

Regular Board of Education Meeting

Monday, April 14, 2025 6:00 PM

Gering High School - Freshmen Academy Wing, 1500 U
Street, Gering, NE 69341



Agenda

{{Name: Agenda Item Name}}

1. GPS Board of Education Information

The meeting agenda will be kept current and available for public inspection in the office of the Secretary of the Board of Education at the Central Office during regular working hours.

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

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

The Open Meetings Act requires and the intention of the Board is that agenda items be sufficiently descriptive to give the public reasonable notice of matters to be considered at the meeting. The Board of Education releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question or needs clarification about the sufficiency of a descriptive item should contact the Office of the Superintendent of Schools.

If anyone in attendance is interested in addressing our Board, you are welcome to do so. We simply request that you complete the appropriate form and turn it in to us now, so that you may be recognized during the 'Patron Comment' section of our meeting. These forms are located by the entry doors of the meeting room.

Agenda items are subject to reordering at the discretion of the board president. Board members may request specific agenda item(s) be moved to a different place on the agenda. Please attend the entire meeting to ensure you hear discussion on a particular agenda item.

2. Opening Procedures

2.1. Call to Order

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

2.2. Roll Call

2.3. Pledge of Allegiance

2.4. Open Meetings Act

Pursuant to Section 84-1412 of the Nebraska Statutes, the public is hereby informed that a current copy of the Nebraska Open Meetings Act is posted in the Board meeting room on the north wall.

Notice of this meeting was published in the Star Herald on Thursday, April 10th, 2025.

3. **Consent Agenda**

At this time, any Board member may request that any item in the consent agenda be removed from the consent agenda and be considered and voted on separately.

3.1. Minutes from the previous month's board meeting(s)

3.2. Approval of Claims/Bills

Fund Amount

01 General Fund \$653,589.90

03 Employee Benefit \$269.50

05 Activity Fund \$70,883.32

06 Nutrition Fund \$105,053.18

Fund Totals: \$829,795.90

3.3. Board Policy Adoption

3.3.i. First Reading of Board Policies

3.3.ii. Second Reading of Board Policies

3.4. Personnel Items

3.4.i. Certified Staff Contract(s) Jennifer Green - GHS, Art Teacher

Neil Baker - GHS, Social Studies Teacher, Head Boys Basketball Coach

Chris Palomo - GHS, Science Teacher

Keisa Gardner - GMS, ELA Teacher

Kelly Tofflemire - Education Technology Specialist

Richard Evans - Director of Technology

Chelsea Smith - Geil Elementary, Kindergarten Teacher

Sheridan Widhelm - Occupational Therapist

Kelsey Sylvester - Northfield Elementary, Preschool Teacher

Kristen Skavdahl - GHS, LMHP

Alexandra Clear - Northfield Elementary, SPED Teacher

3.4.ii. Certified Staff Resignation(s) Vanessa Hernandez - Lincoln Elementary,
Preschool Teacher

4. Celebration of Excellence

4.1. Building Report - Lincoln Elementary

4.2. Student Success -

Speech State Medalists
HOSA State Medalists
DECA State Qualifiers and Medalist
Panhandle Middle School Honor Band
Gering FFA State Qualifiers
NFHS Speech Educator of the Year
Swimming State Qualifiers

5. Reports & Discussions

5.1. Board Committee Report: Curriculum & Personnel

5.2. Board Committee Report: Business & Facilities

5.3. Superintendent's Report

6. Public Comments: 204.12

7. Action Items

7.1. Discuss, consider, and take action regarding a new business curriculum (7-year adoption), from Stukent, for the 2025-2032 school years in the amount of \$35,995.

7.2. Discuss, consider, and take action regarding a new business curriculum (6-year adoption), from National Geographic Learning, for the 2025-2031 school years in the amount of \$20,670.

8. Board Comments

8.1. Tentative Upcoming Board Meeting/Event Dates

Future Board Meetings

Special Meeting: Tues, April 29th, 2025 @ 12:00 p.m. (Central Office)

Regular Meeting: Mon, May 12th, 2025 @ 6:00 p.m. (Freshmen Academy)

Special Meeting: Tues, May 27th, 2025 @ 12:00 p.m. (Central Office)

Tentative Committee Meeting Dates:

Personnel & Curriculum Committee: Tues, May 6th, 2025 @ 7:00 a.m. (Central Office)

Finance & Facilities Committee: Thurs, May 1st, 2025 @ 4:30 p.m. (Central Office)

Middle School Improvement Committee: Wed, May 7th, 2025 @ 4:30 p.m. (Central Office)

Upcoming Event Highlights:

NASBO Conference - April 24th-25th, Lincoln, NE

9. Adjourn

Special Board of Education Meeting

Tuesday, March 25, 2025 12:00 PM

Gering Public Schools - Central Office
1519 10th St
Gering, NE 69341



Minutes

1. GPS Board of Education Information

Present: Brian Copsey, Matt Kautz, Josh Lacy, John Maser, Greg Trautman, Tracy Wiese.

2. Opening Procedures

2.1. Call to Order

The meeting was called to order by Board President, Greg Trautman, at 12:01 p.m.

2.2. Roll Call

2.3. Open Meetings Act

3. Personnel Items

3.1. Certified Staff Resignations -

Henry Herrera Ormaza - GHS, Spanish Teacher
Amy Dunn - GHS, SPED Teacher
Teresa Vang Freeling - LMHP
Trey Winkler - GHS, Math Teacher
Renee Malm - GHS, SPED Teacher

3.2. Certified Staff Contracts -

Kyla Walker - Northfield Elementary, 3rd Grade Teacher
Jessica Merriman - Lincoln Elementary, Kindergarten Teacher
Kendra Cardwell - Lincoln Elementary, Preschool Teacher
Jamisyn Howard - Lincoln Elementary, 2nd Grade Teacher
Tori Hoagland - Geil Elementary, Kindergarten Teacher

4. Action Items

4.1. Discuss, consider, and take action regarding the approval of the 2025-2026 School Calendar.

A motion to approve the 2025-2026 School Calendar was presented by Brian Copsey, seconded by Josh Lacy. After voting, motion Passed.

Brian Copsey: **Yea**, Matt Kautz: **Yea**, Josh Lacy: **Yea**, John Maser: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

4.2. Discuss, consider, and take action regarding the approval of a 4.6% salary increase for Administrators for the 2025-26 school year.

A motion to approve the 4.6% salary increase for Administrators for the 2025-26 school year was presented by Josh Lacy, seconded by John Maser. After voting, motion Passed.

Brian Copsey: **Yea**, Matt Kautz: **Yea**, Josh Lacy: **Yea**, John Maser: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

4.3. Discuss, consider, and take action regarding the approval of a 4.6% classified category (non-para) salary increase, effective August 1, 2025.

A motion to approve the 4.6% classified category (non-para) salary increase effective August 1, 2025 was presented by John Maser, seconded by Matt Kautz. After voting, motion Passed.

Brian Copsey: **Yea**, Matt Kautz: **Yea**, Josh Lacy: **Yea**, John Maser: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

5. Public Comment: Policy 204.12

6. Adjourn

The meeting was adjourned at 12:11 p.m.

Regular Board of Education Meeting

Monday, March 10, 2025 6:00 PM

Gering High School - Freshmen Academy Wing
1500 U Street
Gering, NE 69341



Minutes

1. GPS Board of Education Information

2. Opening Procedures

2.1. Call to Order

Absent: Brian Copsey, Josh Lacy, **Present:** Matt Kautz, John Maser, Greg Trautman, Tracy Wiese.

The meeting was called to order by board president Greg Trautman, at 6:01 p.m.

2.2. Roll Call

2.3. Pledge of Allegiance

2.4. Open Meetings Act

3. Consent Agenda

A motion to approve the Consent Agenda was presented by Tracy Wiese, seconded by John Maser. After voting, motion Passed.

Brian Copsey: Absent, Josh Lacy: Absent, Matt Kautz: **Yea**, John Maser: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

3.1. Minutes from the previous month's board meeting(s)

3.2. Approval of Claims/Bills

3.3. Board Policy Adoption

3.3.i. First Reading of Board Policies

3.3.ii. Second Reading of Board Policies

3.4. Personnel Items

3.4.i. Certified Staff Contract(s)

3.4.ii. Certified Staff Resignation(s)

Mai Lee Olsen - GHS Science Teacher

Kristian Schank - GHS Social Studies

4. Celebration of Excellence

4.1. Student Athletics and Accomplishments:

State Wrestling Medalist

Riley Dane

Frost Wallace
Isaiah Murillo
Reece Knight

Jennifer Sibal presented to the board. She announced all our GHS boys and girls wrestlers who qualified for state.

4.2. Building Report - Gering High School

Mario Chavez, building principal, presented to the board. He talked about the Tier 1, Tier 2, and Tier 3 levels of focus for high school. Tier 1 is focused on 9th graders and career pathways. Tier 2 is our JAG program. Dylan Bairn, our JAG instructor, presented to the board what he is currently doing in JAG. Tier 3 is focused on our LINKS program. Two students gave their feedback on the program and how it has helped them graduate. Mario also talked about the ACT coming up and how their 8th transition night was a huge success.

5. Reports & Discussions

5.1. Board Committee Report: Curriculum & Personnel

John Maser presented to the board. He talked about the new negotiated agreement and the webinar that Dr. Regan held. Certified staff received a 4.6% raise and our comp study shows we are 100.4% of the array. He also talked about how we are working on the school calendar for next school year and some of the changes happening with state testing.

5.2. Board Committee Report: Business & Facilities

Matt Kautz presented to the board. He discussed our monthly finances and the new plans for the HVAC system needed at the high school. We are also moving the LINKS program over to the high school. He also gave an update on the new teacher salary package.

5.3. Superintendent's Report

"There is no power for change greater than a community discovering what it cares about." - Margaret J. Wheatley

To the Say YES to GMS committee—words can hardly capture the depth of our gratitude for the incredible work you've done. Your leadership, dedication, and heart have been nothing short of extraordinary. You've stood alongside us in the arena, fighting for a better future for our students, our staff, and the entire community of Gering. Your countless hours of attending events, hosting fundraisers, putting up signs, engaging in meaningful conversations, and even standing strong against keyboard warriors have made an immeasurable impact. You've walked this building more times than we can count, tirelessly working to ensure that our message is heard. Through it all, you've remained unwavering in your commitment to a brighter future.

