles cannot be covered until after the vesicles have dried. Individuals with shingles /zoster should be instructed to wash their hands if they touch the potentially infectious vesicles.
21. **Streptococcal Infection (Scarlet Fever, Scarletina, Strep Throat):** Exclude until afebrile and under treatment for 24 hours. No exclusion of contacts. Early medical care important and usually requires 10 days of antibiotic treatment. Screening for asymptomatic cases not recommended.
22. **Tuberculosis Pulmonary:** Exclude. Physician treatment essential. May return with documented physician approval. No exclusion of contacts. Skin test contacts and chemoprophylaxis with INH if positive (in absence of disease). Exclusion of nonpulmonary tuberculosis unnecessary.

In addition, Gering Public Schools policy includes:

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

Medication Administration Policy

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

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

A record of the medication administration will be kept for each student receiving medication including the student name; medication name; instructions for use; name and initials of personal who administrated medication; date, time and route of administration; drug count with signature of school personnel and parent/guardian verify count; and documentation of unusual circumstances, actions, or omissions. Administration of medication records shall be kept confidential. Records shall be available to the Department of Health and Human Services Regulation and Licensure, the Department of Health and Human Services, and the State Department of Education.

Over-the-counter medication (such as Tylenol, ibuprofen, cough drops, saline eye drops, hydrocortisone cream, triple antibiotic ointment, insect sting swab, topical cooling gel) may be given with parents'/guardians' permission by trained school personnel by signing the pertinent section on Student Health Information form at the beginning of the school year. That permission releases Gering Public Schools and employees from liability in case of choking, allergic reaction, side effects and/or health risks related to the medication. Parents/guardians may also supply over-the-counter medication for their student to be kept at the school.

Medication will be kept in a secured area. Students may carry medication only with the approval of the parents and building principal and the appropriate paperwork completed. Emergency protocol for medication-related reactions will be in place. Medications must be picked up by an adult on the last day of school, or they will be disposed of.

Schools are not staffed with a full-time nurse. The student has a responsibility to remember to report to office at medication administration time.

The superintendent shall be responsible, in conjunction with the school nurse or medication aide, for developing rules and regulations governing the administration of medication, prescription and nonprescription, including emergency protocols, to students and for ensuring persons administering medication have met the requirement of state statutes. Annually, each student shall be provided with the requirements for administration of medication at school.

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

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

The Emergency Protocol includes:

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

The protocol medication is kept on school grounds, and therefore will not be available at field trips, etc. If you do not want your student to receive this protocol, then please contact the school nurse.

High Ability Learning (HAL)

Pursuant to Nebraska Department of Education Rule 3 Regulations, Gering Public Schools identifies learners of high ability and seeks to address their unique needs through a variety of instructional methods. The Gering Public Schools HAL identification matrix incorporates criteria including nationalized achievement test scores to identify students above the 90th percentile district-wide.

Admission

A pupil must be five (5) years of age on or before July 31 to be enrolled in Kindergarten. All students entering the Gering Public Schools for the first time must present a valid birth certificate and a complete record of immunizations in addition to a physical examination requirement specified in the Nebraska Statute 79-214. In addition, a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to entering Nebraska schools for the first time. All students are required to have the following: 3 doses of DTaP, DTP, DT, one given on or after the 4th birthday; 3 doses of Polio vaccine; 3 doses of pediatric Hepatitis B vaccine; 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month; and 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, he or she does not need any varicella shots.

008.02 From July 1, 1994, and thereafter, each student shall be protected prior to enrollment against the diseases listed, except as follows:

008.02A Immunization shall not be required for a student's enrollment in any school in this state if he or she submits to the admitting official either of the following:

008.02A1 A statement (attachment 3, Refusal of Immunization for Medical Reasons, which is incorporated herein by this reference) signed by a physician licensed under the Uniform Licensing Law stating that, in the physicians' opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household; or

008.02A2 An affidavit (attachment 4, Refusal of Immunization for Religious Reasons, which is incorporated herein by this reference) signed by the student or, if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

Student Fees

The Board of Education of Gering Public Schools has adopted a student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's Policy is to provide free instruction which is required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

Fees will be collected in specific classes pursuant to Nebraska state law. Students will pay for materials used in class projects that become the student's personal property.

DRUGS, ALCOHOL AND TOBACCO

Drug Free Schools

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

Comprehensive Substance Abuse Policy

PHILOSOPHY

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

USE/POSSESSION OF HEALTH ENDANGERING SUBSTANCES

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

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

Students who possess or use tobacco or tobacco products, alcohol or narcotics, or other dangerous drugs or drug paraphernalia, except as directed by a physician during the school day, on school grounds, or while participating in or attending school activities, shall be subject to disciplinary sanctions, including but not limited to expulsion or suspension.

Enforcement of disciplinary sanctions shall be in accordance with the procedures established by the Gering Public Schools' Comprehensive Substance Abuse Policy and Guidelines for Students Participating in Extra Curricular Activities.

Disciplinary Procedures and Actions

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

A. **Procedures for Dealing with Students Under the Influence of Alcohol, Drugs or Other Harmful Substances Other than Tobacco.**

1. Any staff member who believes that a student is under the influence of alcohol or drugs will notify a principal or designee immediately.
2. The principal or designee will take the necessary disciplinary actions as outlined in the following section (Section B).

B. **Disciplinary Actions for Students Under the Influence of Alcohol, Drugs or Other Harmful Substance Other Than Tobacco.**

1. First Offense

- a. A meeting is held with student and parents.
- b. The student is given a five (5) day out of school suspension, but shall be offered the option of in school suspension if he/she agrees to have immediate testing for drugs/alcohol in the body and to seek diagnostic evaluation for substance abuse if the tests are positive. The student must follow those recommendations made by a resource specialist for substance use/abuse or related problems. If the student fails to follow treatment recommendations he/she shall be required to complete the remainder of the five-day out of school suspension. (The School District will provide a list of qualified specialists).
- c. A recommendation for long-term suspension or expulsion will be considered, depending upon the severity of the case.
- d. In an emergency case necessitating immediate health care services, the above procedures shall be put in place as soon as the student is physically and mentally functional.

2. Second Offense (occurring within three years of the first offense).

- a. A conference will be held with the parents as soon as possible. Immediate drug/alcohol testing will take place.
- b. Upon confirmation of a positive drug/alcohol test, the student will automatically be suspended ten (10) days.
- c. Parents will be provided with information on qualified substance abuse treatment resources.
- d. The student will be required to undergo assessment by a qualified substance abuse specialist and submit proof of an assessment by that specialist before being allowed to return to school. The student must agree to fulfill those recommendations made by the substance abuse specialist.
- e. Failure to comply with the above will result in long term suspension or expulsion hearings being initiated against the student.

3. Third Offense (occurring within three years of the first offense).

- a. The student will be suspended pending expulsion proceedings which will be initiated according to the School District's expulsion policy.

C. **Procedures for Dealing with Students in Possession**

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

1. Any staff member who comes in contact with evidence and/or contraband will notify a principal or a designee immediately.
2. Any staff member who has reasonable suspicion to believe that a student is in possession of alcohol, narcotics, other drugs, drug "look-alikes," or drug paraphernalia will notify a principal or designee immediately.
3. The principal or designee may call the local police department and request assistance in conducting a search for any illegal substances. All substances (contraband) found in the search will be given to the police department for analysis to determine if it is an illegal substance.

4. Upon notification by the appropriate agency for law enforcement that the contraband contains narcotics or other dangerous drugs, or if possession of alcohol is involved, the principal or designee will take the necessary disciplinary action as outlined in Section **E**.

D. Disciplinary Actions for Students in Possession

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

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

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

1. If an employee is witness to any act in which alcohol, narcotics, other drugs, drug “look-alikes,” or drug paraphernalia is transferred from one person to another, the employee will immediately attempt to detain the student(s) involved and request that they accompany him to a principal or designee. If the student refuses, the employee will notify a principal or designee immediately.
2. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures outlined in the Section titled “Searches”.
3. Follow the same procedure for handling evidence and/or contraband as outlined above in Section **C**.

F. Disciplinary Actions for Students Selling, Giving, or Exchanging

Any student found to be in violation of school rules or Nebraska State laws by selling, giving, or exchanging any substance stated herein, shall be immediately notified (along with the parents) of the charge, and shall otherwise be entitled to the same right to a hearing according to School District policy.

1. First Offense
 - a. Student is given a **TEN** (10) day suspension, but shall be offered the option of returning to school after **FIVE** (5) days if he/she agrees to have immediate testing for drugs/alcohol in the body and to seek diagnostic evaluation for substance abuse if the tests are positive. The student must follow the recommendations made by a resource specialist for substance use/abuse or related problems. If the student fails to follow treatment recommendations, he/she shall be required to complete the remainder of the five-day suspension. (The School District will provide a list of qualified specialists).
 - b. The principal or designee will conduct a conference with parents and/or police representatives.
 - c. A recommendation for long-term suspension or expulsion will be considered, depending upon the severity of the case.
 - d. The school administration will cooperate fully with local law enforcement agencies when investigations and searches, related to drug offenses, are in progress.
2. Second Offense
 - a. The student will be suspended, pending a long-term suspension or expulsion proceeding which will be initiated according to the School District’s expulsion policy.

G. Procedures for Dealing with Students in Possession of Tobacco Products

1. First Offense
 - a. Student will be given a written warning.
 - b. Parents will be contacted and receive a copy of the written warning given to the student.

2. Second and Subsequent Offense (s)
 - a. The student will be suspended from school for three (3) days or must successfully complete a smoking cessation class/rehabilitative program.
 - b. The principal or designee will conduct a conference with the student and parent.

STUDENT CONDUCT AND DISCIPLINE

High School Activities

Elementary students are welcome at all high school sporting events. There are, however, no elementary students sections at these activities. Students are to sit in the stands with an adult. Students are not to be dropped off at an event without adult supervision. If a student attends an event and is running around without supervision the parent will be contacted and an adult will need to pick him/her up. Students may also have activity passes taken away for the rest of the year if it is warranted.

Conduct and Discipline

Students in the Gering Elementary Schools are expected to conduct themselves in such a manner as to reflect credit to the school system and their families. Failure to do so will result in corrective action by school officials.

The Gering School officials feel that a child should, at all times, show proper respect for school property, personnel and fellow students. The majority of students show this respect, but to insure that all students comply, it is necessary to have certain rules and regulations.

Each elementary school and classroom teacher will specify to students reasonable rules and regulations which will apply in the classroom, lunchroom, halls and on the playground. Compliance with these regulations is required and will enhance the education of all students.

The Administrative Regulations of the Gering Public School District outlines the procedures to be followed in cases where disciplinary action is a necessity. These regulations are approved by the Board of Education and govern action in all of the elementary schools. The following is a direct quote from the Gering Public Schools Regulations:

Administrative Regulations

STUDENT DISCIPLINE

The primary objective of the public schools is the education of children and youth. It is recognized that this objective can be best realized with students who are happy, well-adjusted, law abiding and healthy young citizens. Unfortunately, not all children and youth are socially adjusted to the extent that they conform to the recognized standards of good conduct. It is sometimes necessary for the schools to take disciplinary action, not only for the sake of the individuals who do not obey the laws and regulations of society generally, the schools particularly, but for the sake of other students. In this regard, every teacher in the public schools shall hold students to strict account of their conduct on or in close proximity to the school grounds, on the playground and during an intermission, recess, field trips and all other school sponsored activities.

In the maintenance of a sound-learning environment, the District shall expect acceptable behavior on the part of all students who attend school in the district. Discipline shall be enforced fairly and consistently, regardless of race, creed, sex, color, age or national origin. Such discipline shall be consistent with applicable federal and state laws.

The overall responsibility for discipline and the welfare of the student is assumed by the principal. The principal will handle extreme behavioral cases. The imposition of serious discipline on any student, including but not limited to suspension from interscholastic activities, suspension from school, and expulsion shall be governed by the provision of the Disciplinary Procedures for Students in the Gering Public School District as adopted by the Board of Education.

The primary responsibility for discipline in the classroom rests with the teacher. The teacher shall use reasonable and professional judgment in controlling and maintaining order and in administering prudent disciplinary measures.

Discipline Policy

1. **Short Term Suspension On Campus**

Under this condition students shall be isolated from their regular classes. They shall get their assignments from their respective teachers immediately after school. They shall work in isolation under the supervision of an administrator or his/her designee. They shall get permission from their supervisor for rest room privilege or library privilege and they may or may not be accompanied to see that these privileges are not abused. Library privilege provides only getting necessary materials and it does not include loitering and working in the library.

2. **Short Term Suspension Off Campus**

The student is suspended from school during school hours but may come in for assignments immediately after school. While under suspension, students are not eligible to take part in school activities. Short-term suspension can be made for a period of time not greater than five (5) school days.

Conditions and procedures for assigning short term suspensions:

The principal must make an investigation by checking or having another check with the involved teacher or teachers and the involved student or students. The principal may then suspend the student(s) if he/she feels that is for the best interest of the student(s), or, if this is necessary for a more orderly operation of the school.

Within 24 hours, or such time as is reasonable following the suspension, the principal must:

- Send a written statement to student, student's parent(s) or guardian describing the student's conduct or violation of rules.
- Give reason for the action taken.
- Confer with parent(s) or guardian, before, or at the time the student returns to class(es) or school.

Conditions for Suspension

Emergency Suspension:

- A. Communicable disease transmitted through normal school contact.
- B. External parasites that may be transmitted through normal school contact.

Short Term Suspension:

- A. Use or possession of tobacco on school property or at school sponsored activities.
- B. Refusal to comply with reasonable standards of behavior established by teachers or administrators.
- C. Use of abusive or profane language, written or oral.
- D. Vandalism of property belonging to the school district, staff, or students.

- E. Fighting
- F. Theft of property belonging to the school district, staff or students.
- G. Committing any other act or becoming involved in any other activity which disrupts the normal educational opportunities for other students.
- H. Failure to comply with a reasonable request by authorized school personnel.
- I. Sexual misconduct.
- J. Sexually assaulting or attempting to sexually assault any person.
- K. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members.

Temporary removal will be used if the student's conduct presents a threat to the students or to others.

An emergency suspension will be made if the student has a dangerous disease, or his/her conduct presents a threat to the physical safety of the school community or is very disruptive.

Procedure for emergency suspension:

- Suspension shall not last longer than necessary to avoid the threats of emergency.
- If longer than five (5) days, there must be substantial compliance with the procedures provided for long-term suspension.

3. Long Term Suspension Or Expulsion:

- Long-term suspension is longer than five (5) days and less than 20 days.
- An expulsion is removing a student from school for the remainder of the semester.

