

## **Regular Board of Education Meeting**

Monday, October 20, 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.*

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**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.*

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*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, Oct. 16th, 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 \$1,533,483.81

03 Employee \$258.50

05 Activity \$78,021.36

06 School Nutrition \$33,535.26

Fund Totals: \$1,645,298.93

3.3. Board Policy Adoption

3.3.i. First Reading of Board Policies

3.3.ii. Second Reading of Board Policies

4. **Reports & Discussions**

4.1. Board Committee Report: Curriculum & Personnel

4.2. Board Committee Report: Business & Facilities

4.3. Superintendent's Report

5. **Public Comments: 204.12**

6. **Action Items**

6.1. Discuss, consider, and take action to approve the Gering High School Auditorium bid from Anderson-Shaw Construction, in the amount of \$869,466.76.

**7. Board Comments**

7.1. Tentative Upcoming Board Meeting/Event Dates

Future Board Meetings

Special Meeting: Tues, Oct. 28th, 2025 @ 12:00 p.m. (Central Office)

Regular Meeting: Mon, Nov. 10th, 2025 @ 6:00 p.m. (Freshmen Academy)

Tentative Committee Meeting Dates:

Personnel & Curriculum Committee: Tues, Nov. 4th, 2025 @ 7:00 a.m. (Central Office)

Middle School Improvement Committee: Wed, Nov. 5th, 2025 @ 4:30 p.m. (Central Office)

Finance & Facilities Committee: Thurs, Nov. 6th, 2025 @ 4:30 p.m. (Central Office)

Upcoming Event Highlights:

NASB State Conference - Nov. 19th-21st

**8. Adjourn**

## Regular Board of Education Meeting

Monday, September 8, 2025 6:00 PM

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



## Minutes

### 1. GPS Board of Education Information

**Present:** Bryan Barrett, 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 6:00 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 Josh Lacy, seconded by John Maser. After voting, motion Passed.

Bryan Barrett: **Yea**, Matt Kautz: **Yea**, Josh Lacy: **Yea**, John Maser: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

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

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

Bryan Barrett: **Yea**, Matt Kautz: **Yea**, Josh Lacy: **Yea**, John Maser: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

#### 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

### 4. Celebration of Excellence

#### 4.1. 2025-26 Budget Presentation - Stacy Rodriguez

Stacy Rodriguez and Dr. Nicole Regan presented to the board about their 2025-26 Budget Presentation. They started off by going over our Strategic Plan, having Operation Excellence, Modernizing Infrastructure, and Investing in Staff. These are key in generating a budget for our school district. We have expanded our preschool programs and LINKS, and needed to make strategic moves in the hiring process. We have had grants to help us with budget, after school programming, summer meals, career pathways, and hopefully soon a safety grant. She also went over how much inflation, increase in enrollment, federal funding

going down, and legislative changes have effected the budget. She went over the balance between the expenditure budget vs. the revenue budget. We are one of the lowest spending schools in the district having only spent 97% of our budget for the 24/25 school year. Our budget is 89% personnel. We have made cost saving efforts by hiring our own HVAC, electrician, and plumber. We have also reviewed our contracted services to make the most of those. When property valuations go up, our state aid will go down. Since Gering is considered a bedroom community, this effects us. As of now, we are projecting to only increase the budget by 6% from last year.

## **5. Reports & Discussions**

### **5.1. Board Committee Report: Curriculum & Personnel**

Greg Trautman presented to the board. He went over the External Visit that will take place with GPS on Oct. 5th-7th.

### **5.2. Board Committee Report: Business & Facilities**

Greg Trautman presented to the board. He went over the challenges we face between our state aid and property values going up. We have a great maintenance team! The abatement is done in the auditorium and the RFP went out and is due 9/25. We are hoping to get some good bids. We need a new track, and we have applied for a grant to cover those costs. We are in discussions with First Student about a possible contract change as to where our buses are stored and if it would save us money by changing this.

### **5.3. Superintendent's Report**

## **6. Public Comments: 204.12**

Lonnie O'Bryan and Robert Rahmig addressed the board

## **7. Action Items**

7.1. Discuss, consider, and take action regarding the approval of Gering Education Association (GEA) as the bargaining agent for the non-supervisory certified staff for negotiations for the 2025/26 school year.