Your heartfelt letters of support have touched us deeply, reminding us just how much you believe in Gering schools. Your dedication has filled us with hope and renewed our spirits at times when we needed it most. You have given so much of yourselves—your time, energy, and heart—and the impact you've made will be felt for years to come.

On behalf of the entire Gering School Board and administration, we thank you from the bottom of our hearts. Your passion, kindness, and generosity have been such a gift to us throughout this process.

6. Public Comments: 204.12

7. Action Items

7.1. Discuss, consider, and take action to approve an Auditorium HVAC replacement design in the amount of \$41,000.00

A motion to approve an Auditorium HVAC replacement design in the amount of \$41,000 was presented by John Maser, seconded by Matt Kautz. After voting, motion Passed.
Brian Copsey: Absent, Josh Lacy: Absent, Matt Kautz: **Yea**, John Maser: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

8. Board Comments

Tracy Wiese - Thanks to the GMS committee for all your hard work on the bond campaign. Thanks to GHS for their presentation. It's nice to see the JAG program and LINKS programs are working.

John Maser - Thanks to the GMS committee for all your hard work on the bond campaign. Thanks to GHS for their presentation.

Matt Kautz - Thanks to the GMS committee. Thanks to D'Angelo and the maintenance team for all their hard work.

Greg Trautman - Thanks to the GMS committee. Excited for Spring! The 5th grade and 8th grade transition nights were awesome to be apart of.

8.1. Tentative Upcoming Board Meeting/Event Dates

9. Adjourn

The meeting was adjourned at 6:37 p.m.

March Check Listing		
Payee Name	Amount	Fund
FBG Service Corporation	\$9,227.00	1
The Cornhusker Hotel	\$339.50	1
Cash-Wa Distributing of Kearney, Inc	\$1,973.81	1
Quadient Finance USA, Inc.	\$982.44	1
City Of Gering	\$44,631.30	1
Ace Hardware	\$244.16	1
Creative Sites, LLC	\$774.45	1
Dennis Supply Company	\$1,219.89	1
Docu-Shred	\$28.00	1
Domino'S Pizza	\$79.24	1
Eakes Office Solutions	\$7,818.46	1
Edgerton Explorit Center	\$1,384.58	1
ESU13	\$32,614.95	1
FBG Service Corporation	\$222.00	1
Follett Content Solutions LLC	\$723.20	1
Frank Parts Company	\$129.98	1
Fresh Foods Inc.	\$18.00	1
Game One	\$1,039.25	1
Gopher Sport	\$865.14	1
Johnson Cashway _8920	\$573.11	1
Legacy Cooperative	\$40.00	1
Menards	\$299.96	1
NASB - NE. Association of School Boards	\$6,662.00	1
Nebraska Tire, Inc.	\$95.94	1
Northwest Pipe Fittings, Inc.	\$4,126.42	1
Pete's Quick Lube, LLC	\$78.01	1
Quadient Leasing USA, Inc.	\$616.14	1
The Brilliance Project Inc	\$6,000.00	1
Treasure Bay, Inc.	\$276.74	1
Twin City Roofing & Sheet Metal, Inc.	\$1,528.19	1
Winsupply Scottsbluff Ne Co	\$1,951.02	1
Allo Communications	\$2,163.55	1
Bluffs Physical Therapy	\$6,331.54	1
Charter Communications	\$135.00	1
Crossroads Music	\$202.95	1
Crystal Miller	\$6.30	1
Culligan Of Scottsbluff	\$129.50	1
Das State Accounting - Central Finance	\$292.87	1

ESU13	\$39,738.74	1
FBG Service Corporation	\$1,022.00	1
Foos, Brandy	\$155.40	1
Frank Parts Company	\$23.97	1
Fresh Foods Inc.	\$8.00	1
Hometown Leasing	\$5,007.17	1
Humanex Ventures	\$2,850.00	1
Katharine Soule	\$5.00	1
KSB School Law	\$301.50	1
Legacy Cooperative	\$50.00	1
Madison Keller	\$11.20	1
Moravek, Michael	\$117.39	1
Pearson	\$38.00	1
Perry, Guthery, Haase & Gessford, P.C.,	\$9,717.55	1
Praise Windows, Inc.	\$900.00	1
Protex Central, Inc.	\$180.00	1
Rebecca Chavez	\$9.10	1
Tidal Wave Auto Spa	\$140.00	1
TRX Training	\$890.66	1
Wal-Mart _18940	\$144.08	1
Column Software, PBC	\$335.15	1
Frank Parts Company	\$48.15	1
Holiday Inn Kearney	\$149.95	1
Johnson Controls, Inc.	\$42,015.00	1
Johnstone Supply	\$596.68	1
Menards	\$707.75	1
Sherwin-Williams Company	\$37.50	1
Robert Randle Raines	\$152.00	1
Western Ne Community College	\$7,714.36	1
Column Software, PBC	\$912.90	1
Nebraska FCCLA Association	\$403.00	1
Visa	\$9,644.60	1
Regan, Nicole	\$77.18	1
Regan, Nicole	\$553.00	1
A & A Porta Potties, LLC	\$750.00	1
AC Electric Motor Service, LLC	\$134.23	1
Ace Hardware	\$605.47	1
Benzel Pest Control	\$786.50	1
CDW Government, LLC	\$159,750.00	1
Culligan Of Scottsbluff	\$1,424.25	1
Dennis Supply Company	\$904.23	1

Docu-Shred	\$84.00	1
Domino'S Pizza	\$319.28	1
Eakes Office Solutions	\$13,478.51	1
Emily Rose	\$50.47	1
ESU13	\$73,415.61	1
First Student, Inc.	\$77,144.73	1
Fresh Foods Inc.	\$344.11	1
Frontier Overhead Door	\$160.00	1
Gering Bakery-Ahlers Baking Inc.	\$89.95	1
Hullinger Glass & Locks, Inc.	\$114.20	1
Instrumentalist Awards LLC	\$241.00	1
Johnson Cashway _8920	\$24.79	1
Legacy Cooperative	\$48.00	1
Linweld	\$874.18	1
Logoz Llc	\$219.00	1
Menards	\$702.53	1
Northwest Pipe Fittings, Inc.	\$1,670.13	1
O'Reilly Auto Parts	\$227.74	1
Pearson	\$245.90	1
Print Broker	\$624.20	1
PT Hose and Bearing	\$62.68	1
Rhyme University	\$417.19	1
Sandberg Implement, Inc.	\$2,146.01	1
Scottsbluff Public Schools	\$5,349.31	1
Snell Services, Inc.	\$33.20	1
Teaching Strategies, LLC	\$3,795.00	1
Tri-State Sprinkler Systems LLC	\$7,851.74	1
UCS, Inc.	\$10,665.00	1
Wal-Mart _18940	\$19.31	1
Western Ne Community College	\$27,278.66	1
Winsupply Scottsbluff Ne Co	\$193.68	1
Wpci	\$862.50	1
Regional Care, Inc.	\$269.50	3
Aurora High School	\$270.00	5
DECA Inc.	\$20.00	5
Domino'S Pizza	\$157.45	5
Fresh Foods Inc.	\$284.97	5
Hosa - Future Health Professionals	\$680.00	5
Lexington High School	\$125.00	5
Mindy's Makings	\$416.00	5
Nebraska DECA	\$1,127.75	5

Nebraska HOSA	\$2,340.00	5
Pepsi Cola Of Western Nebraska	\$377.05	5
The Cornhusker Hotel	\$2,196.03	5
Diadem Sports LLC	\$510.00	5
Soccer Master	\$625.00	5
4 Seasons Fundraising, Inc.	\$3,856.50	5
Big Red Nebraska Popcorn	\$240.00	5
Bsn Sports	\$2,690.01	5
Central Catholic High School	\$288.00	5
Chadron High School	\$100.00	5
Comfort Inn - Grand Island	\$2,268.00	5
Domino'S Pizza	\$365.16	5
Fairfield Inn & Suites - North Platte	\$1,248.72	5
Gering Bakery-Ahlers Baking Inc.	\$63.96	5
GMS FCA CLUB	\$329.74	5
Michael Smith	\$75.50	5
North Platte High School	\$245.00	5
Pepsi Cola Of Western Nebraska	\$26.65	5
Rodeway Inn - Ainsworth	\$700.00	5
Scottsbluff Screenprinting,	\$432.00	5
Soccer Master	\$2,569.13	5
Barge, Cody	\$330.00	5
Kontogiannis, Stan	\$150.00	5
Martin Linz	\$240.00	5
Jenna Davis	\$320.00	5
4 Seasons Fundraising, Inc.	\$20.50	5
7220' Customs, LLC	\$50.00	5
Ace Hardware	\$13.39	5
AllTeam Sportswear	\$707.00	5
Angela C. Marquez	\$139.00	5
Audrey N. Murphy	\$70.00	5
Beverly J. Devrous	\$105.00	5
Brandi J. Linders	\$105.00	5
Candise L. Johnson	\$231.00	5
Comfort Inn - Lexington	\$770.00	5
Domino'S Pizza	\$95.74	5
Elite Physical Therapy	\$1,867.00	5
Faith C. Reisig	\$70.00	5
Holiday Inn Express - Lincoln Downtown	\$447.00	5
Jaclyn Smith	\$105.00	5
Jason Beals	\$180.00	5

Jessica C. Kinnan	\$30.00	5
Misty Dawn Richards	\$100.00	5
Perez, Stephanie	\$45.00	5
Pszanka, Brett	\$60.00	5
Taylor Anderson	\$140.00	5
Thomas L. Pszanka	\$410.00	5
University of Nebraska Lincoln	\$81.00	5
Western Conference	\$1,590.00	5
Fairfield Inn & Suites Downtown Omaha	\$2,244.00	5
Kiwanis International	\$215.00	5
Logoz Llc	\$4,535.00	5
Zwetzig Skate & Bounce	\$150.00	5
Barge, Cody	\$205.00	5
Johnson, Ruth	\$0.00	5
Kontogiannis, Stan	\$95.00	5
Martin Linz	\$720.00	5
Barge, Cody	\$0.00	5
Kontogiannis, Stan	\$0.00	5
Ace Hardware	\$266.44	5
Bayard Public Schools	\$50.00	5
Domino'S Pizza	\$121.72	5
Fresh Foods Inc.	\$365.77	5
Fundraising University	\$9,174.00	5
Gary D. Uhrich	\$695.00	5
Kearney Area Arts Council	\$200.00	5
Menards	\$281.36	5
MFAC, LLC	\$92.00	5
Quality Inn & Suites - Kearney	\$3,395.20	5
Chadron Public Schools	\$50.00	5
Visa	\$14,448.58	5
Barge, Cody	\$180.00	5
Johnson, Ruth	\$150.00	5
Kontogiannis, Stan	\$150.00	5
Ace Hardware	\$11.83	6
Cash-Wa Distributing of Kearney, Inc	\$4,377.04	6
Dennis Supply Company	\$1,090.45	6
Menards	\$26.55	6
Pete's Quick Lube, LLC	\$52.36	6
Winsupply Scottsbluff Ne Co	\$247.20	6
Eakes Office Solutions	\$144.92	6
Gering Public Schools	\$6,044.29	6