The following behavior constitutes grounds for long-term suspension and/or expulsion:

- A. Use of violence, force, coercion, threat, substantial interference with school purposes
- B. Damage to property, private or school, of substantial value (\$25.00 or more)
- C. Causing or attempting to cause personal injury to a school employee, school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision
- D. Threat to obtain money or anything of value
- E. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (results in one (1) full calendar year expulsion)
- F. Engaging in any activity forbidden by law which interferes with school purposes
- G. Repeated violation of rules and regulations
- H. Possession of a controlled substance or an alcoholic liquor
- I. Sexual misconduct
- J. Sexually assaulting or attempting to sexually assault any person.
- K. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members.

Procedures required for long-term suspension:

- A written charge and summary of evidence supporting the charge shall be filed with the Superintendent on the date of the decision to suspend or expel the student.
- Within two (2) days a written notice must be provided to the parent(s)/guardian and to the student informing them of the rights under the act.

This notice shall include the following:

- A. Rule violated and summary of evidence
- B. Penalty which the principal has recommended
- C. Notice of student's rights to a hearing

- D. Hearing procedures provided by this act and appeal procedures
- E. A statement concerning the right to know the identity of witnesses who will appear, and substance of their testimony
- F. The written notice letter shall include a form to the parent(s)/guardian of the student to request a hearing.

The following preliminary procedures must be followed if a hearing is requested within five (5) days of the notice:

- The Superintendent must appoint a hearing examiner and the hearing examiner must be given written notice by the principal as to the identity of the student(s) and parent(s)/guardian; teachers involved; nature of the hearing; and time and place of hearing.

The requirements of a hearing examiner:

- A. Has not brought charges against the student;
- B. Shall not be a witness at the hearing;
- C. Has no involvement in the charge (impartial);
- D. Is available;
- E. Can be anyone who meets these above qualifications.

The hearing must be held within five (5) days after the request, but it cannot be held without providing the principal, student, student's parents/guardian at least two (2) days of notice (school days).

The right to examine the record and written statements (including the statement of any witness for the school) prior to the hearing with the principal must be provided to legal counsel, student, student's parents, guardian or representative.

If no hearing is requested, the punishment goes into effect on the fifth day following the notice. A hearing may be held, if requested after five (5) days, but no later than 30 calendar days following receipt of notice; here punishment continues, pending final determination.

The rules that apply when the hearing is conducted:

- A. The following may be asked to attend the hearing: hearing examiner, the student, his/her representative (if any), the student's parents or guardian, the principal, the witnesses for the school, and the counsel for the School Board.
- B. Witnesses may testify and be present only when testifying.
- C. Anyone may be excluded by the examiner if they disrupt the hearing.
- D. The student may speak in his/her behalf and question witnesses, he/she may request not to speak; may be excluded, if necessary, when discussing student's emotional problem.
- E. The principal shall present statements to the hearing examiner (in affidavit form) of anyone having information about the student's conduct and the student's records, only if these have been made available to the student's parents, guardian, or representative prior to the hearing.
- F. The hearing officer is not bound by rules of evidence or other courtroom procedures.
- G. The following persons may ask to testify at the hearing: the student, the student's parents, guardian, or representative, and the principal.
- H. Testimony shall be under oath; the hearing examiner shall administer the oath.
- I. The persons listed in G above as well as the hearing examiner shall have the right to question witnesses giving information at the hearing.
- J. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.
- K. The proceedings shall be recorded at the expense of the school district.
- L. If more than one (1) student is charged with the violation of the same rule and acted in concert, a single hearing may be held, unless students' interests may be substantially prejudiced, as determined by the hearing examiner.

Report of the hearing examiner:

- A. The report must include hearing examiner's recommendations and the reasons for the decision.
- B. The report shall be reviewed by the Superintendent who may change, revoke, or impose the sanctions recommended. In no case may the Superintendent's charges be more severe than the examiner's recommendations.
- C. Written notice of the recommendations by the examiner and Superintendent shall be sent by registered mail or personal delivery to the student, and parent(s) or guardian.
- D. Upon receipt of the written notice, the determination recommendations shall take effect.
- E. During the intervening time, starting when the principal starts disciplinary action and ending at the completion of the hearing, the student shall be treated in a temporary disciplinary way as set forth by the Superintendent.

In the case of an expelled student, an alternative education plan will be provided the student according to provisions outlined in Board Policy and pertinent regulations and procedures.

Student Appearance

Students at Gering Public Schools are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The following is a list of examples of attire that **will not be** considered appropriate; **this list is not inclusive of all items which may be excluded:**

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);
- c. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry that exhibits nudity, makes sexual references or carries double meanings.

Harassment and Bullying

All Gering Public Schools employees and students have the responsibility to keep school administrators informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual/ethics harassment **or bullying**. It is the responsibility of each school district administrator, principal, teacher, and supervisor to provide a working and academic environment free of sexual/ethnic harassment or sexual/ethnic intimidation. **The school district will take prompt action to investigate and act upon all reported instances of alleged sexual/ethnic harassment or bullying, per District guidelines. Harassment is behavior represented in words, pictures or actions that is offensive to a person. Harassment must involve issues of sexuality or ethnicity. Bullying is defined as treating another person abusively by words or actions using force or coercion. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Guidelines established to respond specifically to harassment/bullying behavior are as follows:**

Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps.

Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that

there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may refer the student to the Child Study Team.

Step Four: If a student fails to respond positively to the corrective measures, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Gang Activity or Association

For the purpose of these policies, a gang is a group of three or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies; and
- Exhibit antisocial behavior-often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees;
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress or behavior is in violation of these regulations, the principal or designee will ask the student to make the appropriate correction. If the student refuses, the parent/guardian will be notified and asked to make the necessary correction. The principal or designee will make the final decision and take appropriate corrective or disciplinary action.

Transportation

Bus transportation is a privilege offered for free to the students by the school district. Abuse of this privilege may result in a student being denied bus transportation.

See Application for Permission to Ride School Bus (distributed to all students who riding the bus)

Bus Etiquette

1. Students must get on and off the bus at their designated bus stop **ONLY**. (This is the bus stop closest to their home address.) **The district does not transport students to and from day care addresses.**
2. Bus stops are at the side of the road or street. At these bus stops, order must be maintained to protect the safety of all students. There is to be no snowball or rock throwing, abusive language or horseplay.
3. Do not push or crowd when loading or unloading. Outside of ordinary conversation, classroom conduct is to be observed by students.

4. Go to the **REAR** of the bus as you enter. The rear seats are to be filled first unless the driver places you differently. **Students must remain seated while the bus is moving.**
5. The driver is in full charge of the bus and students. Students are requested to comply promptly, cheerfully and fully with his or her requests.
6. There must be "**ABSOLUTE SILENCE**" at all railroad crossings.
7. Aisles are to be kept clear of anything that might prove to be hazardous. (Band instruments, books, backpacks, etc.)
8. Do not put hands, arms, or head out of windows. No litter is to be thrown on the bus floor or from the bus. Students are not to yell at anyone in the bus or outside the bus.
9. The emergency door is for emergency exits only. **DO NOT OPEN IT!**
10. Horseplay, wrestling, abusive language, harassing or infringing on other students' rights or safety **WILL NOT BE TOLERATED.**
11. When the students leave the bus, they should walk to a distance of approximately twelve feet in front of the bus before crossing the roadway. Do not hide, crawl under the bus to recover anything, or hold onto the bus.
12. Always look both ways before crossing the street. Some drivers of cars ignore the bus signal, so be extremely careful with oncoming traffic.
13. Any damage to the bus is to be reported to the driver at once. **DO NOT** write on the seats or floor. Students will be held responsible for any damage they do to the bus.
14. **STUDENTS MUST BE AT THE BUS STOP ON TIME.** The bus **WILL NOT** wait for students who are tardy.
15. **NO FOOD OR DRINKS** are allowed on the bus with the exception of **LONG DISTANCE** activity and field trips. Trash must be put into the trash containers. If you spill, clean it up! **ABSOLUTELY NO SUNFLOWER SEEDS OR GUM CHEWING.** If these rules are not obeyed, food and drink will be forbidden on the busses at all times.
16. **RESPONSIBLE USE OF ELECTRONICS.** Example: headphones, iPads, etc.

PENALTY: Violations could be the cause of a student being suspended, temporarily or permanently from riding the school bus.

PUPIL SAFETY INSTRUCTION: During the school year, each pupil who is transported on a bus shall be instructed in safe riding practices and will be expected to participate in emergency drills.

PARENTS: We ask you to go over these regulations with your children so they have a safe trip to and from school.

Acceptable Use Policy for Electronic Resources

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

1. The use of your account and/or access must be consistent with the educational objectives of the Gering Public Schools. Use of electronic resources for recreational games is prohibited.
2. To transmit or knowingly receive any materials in violation of any United States or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic or obscene material, or material protected by trade secret.
3. Use for commercial activities is generally not acceptable. Use for product advertising or political lobbying is prohibited. Extensive use for personal and private business is also prohibited.
4. Abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - 4.1 Be polite. Do not be abusive in your messages to others. Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited.
 - 4.2 Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - 4.3 Do not reveal your full name, phone number, or home address, or that of other students.
 - 4.4 Note that electronic mail (e-mail) is not guaranteed to be private. Network storage areas will be treated as school property. Files and communications may be reviewed by District personnel. Material relating to, or in support of, illegal activities will be reported to the proper authorities.

- 4.5 The sending of “chain letters” is considered a misuse of the system and may result in the loss of the account.
- 4.6 *Talk*, *Write* and *Chat* commands may be intrusive and should only be used after receiving permission from the other party.
- 4.7 Permission of the supervising staff member must be obtained before “downloading” any files due to potential “virus” infection.
- 4.8 Be reasonable in the amount of time you use the system. Be considerate of other individuals using the system. Time limits may be imposed.
- 4.9 Classroom use will take precedence over independent use.
5. Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or computer system. These include, but are not limited to: viruses, forging e-mail, hacking, and attempting to use administrative commands.
6. Do not vandalize by harming or destroying the data or hardware on this system or any other system.
7. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use by authorized individuals. Any problems which arise from the use of an account are the responsibility of the account holder. This may include, but it not limited to:
 - 7.1 trespassing in another’s work or files;
 - 7.2 giving out your password or the password of others;
 - 7.3 attempting to login to another individual’s account;
 - 7.4 failure to notify the supervising staff member of a security problem.
8. The Gering Public Schools will periodically revise the *Acceptable Use Policy* and will make determinations on whether specific uses of the network are consistent with the intent of policy.
9. Indemnity - Gering Public Schools makes no warranties of any kind, whether expressed or implied, for the Internet service. GPS will not be responsible for damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, errors, or omissions. GPS will not be responsible for any financial charges incurred by an account user or someone else using the account. Use of any information obtained via Internet is at your own risk. GPS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
10. Failure to follow this Acceptable Use Policy may result in suspension of account privileges as well as being subject to the school’s discipline policies.

STATE AND FEDERAL PROGRAMS

Designation of Coordinator(s)

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Gering Public Schools, 1800 8th Street, Gering, NE 69341 308-436-3125

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

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

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

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

Notification of Rights Under FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Notice Concerning Directory Information

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student’s name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

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

Notice Concerning Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Gering Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Gering Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.
4. According to requirements of Section 1119 of No Child Left Behind, parents will be notified if their child is being taught for four (4) consecutive weeks or more by a substitute teacher.

Student Privacy Protection

Gering Public Schools protects the privacy of students in accordance with applicable laws which include the following:

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

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

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

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

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

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

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

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

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

Parental Involvement

A. General - Parental/Community Involvement in Schools

Gering Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. Gering Public Schools fosters and facilitates, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. It is our philosophy to protect the emotional, physical and social well being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision.

B. Title I Parental Involvement

Title I Parental Involvement is established in compliance with the No Child Left Behind Act of 2001. Gering Public Schools parental involvement philosophy is applicable to parents of all children, including parents participating in Title I programs.

Gering Public Schools implements programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

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

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of parental involvement in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement practices of the District.
6. Involving parents in the activities of the schools served under Title I.

Each school served under the Title I program shall:

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

Shared Responsibilities for High Student Academic Achievement: Each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

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

Accessibility: In carrying out the parental involvement activities, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating: The Title I Parental Involvement Plan shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Homeless Students

Students defined in state law as homeless children shall be admitted without payment of tuition.

Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency.

Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

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

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

School Breakfast and Lunch Programs

Gering Public Schools uses an automated scanning system to record payments and charges to family accounts. Parent/guardians are expected to maintain a positive balance in their family lunch account, as the system works basically like a checking account, which requires money in the account to provide meals to students rather than a credit card account.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795- 3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

At the start of the school year, a letter is sent home with students including an application for free or reduced lunches and breakfasts. We encourage you to complete the form and return it as soon as possible, as benefits from the prior year expire on September 30 of the current school year. Any charges incurred from that point until the new form is approved are the responsibility of the parent/guardian.

At the start of the school year, parents/guardians not approved for free lunches and breakfasts are to send money to cover lunch and breakfast costs. A minimum of one week of meals per student is recommended with larger payments highly encouraged. For families with students attending more than one school, a single payment can be sent to any school for all of its children, as the money will be credited to the family account.

On a weekly basis, when a family account is at \$10.00 or lower, a reminder will be sent home with the student so parents/guardians can be notified of the low balance. If a family account drops below negative \$10.00, the account is considered delinquent and no further regular lunches or breakfasts will be offered. Rather an alternate meal will be provided to the student as approved by the Nebraska Department of Education Nutrition Services. Of course, a sack lunch can also be brought from home. Gering Public Schools requests that food brought from home have nutritional value. Therefore, sack lunches consumed in the school cafeteria may not contain soda pop or candy. If you wish for your child to have a fast food lunch, you are welcomed to check them out and take them to lunch.

School lunch administrators and food service personnel will be notified when a student lunch balance has reached a negative \$10.00 balance. Administrators will work cooperatively with students and parents/guardians to resolve delinquent accounts. Remaining delinquent accounts will be turned over to a collection agency and costs for collection services will be added to the family account.

At the end of the school year, if a family no longer has children attending school, moves out of the district, or becomes eligible for free meals, the family may request reimbursement of any balance in the family account. Funds for families with students continuing the following school year will remain in the family account for the next school year.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-32-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

WE APPRECIATE YOUR HELP AND COOPERATION AS WE WORK TOGETHER TO PROVIDE THE BEST POSSIBLE EDUCATION PROGRAMS! PROVIDING QUALITY PROGRAMS -- WE CARE!!!!

GERING JUNIOR HIGH SCHOOL

7th and 8th Grade

2013-2014

PARENT-STUDENT HANDBOOK

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

GERING PUBLIC SCHOOLS

VISION STATEMENT

All Gering Public Schools students will maximize their potential.