A motion to approve Gering Education Association (GEA) as the bargaining agent for the non-supervisory certified staff for negotiations for the 2025/26 school year was presented by Tracy Wiese, seconded by Bryan Barrett. After voting, motion Passed.

Bryan Barrett: **Yea**, Matt Kautz: **Yea**, Josh Lacy: **Yea**, John Maser: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

7.2. Discuss, consider, and take action regarding the approval of the CM@R contract for Sampson Construction.

A motion to approve the CM@R contract for Sampson Construction was presented by John Maser, seconded by Josh Lacy. After voting, motion Passed.

Bryan Barrett: **Yea**, Matt Kautz: **Yea**, Josh Lacy: **Yea**, John Maser: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

## **8. Board Comments**

8.1. Tentative Upcoming Board Meeting/Event Dates

## **9. Adjourn**

The meeting was adjourned at 6:49 p.m.

## Special Board of Education Meeting

Tuesday, September 23, 2025 12:00 PM

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



## Minutes

### 1. GPS Board of Education Information

### 2. Opening Procedures

#### 2.1. Call to Order

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

The meeting was called to order by Board President, Greg Trautman, at 12:00 p.m.

#### 2.2. Roll Call

#### 2.3. Open Meetings Act

### 3. Reports and Discussions

#### 3.1. Superintendent's Report

Dr. Regan presented to the board. She gave a brief overview of her presentation from the Joint Public Hearing on Sept. 22nd. She stated that it was well attended and GPS and Scotts Bluff County were the two that presented. She went over where the money goes and where the money comes from, taxes and state funding. We have come very far over the last 4/5 years. With all our repairs and renovations on roofs, track, and auditorium, we are able to maintain a sustainable budget and able to do these projects without having to take out loans. We are also the lowest in the Panhandle for per pupil spending.

### 4. Action Items

#### 4.1. Discuss, consider, and take action regarding the final approval of the 2025-26 school budget.

A motion to discuss, consider, and take action regarding the final approval of the 2025-26 school budget was presented by Josh Lacy, seconded by Bryan Barrett. After voting, motion Passed.

Matt Kautz: Absent, John Maser: Absent, Bryan Barrett: **Yea**, Josh Lacy: **Yea**, Greg Trautman: **Yea**, Tracy Wiese: **Yea**

### 5. Public Comment: Policy 204.12

Lonnie O'Bryan addressed the board.

### 6. Adjourn

The meeting was adjourned at 12:21 p.m.

## September Check Listing

Ace Hardware	\$158.37	1
Column Software, PBC	\$187.08	1
Connell, Jamie	\$107.74	1
Eakes Office Solutions	\$46,126.35	1
ESU Coordinating Council	\$1,872.00	1
Flinn Scientific Inc.	\$228.06	1
Foos, Brandy	\$43.05	1
Game One	\$1,047.00	1
GNS	\$250.00	1
Johnson Controls, Inc.	\$42,015.00	1
Magic School, Inc	\$9,999.00	1
NASB - NE. Association of Schoo	\$178.00	1
NCSA	\$2,025.00	1
Nebraska ASCD	\$975.00	1
Nebraska Safety Center	\$250.00	1
Philadelphia Security Products, In	\$783.18	1
PowerSchool Group, LLC.	\$17,233.01	1
Print Broker	\$2,150.81	1
Pye-Barker	\$2,436.00	1
Scholastic	\$384.12	1
School Health Corporation	\$8,794.45	1
SFE LLC	\$1,971.25	1
Wpci	\$399.00	1
Zeptive, Inc.	\$649.02	1
Gering Public Schools	\$150,000.00	1
Ace Hardware	\$159.76	1
Amplify	\$11,550.00	1
Apptegy, Inc.	\$2,870.00	1
City of Gering: LANDFILL	\$126.64	1
Column Software, PBC	\$64.91	1
Copier Connection, Connecting P	\$125.98	1
Dennis Supply Company	\$10,588.14	1
Eakes Office Solutions	\$59,833.53	1
Emily Rose	\$31.01	1
FBG Service Corporation	\$222.00	1
Fitness Finders Inc.	\$674.85	1
Hudl	\$18,850.00	1
Menards	\$131.35	1
Nebraska State Fire Marshal	\$120.00	1
Northwest Pipe Fittings, Inc.	\$5,051.93	1
NSASSP - Region V	\$180.00	1