Eakes Office Solutions	\$186.10	6
Fresh Foods Inc.	\$4.00	6
Karee Klassen	\$21.00	6
Taher, Inc	\$87,172.67	6
Visa	\$56.12	6
Dennis Supply Company	\$373.98	6
Eakes Office Solutions	\$93.45	6
Gering Public Schools	\$5,048.78	6
Menards	\$102.44	6

POLICY 205.2
GERING PUBLIC SCHOOLS
GERING, NE

POLICY ADOPTION

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes shall be distributed and public comment will be allowed at each meeting prior to final board action. This notice procedure shall be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Legal Reference: Neb. Statute 79-520 (Class III)
 79-521 (Class IV)
 79-522 (Class V)
 79-523 (Class VI)
 79-526
 84-712 et seq.
 NDE Rule 10.004.01A1

Cross Reference: 201.1 Board Powers and Responsibilities

POLICY 508.1
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT HEALTH AND IMMUNIZATION CHECKUPS

Physical examinations & immunizations

Students enrolling in kindergarten (or the beginning grade), students entering the seventh grade or students transferring to any grade in the district from out of state shall have a physical examination by a licensed physician within six months prior to entrance and provide proof of such an examination to the school district.

A certificate of health stating the results of a physical examination and signed by a physician, physician assistant, or an advance practice registered nurse shall be on file at the attendance center.

Students enrolling in the school district shall also submit proof of immunizations as required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission.

The superintendent shall annually file a report on behalf of the board by November 15 to the Department of Health and Human Services summarizing the immunization status of the district's students as required.

Visual evaluation

Visual evaluations for kindergarten (beginning grade) students and students transferring into the district from out of state are also legal requirements, effective with the 2006-2007 school year.

Students enrolling in kindergarten (or the beginning grade) or students transferring to any grade in the district from out of state shall also have a visual examination, including tests for amblyopia, strabismus, internal and external eye health, and visual acuity. The visual evaluation must be completed within six months prior to entrance, and proof of such evaluation shall be provided to the school district.

A certificate of health, or other form, stating the results of the visual evaluation and signed by a physician, optometrist, physician assistant, or advance practice registered nurse shall be on file at the attendance center.

Notifications to parents

The student's parent or guardian shall be notified in writing of their right to submit a written statement refusing such physical or visual examinations or medical and/or religious exemption of immunizations for the student and shall be provided with a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

Parents will be promptly notified of any condition requiring professional attention.

Other health inspections

Each school year the district will conduct inspections on a schedule prescribed by the department (HHS) and shall be based on current medical and public health practices. Parents will be promptly notified of any condition requiring professional attention.

Any student enrolling during the school year after these inspections will have such an inspection confirmed upon entrance. Any student showing symptoms of any contagious or infectious disease shall be sent home as soon as practicable and the principal notified of the circumstances.

Legal Reference: Neb. Statute 79-214
 79-217 to 223
 79-248 et seq.
 Title 173 NAC 3

Cross Reference: 403.02 Child Abuse Reporting
 503 Student Attendance
 506.10 Student Physicals for Athletics
 508 Student Health and WellBeing

Approved 05/17/2010 **Reviewed** 08/28/2017, 02/26/2018 **Revised** 09/18/2017

**POLICY 508.1E1
GERING PUBLIC SCHOOLS
GERING, NE**

SCHOOL VISION EVALUATION

Report Form

A School Vision Evaluation is required for all children **within six months prior to entering** Nebraska schools for the first time (*includes beginner grades including Kindergartners, transfers, and other students new to Nebraska*) [Nebraska Revised Statute 79-214]

Name: _____ Date of Birth: _____

School: _____ Date: _____

Student Status (*check one*): ___ Beginner Grade ___ Transfer Student from Out of State

Recommend

REQUIRED TESTS* Evaluation	Pass	Fail	Further
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(comments noted below)

Amblyopia	_____	_____	_____
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Strabismus	_____	_____	_____
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Internal Eye Health	_____	_____	_____
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External Eye Health	_____	_____	_____
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Visual Acuity

Right eye @ distance (20 ft.):	20/_____	aided/unaided
Left eye @ distance (20 ft.):	20/_____	aided/unaided
Right eye @ near (16 in.):	20/_____	aided/unaided
Left eye @ near (16 in.):	20/_____	aided/unaided

**A vision evaluation consisting of these required tests meets the legal requirements for the State of Nebraska but is not a complete eye examination such as most eye doctors perform.*

Recommend

ADDITIONAL TESTS Evaluation	Pass	Fail	Further
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Eye Alignment at Distance	_____	_____	_____
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Eye Alignment at Near	_____	_____	_____
Depth Perception	_____	_____	_____
Color Vision	_____	_____	_____
Focusing Amount	_____	_____	_____
Focusing Flexibility	_____	_____	_____
Focusing Lag (Accuracy)	_____	_____	_____
Convergence (Crossing) Ability	_____	_____	_____
Saccade (Rapid) Eye Movement	_____	_____	_____
Pursuit (Tracking) Eye Movement	_____	_____	_____
Other: _____	_____	_____	_____

COMMENTS/RECOMMENDATIONS:

Evaluation performed by: _____ **Date:** _____

(signature)

____ O.D. ____ M.D. ____ P.A. ____ A.P.R.N.

Original—Doctor Copy #1—Parent Copy #2—School Nurse Copy #3—Placed in student’s permanent file

POLICY 508.1E2
GERING PUBLIC SCHOOLS
GERING, NE

**RESOURCES FOR LOW-INCOME FAMILIES WHO MAY QUALIFY FOR FREE OR
REDUCED-COST VISION EVALUATIONS**

1. Insurance coverages
Many insurance companies cover the cost of an eye exam (Blue Cross/Blue Shield, United Health Care, Coventry, Vision Service Plan, Spectera, etc.). Check with the company as to details of vision care coverage.
2. Employer-based options
Parents with cafeteria plans, Medical Savings Accounts, Health Savings Accounts, or other flexible spending plans through employers can typically use these accounts to pay for vision exams.
3. Medicaid and Kids Connection
Office visits, eye exams and glasses are covered. Local social service offices have details as to eligibility.
4. SIGHT FOR STUDENTS
Provides free exam, discounted eyewear for eligible students from participating optometrists. Check website for details: www.sightforstudents.org
5. Lions Clubs of Nebraska
Clubs located throughout the state provide vision care assistance for needy families. Usually involves referral by teacher, clergy or health professional. Contact local clubs for details.
6. Community health centers and services
Community health centers and community-based health services throughout the state can provide free eye exams for low income families that qualify, or coordinate the availability of reduced-cost services. Check with local social service agencies for options near you.
7. Discount plans from health care providers
Many optometrists and other health care providers offer family discounts, package pricing on children's eyewear, and other in-office discounts.
8. Vision USA
Low income families with working parent and no vision insurance may qualify for free exams from participating optometrists. Call 1-800-766-4466 or check the American Optometric Association website (www.aoa.org) for eligibility guidelines and information about scheduling appointments.

POLICY 508.1E3
GERING PUBLIC SCHOOLS
GERING, NE

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

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

Child No. 1: _____

Child No. 2: _____

I understand that state law requires that the school be provided with: (1) evidence of a physical examination by a physician, physician's assistant, or nurse practitioner and (2) for school year 2006-07 and each school year thereafter, a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The physical examination and visual evaluation is required to be completed within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

I hereby object in writing to the:

_____ physical examination

_____ visual evaluation
(check one or both)

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

Dated this _____ day of _____, 20 ____.

Parent or Guardian

POLICY 508.2
GERING PUBLIC SCHOOLS
GERING, NE

ADMINISTRATION OF MEDICATION TO STUDENTS

Students may be required to take medication during the school day. The district shall establish procedures which may allow students to self-administer medications for diabetes and asthma/anaphylaxis. Other medications shall be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act.

Self-Management of Diabetes and Asthma/Anaphylaxis

Upon completion of required procedures, the district and parent or guardian, in consultation with the student's physician, will develop a diabetes or asthma/anaphylaxis medical management plan for the current school year. The plan shall:

1. Identify the health care services the student may receive at the school relating to the condition;
2. Evaluate the student's understanding of and ability to self-manage his/her condition;
3. Permit regular monitoring of the student's self-management of his/her condition by an appropriately credentialed health care professional; and
4. Be signed by the student's parent or guardian and the physician responsible for treatment of the student's condition.

For asthma/anaphylaxis the plan will also:

1. Include the name, purpose, and dosage of the prescription medication prescribed for such student; and
2. Include procedures for storage and access to backup supplies of such prescription medication.

The parent or guardian shall sign a statement that:

1. The district and its employees and agents are not liable for any injury or death arising from a student's self-management of his/her condition; and
2. Shall indemnify and hold harmless the district and its employees and agents against a claim arising from a student's self-management of his/her condition.
3. Any injury to others as a result of the student's self-medication shall be the parents' responsibility

The student shall promptly notify the person designated in the student's self-management plan when the student has self-medicated.

The superintendent shall develop all necessary procedures and forms to implement the self-management plans and student disciplinary procedures regarding the misuse or threatened misuse of medications and supplies. The school will promptly notify the parent/guardian of such disciplinary action.

Medication for Conditions other than Diabetes or Asthma/Anaphylaxis

Medication will not be administered without written authorization that is signed and dated from the parent and physician, and the medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day which it is to be given, the dosage and the duration.