MISSION STATEMENT

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

Intent of Handbook:

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

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

Mutual Respect

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

Complaint Procedure

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

Complaint procedure

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

Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Notice of Nondiscrimination

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

Designation of Directors

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

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

The Superintendent or Director of Student Services may be contacted at 1519 10th Street, Gering, Nebraska 69341-2999, (308) 436-3125.

Anti-discrimination & Harassment Policy

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

Complaint and Grievance Procedures:

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

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

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

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

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

Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

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

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

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

Notice Concerning Staff Qualifications

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

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

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing,

electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

Homeless Students Policy

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

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

Homeless Coordinator: The Director of Student Services shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health

services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is

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

Breakfast and Lunch Programs

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

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

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

Acceptable Use of Computers, Technology and the Internet

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

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

It is the policy of Gering Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any

employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Gering Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

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

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

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

Students may...

- Design and post web pages and other material from school resources.
- Use direct communications such as e-mail, online chat, or instant messaging with a teacher's permission.
- Use the resources for any educational purpose.
- Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

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

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

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

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

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

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

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

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

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

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

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

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

Student safety with regard to:

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

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

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

Disclaimers

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

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

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

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

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

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

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

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

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

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

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

DUE PROCESS

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

- A. Written Charge and Summary of Evidence. [ref.79-4, 181(1)]
 1. File with Superintendent. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent.
 2. Send Written Notice: The school shall, within two (2) days of the decision send written notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under the Student Discipline Act.

- B. Written Notice: Written notice must include:
 1. Violation and Summary of Evidence. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student; [ref.79-4,181(2)(a)]
 2. Recommended Penalty. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject; [ref. 79-4, 181(2)(b)]
 3. Right To Hearing. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges; [ref. 79-4, 181(2)(c)]
 4. Hearing Procedures. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing; [ref. 79-4,181(2)(d)]
 5. Examine Evidence and Witnesses. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right to:
 - a. Examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and
 - b. Know the identity of the witnesses to appear at the hearing and the substance of their testimony; [ref. 79-4, 181(2)(e)]
 6. Request for Hearing Form. A form on which the student, the student's parent, or the student's guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail as prescribed in Sections 79-4,181 (outline II.J.4) and 79-4,185 (outline II.J.5.a)

- C. Suspension Until Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until: [ref. 79-4, 181(3)]
 1. The date the disciplinary action takes effect if no hearing is requested;
 2. If a hearing is requested, the date the hearing examiner makes the report of his/her findings and a recommendation of the action to be taken to the superintendent, or
 3. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of:
 - a. Interference with an educational function or school purpose or [ref. 79-4, 181(3)(a)]
 - b. A personal injury to the student himself or herself, other students, school employees, or school volunteers. [ref. 79-4,181(3)(b)]

- D. Discussions Prior to hearing. Nothing in the Student Discipline Act shall preclude the student, parent, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage. [ref. 4, 181]

Procedures if Hearing Is Not Requested

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

Procedures If a Hearing is Requested

- A. Request For Hearing. A hearing must be requested within five (5) school days after receipt of the written notice. [ref. 79-4, 182(1)]

1. Request For Hearing Beyond Five Days. If a hearing is requested more than five (5) school days but not more than thirty (30) calendar days following the actual receipt of written notice, the hearing shall be held but the imposed punishment shall continue in effect pending final determination. [ref. 79-4, 185]
- B. Appointment/Qualifications of Hearing Examiner. If a hearing is requested, the superintendent must appoint a hearing examiner. [ref. 79-4, 182(1)]
1. Qualifications. The hearing examiner can be any person designated by the school district's superintendent, school board, or counsel, if such person:
 - a. Has not brought the charges against the student
 - b. Is not a witness at the hearing, and
 - c. Has no involvement in the charge [ref. 79-4,182(2)]
 2. General Duties. [ref 79-4, 183]
 - a. Impartiality - In addition to other duties, it is the duty of the hearing examiner to remain impartial throughout all deliberations.
 - b. Availability - The hearing examiner must be available, prior to any hearing held pursuant to the act, to answer any questions the principal, the student, or the student's parent or guardian may have regarding the nature and conduct of the hearing.
- C. Notice of Time/Place For Hearing. Within two (2) school days after being appointed, the hearing examiner must give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing. [ref. 79-4,182(1)]
1. The hearing shall be scheduled within a period of five (5) school days after it is requested, but such time may be changed by the hearing examiner for good cause. [ref. 79-4,182(3)]
 2. No hearing shall be held upon less than two (2) school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties. [ref. 79-4,182(3)]
- D. Right To Examine Records/Statements. The principal or legal counsel for the school, the student, and the student's parents or guardian, or representative shall have the right to examine the records and written statements referred to in the Student Discipline Act and the statement of any witness in the possession of the school board at a reasonable time prior to the hearing. [ref. 79-4,182(4)]

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Gering Public Schools buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

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

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

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

Reporting Student Law Violations:

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Gering Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - a. Knowingly possessing illegal drugs or alcohol.
 - b. Assault.
 - c. Vandalism resulting in significant property damage.
 - d. Theft of school or personal property of a significant nature.
 - e. Automobile accident.
 - f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

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BOARD OF EDUCATION**

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Dora Olivares, Junior High School Principal

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Mary Kay Haun, Geil Elementary Principal

Pam Barker, Lincoln Elementary Principal

Betty Smith, Northfield Elementary Principal

Mary Kay Haun, Cedar Canyon Principal

Curt Hanson, Director of Warehouse and Maintenance

GENERAL STUDENT INFORMATION

Attendance Policy

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

Absence / Tardy Procedure

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

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

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

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

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

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

Other absences (counted in the cumulative absence total):

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

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

Academic Integrity

Policy Statement

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

Definitions

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

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

Cheating includes, but is not limited to:

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

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book"

tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

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

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

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

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

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

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

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

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

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

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

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

- a. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- b. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

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

C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student’s work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student’s parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Academic Progress Report

Academic progress reports will be taken home by students or sent home at the midpoint of each nine week

term or at any other time when the teachers feel it is necessary. The reports are to be read and signed by a parent/guardian and returned to the designated teacher. At the teachers’ discretion, parents may be informed as to the student’s progress via a telephone call, or e-mail.

Accidents or Injuries

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

Accreditation

Both Gering Junior High and High School are members of and accredited by AdvancED.

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

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

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

Asbestos Management Plan

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

Behavior (Positive Behavior Support)

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

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

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

Bell Schedule

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

Daily Schedule

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

Shortened Schedule

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

NO KENNEL

Bicycles

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

BIST (Behavior Intervention Support Team)

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

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

BIST operates on these basic life goals:

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

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

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

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and initialed by the

Principal. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event. Personal messages and/or picture posters are NOT to be attached to student lockers without Administrative approval.

Cafeteria

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

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

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

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

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

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

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

Care of School Property

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

Fines are determined on books according to the following criteria:

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

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

Copyright and Fair Use Policy

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

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

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

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

Dances:

- Student dances are to be sponsored by school organizations. The following rules must be followed:
- There must be at least 10 adult chaperones provided by the organization, two of which must be school staff members.
- Dance hours may not last longer than 9:00 P.M.
- Students must show their student I.D. to enter.
- No students from other schools may enter.
- The doors to the dance close 30 minutes after the dance begins. Students may not enter the dance after that time unless accompanied by parent/guardian.
- Students are not allowed to leave the dance early unless a parent / guardian comes into the dance to get them.

- The sponsoring organization will be responsible for decorations and clean up.
- Sponsors have the final determination on selection of music and themes.
- Dances will be scheduled for Monday - Friday. Dances will NOT be held on weekends.

Deliveries:

No deliveries to students of flowers, balloons, pizzas, gifts or other items will be permitted during regular school hours, or without prior administrative approval.

Drug-Free Schools:

The District implements regulations and practices that will ensure compliance with the Federal Drug Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Electronic Resources:

Students will have many opportunities to use the Internet, and other electronic resources as part of their educational opportunities in Gering Public Schools. Students using electronic resources must be careful to follow District Policy and Procedures. (See Acceptable Use Policy for Electronic Resources - page 22) **WARNING:** Students are reminded that anytime you share information electronically, it is **NO LONGER PRIVATE INFORMATION!!!!** Examples may include, but are not limited to: Twitter, Facebook, computers, cell phones (including text messages), personal blogs, and any/all other electronic devices. Students are thus notified that the school administration, while possibly not initially involved in securing information in the sharing process of electronic information, **WILL** follow normal investigative procedures if a possible school violation and/or activity suspension may be involved.

Emergency Closing Procedures Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Fire and Evacuation Drills:

Detailed instructions for building evacuation drills can be found on the bulletin board of each classroom. Students should study these instructions and be familiar with all exits. Fire drills will be held throughout the school year. Other drills relative to the evacuation or safe sheltering of students may be held as needed.

Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

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

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

Guidance and Counseling Services:

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

The guidance delivery system will ensure that the skills of the counselor are used to optimum advantage; that the work of the psychologists, nurses, and administrators support and enrich the guidance program; that the classroom teacher's already important guidance role is strengthened; and, that parents and community resources are kept informed and encouraged to participate in the development of students.

Hall Passes:

Teachers wishing to have unscheduled students in their rooms or elsewhere for special conferences will make out a dated, timed, and signed hall pass and give it to the student before he/she is to use the pass. Teachers receiving the request must also sign and time it before it is valid. Anytime you have a hall pass, you are to return to your room before the end of the period and this pass is to be signed and timed by the teacher.

Health Program:

As defined by the National Association of School Nurses, school nursing is a specialized practice of professional nursing that advances the well being, academic success, and life-long achievement of students. School nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy, and learning.

The school nurse role consists of:

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

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

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

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

Health Screenings

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

Contagious and Infectious Diseases

As recommended by the Nebraska Department of Health and Human Services, please refer to the below for minimum isolation periods and control measures:

Please note:

Susceptible=person with disease; *Contacts*=those who have been in contact with diseased person.

Day of onset of specific symptom is counted as "day zero"; the day after onset is "day 1"

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

Report immediately by telephone all cases to local and/or state health departments.

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

In addition, Gering Public Schools policy includes:

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

Summary of the School Immunization Rules and Regulations For 2012-2013 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 year enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.
Students from Kindergarten through 12 th Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV if given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Additionally, for 7 th Grade Only	1 dose of Tdap (must contain Pertussis booster)

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information, call 402-471-6423.

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

Updated 1/2012

Home Work:

Students may be required to do home work for several classes. This work is to be ready when class starts. All homework will be completed and turned in according to that grade level team's policy. If a student fails to complete homework or make-up homework on their own time, they may be assigned a specified time to do so. Wednesday night is considered to be family night. Every effort will be made by the staff to minimize the amount of homework assigned on Wednesdays.

Honor Roll:

Each nine weeks, the honor roll is announced. This is done in recognition of the pupils who have achieved high scholastic ratings in their class work. To be placed on the Honor Roll, students must maintain an average of **3.00** or above for the grading period. All elective and core subjects are used in the computation of grade point for honor roll.

Identification Badges:

Students will be issued identification badges at the beginning of the school year. These I.D. badges will be used for various computerized electronic accounting, security and procurement purposes. Students are expected to keep their badges on their person at all times during school hours or at school functions or activities, and be willing to produce their badges upon request by school officials. Lost or damaged I.D. badges must be replaced at a \$5.00 cost to the student.

Incompletes:

A grade of "Incomplete" will be given when a student's work for a nine-week period or semester is not finished. Unfinished work, causing the incomplete, must be finished within a two-week period of time.

Exceptions to this policy may be made upon recommendation from the Student Assistance Team, due to a 504 Plan, or an IEP.

Infinite Campus:

Gering Public Schools has upgraded its student information systems to a web-based system that parents can access from home, public library, or other computer system having internet access. This system is called **Infinite Campus**. Parents / guardians can access their child's records by filling out a brief form and getting a password from the Junior High front office. Due to privacy concerns, parents must present a photo ID at that time. With this password, parents will be able to access information about their junior high student and any other of their children in other GPS buildings.

Injuries at School/Insurance:

The Gering Public Schools does not pay medical bills for students injured at school or while participating in extracurricular activities. The school provides information and enrollment forms for parents wishing to purchase medical insurance through an independent insurance company, which is not affiliated with the Gering Public Schools. Parents are encouraged to review the insurance material especially if their son or daughter will be participating in athletics.

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

Lockers:

Each student is assigned a locker with a combination lock to be used for coats, books, and other school supplies. If your locker does not lock securely, inform the office immediately so that better security arrangements may be made. **The school assumes no responsibility for articles lost or stolen.** Students will be held responsible for the content and appearance of their lockers. A damage fee may be assessed for destruction of lockers. **Lockers are the property of Gering Public Schools and are subject to search without notice if school administrators feel there is reasonable cause for the search.** Students are encouraged to leave valuables at home and minimize the amount of money they bring to school. Please have your child mark their personal items for easy identification.

Loitering

Students are reminded that unless they are in organized sports, activities, or under the direct supervision of school personnel, they must vacate the premises by 3:45 p.m. or one-half hour after dismissal.

Lost and Found

Students who find lost articles are asked to take them to the office, where the articles may be claimed by the owner. If articles are lost at school, report that loss to office personnel. The lost / found container will be cleaned out at the end of each nine weeks period. Items not claimed will be given to local charities.

Media Center: *Hours* - Monday through Friday 7:45 a.m. – 3:45 p.m. When students wish to work in the media center after 3:45 p.m., they may make arrangements with the Media Director. Teachers may request an extension of hours in order to accommodate student schedules.

Fine Policy - Students who borrow media center materials are fully responsible for returning them on time and for their care. Fines will be assessed for overdue and damaged materials. Lost materials will be assessed at full purchase.

Media Notification:

Representatives of the media, (newspaper, radio, and television), frequently visit our school to gather information, pictures and stories about various topics. Occasionally, due to family, religious, legal or other reasons, parents/guardians do **NOT** want their children to receive this publicity. If as a parent/guardian this is your wish, forms are available at the school which when completed, will be kept on hand and referred to when members of the media visit our school. Media personnel will be asked to avoid featuring any child for whom this form is on file. Please note that this procedure cannot apply to public events or to extracurricular programs or activities.

Medication Policy:

It is recognized that many children are only able to attend regular school because of the effective use of medication in the treatment of chronic disabilities and acute illnesses. Any student who is required to take medication during the regular school day must comply with school regulations. The following regulations have been developed for the protection of every child receiving medications.