O'Reilly Auto Parts	\$179.43	1
Praise Windows, Inc.	\$1,460.00	1
Pye-Barker	\$20,710.09	1
Sandberg Implement, Inc.	\$1,036.39	1
Tidal Wave Auto Spa	\$60.00	1
Winsupply Scottsbluff Ne Co	\$45.39	1
YMCA	\$10,190.00	1
City Of Gering	\$53,814.97	1
Bluffs Physical Therapy	\$3,942.73	1
ESU13	\$2,360.63	1
Life First Learning	\$5,500.00	1
Moravek, Michael	\$80.22	1
University of Nebraska High Scho	\$500.00	1
Engineered Controls, Inc.	\$38,798.50	1
Mosley Consulting, LLC	\$7,000.00	1
Quadient Finance USA, Inc.	\$1,000.00	1
Quadient Leasing USA, Inc.	\$616.14	1
ABC Blinds & Shades	\$1,915.50	1
Team Chevrolet	\$136,470.00	1
Stagecoach Stop	\$360.00	1
Hudl	\$2,000.00	1
Ace Hardware	\$896.03	1
Benzel Pest Control	\$2,965.70	1
Blick Art Materials	\$1,096.79	1
Cargill Consulting, Inc.	\$502.44	1
Carnegie Learning Inc.	\$1,810.15	1
Cengage Learning, Inc	\$21,640.50	1
Charter Communications	\$135.00	1
Column Software, PBC	\$154.69	1
Dennis Supply Company	\$26.85	1
Docu-Shred	\$28.00	1
Dominic Murillo	\$175.00	1
Eakes Office Solutions	\$7,209.48	1
EREFLECT INC	\$2,610.00	1
Fresh Foods Inc.	\$8.00	1
Hotel 21 & Co.	\$130.00	1
Hydronic Water Management	\$38,520.00	1
Institute for Multi-Sensory Educati	\$5,632.00	1
J.W. Pepper And Sons, Inc.	\$97.99	1
Johnson Cashway _8920	\$1,071.12	1
Menards	\$1,685.93	1
Midway Sports, Inc.	\$265.00	1
Monument Electric LLC	\$976.25	1

NASB - NE. Association of Schoo	\$421.00	1
Northwest Pipe Fittings, Inc.	\$446.71	1
O'Reilly Auto Parts	\$238.99	1
OneSource	\$242.00	1
Oticon Inc	\$234.99	1
Project Lead The Way, Inc.	\$270.50	1
School Health Corporation	\$91.24	1
SFE LLC	\$230.00	1
Snell Services, Inc.	\$485.62	1
Solution Tree	\$640.00	1
Stukent, Inc.	\$35,995.00	1
The Appliance Guy	\$290.00	1
Themes & Variations Inc	\$800.00	1
Twin City Roofing & Sheet Metal,	\$75,249.70	1
Wal-Mart_18940	\$105.00	1
Winsupply Scottsbluff Ne Co	\$297.38	1
Wpci	\$895.00	1
Scottsbluff High School	\$230.00	1
Visa	\$18,170.85	1
Matrix Trust (Den)	\$32,040.00	1
Ace Hardware	\$572.18	1
Attainment Company, Inc.	\$1,100.40	1
CharacterStrong LLC	\$5,996.00	1
City of Scottsbluff	\$36.44	1
Connell, Jamie	\$18.07	1
Department of Administrative Sen	\$0.00	1
Docu-Shred	\$42.00	1
Eakes Office Solutions	\$3,792.37	1
ESU13	\$29,645.28	1
Floyd's Sales & Service, Inc.	\$650.53	1
Friends of the Midwest Theater In	\$400.00	1
Hometown Leasing	\$4,891.02	1
Hullinger Glass & Locks, Inc.	\$50.00	1
Institute for Multi-Sensory Educati	\$525.00	1
Jostens, Inc	\$115.90	1
JourneyEd.com Inc.	\$2,000.00	1
KSB School Law	\$2,215.50	1
Mosley Consulting, LLC	\$7,000.00	1
NASB ALICAP	\$449,982.00	1
Optimal Family Preservation, LLC	\$16,050.00	1
Pearson	\$1,861.65	1
Platte River Glass LLC	\$627.00	1
Print Broker	\$392.58	1