Written authorization will also be secured when the parent requests student co-administration of medication for other than diabetes or asthma/anaphylaxis when competency is demonstrated. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel with the student and the student's parents.

A written record of the administration of medication procedure must be kept for each child receiving any medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any 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 for inspection and copying.

Medication will be kept in a secured area. Students may carry medication only with the approval of the parents and building principal of the student's attendance center. Emergency protocol for medication-related reactions will be in place.

The superintendent shall be responsible, in conjunction with the school nurse or Medication Aide, for developing rules and regulations governing the administration of prescription and nonprescription medication to students, including emergency protocols, 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.

Legal Reference: 34 C.F.R. §99.1 to 99.67 (1994)
 Neb. Statute 71-6718 (Medication Aide Act)
 79-249
 173 N.A.C. ch. 3, sect. 001-009.04

Cross Reference: 507 Student Records
 508 Student Health and WellBeing
 604.03 Special Education
 608.02 Student Health Services

Approved 05/17/10

Reviewed 02/26/2018

Revised _____

POLICY 508.3R2
GERING PUBLIC SCHOOLS
GERING, NE

STANDARD HYGIENE AND SANITATION PROCEDURES/
BLOOD-BORNE PATHOGENS CONTROL PLAN

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons.

1. HAND WASHING PROCEDURES:

Hand washing is considered to be the most important procedure in preventing the spread of infections. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds. Soap suspends easily removable soil and microorganisms, thus allowing them to be washed off. Running water is necessary to carry away dirt and debris. Use paper towels to thoroughly dry hands.

The proper hand washing procedure is:

- A. Wet hands with warm water.
- B. Apply soap; lather hands and wrists.
- C. Apply friction to all surfaces of fingers, including between fingers and fingernails; apply friction to the rest of the hands, keeping hand and fingers pointed down.
- D. Rinse hands and wrists thoroughly with warm water, allowing water to flow wrists to finger tips.
- E. Dry hands well. NOTE: if paper towels are used, turn off faucet using paper towel to protect clean hands.
- F. Discard paper towels.

Situations in which good personal hygiene must be practiced include but are not limited to:

- A. Whenever your hands are soiled.
- B. Before handling or preparing food products.
- C. Before eating.
- D. After blowing or wiping your nose.
- E. After use of the toilet.

2. HANDLING BODY FLUIDS IN THE SCHOOL:

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes; blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva.

- A. Use Disposable Gloves

When possible, direct skin contact with body fluids should be avoided. Disposable gloves will be available in the office. Gloves are recommended when direct hand contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). If extensive contact is made with body fluids, hands should be washed afterwards. Gloves for this purpose should be put in the plastic bag or lined trash can, secured, and disposed of daily.

B. Unanticipated Skin Contact

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may not be immediately available (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased.

C. Handling Clothing and Non-disposable Items

Clothing and other non-disposable items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If pre-soaking is required to remove stains, (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home with appropriate laundry instructions to parents and/or teachers (see below). Contaminated disposable items (e.g., tissues, paper towels, diapers) should be put in a plastic bag or lined trash can, secured, and disposed of daily.

D. Removing Spilled Body Fluids From the Environment

Place solid materials in a plastic bag, secure, and dispose of immediately. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then swept up. The sweepings should be disposed of in a plastic bag. Broom and dust pan should be rinsed in a disinfectant.

E. Disinfectants

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals. The disinfectant should be used in accordance with the manufacturer's directions for disinfecting.

Hypochlorite solution (bleach, such as Clorox*) is preferred for objects that may be put in the mouth.

F. Disinfection of Hard Surfaces and Care of Equipment

Disposable gloves should be worn. After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacles.

G. Disinfection of Rugs

Disposable gloves should be worn. Apply sanitary absorbent agent and let dry. Remove with dust pan and broom, then apply disinfectant with a sprayer and allow to dry. Rinse dust pan and broom in disinfectant. Dispose of non-reusable cleaning equipment and gloves as noted above. Vacuum if necessary after disinfectant is dry.

H. Laundry Instructions for Clothing Soiled with Body Fluids

The most important factor in laundering clothing contaminated in the school setting is the elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Pre-soaking may be required by heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup household bleach (Clorox™) to the wash cycle. If material is not colorfast add 1/2 cup non-clorox bleach (e.g., Clorox II*, Borateem*) to the wash cycle.

*Brand names used only for examples and should not be considered an endorsement of a specific product.

3. All Gering Public Schools staff shall complete annual blood borne pathogen training.

Approved 05/17/2010

Reviewed 02/26/2018

Revised _____

POLICY 508.4
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT ILLNESS OR INJURY AT SCHOOL

When a student becomes ill or is injured at school, the school district shall attempt to notify the student's parents as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

It shall be the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured.

Annually, parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

The superintendent shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

Cross Reference: 508 Student Health and WellBeing

**POLICY 508.5
GERING PUBLIC SCHOOLS
GERING, NE**

EMERGENCY PLANS AND DRILLS

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year in accordance with policy 905.7 and the district's Emergency Safety Plan .

Legal Reference: Neb. Statute 79-705 and 706
 Neb. Statute 81-527
 NFPA Life Safety Code 101 Sect. 15.7

Cross Reference: 801.04 Bus Safety Program
 905 Safety Program

POLICY 508.7
GERING PUBLIC SCHOOLS
GERING, NE

CUSTODY AND PARENTAL RIGHTS

Students being released before the end of the school day will only be released to immediate family members or individuals authorized by parents or legal guardians, and identification is required when an adult picking up the student is unfamiliar to staff or volunteers.

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the school district. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It shall be the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

Legal Reference: 34 C.F.R. §99.4 (1995)
 Neb. Statute 42-364
 42-381
 43-2,902

Cross Reference: 507 Student Records
 508 Student Health and WellBeing

Approved 05/17/2010

Reviewed 03/26/2018

Revised _____

POLICY 508.8
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT SPECIAL HEALTH SERVICES

The board recognizes that some special education students need special health services during the school day. These students shall receive special health services in conjunction with their individualized education program.

The superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy.

Legal Reference: 20 U.S.C. §§ 1400 et seq. (1994).
 34 C.F.R. Pt. 300 et seq. (1996).

Cross Reference: 504 Student Rights and Responsibilities
 507 Student Records
 604.03 Special Education

Approved 05/17/2010 **Reviewed** 03/26/2018 **Revised** _____

POLICY 508.9
GERING PUBLIC SCHOOLS
GERING, NE

GUIDANCE AND COUNSELING

The Board recognizes that students may require guidance and counseling services to assist them in reaching their educational potential. Students may be referred to the counseling program under provisions of Policy 608.01.

The student's guidance program may include individual or group activities to help the student develop positive relationships with others; to develop appropriate behaviors for various educational and social settings; to develop effective study habits; to improve their understanding of self in terms of interests, abilities, achievements and values; and to formulate educational and career plans.

Cross Reference: 102 Educational Philosophy of the School District
 604 Instructional Curriculum
 605 Alternative Programs
 608.01 Student Guidance and Counseling Program

Approved 05/17/2010

Reviewed 03/26/2018

Revised 04/16/2018

POLICY 508.10
GERING PUBLIC SCHOOLS
GERING, NE

REFERRAL OF STUDENTS TO OTHER AGENCIES

School employees having knowledge of or reasonable cause to suspect that a child is abused or neglected will report the circumstances to the Nebraska Department of Health and Human Services or a local law enforcement agency according to the child abuse reporting procedures of Policy 403.02.

In the case of a suspected violation of law, any questioning and apprehension of students by law enforcement authorities will be conducted according to Policy 504.17.

Legal Reference: Neb. Statute 28-711

Cross Reference: 403.02 Child Abuse Reporting
 504.17 Questioning of Students by Outside Agencies

Approved 05/17/2010 **Reviewed** 03/26/2018 **Revised** _____

POLICY 508.11
GERING PUBLIC SCHOOLS
GERING, NE

DEFIBRILLATORS

The board recognizes that from time to time emergencies may arise that justify the use of an Automated External Defibrillator (AED). The district will maintain the automatic external defibrillator on each site where one is located. The AED shall be used in emergency situations warranting its use.

The defibrillator shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored by the school nurse.

The automatic external defibrillator will be kept on school property and will not accompany EMS personnel to a hospital emergency room.

It shall be the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding this policy.

Cross Reference: 508 Student Health and Well Being

Approved 05/17/2010 **Reviewed** 03/26/2018 **Revised** _____

POLICY 508.11R1
GERING PUBLIC SCHOOLS
GERING, NE

USE OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

Employees of the district will be authorized to utilize an AED only after successfully completing initial and recurrent training courses approved by the American Heart Association for AEDs and CPR. Acceptable certification will consist of completion of an American Heart Association “Heartsaver AED” course and CPR course. Requirements for the frequency of recurrent training will be as suggested by the AED manufacturer, the American Heart Association and local EMS personnel.

The district will provide CPR and AED training for employees deemed to require such training by the building principal in consultation with the school nurse. These employees would be designated as the “first Responder”; however, anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies.

The Emergency Medical Service System will be activated immediately upon discovery of a situation in which the use of an AED is anticipated. Activation will be via the 911 telephone system. The activation of the Emergency Medical Service System must not be delayed due to the actual or anticipated use of an AED. The local ambulance service or the local fire department serving the school building’s area will be advised of all uses of an AED by employees of the district as soon as practical after each use.

An AED will be issued to schools in the district as designated by the superintendent and will be kept with other resuscitation equipment in a location within the school as designated by the building principal and school nurse. The building principal and school nurse may specify that an authorized user may bring the AED, together with other resuscitation equipment, to other areas of the school or its grounds for the purpose of standing by at specific events or activities, or may authorize the temporary relocation of the AED together with other resuscitation equipment for specified periods of time. A communication mechanism will be established for the purpose of notifying authorized users within each building of the relocation of the AED from its place of usual storage.

Each AED unit will be checked weekly with regard to battery condition, overall readiness for use and adequate supplies including:

1. The AED and its carrying case;
2. One (1) sets of adult pads;
3. Two (2) sets of pediatric pads
4. One (1) razor;
5. Pocket mask with one-way valve;
6. Three (3) sets of latex free gloves including at least one (1) pair of latex-free gloves;

The weekly check will be documented on a log or other form specified by the school nurse and kept with the AED. A copy of all documentation will be retained as a permanent record. The building principal will designate one (1) authorized user at each location who will be responsible for performing the weekly, monthly, annual check, or assigning another authorized user to perform the check in his or her absence.