1. Prescription medications must be brought to school by an adult in a prescription container, properly labeled, including: child's name, physician's name, dosage including dates and times for administration. All medication must be accompanied by a signed permit from parent and physician. The permit must be renewed annually or whenever the medication prescription changes or expires.
2. Over-the-counter medications such as Tylenol, will be given when brought in by the parent and accompanied by a note giving staff permission to administer the medication on a short term basis. The school will not stock over-the-counter medication.
3. If emergency medication, such as an inhaler needs to be carried by a student, written permission needs to be on file at the school from the parent and physician. This permit must be renewed annually. Otherwise, students may not carry medication on their person during the school day. Medications must be kept in the office. No loose capsules, tablets, aspirin or unidentified non-labeled substance will be accepted for dispensing to students by school staff.
4. The schools are not staffed with a full-time nurse. The school staff will do everything they can to ensure that medication is given at appropriate times; however, there may be times that a dose may be missed. The student has a responsibility to remember that they need to take their medication.

Parent / Teacher Conferences:

Parent / teacher conferences are held immediately following the first nine-week period for parents and teachers to discuss the progress of their child. Other conferences may be scheduled as needed.

Personal Learning Plan & Career Exploration

To help students reach their chosen learning, earning, and living goals, an initial "Personal Learning Plan" (PLP) is developed with every student at GJH as part of Career Exploration coursework. The PLP is an online project which spans Grades 7-12, allowing students to keep track of graduation requirements, extra curricular activities, community involvement, and courses necessary for college admissions. The PLP serves as an ongoing, up-to-date visualization from which students view their transition through the educational system as a whole, rather than each year as an isolated event.

To spark interest in possible pursuits beyond high school, GJH Career Exploration courses expose students to the Nebraska 16 Career Cluster Model via the Nebraska Middle School Career Education and Engage! curricula. Career Exploration students also complete a variety of interest inventories to promote self-awareness related to personal interests, knowledge, and skills. Classroom presentations are provided by community professionals who share information about their career and workplace through an informal discussion format.

To access student PLPs and career information, login to www.nebraskacareerconnections.org using your GJH Student ID and the password "bulldogs."

Pre-arranged Absence:

An admit slip must be used for all pre-arranged absences. The pass must be signed by all of the student's teachers before that student is excused for any related activity, church or family function. For school related

activities, a list submitted by the sponsor will suffice. All required work must be completed prior to the absence. If the student fails to submit all make-up work in advance to the appropriate teacher, the student may receive a "0" in that class for the days missed.

Promotion/Retention

Students will be promoted to the next grade level at the end of each school year based on the student's achievement and attendance. Students who cannot demonstrate proficiency at their grade level will be considered for retention. Acceptable student proficiency will be based on the following:

Promotion from 7th and 8th grade: Students must successfully complete 2 of the 4 core subjects (Math, English, Science, Social Studies). This means that if a student fails 3 of the 4 core subjects, they will be retained at grade level. If a student passes the second semester of a class after failing the first semester of that class, then the student will be considered to have passed that class.

Students who are unable to meet the proficiency requirements will have additional opportunities to demonstrate proficiency. Such opportunities may include, but shall not be limited to a mandatory summer school program focused on areas of deficiency or other such alternatives conducted by the district outside of the regular school day. Students must also meet the school attendance policy to be considered for promotion.

When a student is not successful in completing 2 of the 4 core subjects for a quarter, both the student and parent(s)/guardian will be informed. A conference will be held immediately after that quarter with the student, parent(s)/guardian, teacher(s), counselor, psychologist, and administrator to determine the interventions necessary to support the student's success.

Report Cards:

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Rtl (Response to Intervention)

Rtl is a system of service delivery designed to provide effective instruction for all students using a comprehensive and preventive problem solving approach. It employs a tiered method of instructional delivery, in which the core curriculum addresses and meets the needs of most students (Tier 1), additional instruction is provided for those needing supplementary support (Tier 2), and intensive and individualized services are provided for the students who continue to demonstrate more intensive needs (Tier 3). At its foundation, Rtl includes measuring the performance of all students, and basing educational decisions regarding curriculum, instruction, and intervention intensity on student response to instruction.

Safety Glasses

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

Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding

usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

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

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

Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in the event of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Signing A Child In And Out Of School: Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly

to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

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

Students are to stay on or within the boundary of the sidewalk. When students leave the campus without authorization, the school will:

- (1.) Notify parents or person(s) designated by parents immediately
- (2.) Communicate with parents or designee that:
 - a. parent or designee should begin to search for the student and,
 - b. School will notify the police department
- (3.) If parents or designee cannot be reached, verification and search procedures will still be implemented

Police will be informed if the student is potentially dangerous to self or others

Smoke-Free Environment

Gering Public Schools declares all of our schools buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke and tobacco-free and abide by our District's policy.

Special Education Services

What Does Special Education Mean?

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

Students Who May Benefit

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

How are Students With Disabilities Identified?

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

Independent Evaluation

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

Reevaluation

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

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services

which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

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

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

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

Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

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

14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Student Assistance Team

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

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

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

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

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

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

Student Council

The Gering Junior High Student Council is an organization representing the student body. The officers of the student council are elected in the spring by the student body. Representatives to the student council are elected in the fall. One representative is chosen from each study hall. To be elected, students must be of good character, have leadership ability, and maintain at least average citizenship and scholastic grades. Students may be requested to resign their position if their citizenship or scholastic average falls below minimum acceptable standards as established by the student council.

Student Records

The Gering Public Schools will on occasion release routine directory information (84-712.05) to the general public which includes:

Student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous educational agency or institution attended by the student, and other similar information."

The information released may be to military recruiters, newspapers, colleges & universities, athletic and activity programs, etc. Parents may have their student's name and information withheld from dissemination upon written request to the office of the principal.

Surveys

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

Telephones

The office will not be responsible for personal messages for students during the school day, nor will students be called from class for a telephone call or message except in an emergency. If a student receives a phone call, a message will be taken and delivered at the earliest possible convenience. If you are asked to call back, you will have to do so before classes, at noon, or after school.

There is a courtesy phone in the foyer near the office that is to be used by students to make telephone calls. This phone is to be used either before or after regular school hours. Telephones in the office or in other parts of the building are for staff use only, and are not to be used by students.

Textbooks

Textbooks are assigned to your personal care. You are held accountable for them and will be required to pay for loss or excessive damage. Students will place their name in ink on the inside front cover of each book when they are issued. All textbooks shall be covered with a book cover. Free book covers are available in the front office.

Transcripts

Students requesting transcripts must provide the office with a 24-hour notice. Students are responsible for making sure they have the necessary courses and credits to meet graduation requirements.

Transferring from Gering Public Schools

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

Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses. All buses are equipped with audio and video recorders.

Behavior on School Buses

- I. **General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
- II. **Special Conduct Rules for Riding School Buses.**
 - A. **Rules for Getting On and Off the Bus**
 1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
 2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
 3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
 4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - B. **Rules on the Bus**
 1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
 2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
 3. Talk quietly and use appropriate language.
 4. Keep all parts of your body inside the bus.
 5. Keep your arms, legs and belongings to yourself.

6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

III. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Video Surveillance

The Board of Education has authorized the use of video cameras on school district property and district vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities, school busses and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Notice is hereby given that video surveillance may occur on district property or in district vehicles. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Visitors to the Building

Visitations by individuals wishing to observe the instructional program at Gering Public Schools are welcomed, so long as such visits have the purpose of gaining an insight into the educational or instructional dynamics within the school setting. Individuals wishing to observe in the school must submit a request in writing to the building principal **24 hours prior** to the visitation.

Student age visitors are NOT permitted in Gering Junior High without the accompaniment of a parent or guardian.

EXTRA-CURRICULAR ACTIVITIES

Activity Participation - General Requirements

Any student participating in a school activity must exhibit good citizenship in the school and in the community. Activities in the school shall be organized and administered to contribute to the health, worthy use of leisure time, citizenship, and character objectives of education.

A student must be in attendance the **ENTIRE** school day in order to participate in a practice, game or activity. If, however, she/he secures the administration's permission prior to the absence, participation may be acceptable

When activities occur during regular school hours, **ONLY** eligible participants or those students with prior administrative approval will be excused for the event. While at the event/activity, the non-participating student must remain under the direct supervision of a parent/guardian

Activity Participation - Extra-Curricular Guidelines

A. The following procedures are designed to put into practice the following philosophies:

1. **Extracurricular Program:** Students who participate in Gering Public School's extracurricular program receive benefits not accorded the student who does not participate in extracurricular activities; therefore, students have an additional responsibility to represent the school and its programs in a manner symbolic of the goals, objectives, mission, and philosophy of the Gering Public Schools.
2. **Student Misconduct:** A policy that has significant consequences for inappropriate student behavior sends a strong message to students that they need to reflect upon their behavior at all

times and to make appropriate decisions. This policy may also provide students with a rationale to resist negative peer pressure.

- B. Extracurricular Activities governed by this policy include but is not limited to football, volleyball, softball, cross country, soccer, tennis, basketball, wrestling, swimming, track, golf, speech & debate, Harmony, treble choir, mixed chorus, instrumental band, jazz band, National Honor Society (Junior High and High School), all school play, musical, Mock Trial, cheerleading, Student Council, and other clubs and organizations. This listing is not intended to be all-inclusive and at times may apply to additional activities that exhibit similar characteristics to those listed.
- C. The following student conduct shall constitute grounds for suspension of the privilege to participate in extracurricular activities.
1. Possessing, chewing or smoking tobacco during the season
 2. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance as defined in section 28-401, or alcohol as defined in section 53-1-3 or being under the influence of a controlled substance or alcohol.
 3. Student misconduct that may result in in-school suspension or out-of-school suspension.
 4. Serious student misconduct as defined in section 79-267 of the State of Nebraska School Laws and the Student Parent Handbook (“...*grounds for long-term suspension, expulsion, or mandatory reassignment...*”)

Affected students are those who participate in extracurricular activities and have been cited by law enforcement officers or are determined to have committed one of the above-mentioned conducts.

- D. Affected students, Item C.1, will be handled in the following manner:
1. First offense: Suspension from all activities pending enrollment in a tobacco cessation class and subject to consequences in the Discipline Policy.
 2. Second and subsequent offenses: Suspension from all activities pending completion of a tobacco cessation class and subject to consequences in the Discipline Policy.
- E. Affected students, Items C. 2-3, will be handled in the following manner:
1. First offense: Suspension from all public events, not to exceed three events or a period of two weeks.
 - 1.1 Students shall practice with the team.
 - 1.2 An event is a scheduled day.
 - 1.3 Students must complete a sport or an activity in good standing for events to be considered.
 2. Second offense: A second such infraction will result in the student being suspended from all activities for a period of 9 weeks. Students may be reinstated after complying with the following: E-1 and successful completion of an 8-hour drug/alcohol education class or counseling.
 3. Subsequent Offenses: Suspension from all activities for one calendar year and successful completion of an 8-hour drug/alcohol education class or counseling.
- F. The policy governs infractions that occur throughout the school year, inclusive of extracurricular activities that extend into August and June. Violations that occur out of season will take effect at the start of the student’s participation in an activity.
- G. Decisions affecting students will be made by the School Principal or designee. Appeals to the decision may be made to the Superintendent of Schools according to the District’s Public Complaint Procedure (District Policy 1312)

GERING JUNIOR HIGH SCHOOL STUDENT CONTROL AND DISCIPLINE POLICY

The Board believes that any unit of society must have rules and regulations designed to establish order and to protect all members of the community in the exercise of their rights and responsibilities.

The Superintendent of Schools is directed to establish rules and regulations of conduct which are fundamentally fair, justly applied, and consistent with the laws and constitution of the State of Nebraska and the United States. The Board of Education also authorizes the Superintendent of Schools to delegate to other school officials the authority and responsibility to administer these rules and regulations and develop additional rules and regulations within the limits of Nebraska Statutes, Board of Education Policy and administrative regulations.

These rules and regulations should prohibit any conduct:

- a. during the school day
- b. on school grounds
- c. by a participant in school activities

- d. as a spectator at school activities involving Gering participants
- e. off school grounds, if there is a substantial interference with school purposes that causes or creates a reasonable likelihood that it will cause a substantial disruption in, or material interference with, any school function, activity or purpose, or that interferes with the health, safety, well-being, or the rights of self or others.

Students shall be expected to regard staff members as individuals, employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for them, they shall be required to respect the rights of staff members (and other students as well) and interference with those rights shall not be condoned. No student shall have the right to interfere with the efforts of instructional staff to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have a right to interfere with the motivation to learn or the learning activities and efforts of other students. Gering Junior High School administration expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Violations of school rules and procedures will be handled to aid in maintaining and promoting an orderly environment within which students can learn and grow. The administration of discipline is designed to maintain order and be uniform, fair and non-biased. Application of specific disciplinary measures can be found in the section entitled "Progressive Discipline Procedures" (pg.21) and will serve as a guide toward holding students accountable for their actions in a fair and consistent manner.

The administration of the "Progressive Discipline Procedures" (pg. 21) cannot be an absolute for all students in all situations; therefore, the administration will consider mitigating circumstances when assigning discipline to individual students. In the event that a student's offense does not fall within a defined category, the administration will assign discipline at a level consistent with like offenses. In all cases the staff and administration at Gering Junior High School will adhere to the students' due process rights.

Alternative Education Plan for Expelled Students:

In the case of an expelled student, an alternative education plan will be provided the student according to provisions outlined in Board Policy 505.04 and pertinent regulations and procedures.

Definition of Discipline:

Discipline shall be regarded as a process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior, and to hold students accountable for inappropriate behaviors.

Detentions:

Teachers may detain students after school hours. Before assigning students to detention, the teacher will inform the student of the conduct that allegedly constitutes the violation, and the student will be given an opportunity to explain his/her version of the incident. An assigned teacher/staff member will help with detention during designated times of the day.

All students will bring work to detention and will not be allowed to sleep. In addition to detention, teachers may require a student to come either before school or remain after school with prior notice given to the student. Students must make arrangements for their own transportation.

A student who is unable to achieve self-discipline and has a rapid accumulation of detentions will be subject to short-term removal from class. Detention will be held in a designated room five days a week (Monday through Friday). Students who do not report to detention at their appointed time will be assessed additional detentions or suspension.

Electronic Devices

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

Definitions.

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

from one person to another.

2. "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - a. Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - b. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - c. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

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

Students are permitted to possess and use electronic devices before school hours and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

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

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

Violations

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

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

- First violation: confiscation of electronic device, one detention, 8 discipline points. Electronic device will be returned to student after the student has served the detention.
- Second violation: confiscation of cell phone, 2 detentions, 8 discipline points. Electronic device will be returned to the parent after school and after student has served the detentions.
- Third violation: confiscation of electronic device, one day ISS, 8 discipline points. Electronic device will be returned to the parent after school and after student has served the In School Suspension.