Quadient Finance USA, Inc.	\$1,053.85	1
Rose, Emily	\$27.72	1
School Health Corporation	\$427.46	1
Scottsbluff Public Schools	\$1,174.50	1
SFE LLC	\$575.00	1
Sherwin-Williams Company	\$315.50	1
Student Assurance Services, Inc.	\$2,930.00	1
TimeClock Plus, LLC	\$3,842.00	1
Twin City Roofing & Sheet Metal,	\$601.70	1
Tyler Technologies, Inc.	\$32,953.85	1
CliftonLarsonAllen LLP	\$12,075.00	1
Derksen Floors, Inc.	\$5,600.00	1
DHHS/Divisions of Public Health	\$50.00	1
Regional Care, Inc.	\$258.50	3
Christopher Jackson	\$105.00	5
David Willems	\$160.00	5
Gunnar Mark Britsch	\$105.00	5
Hank Cerrera	\$260.00	5
David Kiraly	\$160.00	5
Richard F. Houser	\$0.00	5
Barge, Cody	\$140.00	5
Christopher Jackson	\$105.00	5
Cooper Riley	\$105.00	5
Cory Morris	\$140.00	5
Dylan Radzyski	\$105.00	5
Greene, Troy	\$200.00	5
Kyle Cotton	\$140.00	5
Lori Biesecker	\$260.00	5
Spencer Blomenkamp	\$140.00	5
Tyler Marshall	\$140.00	5
Barge, Cody	\$105.00	5
Tyler Marshall	\$105.00	5
David Kiraly	\$160.00	5
Hank Cerrera	\$260.00	5
Lori Biesecker	\$260.00	5
Timothy J. Ault	\$200.00	5
Alliance Public Schools	\$75.00	5
Bayard Public Schools	\$75.00	5
Cash-Wa Distributing of Kearney,	\$3,951.60	5
Chadron High School	\$75.00	5
Chadron Public Schools	\$75.00	5
Domino'S Pizza	\$255.97	5
Epic Sports Inc.	\$204.10	5

Fairfield Inn & Suites - North Platt	\$922.24	5
FloSports, Inc.	\$100.00	5
Fort Collins High School.	\$320.00	5
Fresh Foods Inc.	\$158.08	5
Hailey Medina	\$200.00	5
Hudl	\$74.32	5
Logoz Llc	\$4,153.00	5
Mccook High School	\$125.00	5
Monument Shadows Golf Course	\$1,200.00	5
Nebraska Coaches Association	\$55.00	5
NSESA	\$100.00	5
Ogallala High School	\$75.00	5
Ogallala Public School	\$150.00	5
Pepsi Cola Of Western Nebraska	\$4,131.40	5
Scottsbluff High School _15901	\$636.23	5
Scottsbluff Screenprinting,	\$1,242.00	5
Varsity Spirit Fashions & Supplies	\$5,337.00	5
Wal-Mart _18940	\$159.65	5
Winning Mindset LLC	\$5,120.00	5
Amy Seiler	\$120.00	5
Cooper Riley	\$105.00	5
Greene, Troy	\$230.00	5
Jocelyn Kappen	\$120.00	5
Lana L. Greene	\$230.00	5
Ostdiek, Sierra C.	\$230.00	5
Tanner Wengler	\$105.00	5
Wesley D Juenger	\$230.00	5
Amy Seiler	\$230.00	5
Amy Seiler	\$180.00	5
Christopher Jackson	\$110.00	5
Cooper Riley	\$85.00	5
David Kiraly	\$240.00	5
Duncan, Darren A.	\$85.00	5
Dylan Radzyski	\$110.00	5
Ferguson, Keith E.	\$240.00	5
Gunnar Mark Britsch	\$110.00	5
Jocelyn Kappen	\$180.00	5
Mitchell, John	\$85.00	5
Pepsi Cola Of Western Nebraska	\$1,158.20	5
Robin L. Schainost	\$210.00	5
Smith, Kathryn L.	\$250.00	5
Tanner Wengler	\$110.00	5
Winkler, Taylor	\$85.00	5