The data from the AED will be reviewed by the building principal who will identify any areas related to that use that require remediation and will recommend a plan of corrective action if needed.

POLICY 508.12
GERING PUBLIC SCHOOLS
GERING, NE

ASTHMA AND ALLERGIC REACTION PROTOCOL

The district will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol as required by the Nebraska Department of Education. The school shall allow a student with asthma or anaphylaxis to self-manage his or her asthma or anaphylaxis condition upon written request of the student's parent or guardian and authorization of the student's physician or other health care professional who prescribed the medication for treatment of the student's condition.

The superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy during regular hours while school classes are in session. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol. Information about the waiver shall be provided to parents in the student handbook.

Legal Reference: NDE Rule 59.006

Cross Reference: 508.02 Administration of Medication to Students

Approved 05/17/2010 **Reviewed** 08/22/2016, 03/26/2018 **Revised** 09/19/2016

POLICY 508.12F1
GERING PUBLIC SCHOOLS
GERING, NE

**WAIVER OF EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR
SYSTEMIC ALLERGIC REACTIONS PROTOCOL**

Gering Public Schools

Student Name: _____

Date of Birth: _____

School: _____

Grade: _____

I am aware of the school policy that provides a protocol to be followed by school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session.

After considering the school policy and the best interests of my child, _____, I do not wish to have him/her administered albuterol or medication from an Epi-Pen by school personnel under any circumstances for the 20__ - 20__ school year.

(Signature of Parent/Legal Guardian/Custodian of Child) (Date)

Approved 05/17/10

POLICY 508.12R1
GERING PUBLIC SCHOOLS
GERING, NE

ASTHMA AND ALLERGIC REACTION PROTOCOL

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS) DEFINITION: Life-threatening asthma consists of an *acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.* A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

Chest tightness
Wheezing
Severe shortness of breath
Retractions (chest or neck “sucked in”)
Cyanosis (lips and nail beds exhibit a grayish or bluish color)
Change in mental status, such as agitation, anxiety, or lethargy
A hunched-over position
Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
Abdominal: pain, nausea and vomiting, diarrhea
Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness,
difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate,
ventricular fibrillation (no pulse)
Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

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

**POLICY 508.13
GERING PUBLIC SCHOOLS
GERING, NE**

SCHOOL WELLNESS

A mission of Gering Public Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. District Wellness Committee

Committee Role and Membership

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets regularly to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy. Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and

beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy can be found at the District's website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;

- The extent to which the District’s wellness policy compares to model wellness policies; and
- A description of the progress made in attaining the goals of the District’s wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or designee.

The DWC, in collaboration with individual schools, will monitor schools’ compliance with this wellness policy.

The District will notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District’s website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Nutrition

School Meals

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations; and
- Promote healthy food and beverage choices.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

The District will encourage all staff to ensure that all foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards, subject to appropriate exceptions made by the superintendent or designee.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

Nutrition Promotion

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
- Displays, such as on vending machine exteriors;
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District;
- Advertisements in school publications or school mailings;
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/athletics department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

4. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity;
- How physical activity can contribute to a healthy weight;
- How physical activity can contribute to the academic learning process;
- How an inactive lifestyle contributes to chronic disease;
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition;
- Differences between physical activity, exercise and fitness;
- Phases of an exercise session, that is, warm up, workout and cool down;
- Overcoming barriers to physical activity;
- Decreasing sedentary activities, such as TV watching;
- Opportunities for physical activity in the community;
- Preventing injury during physical activity;
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active;
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity;
- Developing an individualized physical activity and fitness plan;
- Monitoring progress toward reaching goals in an individualized physical activity plan;
- Dangers of using performance-enhancing drugs, such as steroids;
- Social influences on physical activity, including media, family, peers and culture;
- How to find valid information or services related to physical activity and fitness;
- How to influence, support, or advocate for others to engage in physical activity; and/or
- How to resist peer pressure that discourages physical activity.

Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

Active Transport

The District will support active transport to and from school, such as walking or biking.

5. Other Activities that Promote Student Wellness

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District’s curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

Glossary

School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums, or parking lots.

School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Approved: 05/01/2017 **Reviewed:** 05/01/2017 **Revised:** _____

POLICY 508.13R1
GERING PUBLIC SCHOOLS
GERING, NE

WELLNESS AND NUTRITION

Nutrition. Academic performance and quality of life issues are affected by the choice and availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

(a) Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district's Nutrition Services Department or contracted vendors. Menu and product selection shall utilize student, parent, staff and community advisory groups whenever possible.

(b) Nutrition services policies and guidelines for reimbursable meals shall not be more restrictive than federal and state regulations require.

(c) A la carte offerings to students shall be nutritious and meet federal recommended guidelines and shall be selected with input from students, parents and staff.

(d) Vending Machines.

1. All snack vending machines shall provide only single serving snacks that meet at least two, with at least 50% of the items meeting three of the following: 300 or fewer calories; six grams of fat or less, one or more grams of fiber, at least 10% of RDA of calcium, iron, vitamin A or vitamin C.

2. Vending machines where student meals are served or eaten shall not include carbonated beverages.

3. All beverage vending machines in secondary school public areas and all faculty/staff areas at school and district sites shall include:

- a. water
- b. 100% fruit juice
- c. non-carbonated drinks with less than 150 calories per container
- d. no more than 1/3rd of the choices will be carbonated drinks

4. The beverage vending machines may also include:

- a. non-fat, low-fat, plain or flavored milk or yogurt in 16 ounces or less servings
- b. other non-carbonated drinks

(e) Nutrition services shall support classroom activities for all elementary students that include hands-on applications of good nutrition practices to promote health and reduce obesity.

Health Education and Life Skills. Healthy living skills shall be taught as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

- (a) Each school shall provide for an interdisciplinary, sequential skill-based health education program based upon state standards and benchmarks.
- (b) Students shall have access to valid and useful health information and health promotion products and services.
- (c) Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day and as part of before or after school programs.
- (d) Students shall be taught communication, goal setting and decision making skills that enhance personal, family and community health.

Physical Education and Activity. Physical education and physical activity shall be an essential element of each school's instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

- (a) Physical Education Program. The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles. The physical education program shall consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide a significant health benefit to students, subject to the differing abilities of students.
- (b) Students shall be supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.
- (c) Students shall be provided varied opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.

Healthy and Safe Environment. A healthy and safe environment for all, before, during and after school supports academic success. Safer communities promote healthier students. Healthier students do better in school and make greater contributions to their community.

- (a) School buildings and grounds, structures, buses and equipment shall meet all current health and safety standards, including environmental air quality, and be kept inviting, clean, safe and in good repair.
- (b) Schools and district offices shall maintain an environment that is free of tobacco, alcohol and other drugs.

(c) Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.

(d) Each work site, school and classroom shall work to create an environment where students, parents/guardians and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.

Social and Emotional Well-Being. Programs and services that support and value the social and emotional well being of students, families and staff build a healthy school environment.

(a) Each school shall provide a supportive environment that includes guidance, counseling, and school social work services that encourages students, families and staff to request assistance when needed and links them to school or community resources.

(b) Students shall be provided the skills to express thoughts and feelings in a responsible manner and give and receive support from others.

(c) Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.

(d) Students and staff shall be encouraged to balance work and recreation and helped to become aware of stressors which may interfere with health development.

Health Services. An effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will improve the mental and physical health of students and staff.

(a) Primary coordination of health services shall be through a registered nurse with the support and direction of the school district and the Nebraska Department of Health and Human Services.

(b) The district shall collaborate with community health liaisons and resources to promote health and wellness for students, families, staff and community.

(c) A coordinated program of accessible health services shall be provided to students and staff and shall include violence prevention, school safety, communicable disease prevention, health screening, community health referrals, and immunizations, parenting skills, first aid and other priority health education topics.

Family, School and Community Partnership. Long term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.

(a) Family, student and community partners shall be included on an ongoing basis in school and district wellness planning processes.

(b) The equality and diversity of the school and district community shall be valued in planning and implementing wellness activities.

(c) Community partnerships shall be developed and maintained as a resource for school and district programs, projects, activities and events.

(d) Schools and the district shall actively develop and support the engagement of students, families and staff in community health enhancing activities and events at the school or throughout the community.

Approved 05/17/10

**POLICY 508.14
GERING PUBLIC SCHOOLS
GERING, NE**

LATEX EXPOSURE MINIMIZATION

Some individuals have, or are in, a high-risk group for developing sensitivity to latex. Sensitivity reactions can range from mild skin irritation to anaphylaxis.

Reasonable precautions will be taken to minimize the risk of developing latex sensitivity or severe reactions to latex occurring in the school environment for both students and staff.

The superintendent shall create district procedures to address practices for minimizing exposure to latex, recognizing the allergic reaction and responding to the allergic reaction.

A safe environment for students and staff recognizes individual differences and adoption of realistic practices will be promoted.

Approved 05/17/2010 **Reviewed** 04/23/2018 **Revised** _____

POLICY 508.14R1
GERING PUBLIC SCHOOLS
GERING, NE

LATEX EXPOSURE MINIMIZATION PROCEDURES

Minimizing Exposure to Latex

Parent will provide:

1. Allergy alerts bracelet indicating severe allergy to latex.
2. Latex free first aid supplies (e.g.: bandages).
3. Latex free health procedure supplies (e.g.: gloves, catheter).
4. Latex free school supplies (e.g.: glue, markers, erasers) or provide vinyl gloves for use with these products that may contain latex.

School Administrator and/or nurse will:

1. Inform staff in writing of the life threatening latex allergy, and provide a copy of latex exposure minimization procedure.
2. Evaluate and monitor student's school environment for latex (special attention to gym, science, and art classes).
3. Provide non-latex gloves, barriers, and alternative products.
4. Inform parents and students that latex balloons are not allowed in the school. Safe alternatives (mylar) may be substituted.
5. Require any group planning the use of latex balloons for decorations to obtain prior approval from the building principal.
6. Communicate with parent of student with a latex allergy concerning proposed planned activity utilizing latex balloons and make a joint decision with regard to student attendance and/or approval of use of latex balloons at the activity.
7. Communicate with busing service regarding the need to protect the student with latex allergy from unintended exposure to latex while on the bus, (e.g.: latex gloves replaced with non-latex, provided barrier to seat).
8. Communicate with local emergency medical service personnel regarding the need to prepare for a 911 call on a student with a potential for severe latex allergy reaction.