- Subsequent violations: Same as third offense and add another day of ISS for each subsequent violation.

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

1. Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.
2. Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

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

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

Fighting:

Fighting, either physical or verbal, is prohibited on school property or at school sponsored events. A student shall not threaten, cause or attempt to cause physical injury to any student or to a school employee. The school insists that students seek the assistance of teachers, counselors, and administrators to resolve conflicts. Students who engage in fighting will be disciplined, a parent/student/ administrator conference will be held prior to the student’s return to school and the police will be notified. Multiple instances of fighting, or whenever a staff member is injured, will result in mandatory reassignment or expulsion. (Nebraska School Law Section 79-4, 170-9-4, 205)

Firearms on School Grounds - Possession

1. Any person who possesses a firearm in a school, on school grounds, in a school owned vehicle, or at a school-sponsored activity or athletic event shall be guilty of the offense of unlawful possession of a firearm on school grounds. (LB988)
2. Unlawful possession of a firearm on school grounds is a Class IV misdemeanor. Any firearm possessed in violation of this offense shall be confiscated without warrant by a police officer or may be confiscated without warrant by school administrative or teaching personnel.
3. After the firearm is no longer needed as evidence it shall be destroyed in such manner as the court may direct.
4. Students possessing firearms on school grounds will be disciplined according to category VI “Possession of Firearms” of the progressive discipline policy.

Gang Activity or Association:

For the purpose of these policies, a gang is a group of three or more people who:

1. Interact together to the exclusion of others;
2. Claim a territory or area;
3. Have a name;
4. Have rivals/enemies; and
5. Exhibit antisocial behavior - often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

1. Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
2. Present a physical safety hazard to self, students, staff members, or other employees;

3. Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence, or
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress or behavior is in violation of these regulations, the principal or designee will ask the student to make the appropriate correction. If the student refuses, the parent/guardian will be notified and asked to make the necessary correction. The principal or designee will make the final decision and take appropriate corrective or disciplinary action.

Harassment and Bullying Policy:

One of the missions of Gering Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

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

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

Pop, Candy, and Gum:

Consumption of pop, candy or other snack items shall be confined to the concession area. Students will not be permitted to bring beverages, candy, or other food items into the building without approval of school officials. Sunflower seeds and chewing gum are not allowed in the school building. We are fortunate to have carpet throughout the majority of our building. Chewing gum is severely damaging to carpet and constitutes an excessive amount of custodial time for clean up and removal.

Profanity:

Profanity is not an acceptable manner of expressing oneself. Use of profanity will result in disciplinary action from the principal or the assistant principal's office.

Skateboards, Roller Skates, In-line Skates or Skate Shoes:

Skateboards, scooters, roller skates, in-line skates or skate shoes are not allowed in the hall or school lockers. These are not to be ridden in or around the school. Please leave these items at home.

Solicitations:

In consideration of the large number of youth organizations that use raffles or some other types of solicitation as fund raising activities, and in the interest of fairness, fund raising activities will be restricted solely to school sponsored organizations. Any fund raising activity that takes place on school property must have administrative approval.

Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco.

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

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.

2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

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

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

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices

may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Pursuant to school statutory authority to adopt policies, rules and regulations necessary to protect the government and health of students in the School District, the Board of Education of Gering Public Schools has determined that the possession or use by students of tobacco or tobacco products, alcohol, narcotics, or

other dangerous and/or illegal drugs or drug paraphernalia shall be prohibited:

1. during the school day
2. on school grounds
3. by a participant in school activities
4. as a spectator at school activities involving Gering participants.

Students who possess or use tobacco products, alcohol, narcotics, or other dangerous drugs or drug paraphernalia except as directed by a physician during the school day, on school grounds, or while participating in or attending school activities shall be subject to disciplinary sanctions, including, but not limited, to, expulsion or suspension. Students involved in extra-curricular activities shall be subject to additional disciplinary actions. Enforcement of disciplinary sanctions shall be in accordance with the procedures established by the Gering Public Schools Comprehensive Substance Abuse Policy and Guidelines for Students Participating in Extra-Curricular Activities. This information will be provided to each student at the beginning of the school year.

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

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

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

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

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

Student Conduct at School Events:

Gering Junior/Senior High School students, who attend activities at school, or at another location, are reminded that they are representatives of the entire student body. They should conduct themselves in a manner that will bring credit to our school. Students are expected to observe rules and regulations established by Gering Junior/Senior High School as expressed through this handbook. The administration and staff will work cooperatively with other schools if student conduct becomes a problem. Violation of these rules and regulations could lead to suspension or expulsion from school and/or activities.

Substitute Teachers:

Substitutes play a unique role in continuing the educational mission of Gering Public Schools while a teacher is absent from the class. It is critically important to insure that the substitute's experience at the Gering Schools will be positive, so that they will continue to feel welcome and serve in our school. Punishments will be doubled for offenses incurred under the direction or supervision of a substitute teacher.

Gering Junior High School Progressive Discipline Procedure:

Gering's discipline plan is designed to be progressive in nature. Students who are repeatedly referred to the principal's office for additional disciplinary measures will be disciplined according to the charts listed below. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher. Each time a student is disciplined by an administrator he/she will receive a specific number of points. Any points received shall be cumulative throughout the school year. Accumulation of 180 or more points in any category or combination thereof, throughout the school year, will result in recommendation to the Board of Education for expulsion from the Gering Public Schools.

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

The following Definition of Terms is provided in order to help clarify inappropriate behaviors at Gering Junior High School.

Arson

The burning of, or attempt to burn, any buildings, or part of any building, structure, or property of the school district.

Bomb Threat

Raising or creating any false alarm of bomb in and to any buildings, or part of any building, structure, or property of the school district by any means or manner whatsoever.

Bullying

Treating another person abusively by words or actions using force or coercion.

Cheating

To violate rules dishonestly (as on daily work or an examination).

Detentions

Time during the day (before or after school) when a student is required to report to a specified area to make up time. Examples of reasons would be misbehavior, tardies, lack of effort in class or classes, etc.

Disrespect to Faculty Member

Lack of respect.

Disruption of School/Class/Assemblies

Examples include: Yelling and/or running in the halls, persistent talking in class, horseplay, throwing things, disruptive objects, etc.

Explosives, Fireworks and Foul Substances

Any Article containing an explosive or combustible substance -including fireworks - or foul, offensive or injurious substances or compounds, with intent to use the same against the person or property of another.

Expulsion

The term "expulsion" means disciplinary action whereby a student:

1. is separated by the Board of Education from school attendance for a period in excess of ten (10) days.
2. is separated from school attendance for the balance of the then current semester or current year; or
3. suffers a penalty which automatically prevents his or her completing within normal time his or her overall course of study in any school in the school district.

The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes or given home-bound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities or school-provided transportation.

Extortion/Blackmail

The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.

False Alarm of Fire

Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school district by any means or manner whatsoever.

False Reporting

The act of claiming the name of another person to excuse a student from class or school.

Fighting

The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc.)

Gross Misbehavior

Misbehaving that is totally beyond simple appropriate behavior, i.e. overt behavior that threatens property or the safety and well-being of others including the promotion of fighting.

Harassment/Intimidation

Any act of threat by force or verbalization against another person.

Illegal Entry

Forced entry or entry without administrative authorization into a building, room or school property.

Illegal Explosives

Possessing, using, threatening to use or transferring any weapon or instrument capable of inflicting bodily injury.

Inappropriate Behavior/Gestures

Behavior on school grounds that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, spitting, unauthorized games, littering, loitering, etc.

Inappropriate Dress

See Dress Code provisions delineated earlier in the handbook.

Inappropriate Public Displays of Affection (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others.

Indecent Material

The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

In-School Suspension

Any disciplinary action whereby a student is separated from class attendance, but is required to be at school. In-school suspension generally lasts from one to three days.

Insubordination

Disregard for the authority of a staff member.

Loitering

Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

Long Term Suspension

More than five school days, but less than twenty school days.

Mandatory Reassignment

Assignment to another educational setting.

Member of the Administrative Staff/Designee

A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority.

Misuse of School Materials/Equipment

Misusing and/or using school materials in an unauthorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, home ec. food products, etc., misuse of computer accounts or materials.

Other School Personnel/Staff Members

All school district employees and functionaries except teachers. The term includes, but is not limited to, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance personnel, bus drivers, etc.

Physical or Verbal Assault

The act of initiating a violent physical or verbal attack against another student on school property, on a school bus or at a school sponsored event.

Plagiarize

To steal and pass off as one's own work without crediting the source, knowingly or unknowingly.

Possession or Illegal Use of Weapon

The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

Possession/Use of Tobacco

Smoking by any students or the possession of smoking materials (chewing tobacco) is not permitted on school property. Smoking shall be defined as being in the immediate proximity of smoking materials (chewing tobacco) and exhibiting probable suspicion of intent. GJHS Substance Abuse Policy governs this rule.

Profanity

The use of language that is unacceptable to school/community standards.

School Property

Any building, buildings, part of any building, structure, land or property of the school district.

Short Term Suspension

Up to and including five school days.

Suspension

Any disciplinary action whereby a student is separated from school attendance for a period of ten or less days and which does not constitute an expulsion. The term does not include situations in which a student is assigned a special course of study, enrolled in special classes or given home-bound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities, or school provided transportation.

Theft

The act of acquiring and/or being in possession of the property of another, without consent of the owner.

Trespassing

Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart there from by members of the school staff, refusing or neglecting to depart there from.

Truancy

The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

Unauthorized Games in School Building

Gambling, poker, etc.

Unlawful Intimidation of School Authority

Interfering with administrators, teachers or other school personnel by force or violence.

Vandalism

Destruction of school property or property belonging to another.

Verbal/Physical/Written Threat to Teacher/Staff

Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.

Vulgarity

Offensive, lewd, obscene.

PROGRESSIVE DISCIPLINE CONSEQUENCES

- A. Detention
- B. Detention(s)
- C. Detention(s) or In-School Suspension
- D. In-School Suspension
- E. In or Out-of-School Suspension (police may be notified)
- F. Out of School Suspension (police may be notified)
- G. Out of School Suspension/Expulsion (police will be notified)
- H. Expulsion (police will be notified)

PROGRESSIVE DISCIPLINE LEVELS

OFFENSE	CAT	PTS	1	2	3	4	5	
1. Inappropriate public display of affection		I	0	A	B	B	C	
2. Dress code violations	I	0	A	B	B	C		
3. Gum	I	0	A	B	B	C		
4. Failure to attend detention (teacher)	I	0	A	B	B	C	MOVE	
5. Other Cat. I	I	0	A	B	B	C		
6. Sleeping in Class	I	8	A	B	B	C		
7. Disruption of class/school/assembly	I	8-	A	B	B	C		
8. Inappropriate behavior/gestures	I	8	A	B	B	C		
9. Profanity/vulgarity	I	8	A	B	B	C		
10. Cell phone (confiscation)	II	8	SEE PROCEDURE ON PG. 35					
11. Repeated violations of Category I	II	8	A	B	B	C		
12. Other Cat. II	II	8	A	B	B	C		
13. Cheating/Plagiarism	II	10	B	B	C	C	D	
14. Skipping/Cutting class	II	10	B	B	C	C	D	
15. Disorderly conduct	II	10	B	B	C	C	D	
16. Failure to identify self to school officials	II	10	B	B	C	C	D	
17. Inappropriate dress	II	10	B	B	C	C	D	
18. Indecent material	III	10	B	B	C	C	D	
19. Jeopardizing the safety of oneself or Others	III	10	B	B	C	C	D	
20. Leaving school grounds without permission	III	10	B	B	C	C	D	
21. Lying	III	10	B	B	C	C	D	
22. Misuse of school material & equipment	III	10	B	B	C	C	D	
23. Not following request of school official	III	10	B	B	C	C	D	
24. Trespassing	III	10	B	B	C	C	E	
25. Skipping detentions (office)	III	10	B	B	C	C	D	
26. Use/possession of tobacco products	III	10	C	C	D	D	E	

28. Other Cat. III	III	10	C	C	D	D	E
29. False call/Forgery of notes	IV	14	C	C	D	D	E
30. Vandalism 1	IV	14	C	C	D	D	E
31. Theft 1	IV	14	C	C	D	D	E
32. Disrespect to faculty members	IV	14	C	C	D	D	E
33. Other Cat. IV	IV	14	C	C	D	D	E
34. Gross Misbehavior	V	21	C	D	D	E	F
35. Harassment/Intimidation/Bullying	V	21	D	D	E	F	G
36. Vandalism 2	V	21	E	E	F	F	G
37. Theft 2	V	21	E	E	F	F	G
38. Insubordination	V	21	E	E	F	F	G
39. Fighting	V	21	E	E	F	F	G
40. Other Cat. V	V	21	E	E	F	F	G
41. Indecent behavior	VI	28	E	E	F	F	G
42. Open/persistent defiance of authority	VI	28	E	E	F	F	G
43. Threatening behavior	VI	28	E	E	F	F	G
44. Physical assault	VI	28	E	E	F	G	G
45. Under the influence of alcohol/drugs	VI	28	E	E	F	G	G
46. Possession of alcohol/drugs or drug paraphernalia	VI	28	E	E	F	G	G
47. Other Cat. VI	VI	28	E	E	F	G	G
48. Extortion	VII	42	F	F	G	H	
49. False fire alarm	VII	42	F	F	G	H	
50. Selling, giving, or exchanging alcohol/drugs	VII	42	F	F	G	H	
51. Possession of weapon other than a firearm	VII	42	F	F	G	H	
51. Possession or use of firecrackers	VII	42	F	F	G	H	
52. Terroristic Threats	VII	42	F	F	G	H	
53. Other Cat. VII	VII	42	F	F	G	H	
54. Arson	VIII	180	G	H	H	H	
55. Bomb threat	VIII	180	H	H	H	H	
56. Physical assault (school employee)	VIII	180	H	H	H	H	
57. Possession and/or use of explosives	VIII	180	H	H	H	H	
58. Use of any instrument as a weapon	VIII	180	H	H	H	H	
59. Possession of firearm	VIII	180	(One calendar year)		H	H	
60. Other Cat. VIII	VIII	180	H	H	H	H	

DANA F. COLE & COMPANY, LLP
CERTIFIED PUBLIC ACCOUNTANTS

1510 Broadway
Scottsbluff, NE 69363
308/632-4400
Fax 308/632-6513

June 26, 2013

Mr. Tim Meisner, Business Manager
Gering Public Schools
1519 10th Street
Gering, NE 69341



Dear Mr. Meisner:

We appreciate this opportunity to provide services to Gering Public Schools.