Dylan Radzyski	\$85.00	5
Chris A. Seebohm	\$140.00	5
Christopher D. Geary	\$140.00	5
Dale Fornander	\$140.00	5
David Kiraly	\$160.00	5
Ferguson, Keith E.	\$160.00	5
Troy Unzicker	\$200.00	5
Barge, Cody	\$110.00	5
Christopher Jackson	\$110.00	5
Cooper Riley	\$110.00	5
Gunnar Mark Britsch	\$110.00	5
Loren Engel	\$140.00	5
Willats, Mark	\$110.00	5
Alliance Public Schools	\$100.00	5
Bridgeport High School	\$75.00	5
Cash-Wa Distributing of Kearney,	\$4,902.60	5
Domino'S Pizza	\$267.69	5
Eakes Office Solutions	\$93.72	5
Fairfield Inn & Suites - North Platt	\$393.36	5
Fresh Foods Inc.	\$1,104.51	5
Gering Bakery-Ahlers Baking Inc.	\$53.64	5
Holiday Inn Express & Suites Dou	\$2,079.00	5
Hosa - Future Health Professiona	\$660.00	5
Instant Promotion, Inc.	\$266.96	5
Legacy Cooperative	\$33.76	5
Lexington High School	\$100.00	5
Logoz Llc	\$9,519.00	5
Mccook High School	\$125.00	5
Monument Shadows Golf Course	\$912.00	5
Nebraska FFA Association	\$700.00	5
North Platte High School	\$180.00	5
North Platte Natural Resources D	\$30.00	5
Nsaa	\$545.00	5
Pepsi Cola Of Western Nebraska	\$3,650.45	5
Scottsbluff High School _15901	\$125.00	5
SFE LLC	\$487.50	5
Sidney High School	\$100.00	5
Wal-Mart _18940	\$54.86	5
Wild Roots Greenhouse & Market	\$1,232.90	5
Amy Seiler	\$140.00	5
Duncan, Darren A.	\$140.00	5
Dunn, Jeff	\$140.00	5
Gunnar Mark Britsch	\$140.00	5

Jocelyn Kappen	\$140.00	5
Tyler Marshall	\$140.00	5
Menards	\$809.35	5
Nebraska State Bar Foundation	\$200.00	5
Visa	\$7,861.27	5
Amy Seiler	\$120.00	5
Barge, Cody	\$85.00	5
Chris A. Seebohm	\$140.00	5
Christopher D. Geary	\$140.00	5
Cory Morris	\$85.00	5
Erdman, Craig	\$85.00	5
Greene, Troy	\$220.00	5
Jocelyn Kappen	\$120.00	5
Loren Engel	\$170.00	5
Spencer Blumenkamp	\$85.00	5
Stacy Mitchell	\$220.00	5
Troy Unzicker	\$170.00	5
Ace Hardware	\$6.29	6
Cash-Wa Distributing of Kearney,	\$3,062.00	6
Dennis Supply Company	\$1,614.57	6
Eakes Office Solutions	\$23.87	6
J&R Packaging Inc.	\$18,984.96	6
Ace Hardware	\$6.10	6
Culligan Of Scottsbluff	\$84.50	6
Dennis Supply Company	\$441.35	6
Eakes Office Solutions	\$317.34	6
Simply Clean.	\$1,990.02	6
Winsupply Scottsbluff Ne Co	\$17.77	6
Larsena Mathson	\$2.50	6
Taher, Inc	\$6,979.99	6
Visa	\$4.00	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 605.01**

### **INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION**

#### **Eligibility**

Any 11th or 12th grade student who is under the age of 21 shall be eligible to apply to an institution of higher education for enrollment through the post-secondary options program if he or she:

1. is deemed by the student and parent/guardian on the advice of the principal to be in need of course work at a higher academic level than that available at school
2. is deemed by school personnel to show a high degree of maturity and responsibility, especially with regard to potential for completing post-secondary courses
3. is deemed by school personnel to be in need of a different environment
4. has given two months' written notice to the school district specifying the courses in which the student intends to enroll

#### **Academic Credit**

Academic credit granted for course work successfully completed by a student under this program shall count as high school credit toward graduation requirements unless credit is denied by the principal and the denial, if appealed, is upheld by the superintendent and the board on the basis that such credit is inappropriate. An appeal procedure is provided in the event a student is denied high school credit. A student participating in this program shall still be considered as enrolled in the district and eligible for all high school activities.