Student will:

1. Wear allergy alert bracelet or necklace.
2. Inform teacher when experiencing allergic symptoms (if able).
3. Be aware of latex products in the environment and wear vinyl gloves as a barrier when using possible (unidentified) latex products.

Recognizing the Allergic Reaction

Typical mild allergic reactions can be:

1. Itching, skin rash, hives, welts anywhere on body.
2. Eye irritation.
3. Sneezing, nasal drip or congestion.

Any unique symptoms of the student should be identified.

Typical severe allergic reactions can be:

1. Swellings of any body part, including lips, tongue, throat and gums.
2. Throat or chest tightness or pain.
3. Labored breathing or violent cough.
4. Fainting/unconsciousness or convulsion.
5. Crying may report "funny feeling" or "tingling".

Any unique symptoms of the student should be identified.

Responding to the Allergic Reaction

Parent will provide Benadryl (diphenhydramine) oral medication with physician request and direction for administration for mild reaction. Parent will provide properly dated and labeled epinephrine injection (e.g.: epipen auto injector with physician request and direction for administration for severe reaction). Parent will replace used or outdated medicine/supplies as needed.

Mild allergic reaction. Nurse or nurse designee will:

1. Remove avenue of latex exposure (e.g.: latex glove, latex balloon).
2. Remove student from area of exposure.
3. Take student to the office for observation and administration of medication(s).
4. Remove latex and rinse any skin exposed with large amounts of cool water.
5. Call parent or parent designee (see emergency card).
6. Record administration of medication and treatment in student's health record.

Severe allergic reaction. Nurse or nurse designee will:

1. Administer epinephrine injection in upper leg.
2. Call 911, informing emergency medical personnel of the reason and time that epinephrine injection has been given.
3. Call parent or parent designee (see emergency card).
4. Call student's physician to inform of emergency condition.
5. Record administration or self-administration of medicine in student's health record.

Used epipen will be transported to hospital with patient.

Other Considerations

Service providers

Determine whether the life threatening symptoms are present, and the designated person(s) is familiar with the location of supplies and have been taught to administer the epinephrine injection.

If none of the above designated service providers are available, call emergency medical personnel (911), parent or parent designee, and student's physician.

Field trips

Teacher will notify the parent as many days as possible prior to the field trip.

Parent/guardian must sign school's field trip permission form.

Discussion will be held with parent/guardian regarding the environment of field trip and potential latex exposure. Parent/guardian and the principal may jointly decide with regard to student participation in field trip.

Arrangements must be made for parent, or parent designated adult, to accompany student on field trip and be responsible for provision of any health services needed during the trip.

POLICY 508.15
GERING PUBLIC SCHOOLS
GERING, NE

CONCUSSION AWARENESS

Training to recognize the symptoms of concussions and brain injuries and how to seek their proper medical treatment shall be mandatory for coaches of the district's athletic teams.

The district will provide information on concussions and brain injuries to athletes and their parents or guardians prior to the beginning of practice for competition including at least:

1. The signs and symptoms of concussions;
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion including the notification of coaches.

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student;

1. has been evaluated by a licensed healthcare professional;
2. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional;
3. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

The district shall establish a return to learn protocol for students that have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

It is the responsibility of the superintendent to implement this policy.

Legal Reference: Neb Statute 71-9104

Approved 08/15/2011 Reviewed 06/23/2014, 04/23/2018 Revised 05/21/2018

POLICY 508.16
GERING PUBLIC SCHOOLS
GERING, NE

RETURN FROM PEDIATRIC CANCER

The Board recognizes that students who have been treated for pediatric cancer and are returning to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

The district shall establish a return to learn protocol for students returning from the treatment of pediatric cancer. The return to learn protocol shall recognize that these students may need accommodations for specific cognitive, behavioral, physical, developmental, and social impairments.

When appropriate, a section 504 plan may be developed to coordinate and accomplish these accommodations and modifications.

It is the responsibility of the superintendent to implement this policy.

Legal Reference: LB 511 (2015)

Approved 09/14/2015

Reviewed 04/23/2018

Revised _____

POLICY 508.18
GERING PUBLIC SCHOOLS
GERING, NE

ADMINISTRATION OF NALOXONE (NARCAN)

In order to protect the health and safety of its students, staff, and visitors, the district may provide, store, and administer doses of an opioid antagonist, specifically Naloxone, commonly known as Narcan, for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose at the school facilities.

Naloxone is a medication that can reverse an overdose caused by an opioid drug. Naloxone has no potential abuse and is a non-narcotic and non-addicting prescription medication. Symptoms of an opioid drug overdose typically include:

- Slow and shallow, or stopped breathing
- Unresponsiveness or unconsciousness
- Cold or clammy skin
- Blue lips or fingertips
- Snoring or gurgling sounds

Procurement to Naloxone

The superintendent, principal, certified school nurse, or designee will be responsible for the procurement of naloxone. A healthcare provider shall prepare standing orders for administration of the Naloxone.

Storage

Naloxone will be clearly marked and stored in an unlocked storage cabinet in the nurse's office (or other designated area such as with AED). The school nurse will ensure that all other trained staff are aware of the naloxone storage location. Naloxone will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.

Use of Naloxone

Follow the protocol from the healthcare provider for the administration of naloxone for suspected opioid overdose. A person, if acting with reasonable care, who is in the position to assist a person who's apparently experiencing or who is likely to experience an opioid-related overdose, may administer Naloxone without being subject to administrative action or criminal prosecution (Nev. statute 28-470).

Follow Up

After administration of naloxone, the person administering naloxone will report the incident to the building principal that same day. The district will establish procedures for notifying parents/guardians of any minors receiving Naloxone.

Approved 7/12/23

Reviewed

Revised

POLICY 508.19
GERING PUBLIC SCHOOLS
GERING, NE

BEHAVIORAL POINTS OF CONTACT

The Superintendent shall designate one or more school employees as a behavioral awareness point of contact for each school building. The point of contact may be an administrator, nurse, counselor, or other appropriate staff member. Each behavioral awareness point of contact shall be trained in behavioral awareness and have knowledge of community service providers and other resources that are available for the students and families in such school districts.

The district shall maintain or have access to a registry of local mental health and counseling resources for the students and families. Each behavioral awareness point of contact shall coordinate access to support services for students whenever possible. If information for an external support service is provided to an individual minor student, school personnel shall notify a parent or guardian of the contact in writing unless such recommendation involves law enforcement or child protective services.

The superintendent shall ensure that district employees who interact with students receive at least one hour of behavioral and mental health training with a focus of suicide awareness and prevention training each year.

The district shall annually report behavioral awareness points of contact to the Nebraska Department of Education when requested.

The points of contact will be listed in the student handbook and on the district website.

Approved 7/12/23

Reviewed

Revised

POLICY 509.1
GERING PUBLIC SCHOOLS
GERING, NE

CLASS OR STUDENT GROUP GIFTS

The Board welcomes gifts to the school district from a class or student group. While class gifts to the school district do not require the approval of the superintendent, the board encourages students to consult with the superintendent or other licensed employees prior to selecting a gift for the school district.

Cross Reference: 705.04 Gifts, Grants and Bequests

Approved 05/17/2010

Reviewed 04/23/2018

Revised _____

POLICY 509.2
GERING PUBLIC SCHOOLS
GERING, NE

OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It shall be the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

Cross Reference: 1001 Principles and Objectives for Community Relations

Approved 05/17/2010

Reviewed 04/23/2018

Revised _____

POLICY 509.3
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT MEMORIALS

The District will provide family and friends ample opportunities to express their grief upon the death of a student who was enrolled in one of the district's schools at the time of his/her death. Such opportunities shall be in accordance with district rules and procedures. Memorials should follow guidelines outlined by the Crisis Team.

Cross Reference: 1005.02 Parent Relations Goals

MEETING NOTICE

Reasonable advance public notice shall be given for meetings and work sessions held by the board and recorded in the board minutes by either of the following means:

1. Publishing in a local newspaper of general circulation within the district's jurisdiction, publishing on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or

2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

If the newspaper refuses, neglects, or is unable to publish the notice on time, the district may (1) post its notice on its website, if available, (2) post its notice on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post its notice in a conspicuous public place within the District.

Public notice shall indicate the meeting's time, place and date, and shall include a statement that the agenda shall be readily available for public inspection at the district office. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting and a copy kept readily available for public inspection at the principal office of the district. Except for items of an emergency nature the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the superintendent. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. Public notice of emergency meetings shall be given as soon as practical and possible in light of the situation. Reasonable efforts shall be made to notify news media who have requested notification of meetings. It shall be the responsibility of the superintendent to give public notice of board meetings and work sessions. The superintendent shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

Legal Reference: Neb. Statute 84-1408 to 1414

Approved _____ Reviewed _____ Revised _____

POLICY 506.1
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT ACTIVITY ELIGIBILITY

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct themselves in accordance with student conduct policies.

Student activity events must be approved by the superintendent. The events must not disrupt the education program or other school district operations.

Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed by all students. Additional eligibility requirements may be imposed by the school district at the board's discretion.

Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission and good health (sports only). All eligibility requirements shall be published in applicable student/parent handbooks.

Any student who is sanctioned or is found by the school district or NSAA to be ineligible to participate in any extra-curricular activity may appeal the sanction or finding in accordance with the student due process policy.

It shall be the responsibility of the superintendent to develop administrative regulations for school activities.

Legal Reference: 20 U.S.C. Sect.1681-1683; 1685-1686 (1994).
 34 C.F.R. Pt. 106.41 (1993)
 Neb Statute 79-296
 79-443

Cross Reference: 502 Student Attendance
 504 Student Rights and Responsibilities
 505 Student Discipline
 506 Student Activities
 508 Student Health and Well-Being

Approved 05/17/2010 **Reviewed:** 11/27/2017 **Revised:** 12/18/2017

POLICY 506.2
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT ORGANIZATIONS

Secondary school student-initiated, non-curriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time. Nothing in this policy shall contradict the federal Equal Access Act.

Non-instructional time shall mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings shall not interfere with the orderly conduct of the education program or other school district operations. It shall be within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program shall have priority over the activities of another organization.