The enclosed provides information regarding our Firm, including a brief history, services we provide and our proposal to provide services. We take great pride in our Firm and believe we can provide the type of services you may need.

As you review this information, please do not hesitate to call us at 308-632-4400 if you have any questions or need further clarification.

Thank you for allowing us to prepare the enclosed proposal.

Yours truly,

Dennis L. Hadden
For the Firm

Enclosures

DLH:ljm

Nebraska

Kansas

Michigan

Missouri

Minnesota

Wyoming

www.danacole.com

Principal Office:
1248 O Street
Suite 500
Lincoln, NE 68508
402/479-9300
Fax 402/479-9315

We understand the engagement to be an annual audit of Gering Public Schools including additional procedures for single audit requirements. We also understand we will provide additional agreed upon procedures relating to payroll records of the Superintendent, Business Manager, Payroll Clerk, Accounts Payable Clerks and any spouses of the before mentioned.

**UNDER-
STANDING
OF THE
ENGAGEMENT**

Our maximum fees, based upon our understanding of the engagement, will be as follows:

**PROPOSED
FEES**

<u>Fiscal Year</u>	<u>Audit</u>	<u>Agreed Upon Procedures</u>
2012 - 2013	\$13,125	\$850
2013 - 2014	\$13,625	\$850
2014 - 2015	\$14,125	\$850

This proposal provides for 12 copies of the report. Additional copies will be provided at a nominal fee.

We will be pleased to meet with you at various times throughout the year to discuss tax, accounting and auditing matters affecting Gering Public Schools. You should feel free to call us at any time in this regard. Our fee for this service would normally be at no charge for a short discussion or telephone response to questions. However, if the matter developed into the preparation of a report, budget, plan or research, it would be billed at our normal rates for the individuals involved ranging from \$100 to \$210 per hour, or a specific fee to be quoted.

Statements would be rendered monthly for any services provided. Payments of said statements are due within thirty days.

Upon acceptance of our proposal, an engagement letter outlining the terms and our understanding of this engagement would be prepared for approval by the appropriate parties.

We provide the following client references:

CLIENTELE

*Tim Cody, Superintendent
Minatare Public Schools
110 7th Street
Minatare, NE 69356
308-783-1232*

*Kent Halley, Superintendent
Mitchell Public Schools
1819 19th Avenue
Mitchell, NE 69357
308-623-1707*

*Rick Myles, Superintendent
Scottsbluff Public Schools
2601 Broadway
Scottsbluff, NE 69361
308-635-6200*

DENNIS L. HADDEN, CPA

1510 Broadway
Scottsbluff, NE 69361
(308) 632-4400

**EDUCATION &
CERTIFICATION**

*Bachelor of Science Degree, University of Nebraska, May 1978.
Nebraska and Wyoming licensed CPA*

EXPERIENCE

Dana F. Cole & Company, LLP since 1980. Staff accountant, senior accountant, supervisor, manager and currently a partner.

Income tax preparation for individuals, corporations, partnerships and not for profit organizations; fieldwork and supervision of others on compilation, review and audit engagements for commercial and non-profit entities; audits of governmental units including school districts, counties, cities and other entities requiring audits under Government Audit Standards including the Single Audit Act and Circular A-133, where applicable.

**PROFESSIONAL
MEMBERSHIP**

*American Institute of Certified Public Accountants
Nebraska Society of Certified Public Accountants
Wyoming Society of Certified Public Accountants*

**PROFESSIONAL
EDUCATION**

Attends at least 56 hours of professional education classes each year. A minimum of 40 hours each year is directly related to accounting and auditing.

- Accounting and Auditing Update*
- Audit Evidence and Internal Control*
- How to Perform the Single Audit*
- SAS Review and Update*
- Governmental Accounting and Auditing*
- Governmental Financial Statement Requirements*

MICHAEL D. SCOW, CPA

1510 Broadway
Scottsbluff, NE 69361
(308) 632-4400

**EDUCATION &
CERTIFICATION**

*Bachelor of Arts, Chadron State College, May 1995.
Nebraska licensed CPA*

EXPERIENCE

Dana F. Cole & Company, LLP since 2002. Supervisor and currently a partner.

*Scow, Rief, Kruse & Schumacher, P.C.
2001 to 2002*

*Fred A. Lockwood & Co., P.C.
1995 to 2001*

Income tax preparation for individuals, corporations, partnerships and not for profit organizations; fieldwork and supervision of others on compilation, review and audit engagements for commercial and non-profit entities; audits of governmental units including school districts, counties, cities and other entities requiring audits under Government Audit Standards including the Single Audit Act and Circular A-133, where applicable; examinations of commercial banks and performance of savings and loan resolutions.

**PROFESSIONAL
MEMBERSHIP**

*American Institute of Certified Public Accountants
Nebraska Society of Certified Public Accountants
West Nebraska Society of Certified Public Accountants*

**PROFESSIONAL
EDUCATION**

Attends at least 56 hours of professional education classes each year. A minimum of 40 hours each year is directly related to accounting and auditing.

- Accounting & Auditing Update*
- Accounting Evidence & Internal Control*
- Governmental Accounting and Auditing update*
- Governmental and nonprofit Single Audit update*
- Risk Based Auditing*
- Audits of Nebraska School Districts*
- Professional Ethics*

KEVIN D. BURTON, CPA

1510 Broadway
Scottsbluff, NE 69361
(308) 632-4400

**EDUCATION &
CERTIFICATION**

*Bachelor of Arts Degree, Comprehensive Major in Accounting,
Chadron State College, December 1993*

EXPERIENCE

*Dana F. Cole & Company, LLP, since 2012. Currently a
staff accountant.*

*Mountain States Lamb & Wool, LLC
2006 – 2009*

*Johnson, Bergmeier, Wolf & Cipperly, P.C.
2002 - 2006*

*Income tax preparation for individuals, corporations, partnerships and
not for profit organizations; fieldwork on compilation, review and audit
engagements for non-profit entities; audits of governmental units
including school districts, colleges, counties and cities and other entities
requiring audits under Government Audit Standards.*

**PROFESSIONAL
MEMBERSHIP**

*American Institute of Certified Public Accountants
West Nebraska Chapter of Certified Public Accountants*

**PROFESSIONAL
EDUCATION**

*Attends at least 56 hours of professional education classes each year.
A minimum of 40 hours each year is directly related to accounting and
auditing.*

- Local Government Accounting and Auditing Update*
- Compilation and Review Update*
- Guide to Single Audits*
- Generally Accepted Auditing Principles*
- Federal Tax Update*
- Nebraska Ethics*

DOUG MILLAY
1510 Broadway
Scottsbluff, NE 69361
(308) 632-4400

**EDUCATION &
CERTIFICATION**

*Bachelor of Science Degree, Business Administration/Accounting,
University of South Dakota, 1985*

EXPERIENCE

*Dana F. Cole & Company, LLP, since 2012. Currently a
senior accountant.*

*Fred A. Lockwood & Company
2008 – 2011*

*Magnet Solutions, Inc.
1998 – 2008*

*Frank Implement
1996 – 1998*

*Shafer, Blundell, Goerke & Miller
1988 – 1996*

*South Dakota Department of Legislative Audit
1986 – 1988*

*Income tax preparation for individuals, corporations, partnerships and
not for profit organizations; fieldwork on compilation, review and audit
engagements for non-profit entities; audits of governmental units
including school districts, colleges, counties and cities and other entities
requiring audits under Government Audit Standards.*

**PROFESSIONAL
EDUCATION**

*Attends at least 56 hours of professional education classes each year.
A minimum of 40 hours each year is directly related to accounting and
auditing.*

- *Local Government Accounting and Auditing Update*
- *Compilation and Review Update*
- *Guide to Single Audits*
- *Generally Accepted Auditing Principles*
- *Federal Tax Update*
- *Nebraska Ethics*



Fowler, Holley, Rambo & Stalvey, P.C.

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS CONSULTANTS

Curtis G. Fowler, CPA, PFS, CFP® • Carlton W. Holley, CPA • C. Wayne Rambo, CPA, CVA • Richard A. Stalvey, CPA

3208 Wildwood Plantation Drive • Post Office Box 1887 • Valdosta, GA 31603-1887 • (229) 244-1559 • (800) 360-3123 • Fax (229) 245-7369

System Review Report

July 13, 2011

To the Partners of
Dana F. Cole & Company, LLP
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP (the firm) in effect for the year ended February 28, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and an audit of an employee benefit plan.

In our opinion, the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP in effect for the year ended February 28, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Dana F. Cole & Company, LLP has received a peer review rating of *pass*.

Fowler, Holley, Rambo & Stalvey, P.C.
Fowler, Holley, Rambo & Stalvey, P.C. ✓

SERVING VALDOSTA AND SOUTH GEORGIA SINCE 1956

James E. Folsom, CPA • R. Arden DeLoach, Jr., CPA • Robert D. Elliott, CPA
Dustin C. Wilkes, CPA • Emily A. Browning, CPA, CFFA • B. Scott Taylor, CPA

www.valdostacpa.com • MEMBER OF AGN INTERNATIONAL

Dana F. Cole & Company, LLP is one of the oldest and largest local firms of Certified Public Accountants in the state of Nebraska. Since our founding in 1915 by Mr. Dana F. Cole, we have experienced a strong rate of growth over the years due primarily to our continuing active efforts to meet the needs of our clients. Over the past years, the Firm has expanded and currently maintains 25 registered offices in the following states:

Nebraska • Kansas • Michigan • Minnesota • Missouri • Wyoming

Dana F. Cole & Company, LLP, with 80 professional accountants on our staff, successfully completed our tenth peer review in 2011. The Certified Public Accountants within our Firm are active members of the American Institute of Certified Public Accountants and the various state societies. Our Firm is a member of AGN International. This association represents 88 countries, has 194 member firms with approximately 10,513 staff members. The association provides a valuable resource for even the most specialized needs.

The mission of Dana F. Cole & Company, LLP is to provide the most comprehensive professional services while adhering to the highest standards of quality.

Our foundation is built with a singular focus on the client and our basic knowledge of their world. We seek to maintain a long-term professional relationship with our clients. This allows us to provide services that are consistent, beneficial and appropriate for their current goals and needs as well as their lifetime plans. We plan for continued growth to enable us to increase and expand our ability to provide expertise over a broad range of professional services, while becoming more accessible to present and future clients. We strive to meet our employees' needs so they may progress as a member of our firm and our profession and take pride in our ability to achieve the best results possible for our clients.

**PURPOSE
AND
AIMS**

Dana F. Cole & Company, LLP provides a broad range of professional services as well as specializes in several industries and technical areas. These services include tax services, estate and financial planning, accounting and auditing, general accounting, data processing, general business service and advice, management consulting, pension and profit sharing plans, and special projects. While we serve clients in virtually every major industry, some of the industries in which we serve a large number of clients are: agri business, colleges and universities, contractors, farming and ranching, financial institutions, governmental units, health care, manufacturing, non-profit organizations, professional and other services, retail, utilities and wholesale.

With our offices located in various communities and trade areas throughout Nebraska, Kansas, Michigan, Minnesota, Missouri and Wyoming, we serve our clients efficiently and effectively, respond to their needs in a timely manner, provide information that is pertinent to them, and are aware of local matters that affect them. When needed, we utilize other offices within our firm to assist with large clients, complex technical matters, and clients requiring special expertise. As a member of AGN International, we are able to call upon other member firms for national and international assistance and special expertise.

Our firm strives to continually improve the quality of service to our clients. We wish to maintain a long-term relationship with our clients and furnish them with the services they want and need. We continue to develop our industry and technical specialties, inform clients of the many services we provide and regularly review with our clients, their present situation, goals, needs and lifetime plans so that we may assist them in meeting the challenges of today and tomorrow.

While we have the expertise and background of a large professional organization, we operate in a personal environment through our local offices. This enables our firm to be more aware of what is happening in our clients' world.

Our firm remains committed to providing services in the best interest of our clients.

**SERVICES
WE
PROVIDE
(1 of 2)**

Dana F. Cole & Company, LLP provides a full range of accounting, auditing, tax, data processing and management advisory services to more than 15,000 clients. The following is an overview of these services.

Accounting and auditing services are provided to clients of all sizes and specialties. In our work, we acquire intimate knowledge of a client's financial and administrative operation, and use a constructive approach to recommend, where appropriate, procedures to strengthen the organization and provide comments on accounting and administrative controls in operations. These services include the preparation of annual financial statements for an entity as well as personal financial statements for its owners.

General accounting services that we offer also include general accounting assistance and the preparation of compilation reports for interim and annual periods. Our services include bookkeeping services, financial statements (monthly or quarterly), reconciling bank accounts, accounts receivable, accounts payable, and payroll, including the quarterly returns. We regularly assist clients with accounting problems that may be encountered at any time during the year. These services include preparation of various payrolls, personal property and other compliance reports and assistance with budgeting and cash management.

Tax services include constructive and creative tax planning; preparation of various documents and forms for reporting income for individuals, partnerships, corporations, trusts, pension and profit-sharing plans and estates; representation of clients at administrative proceedings before the various taxing authorities and other tax services as needed.

Estate and financial planning are an important part of services that we offer to our clients. Our Firm is regularly involved in the development of long-range family financial plans. These services include personal financial planning, estate planning including establishment of trusts and gifting programs, as well as pension and profit sharing plans.

Data processing services routinely include the processing of payroll, accounts receivable, accounts payable, general ledgers, and financial statements. We offer services to remote terminals, design and write custom programs, develop and install data processing systems including selection of hardware and software and provide consultation and feasibility studies to meet clients needs. Our accounting expertise, along with our thirty years of data processing experience, provides a major advantage to clients in need of these services.

Management advisory services are offered to clients on a continuing basis. We believe we are our client's business consultant. We are available to review and make recommendations regarding accounting systems, cost systems, management information systems, operating controls and employee benefit programs. In addition, we provide an ongoing review of management reports to note items of significance, assist in negotiations with banks, provide guidance and assistance in establishing a business, assist with implementation and review of matters related to a specific profession, such as fee schedules. We assist in screening applicants for accounting related positions, training the hirees and writing personnel and accounting manuals.

We provide electronic newsletters and e-briefings describing in non-technical terms, the latest developments in accounting, financial reporting, taxation, and specific items of importance to the particular profession. In addition, we will conduct seminars on current issues affecting these matters.

**SERVICES
WE
PROVIDE
(2 of 2)**

QUALITY CONTROL

Our firm is committed to the maintenance of the highest standards of professionalism and quality control. Accordingly, we support the nine elements of quality control as prescribed and adopted by the American Institute of Certified Public Accountants.