The program is not available for summer school.

#### **Payment of Tuition by Student**

The student or parent/guardian shall be responsible for paying the tuition associated with post-secondary courses taken by the student. The district shall not reimburse the student or parent/guardian for tuition for such courses.

or:

#### ***[Agreement with Institution]***

*When a student enrolls in courses at an institution of higher education for high school credit, the school district and the participating institution shall enter into a written cooperative agreement which shall include but not be limited to, the requirement that the student or parent/guardian shall be reimbursed by the district for the amount of tuition paid by the student or parent/guardian for the first two courses taken in any one academic term upon*

*successful completion of the courses. The agreement shall include statements that any courses taken by students under this program also shall qualify as credit toward earning a degree or certificate at the institution of higher education.]*

**Transportation Costs**

The school district shall not provide or pay for transportation to the institution of higher education.

**Notice to Students and Parents/Guardians**

Information about the post-secondary options program, including the appeals procedure if high school credit is denied, shall be distributed annually to all students in grades eleven and twelve and to their parents/guardians. Notice shall be given to allow sufficient time for students and parents/guardians to consider this option.

Cross Reference: 611 Academic Achievement

**POLICY 605.2**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**ALTERNATIVE EDUCATION PROGRAM**

The Superintendent may offer an expelled student an alternative school, class, or educational program; or an alternative education plan in accordance with state statutes and Rule 17. An expelled student may not be required to attend the alternative program. The Superintendent is responsible to arrange and plan for a student's individual circumstances.

The plan shall (a) specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided, (b) identify educational objectives that must be achieved in order to receive credits towards graduation, (c) specify the financial resources and community programs available to meet both the educational and behavioral objectives identified, and (d) require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives

If a district decides not to provide an alternative school, class or educational program for expelled students, or if the expelled student decides not to participate in the alternative offered, the district shall follow the procedures below:

1. A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.
2. The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian
3. The plan shall:
  - a. Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided.
  - b. Identify educational objectives that must be achieved in order to receive credits toward graduation.
  - c. Specify the financial resources of the community programs available to meet both educational and behavioral objectives identified, and
  - d. Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

Legal Reference: NDE Rule 17

**Approved 8/10/2023**

**Reviewed**

**Revised**

**POLICY 605.3**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**PROGRAM FOR HIGH ABILITY STUDENTS**

The district is committed to an educational program that recognizes, identifies, and serves the unique needs of talented and gifted students. High ability learners are those who have been identified as having high performance capability in such areas as intellectual, creative, or artistic capacity or in specific fields and who require accelerated or differentiated curriculum programs in order to develop those capabilities fully.

The Board directs the superintendent to develop a written identification process for identifying talented and gifted students in the district. The identification process shall include an appeals process for parents/guardians who wish to request reconsideration.

A written plan that identifies programs or services to be provided to address the assessed needs of identified students shall be similarly developed. The plan shall include:

- the district's philosophy on educational service to learners with high ability;
- the district's operational definition of a high ability learner;
- goals and objectives of the program;
- a description of the programming services, options and strategies to be provided under this plan;
- yearly evaluation procedures to allow for input from parents, educators, students, and community members;
- staff development training and support provided within the plan; and
- an outline of program management.

Legal Reference:      Neb. Statute 79-1106 et seq.  
                                 NDE Rule 3

Cross Reference:      102      Educational Philosophy of the District  
                                 611      Academic Achievement

**Approved** 10/18/10                      **Reviewed** 11/26/18

**POLICY 605.3R1**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**IDENTIFICATION OF HIGH ABILITY STUDENTS**

In order to serve academically talented and intellectually gifted students in the district, the district after due consideration of the input of staff, parents and the community shall establish a written identification process. This process shall include as a minimum:

- Behavioral, learning and/or performance information;
- A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
- A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 94th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted may be identified.

The board has established an appeals process for parents to utilize if they are dissatisfied with the identification process of their student for the district program for high ability students and wish to request reconsideration.

**APPEALS PROCESS FOR TALENTED AND GIFTED IDENTIFICATION**

The board has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district program for high ability (HAL) students and wish to request reconsideration. The district's desire and intent is to reach satisfactory solutions during the informal process:

**Informal Process**

1. The parents will contact the district HAL coordinator/teacher to request reconsideration;
2. The HAL coordinator/teacher will confer with the parents and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parents may initiate the Formal Process.