Access by Federally Recognized Youth Organizations

The district shall, upon request, allow a representative of any federally recognized youth organization to provide (1) oral or written information to the students regarding that youth organization and how the organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship and (2) services and activities to any student who is a member of the organization. A federally recognized youth organization is or listed in 36 U.S.C Subtitle II, Part B. Each requesting youth organization shall be permitted to provide such information, services, and activities at school at least once during each school year. Administrators shall make a good faith effort to select a date, time, and location for each requesting organization to provide such information, services, or activities that is mutually agreeable to the school district and to the organization, but all final decisions rest with the administration. Any such organization representative not employed by the district shall be subject to a background check at the organization's expense. Administrators may prohibit any organization representative convicted of a felony or otherwise presenting safety concerns as described in the district's Visitors to School Policy from being on the school grounds. Nothing in this section shall override or contradict the district's Parental Involvement Policy.

NON-FEDERALLY RECOGNIZED ORGANIZATIONS

Curriculum Related Organizations

It shall also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum related:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?

POLICY 506.3
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT GOVERNMENT

The student council provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The principal, in conjunction with the students and certified employees, shall set forth the guidelines for the student government elections, operations, and other elements of the government.

Cross Reference: 504 Student Rights and Responsibilities
 506 Student Activities

Approved 05/17/2010 **Reviewed:** 11/27/2017 **Revised:** 12/18/2017

**POLICY 506.4
GERING PUBLIC SCHOOLS
GERING, NE**

STUDENT ADVISORY COUNCILS

In lieu of, or in addition to the Student Council, the board may on occasion appoint Student Advisory Councils to provide information and suggestions to the board from the students' point of view regarding specific areas of school operations directly affecting the student body. These councils shall continue for a duration determined by the board and shall be composed of such students as recommended by the superintendent or principals.

Cross Reference: 504.02 Student Involvement in Decision Making
 506.03 Student Government

Approved 05/17/2010 **Reviewed:** 11/27/2017 **Revised:** 12/18/2017

POLICY 506.5
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT EXTRA-CURRICULAR ACTIVITIES

Gering Public Schools strives to provide activities outside of the regular school day to assist in meeting GPS mission and goals and recognizes that value of extra-curricular activities in the overall scope of a student's education. Therefore, whenever possible, a wide variety of such activities will be provided, and students will be encouraged to participate. The addition of activities will be carefully examined for its benefits to students within the resource limitations of the district. The following items will be considered prior to the recommendation to the board for the addition of an interscholastic activity:

- Activity must be a sanctioned NSAA event and culminate in a state contest.
- Interest and numbers must be shown for development of a full varsity team (interest in participation must be expressed by a minimum of two times the number of players on each team).
- Appropriate facilities exist for competition and practice, taking into consideration the needs for supervision, accessibility, safety and scheduling.
- Geographic proximity of contests, comparable school participation and quality of scheduling will be a consideration.
- A qualified coach, who meets NSAA coaching requirements and who will be under the guidance of district personnel policies, will be in charge of the program.
- Budget of activity must come from the district, with consideration of outside funds through fundraising. If the proposed activity requires frequent or large expenses for specialized equipment or quantities of consumable items, the long-term availability and reliability of outside funding assistance for new activities should be considered.
- Proposals of new activities must be submitted for review to administration prior to March 1st. The recommendation from administration for the activity must be submitted to the Board by the following December Board meeting. This will allow for proper planning and scheduling for successful initiation of the approved activity the next school year.
- The completed proposal for the initiation of the activity must be approved by the Board of Education by the December Board meeting in the school year preceding the start of the activity. This will allow for proper planning and scheduling for successful initiation of the activity.
- Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed by all student participants. Additional eligibility requirements for all activities may be imposed by the school district at the board's discretion. All eligibility requirements shall be published in applicable student/parent handbooks prior to the school year.

Approved: 05/17/2010 **Reviewed:** 11/27/2017 **Revised:** 12/18/2017

POLICY 506.6
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT PUBLICATIONS

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications such as newspapers, yearbooks or magazines form a part of the journalism curriculum and are produced primarily for the educational value gained in the process of their creation. As such, these publications shall conform to the same community and educational standards required of other student conduct in the school.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

Prior to publication of these materials, the faculty advisor, principal or designee shall review them to determine their acceptability for publication. Publications may be restricted, edited or prohibited when, after considering the maturity level of the students, any portion of the publication is determined to be discriminatory, a substantial interference to the educational process or learning environment, harassment, vulgar or obscene, defamatory, an invasion of privacy, or highly controversial.

Persons, other than students, who believe they have been aggrieved by student expression in a student produced official school publication shall follow the public complaint procedure outlined in board policy 1005.01. Students who believe their freedom of expression in a student produced official school publication has been restricted shall follow the due process procedure outlined in board policy 504.01.

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260
 (1988).
 Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir.
1987).

Cross Reference: 301.04 Communication Channels
 504 Student Rights and Responsibilities
 506 Student Activities

Approved 05/17/2010 **Reviewed:** 11/27/2017 **Revised:** 12/18/2017

POLICY 506.8
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT FUNDRAISING

Students may raise funds for school sponsored events with the permission of the building principal. Collection boxes for school fundraising must have prior approval from the building principal before being placed on school property.

The main emphasis of any fundraising campaign should be on the educational aspects of the program.

No tickets for any purpose except for school activities authorized under Board policies or otherwise expressly permitted by the building principal will be sold on school premises.

No contribution of money for any purposes will be collected from or by school children except as authorized by the building principal.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Cross Reference: 504 Student Rights and Responsibilities
 505 Student Discipline
 506 Student Activities

Approved 05/17/2010 **Reviewed** 01/22/2018 **Revised** _____

POLICY 506.9
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT ACTIVITIES FUNDS

The Student Activities Funds of each school will include athletic and student organization funds and any other funds belonging to any student or class group or activity.

Student Activity Funds are those funds raised or collected by and/or for school-approved student groups, and may include gate receipts and student activity card fees. Student activity funds will be collected and expended for the purpose of supporting the school's extracurricular activities program. Student body representation should be encouraged whenever possible.

Monies raised by students through student body organizations, receipts from activity tickets, and gate receipts are subject to the control and management by the school board.

The principal of each building is responsible for all school/student accounts. The principal will assign one or more school staff member(s) who are designated to share the responsibility for assuring that accounting records are maintained in accordance with district guidelines.

The principal will be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures will be consistent with the accounting functions performed at the district office level.

Materials and equipment purchased by student activity funds become district property. Projects for raising student activity funds should in general contribute to the educational experience of students and should not conflict with, but add to the instructional program and comply with district guidelines.

Any unencumbered class or activity funds will automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

The district treasurer, or designee, may request all necessary financial information needed for review or required by the school board. These funds shall be examined annually as part of the district audit.

Cross Reference: 506.08 Student Fundraising
 704.04 Audits

Approved 05/17/2010 **Reviewed** 01/22/2018 **Revised** 02/19/2018

POLICY 506.10
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT PHYSICALS FOR ATHLETICS

All boys or girls that participate in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all local and state forms where it is required. All such examination results must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed by parents and the physician. Only district approved forms are to be used in all cases.

Legal Reference: NSAA Athletic Bylaws sect. 3.4

Cross Reference: 506.01 Student Activity Eligibility

Approved 05/17/2010 **Reviewed** 01/22/2018 **Revised** _____

POLICY 506.11
GERING PUBLIC SCHOOLS
GERING, NE

DRUG AND ALCOHOL TESTING POLICY

1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

2. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the secondary school (Grades 7-12) level are eligible for random testing. Students who do not consent to participate in the testing program shall not be eligible to participate in school sponsored competitive extracurricular activities. Students may volunteer for participation in the testing program even if they do not participate in a school sponsored competitive extracurricular activity.

3. Testing Procedure.

a. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random.

b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens and ensures an accurate chain of custody. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, though methods other than testing of urine samples may be used. The tests are to be designed to detect only the use of alcohol and illegal drugs, not medical conditions or the presence of authorized prescription medications.

4. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

5. Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test;

- Refusal to participate in testing when selected; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

The student's parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.

The student's privilege of participating in extracurricular activities will be restricted as follows:

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

For a second positive test, the student is ineligible to participate in any extracurricular activity for **9 weeks**. The student may not return to participate in extracurricular activities until the student shows proof that the student: (a) is participating in substance abuse counseling with a qualified professional and is following the recommendations of the counselor and (b) tests negative in a District-administered drug test, and (c) agrees to submit to monthly District-administered drug test during the next twelve month period.

For a third positive test, the student is ineligible to participate in any extracurricular activity for **one calendar year**. The student may not return to participate in extracurricular activities until the student shows proof that the student: (a) is participating in substance abuse counseling with a qualified professional and is following the recommendations of the counselor and (b) tests negative in a District-administered drug test, and (c) agrees to submit to monthly District-administered drug test during the next twelve month period.

For a fourth positive test, the student is **ineligible to participate in any extracurricular activity for the remainder of the student's secondary school career**.

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

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

6. Appeal Procedures.

A student or the student's parents or guardians may challenge the results of a positive test through an appeal process to be developed by the Superintendent or designee. In the event a student or the student's parents or guardians wish to challenge a positive test on a basis other than the

veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

7. Process.

The Superintendent or the Superintendent's designee is directed to develop specific testing procedures consistent with this policy.

Approved: 06/18/2012

Reviewed: 05/30/2012, 01/22/2017

Revised _____

GERING, NE

Drug and Alcohol Testing Procedures

1. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the secondary school (Grades 7-12) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to the following: athletic programs, cheerleading, dance team, band, Student Council, National Honor Society, academic teams, play productions, choir, Quiz Bowl, Mock Trial, Enviro Science Team, and Speech Team.

To participate in a school sponsored competitive extracurricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities until the form is submitted.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

2. Testing Procedure.

a. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No fewer than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent or designee shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing

problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens and ensures an accurate chain of custody of the specimen. The method of testing may involve the use of breath, saliva, urine, or hair samples. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of alcohol or illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbiturates, not medical conditions or the presence of authorized prescription medications.

3. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a "need to know" basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such.

Test results will be kept in confidential files separate from the students' other records. The test results will be destroyed when the student graduates or the graduation of his/her cohorts.

4. Re-Testing.

A student or the student's parent or guardian may challenge the veracity of a positive test. If a positive test is proven to be false, the student will not be subject to the consequences of a positive test, provided that the consequences shall remain in place until the positive test is proven to be false.