Our firm and each one of our partners and staff who are certified public accountants are members of the American Institute of Certified Public Accountants and various State Societies of Certified Public Accountants. In addition, our firm is a member of AGN International. This organization is an association of certified public accounting firms located throughout the world who are dedicated to the development and maintenance of the highest professional standards. Among the requirements for membership in the association is the development of a comprehensive quality control system. We feel our membership in AGN International and our internal quality control system enable us to offer our clients the highest level of quality in professional services.

Our firm is a registered member of the Private Companies Practice Section, the Center for Public Company Audit Firms and the Employee Benefit Plan Audit Quality Center. We successfully completed our tenth peer review in July of 2011. We have also completed the continuing education qualification requirements of the government auditing standards.

AUDIT APPROACH

Our firm employs a risk assessment approach in the performance of audit engagements. Through this approach, audit programs are designed around the assessed risk that individual financial statement assertions are materially misstated. This assessment of risk then serves as the basis for the design of further audit procedures.

The first step in the process is to perform "risk assessment procedures" (for example, inquiry, observation, or review of documents) to gather information and to further our understanding of your business and environment, including your internal controls. We place a strong emphasis on gaining an understanding of our clients' activities and controls. We want to ultimately become familiar with your accounting controls, and your organization as a whole, during our planning phase of the audit. We will then focus our audit procedures to areas where we have assessed higher risk, thereby increasing audit efficiency.

Once we have assessed the risk of material misstatement, we will design "further audit procedures" in response to these risks. There are two types of "further audit procedures" that we will use: test of controls and substantive procedures. Often we will perform a combination of these two types of procedures. At the conclusion of our audit, we will evaluate the results of our procedures and reach a conclusion as to whether the financial statements are presented fairly in all material respects. Finally, we will evaluate identified control deficiencies and determine whether these deficiencies, individually or in combination, are significant deficiencies or material weaknesses.

We will plan the audit work to be performed so as to ensure the maximum in effectiveness while maintaining an optimum level of efficiency.

At the conclusion of our engagement, we will meet with management to review the financial statements, management letter and discuss the results of our audit. We will also meet with the Board of Education/Business Committee as requested, to present the audit.

**PROPOSAL TO PROVIDE
PROFESSIONAL AUDIT SERVICES**

**For the Years Ending
August 31,
2013, 2014, 2015**

For

Gering Public Schools



Letter of Transmittal

June 28, 2013

Gering Public Schools Board of Education
Business Committee
1519 10th Street
Gering, Nebraska 69341

I am pleased to submit our proposal to perform an audit of the financial records of the Gering Public Schools for the fiscal years ending August 31, 2013, 2014 and 2015. This audit proposal is being submitted by our Chadron, NE office of Fred A. Lockwood & Co., P.C. and the audit will be mostly staffed by our Chadron office personnel as they are the most experienced in audits of Nebraska School Districts.

Auditing, specifically governmental, non-profit and educational entities is one of the services that the partners of Fred A. Lockwood & Co., P.C. have designated to receive a top-level, firm-wide commitment of resources and support. The opportunity to re-establish a relationship with Gering Public Schools as a client is of great importance to us. Our firm is committed to our auditing practice and your success.

We will commit to you individuals who have the most experience in auditing Nebraska School Districts. Our current audit clients include, but are not limited to 13 governmental, 7 non-profit entities and 6 school districts.

As the managing partner and quality control partner of our firm, I will personally see that the Gering Public Schools has prompt and superior service. Fred A. Lockwood & Co., P.C. prides itself in providing quality, timely service. We realize the importance of your deadlines and we consistently meet the requested due dates that our clients set forth. We are confident we will complete and deliver your report on or before the dates requested.

Should you have any questions concerning this proposal, I am the contact person for our firm on this engagement. (Jim Gardner, PO Box 447, Chadron, NE 69337, 308-432-4465, e-mail: jgardner@falco CPA.com)

Sincerely,
FRED A. LOCKWOOD & CO., P.C.

Jim R. Gardner, CPA
Shareholder

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Profile of Fred A. Lockwood & Co., P.C.

We appreciate the opportunity to submit our qualifications to serve the Gering Public Schools. Fred A. Lockwood & Co., P.C. is one of the largest and a leading local professional services firm providing accounting, auditing, and tax management consulting services in Western Nebraska, Eastern Wyoming and Southern South Dakota. Our commitment is to deliver the performance our clients expect, by offering independent counsel, being attentive to their needs, drawing on our depth of resources to meet their challenges, and employing our industry expertise to find the right solutions.

Our Firm has offices in Scottsbluff, Chadron and Mullen, Nebraska. Firm wide, we employ five partners, six supervisors/seniors and six staff accountants. Ten individuals hold active CPA permits.

Our geographic presence, quality people, and commitment to superior client service, position us well to serve clients ranging from government organizations to for-profit and educational institutions.

Our primary goal is to be a successful, leading provider of high quality professional services that add significant value to our clients' business performance. Joined together by a common culture and shared values, our partners and professionals are dedicated to exceptional client service, have an unparalleled commitment to quality, work together as a team and recognize the importance of people. We serve a diverse range of clients in Western Nebraska, Eastern Wyoming and Southern South Dakota.

Our Philosophy

What makes Fred A. Lockwood & Co., P.C. different from our competition? The way we do business, our philosophy of exceeding expectations, our commitment to our community, our determination to go beyond the merely acceptable in order to provide our clients with truly superior service, and our continuity of personnel from year to year clearly sets us apart from our competition.

Our approach can best be summed up in these simple words:

*C*lose

*P*ersonal

*A*tention

Fred A. Lockwood & Co., P.C., believes close, personal attention is how we help our clients to be successful. When our clients are successful, we are successful.

The single most important factor in our firm's success over the past forty-six years has been our uncompromising commitment to the highest standards of quality and professionalism. Providing exceedingly high quality service to our clients is our primary objective, and we have developed tax, audit and review procedures and communications that ensure the highest standards of performance.

Our firm excels in serving not only the governmental, educational and for-profit industries in Nebraska, Colorado, Wyoming and South Dakota but in all facets of businesses. Fred A. Lockwood & Co., P.C. is among the top professional service firms in our region because of our:

Responsiveness: We understand today's business environment and furnish services that respond to each client's specific needs on a timely basis.

Resources: We have a large regional and local team of experienced professionals to serve the government and for-profit industry.

Clients: We serve a broad and diverse range of clients, which gives us valuable perspective and insights.

Versatility: Our skills and capabilities are extensive, allowing us to do more for our clients than many other professional service organizations.

Commitment: We are committed to our service area, as demonstrated by the extent of our involvement in our local communities.

Expertise: Our professionals are thoroughly informed and trained due to our excellent internal information and training programs, and outside continuing education.

Our approach is client-friendly. We work closely in conjunction with your key personnel and provide the best possible services to your business by:

- Deepening our understanding of your business policies, procedures, markets, and objectives.
- Completing all work on time and in accordance to industry standards.
- Explaining our work to you prior to any action being taken.
- Proactively recommending areas for improvement.
- Maintaining an open line of communication with our clients during and after the work is performed.

Core Values

The core values of Fred Lockwood & Co., P.C. are best described by our Mission Statement and Company Culture.

MISSION STATEMENT

Fred A. Lockwood & Co., P.C. aspires to develop a distinctive Certified Public Accounting Firm through the growth of personnel. We make a total commitment to the individuals of the Firm to assist them in becoming mature and well-rounded people, not only in their technical ability, but also in their physical, emotional, mental, and spiritual areas of life. As a result, the Firm attracts and retains exceptional people with a balanced view of life and business in order to meet and serve the needs of our clients and community in a manner unique to our profession.

The Firm is dedicated to client service and our purpose is to provide high quality and timely accounting, auditing, tax, and management advisory services to individuals, businesses, and governmental entities in rural Western Nebraska, Eastern Wyoming and Southern South Dakota. The Firm utilizes a team approach to provide accessible, innovative, and progressive services which enable us to use our expertise to assist our clients in achieving their financial objectives. Our goal is to anticipate the needs of our clients and respond to them with targeted, high-value services. To this end, we want to be known as wise and trusted counselors. As a result, clients, on their own initiative, will refer us to other businesses, associates, and friends.

Excellence is our goal, and we strive for it in everything we do. We will never be satisfied with anything of a second-class nature. With that attitude, our personnel are fulfilled, our clients' needs are met, and new clients will desire to be served by us.

Our purpose results in an organization which is profitable, not only financially, but also personally from the standpoint that security, meaning, direction, and enjoyment are added to the practice of public accounting.

Fred A. Lockwood & Co., P.C. will continue to strive to develop unique, innovative, and progressive ways to accomplish this purpose.

THE CULTURE

Fred A. Lockwood & Co., P.C. believes an organization's culture makes the difference in today's business world. Furthermore, that culture should represent the values of its leaders. The culture of the firm is characterized by these thirteen attributes:

- Pressing for action
- Staying close to the client
- Striving for effective productivity through people
- Seeking creative, innovative, and progressive ideas
- Maintaining positive attitudes
- Hiring exceptional people
- Providing superior training
- Requiring accountability and responsibility

- Challenging people to grow
- Demanding integrity
- Communicating effectively
- Being concerned for the welfare of others
- Community involvement

Firm Experience and Qualifications

We believe there are a number of sound business reasons why the Gering Public Schools should select us to serve as your independent certified public accountants.

- Fred A. Lockwood & Co., P.C. has experience auditing cities, counties, schools and many other types of entities. Current School Districts under audit contract include: Alliance Public Schools, Chadron Public Schools, Crawford Public Schools, Hemingford Public Schools, and Sioux County Schools.
- Your client service team will consist of outstanding professionals whose experience in serving clients provides the resources necessary to serve as your auditors and to assist in implementing your business strategies. In charge partners include Jim Gardner and Vince Ryan. The in-charge senior accountant on the engagement will be one of our four senior accountants from our Chadron office. Staff accountants will be a combination of Chadron and Scottsbluff office personnel. All partners and senior accountants are CPA's and experienced in auditing all governmental entities including schools, cities, and counties.
- Our firm is committed to providing audit services to our non-profit and governmental clients in the most up-to-date and efficient manner. We have introduced computerized audit programs into our examinations that enable us to be more efficient and concentrate more in the areas of administration and profitability of each client.
- Our firm is a member of the AICPA Governmental Audit Quality Center (GAQC), which allows us access to premium resources, newsletters, alerts and practice tools related to governmental audits. The GAQC promotes the importance of quality governmental audits and the value of such audits to purchasers of governmental audit services. Our membership will assist us in providing you the level of service that you deserve.
- Jim Gardner and Vince Ryan possesses vast experience servicing governmental audit clients including those subject to the Single Audit Act, which makes them uniquely qualified as an auditor of cities, counties and school districts.
- In addition, our firm has met all of the continuing professional education (CPE) requirements for performing governmental and single audits as required by Government Auditing Standards.

Firm's Audit Experience

With a wide variety of experience in governmental, non-profit and educational entities, Fred A. Lockwood & Co., P.C. professionals understand the unique financial and operational aspects of the clients we serve. The following is a selection of our governmental and non-profit clients for which we have provided audit services:

NON-PROFIT ENTITIES

*Chadron Community Hospital
Panhandle Partnership for Health and Human
Services – Chadron
Ukena Foundation - Gordon
*Rural America Initiatives -
Rapid City, South Dakota
Northfield Retirement Communities – Scottsbluff
Wyoming Rural Electric Association

MUNICIPAL CLIENTS

*City of Martin, South Dakota
*Village of Morrill, Nebraska
*City of Bridgeport, Nebraska
Village of Hemingford, Nebraska
City of Hay Springs, Nebraska
*City of Rushville, Nebraska
Village of Lodgepole, Nebraska
Village of Big Springs, Nebraska

OTHER GOVERNMENTAL AUDITS

Panhandle Public Health District - Hemingford
Box Butte County
Sheridan County
Hooker County
Hemingford Community Care Center
Niobrara Electric Association, Inc. -
Lusk, Wyoming

SCHOOLS AND COLLEGES

*Crawford Public Schools
Hemingford Public Schools
Sioux County High School
*Alliance Public Schools
*Chadron Public Schools
Chadron State College Foundation
Black Hills State University Foundation
Summit Christian College

** Entities in which Fred A. Lockwood & Co., P.C. performed single audit testing and compliance reporting.*

References

Please consider contacting any of the administrators of the entities mentioned below regarding their experience with our firm.

1. Chadron Public Schools, Dr. Caroline Winchester, 308-432-0700
2. Hemingford Public Schools, Casper Ningen, 308-487-3328
3. Alliance Public Schools, Kevin Wilkinson, 308-762-5475

Staffing Continuity and Policies

The Firm staffs its audit engagements in accordance with its quality control document and professional standards, including the AICPA code of professional conduct and *Government Auditing Standards*. Designating an appropriate office and staffing to be responsible for each audit engagement depends on many factors including, engagement size, type, complexity, and risk profile; whether there are any specialized experience or expertise requirements; timing of the engagement; continuity and rotation of personnel; and situations for which independence or objectivity concerns exist.

Every effort is made to maintain continuity of personnel from year to year. Partners in charge of the engagement remain consistent each year. Our policy is to staff the engagements based on the location of the audits in relation to our offices keeping in mind the previously mentioned factors including the experience of our staff in relation to the industry in which each client operates. Since our Chadron office is experienced in auditing School Districts, your audit will be mostly staffed by our Chadron office personnel, which includes all in-charge and partner responsibilities.

The Fred A. Lockwood & Co., P.C. engagement team will consist of selected individuals from our practice. The engagement team consists of several individuals from each of our specialized functions who work together to bring to your engagement those particular talents that you require and the proper level of experience for each type of project. This approach gives us the necessary flexibility to respond to your requirements with experienced people who are already familiar with your type of business, and give you access to a number of individuals who can quickly respond to your requests for assistance if other members of the engagement team are temporarily unavailable.

We are proposing an engagement team with outstanding credentials and possessing the personal capacity to serve your entity. All members involved in planning, supervising, and preparation of the financial statements on the engagement team are Certified Public Accountants, members of the American Institute of Certified Public Accountants and Nebraska Society of Certified Public Accountants.

Jim Gardner, CPA - is an audit partner in our Chadron office and responsible for monitoring the Firm's quality control system. Jim has been involved extensively in the performance of governmental and not-for-profit audits, including multiple school districts. Jim will serve in the capacity as partner in charge.

Vince Ryan, CPA - is a partner in the Chadron office. Vince has a great deal of experience with governmental and not-for-profit audits, including multiple school district audits. He specializes in the area of single audit.

Firm wide, our firm employs five partners, five supervisors/seniors and seven staff accountants. All partners and supervisors/seniors are CPA's.