**Formal Process**

- Parents shall submit a written request for reconsideration of the identification/placement to the program supervisor;
- The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;

- The program supervisor, HAL coordinator/teacher, and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
- Parents may be provided an opportunity to present additional evidence;
- If deemed necessary, a formal hearing will be conducted by the district hearing officer utilizing the appropriate procedures;
- A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
- The decision may be appealed to the board.

**Approved:** 10/18/10

**Reviewed**

**Revised**

**POLICY 605.5**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM**

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal. The Board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.

In notifying the principal, the parents shall abide by the following:

4. The notice shall be in writing;
5. The objection shall be based on religious beliefs;
6. The objection shall state which activities or studies violate their religious beliefs;
7. The objection shall state why these activities or studies violate their religious beliefs; and
8. The objection shall state a proposed alternate activity or study.

The principal shall have discretion to make this determination. The factors the principal shall consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available principal-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Students who are allowed to be excluded from a program or activity which violates their religious beliefs may be required to do an alternate supervised activity or study.

Cross Reference:     604     Instructional Curriculum  
                          607.02 School Ceremonies and Observances

**Approved** 10/18/10

**Reviewed** 11/26/18

**POLICY 605.6**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**ENGLISH AS A SECOND LANGUAGE**

The School Board recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language due to a national origin or non-English speaking environment excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. The Board directs the administration to develop and implement procedures that:

- Appropriately identify and evaluate students with limited English proficiency (LEP). Limited English proficient students are those whose native/homes language is a language other than English and whose English language skills of listening, speaking, reading and writing are not developed to a level at which they can achieve challenging performance standards in a regular classroom.
- Determine the appropriate instructional environment for LEP students.
- Monitor progress of students receiving English as a Second Language (ESL) or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
- Establish professional standards for staff members who teach bilingual or English as a Second Language programs and provide development opportunities for staff members when needed.

Where feasible, the district may provide support for the student's use of the native language while developing English language skills.

Legal Reference: Title VI, Civil Rights Act of 1964.  
20 U.S.C. §§ 1701 et seq.

Cross Reference: 103 Equal Educational Opportunity  
601 Goals and Objectives

**Approved** 10/18/10

**Reviewed** 11/26/18

**POLICY 605.7**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**PART-TIME ENROLLMENT**

The parent, guardian, or custodian of a student receiving instruction at a private, denominational or parochial school, or a school choosing not to meet accreditation or approval requirements may also enroll the student in the school district. The district's application form for part-time enrollment must be received by the Superintendent by August 1st proceeding the school year for the student to be considered for part-time enrollment.

The parent, guardian, or custodian requesting part-time enrollment for the student shall indicate the academic courses and extracurricular activities in which the student will participate. Consideration of education appropriateness and district capacity limits that generally apply to option enrollment students will also apply to part-time students. Part-time students will not receive priority over full time students.

A dual enrollment student is eligible to participate in the school district's academic and extracurricular activities in the same manner as other students enrolled in the school district to the extent allowed within NSAA regulations. The student must be enrolled in five credit hours at the district in a semester during the year. The policies and administrative rules of the school district shall apply to the part-time enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, rules governing student conduct, academic eligibility requirements, and payment of the fees required for participation. Full-time and part-time students shall have the same opportunities and expectations to participate in extracurricular activities regardless of the full-or part-time status.

It shall be the responsibility of the superintendent to develop administrative regulations regarding deadlines, specific courses or activities approved, restrictions of classroom space, maximum or minimum course number limitations and other procedures for this policy.

Cross Reference:     502     Student Admissions  
                          504     Student Rights and Responsibilities  
                          505     Student Discipline  
                          506     Student Activities  
                          508     Student Health and Well-Being  
                          611     Academic Achievement

**Approved** 10/18/10   **Reviewed** 11/26/18, 7/12/2023   **Revised** 7/12/2023

**POLICY 605.7F1  
GERING PUBLIC SCHOOLS  
GERING, NE**

**REQUEST FOR PART-TIME OR DUAL ENROLLMENT**

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student Address: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parent/Guardian Address (if different from above): \_\_\_\_\_