The student or the student's parent or guardian shall make a request to challenge a positive test with the Superintendent or designee within 72 hours of the student being notified of the positive test. The Superintendent or designee shall determine whether the challenge shall involve a retest of the specimen or a second test.

If the challenge will involve a retest of the specimen, the specimen previously submitted will be forwarded to a testing laboratory for confirmatory testing. The laboratory must be approved

by the Superintendent or designee and adhere to federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. The re-testing shall be at the expense of the student or the student's parent or guardian. To be a valid non-positive, the Superintendent or designee must be provided with information that establishes that the substance(s) detected in the initial test would remain detectable in the specimen at the time of the retest.

If the challenge will involve a second test, it will be completed using the District's standard procedures. The second test shall be at the expense of the student or the student's parent or guardian. To be a valid non-positive, the Superintendent or designee must be provided with information that establishes that the substance(s) detected in the initial test would remain detectable via the testing method chosen as of the time of the second test.

Approved: 06/18/2012 **Reviewed:** 05/30/2012, 01/22/2018 **Revised:** _____

Consent to Test

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of Gering Public Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize Gering Public Schools to conduct a drug and alcohol test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

I plan to participate in one or more of the following school sponsored competitive extracurricular activit(ies):

I am volunteering to be placed in the testing pool.

**GERING PUBLIC SCHOOLS
GERING, NE**

Activity Drop/Wish To Withdraw Form

I will submit this form to the Activities Director. My name will be withdrawn from the testing pool on the date this is received by the Activities Director.

Completing this form will pertain to all school sponsored competitive extracurricular activities. I understand that, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

Student Name (Print)	Parent or Guardian Name (Print)
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Student Signature	Parent or Guardian Signature
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Date: _____

Date: _____

Activity Director Signature	Date of Receipt
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POLICY 507.1
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT RECORDS ACCESS

The board recognizes the importance of maintaining student records and preserving their confidentiality. Education records shall be maintained so as to separate academic and disciplinary matters. Education records may be maintained in the central administration office or administrative office of the student's attendance center. Records created and maintained by the district's designated law enforcement unit are not education records. This policy does not apply to student directory information.

The following records shall be maintained as permanent records of the student:

- The student's social security number;
- The record of dates of attendance;
- Highest grade level completed;
- A transcript of classes taken with grades and credits received;
- The records of inoculations and health examinations that are given to the class or student body as a whole;
- The record of participation in extracurricular school activities and sports;
- The signatures of people who are required to sign for access to student records and the statement of purpose for such access;
- The students' or students' parents' written consent of release of student records.

All other student records shall be removed and destroyed after a student's continuous absence from the school for three years.

Any student, his or her parents/guardians, teachers, counselors or school administrators shall have access to the student's records during the regular business hours of the district.

Student information may also be disclosed without written consent of the parent or eligible student (a student who has reached the age of 18) to persons or entities with whom the district has contracted to provide services related to the district's educational program in accordance with the Family Educational Rights and Privacy Act (FERPA).

Gering Public Schools has entered into an agreement with the City of Gering concerning the provision of School Resource Officers (SROs) on school grounds. SROs operating pursuant to this agreement are designated as the district's law enforcement unit, authorized to enforce any local, state, or federal law; to refer to appropriate authorities a matter for enforcement of any local, state, or federal law; and to maintain the physical security and safety of the agency or institution.

In furtherance of these duties, the law enforcement unit shall be responsible for the creation and maintenance of records created for a law enforcement purpose.

In addition, authorized representatives of the State or Federal government, and state educational authorities connected with the enforcement of requirements of certain educational programs as prescribed by law shall have access to student records within the limitations of state statutes. No one else shall have access to the records and the records shall not be divulged to any person without prior consent of the parent or eligible student.

The superintendent shall establish reasonable fees for providing copies of the student's records to a parent or guardian. No fees shall be charged for the right to inspect and review the records.

Legal Reference: 20 U.S.C. § 1232g (FERPA)
 34 C.F.R. Pt. 99, (Privacy Rights of Parents and Students)
 Neb Statute 79-2,104 and 2,105
 79-2539
 79-4,157 and 4,158
 84-1,212.01 et seq.

Cross Reference: 503 Student Attendance
 507 Student Records
 508 Student Health and WellBeing
 604.03 Special Education
 611 Academic Achievement
 804.02 Data or Records Retention
 1003 Public Examination of District Records

Approved 05/17/2010 **Reviewed** 01/22/2018, 08/27/2018 **Revised** 09/17/2018

POLICY 507.2
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT DIRECTORY INFORMATION

Student directory information shall be defined in the annual notice. It may include the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and can submit a written request for the exclusion of their child's information from the directory or in the general information about the students.

The district is required to supply class lists including name, address and phone number to college and military recruiters upon their request. Military recruiters will also be provided the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

A parent or guardian of a student in a high school grade may submit a written request to the district that the name, address and phone number for that student shall not be released without prior written consent of the parent or guardian. Upon receiving this request, a district shall not release that information without the prior written consent of the parent or guardian. Within thirty days prior to or following the beginning of each school year and, for a new student who enrolls after the beginning of a school year, within thirty days following such enrollment, the district shall notify the parents and guardians of each student in the highschool of the option to opt out of directory information release.

When a student reaches eighteen years of age, the permission given to the parents or guardians to opt out of the information release shall only be given to the student. Within thirty days prior to or following the beginning of each school year and, for a new student who enrolls after the beginning of a school year, within thirty days following such enrollment, the district shall notify each student who is at least eighteen years of age or who will reach eighteen years of age during the school year of the option to opt out of the information release and that any such request made previously by a parent or guardian for the student expires upon the student reaching eighteen years of age.

It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents. Nothing in this policy shall limit the applicability of federal FERPA laws.

Legal Reference: 20 U.S.C. § 1232g (1994).
 34 C.F.R. Pt. 99, 300.560 .574 (1996).

Cross Reference: 506 Student Activities

507 Student Records
1003 Public Examination of District Records

Approved 05/17/2010 **Reviewed** 01/22/2018, 08/05/2019 **Revised** 08/19/2019

POLICY 507.2F1
GERING PUBLIC SCHOOLS
GERING, NE

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Gering Public School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

Even though student addresses and telephone numbers are not considered directory information, military recruiters and post-secondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters and post-secondary institutions to access the information must ask the school district to withhold the information.

The school district has designated the following information as directory information: (The only items left out of this list are address and telephone numbers. Boards need to amend the form to reflect their practice.) student's name; date and place of birth; email address, grade level, enrollment status, major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; photograph and other likeness and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 1 of the current school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

RETURN THIS FORM

Gering Public Schools

Parental Directions to Withhold Student/Directory Information, for 20__ - 20__ school year.

Student Name: _____

Date of Birth: _____

School: _____

Grade: _____

(Signature of Parent/Legal Guardian/Custodian of Child) (Date)

This form must be returned to your child's school no later than _____, 20__.

Additional forms are available at your child's school.

Parental Directions to Withhold Student Names, Addresses and Phone Numbers from Military Recruiters and Post-Secondary Educational Institutions, for 20__ - 20__ school year.

Student Name: _____

Date of Birth: _____

School: _____

Grade: _____

(Signature of Parent/Legal Guardian/Custodian of Child) (Date)

This form must be returned to your child's school no later than _____, 20__.

Additional forms are available at your child's school.

POLICY 507.3
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT PHOTOGRAPHS

The board will permit student "portrait", group, or class photographs to be taken on school premises by a student or commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer. In no case will students be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding student photographs.

Cross Reference: 507.02 Student Directory Information

Approved 05/17/2010 **Reviewed** 02/26/2018 **Revised** _____

POLICY 507.4
GERING PUBLIC SCHOOLS
GERING, NE

STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries and media center. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents.

It shall be the school librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying shall be charged.

It shall be the responsibility of the superintendent, in conjunction with the school librarian, to develop administrative regulations regarding this policy.

Legal Reference: 20 U.S.C. § 1232g (1994).
 34 C.F.R. Pt. 99 (1996).

Cross Reference: 507.01 Student Records Access

Approved 05/17/2010 **Reviewed** 02/26/2018 **Revised** _____

POLICY 204.12
GERING PUBLIC SCHOOLS
GERING, NE

PUBLIC PARTICIPATION IN BOARD MEETINGS

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

Instructions for members of the public who wish to speak:

- Getting started: When you have been recognized, please stand and state your name.
- Time Limit: Tonight the board will allow a total of 30 minutes for the presentation of ALL public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker. You may only speak ONCE.
- Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies may require you to follow the district's complaint procedure before addressing the board. Board members will generally not respond to any questions you ask or comments you make about individual staff members or students. Please remember that slanderous comments will not be tolerated.
- General Rules: This is a public meeting for the conduct of business. Comments from within the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- No action by the Board: The board will not act on any matter which is not on the agenda and will not take action upon the conclusion of public comment.

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

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

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

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

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the Wednesday preceding a Monday night meeting.

This material will be transmitted to the members of the board for their consideration.

Legal Reference: Nebraska Statute 84-1408 to 1414

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

Approved 01/20/2003

Reviewed 02/23/2015, 10/14/2021 6/9/22

Revised 09/14/2009, 7/20/22

Created Date 3/26/2025
 Expiration Date 8/1/2025

Quote Number 00007745

Prepared By:

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Presented To:

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Bill To:

GERING PUBLIC SCHOOL DIST 16

Ship To:

GERING PUBLIC SCHOOL DIST 16
 1519 10TH ST
 GERING, Nebraska 69341
 United States

Product	ISBN	Quantity	Sales Price	Total Price
The Shelly Cashman Series ♦ Collection, Microsoft ♦ 365 ♦ & Office ♦, K12 MindTap (6-year Access)	9798214415055	130.00	USD 159.00	USD 20,670.00

Sub Total	USD 20,670.00
Total Price	USD 20,670.00
Processing Fee	USD 1,033.50
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Additional Information

Comments

Processing Fee – Similar to a handling fee for print products, the Processing Fee covers the costs of safely and efficiently onboarding K-12 students into our digital product whether through rostering, LMS integration, Google Classroom integration, self-registration or code-delivery. Specifically, the fee covers the careful handling of data to ensure privacy and accuracy along with the updating and handling of onboarding