JIM R. GARDNER, CPA, PFS
201 Main Street
PO Box 447
Chadron, Nebraska
(308) 432-4465
E-mail: jgardner@falco CPA.com

PRESENT POSITION

Managing Shareholder of Firm, Quality Control Partner

EDUCATION AND CERTIFICATION

Bachelor of Science in Business Administration,
University of Northern Colorado. Graduated May 1984,
Magna Cum Laude. Nebraska CPA since 1987. South
Dakota CPA since 1987. Wyoming CPA since 1992.

PROFESSIONAL EXPERIENCE

Fred A. Lockwood & Co., P.C., since July 1984.
Shareholder of Chadron Nebraska office since October,
1990. Partner in charge of all audit engagements.
Directly responsible for all governmental auditing and
Single Audit Compliance requirements. FALCO Audit
Committee Co-Chair.

PROFESSIONAL ASSOCIATIONS

Member American Institute of Certified Public
Accountants.
Nebraska Society of Certified Public Accountants.
Past President, West Nebraska Chapter of CPA's.

PROFESSIONAL EDUCATION

Attends at least 80 hours of professional continuing
education classes every two years in governmental
accounting and auditing including the following:

Accounting and Auditing Annual Updating Workshop
Applying Fraud SAS # 99 in Non Profit and
Governmental Audits
Single Audit Requirements for Non Profit and
Governmental Audits
Guide to Audits of State and Local Governments
Governmental Accounting and Auditing Update
Governmental Audit Workshop – Pierre, SD
Internal Control
Effective Yellow Book Auditing
Registered Investment Advisor, January 2001

VINCENT RYAN, CPA
201 Main Street
PO Box 447
Chadron, Nebraska
(308) 432-4465
e-mail: vyryan@falcocpa.com

PRESENT POSITION

Shareholder of the Firm

EDUCATION AND CERTIFICATION

Bachelor of Science in Business Administration with
Emphasis in Accounting, Emphasis in Agri-Business
Chadron State College, Graduate May 2001

CPA Designation – 2003

Series 65 Designation - 2007

PROFESSIONAL EXPERIENCE

Fred A. Lockwood & Co. P.C., since December 2001
In charge of multiple governmental, non-profit, and for-
profit audits

Nebraska Department of Revenue, 2001
Assisted on multiple audits of for-profit entities

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Public Accountants
Nebraska Society of Certified Public Accountants
West Nebraska Chapter of CPA's

PROFESSIONAL EDUCATION

Attends at least 80 hours of professional continuing
education classes every two years in governmental
accounting and auditing including the following:

- Detection & Reporting on Fraud in Financial
Statements
- Yellow Book Government Auditing Standards
- Single Audit A-133
- Risk Based Auditing
- Accounting & Auditing Update for Professionals
- Nebraska Governmental Accounting & Auditing
Conference
- Nebraska Non-Profit Accounting & Auditing
Conference

Staff Availability

(During the Audit)

Fred A. Lockwood & Co., P.C. has three permanent office locations located in Scottsbluff, Chadron, and Mullen, Nebraska. Our normal office hours are 8:00 a.m. to 5:00 p.m. with extended hours during tax season. All of our Partners and assigned employees are available by phone, in person and e-mail during our hours of operation. As special occasions arise, our staff can modify work schedules to accommodate our client's needs. We promote an open communication policy and encourage our clients to contact us with questions regarding their work. *We typically do not charge for phone calls* unless they are requests for information that require time to process. If work is required, it will be cleared and the charges explained.

(Between Audits)

We will make available our professional staff for consultation in between audits and do not foresee scheduling conflicts.

Quality Controls

External Peer Review

It is standard practice for professional firms to have a review conducted by their peers. In addition, *Government Auditing Standards* also require audit firms conducting government audits to be peer reviewed. Fred A. Lockwood & Co., P.C. meets all requirements relating to quality control review. Please see the attached peer review performed by HBE Becker, Meyer, Love, LLP, Certified Public Accountants.

Internal Quality Control

All work, prior to being released to the client, undergoes a full compliance and quality control review by the Senior Audit Partner to ensure it complies with the required audit standards set forth and agreed upon in this proposal.

Statement of Independence

The firm's partners/shareholders, managerial employees and professional staff participating in the engagement are independent with respect to Gering Public Schools as defined by Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (Yellow Book), and the AICPA Code of Professional Conduct.

Disciplinary Action

The firm and its professional staff have not been the object of any disciplinary action by a State governing body, nor have been suspended or prohibited from performing government audits.

Scope of Services and Proposed Project Schedule

Our approach to providing services emphasizes our support in assisting the Gering Public Schools in achieving its goals and obtaining future success. Our approach to the audit will be threefold:

- * Phase I (Planning, Systems Description, and Internal Control Evaluation)
- * Phase II (Systems Evaluation and Substantive Testing)
- * Phase III (Closing and Report Preparation)

We believe all three of these phases are critical in providing the best service to our clients.

Specifically, we will examine all funds of the Gering Public Schools in accordance with general accepted auditing standards (GAAS), generally accepted government auditing standards (GAGAS), the Single Audit Act of 1984 and OMB Circular A-133. This includes all funds listed in your request for proposals. The purpose of our examination will be to express our opinion as to the fairness with which the statements are presented in conformity with requirements of the State of Nebraska. Our firm has a high level of familiarity with Single Audit Requirements and Circular A-133.

Our examination would include such tests of the accounting records and such other auditing procedures, as we consider necessary in the circumstances. Such generally accepted auditing standards require that we state whether, in our opinion, the financial statements are presented in accordance with cash basis accounting principles as required by the State of Nebraska and Nebraska Department of Education, and whether such principles have been consistently applied in the preparation of the financial statements for the current period in relation to those of the preceding period.

We would anticipate performing Phase I on or before September 15th of each year. We then anticipate beginning Phase II or the fieldwork on or before September 30th. We estimate the total time to be spent at the school offices would not exceed five working days. These dates are suggestions. We would adjust our schedule to the request of the Gering Public Schools.

As is our normal procedure, a preliminary draft of all reports will be made available to the Business Manager and Superintendent at least one week prior to final issuance. This ensures that all areas of concern to the Gering Public Schools have been addressed.

As part of our plan of examination, we would keep in close contact with the school officials to discuss any audit areas of concern and the progress of our examination to date. A representative of the firm, familiar with all aspects of the audit, would be available should the school officials desire a meeting.

All working papers of the firm would be available at any time for inspection by Federal and State Agency representatives.

Our approach to the engagement would include:

- * Frequent interaction of our partners with the school's management to ensure an understanding of the school's strategies, underlying procedures and results of operations.
- * A flexible audit framework designed to achieve maximum efficiency by placing appropriate reliance on internal controls.
- * The structuring of your service team where the engagement partner has full authority to decide technical accounting, auditing and management services issues.

The major focus of the Fred A. Lockwood & Co., P.C. Audit Process is on specific audit objectives. A set of basic audit objectives is defined for each of the various accounts and for the financial statements as a whole.

Audit Schedule

We can schedule the Gering Public Schools audit as outlined on the previous page or as per the school's request. We are cognizant of the deadlines imposed by the Nebraska Department of Education and every attempt will be made to meet these deadlines.

Professional Liability Coverage

Fred A. Lockwood & Co., P.C. carries \$1,000,000.00 in professional liability coverage.

Closing Summary Statement

Gering Public Schools is an important potential client to Fred A. Lockwood & Co., P.C. We feel that Gering Public Schools is an excellent fit with Fred A. Lockwood & Co., P.C. and our current client mix. Servicing Gering Public Schools is within our scope of services and expertise, thus allowing our Partners to utilize their vast experience servicing your account. You will receive extensive attention and top-level service from our professionals.

As we have previously stated, Fred A. Lockwood & Co., P.C. prides itself in providing outstanding client service and we make a commitment to our clients to meet all deadlines. Fred A. Lockwood & Co., P.C. is excited about the opportunity to propose audit services.

Fees for Professional Audit Services

A. Audit Cost Proposal (Approximately 160 to 220 hours)

Based on our experience auditing Gering Public Schools and other school districts, our preliminary investigation of your particular circumstances and your request for fees for services, our fees will not exceed the following schedule for the next three years.

	For the Year Ended August 31,		
	2013	2014	2015
OMB Circular A-133 Audit	\$ 15,550	\$ 16,000	\$ 16,500
Agreed-Upon Procedures, as outlined in the request for proposal	500	500	500
Travel, meals, lodging (estimated)	1,250	1,250	1,250
	<u>\$ 17,300</u>	<u>\$ 17,750</u>	<u>\$ 18,250</u>

We will, however, reduce the fees if the actual hours and direct expenses required are less than those estimated by our firm. Our fee estimate is based on the audit work in the request for proposal and our experience in auditing Nebraska School Districts of similar size. Additional work required not related to the audit will be billed as a separate item at a rate found below in *section B. Consultation*, and an amount agreed upon before any services are rendered.

B. Consultation

Our fees for consultation beyond what is discussed in this proposal will be computed at the rates stated below based upon professional staff experience and classification. We estimate the fee will not exceed the following schedule and all fees would be disclosed prior to the start of any new work:

Hourly services and consultation rate by staff classification:

Partner	\$ 145
Manager / Supervisor	90
Staff Accountants	70
Support Personnel	35

APPENDICES

Peer Review
Affirmation and Signature



Becker Meyer Love LLP

Certified Public Accountants & Consultants

SYSTEM REVIEW REPORT

July 26, 2011

To the Shareholders
Fred A. Lockwood & Co., P.C.
and the Peer Review Committee of the Nevada Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Fred A. Lockwood & Co., P.C. (the firm) in effect for the year ended May 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Fred A. Lockwood & Co., P.C. in effect for the year ended May 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Fred A. Lockwood & Co., P.C. has received a peer review rating of *pass*.

HBE Becker Meyer Love LLP

HBE Becker Meyer Love LLP



Affirmation and Signature

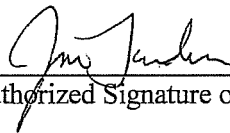
I hereby agree that this proposal is irrevocable for a period of thirty (30) days after the date set for the opening of the proposals.

Fred A. Lockwood & Co., P.C.
Business Name

201 Main Street, PO Box 447
Address

Chadron, NE 69337
City, State & Zip

308-432-4465
Telephone


Authorized Signature of Officer

Jim R. Gardner
Typed Signature of Officer

Shareholder
Position

June 28, 2013
Date

Memo

To: Board Of Education
From: Tim Meisner
Date: July 8, 2013
Re: Audit Bids for 13-14 through 15-16

Gering Public Schools received two bids for our yearly audits from Dana Cole and FALCO. The bids were for a 3 year term starting with the 13-14 school year and running through the 15-16 school year.

	Dana Cole	FALCO
13-14	\$13,125	\$16,800
14-15	\$13,625	\$17,250
15-16	\$14,125	\$17,750

The business committee recommends the board approve Dana Cole as our Auditors for the 13-14 through 15-16 school years.

INTERLOCAL AGREEMENT

Gering Public School's Use of City Council Chambers

COMES NOW the City of Gering, hereinafter referred to as "City" and Gering Public Schools (School District 79-0016), hereinafter referred to as "School," AND pursuant to laws of the State of Nebraska, allowing for interlocal agreements between public entities (Neb.Rev.Stat. § 13-810 et. seg.), agree as follows:

1. Use of Council Chambers: The City and School agree that the Gering School Board is allowed to use the City Council chambers on the premises of the City at 1025 "P" Street ("premises") on the following days and times:
 - A. Regular School Board meetings are held on the third (3rd) Monday of each month at 6:00 p.m. and;
 - B. Other meeting times needed by the School Board may be scheduled through the City Clerk ("other meetings") and;
 - C. All School Board meetings require a minimum of five (5) days notice prior to the meeting date.

The other meeting times referred to above may be subject to change. The School Board's use of the premises for other meetings is subject to the primary use by the City. If there is a conflict in schedules between City and School Board in regard to other meetings, the City's use of the premises shall take precedence.

2. Consideration: The School agrees to pay ten thousand dollars (\$10,000.00) toward the purchase of a new sound system in the City Council Chambers. The City will pay for the sound system, but allow the School to use that system.
3. Staffing, Security and Costs: The City will not charge the School for any utility costs related to the use of the City's premises. The City is not required to nor will it provide any staff for use of the building by the School. School shall make sure that the City building is locked and otherwise secured after the School's use.
4. Term: This Agreement shall be for a ten (10) year term commencing on the 1st day of July, 2013, and terminate the 30th day of June, 2023. The Parties may agree to extend the term, subject to a new Agreement in writing.

5. Insurance: The School agrees to provide a Certificate of Insurance involving a general liability policy with a minimum limit of one million dollars (\$1,000,000.00) per occurrence, naming the City of Gering as an additional insured.
6. Property Damage: If any damage occurs to the premises, or if any repairs or replacement of property is required as a result of the School's use of the property, School will pay City for such damages, repairs, or replacements upon demand or request by the City.
7. Hold Harmless: The School agrees to hold the City harmless from any and all claims, demands for liability for injuries to or property damage arising out of the School's use of the property. The School further agrees to defend, indemnify and hold the City harmless from all claims, damages, losses and expenses arising out of or resulting from the use or occupancy of the premises.
8. Cancellation: After the first five (5) years into the term of this Agreement, either the City or School may cancel this Agreement by sending the other Party one hundred twenty (120) days written notice of the intent to terminate.
9. Modifications: This Agreement constitutes the entire Agreement between City and School. No modifications can be made to this Agreement unless agreed to by the Parties and reduced to writing.

DATED this ____ day of _____, 2013

FOR THE CITY OF GERING

GERING PUBLIC SCHOOLS
(SCHOOL DISTRICT 79-0016)

Edwin L. Mayo, Mayor

Alan Doll, President of Gering Board of
Education

ATTEST:

Kathy Welfl, City Clerk

Gering Public Schools
Board of Education
2013-2014 Rolling Calendar
Revised 7/11/13

COMMITTEE	MEMBERS	TIME	DATE	LOCATION
Regular Board Meeting	Full Board	6pm	7/15/13	Council Chambers
Curriculum Committee	Winn Peters Upp	7am	8/8/13	Curriculum Training Room
Facilities Committee	Doll Upp Peters	4:30pm	TBD	TBD
Business Committee	Copsey Brunner Doll	4:30pm	8/12/13	Business Dept.
Personnel Committee	Copsey Brunner Winn	4:30pm	TBD	Central Office
Regular Board Meeting	Full Board	6pm	8/19/13	Council Chambers
NASB Membership Meeting	TBD	TBD	8/28/13	Gering Civic Center
Policy Review Committee	Winn Brunner	4:30pm	8/29/13	Committee Room