Student's Present School: \_\_\_\_\_ Address: \_\_\_\_\_

Course, Program or Activity Requested: \_\_\_\_\_ Semester: \_\_\_\_\_

Offered at the student's present school? Yes \_\_\_ No \_\_\_

Prerequisites required for this request: \_\_\_\_\_

Has proof of these prerequisites been provided? Yes \_\_\_ No \_\_\_

Does this student have Special Needs or require special accommodations? Yes \_\_\_ No \_\_\_

If yes, explain: \_\_\_\_\_

Has the student been previously expelled from any school? Yes \_\_\_ No \_\_\_

If yes, explain: \_\_\_\_\_

If yes, has the expulsion period been completed? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**(For School Use Only)**

Student Admitted \_\_\_ Student Not Admitted \_\_\_

Reason, if not admitted: \_\_\_\_\_

Other notes: \_\_\_\_\_

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Administrator's Signature

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Date

**POLICY 605.7R1**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**DUAL ENROLLMENT PROCEDURE**

The parent or legal guardian of a resident student who wishes to enroll their non-public school student must file an application for part-time enrollment on a form provided by the district at least four weeks prior to the beginning of the semester in which the course(s) will be taken. The application shall be submitted to the principal of the attendance center in which the student resides. The application will specify the course, program, or activity that the pupil wishes to attend. Additional applications must be submitted for courses taken in any subsequent semester. The enrollment of a part-time student in one semester is no guarantee of future enrollment.

No later than two weeks prior to the date on which the course is scheduled to commence, the principal shall notify the parent or legal guardian whether the application has been accepted or rejected. If the application is denied, the principal shall include the reason for rejection.

The parent or guardian may appeal the rejection to the superintendent at least one week prior to the start of the semester and within two weeks following the date of the rejection, whichever is earlier. The appeal shall be submitted in writing. The superintendent shall decide the appeal within one week, if possible, including in the decision any limitations on class enrollment sizes, limitations on classroom space, supplies, equipment and instruction, course prerequisites and age-appropriate studies, and other considerations as deemed relevant.

The student and parent/guardian may be required to complete all admissions requirements and procedures normally required of full-time students to qualify for part-time enrollment.

**Approved** 10/18/10

**Reviewed**

**Revised**

**POLICY 605.8  
GERING PUBLIC SCHOOLS  
GERING, NE**

**HOME-BOUND INSTRUCTION**

Home-bound instruction shall be offered to those pupils who are unable to attend school due to illness or injury. The Superintendent or designee will develop administrative procedures\* for fulfilling the intent of this policy.

\*See Administrative Procedures 605.08R1

**Approved** 10/18/10

**Reviewed** 11/26/18

**Revised**

**POLICY 605.8R1  
GERING PUBLIC SCHOOLS  
GERING, NE**

**HOME-BOUND INSTRUCTION**

Home-bound instruction is available to students who must be temporarily absent from school for an abnormal period of time.

Home-bound instruction may be required for health-related conditions or needs determined by the MDT/IEP teams. A physician must certify the request for home-bound services, if the absence is of a medical, health-related nature.

Documentation for the need of home-bound instruction for other circumstances will be made on the Case Conference and/or MDT Form by the respective Team members. The IEP and Placement papers will be adjusted accordingly.

**Approved** 10/18/10

**Reviewed**

**Revised**

**POLICY 605.13**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**READING INSTRUCTION AND IMPROVEMENT**

The district will facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia, and ensure all teachers for kindergarten through grade three will be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress; and it is the district's intent that each student be able to read at or above grade level by third grade.

For school year 2019-20 and each following school year, the district shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan according to the requirements of section 504 of the federal Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act for whom such assessment would conflict with that section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if the student performs below the threshold level determined according to the Reading Improvement Act on an approved reading assessment. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit a school district from identifying any other student as having a reading deficiency.

The district shall provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The district may work with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

1. Be provided to any student identified as having a reading deficiency;
2. Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
3. Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading program may be held in conjunction with existing summer

programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

The supplemental reading intervention program may also include:

1. Reading intervention techniques that are based on scientific research and best practices;
2. Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
3. Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
  - a. Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
  - b. Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
  - c. Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
4. Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
5. Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other appropriate school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program as described above to remedy such reading deficiency. Each such student shall receive reading intervention services through the supplemental reading intervention program as described above until the student is no longer identified as having a reading deficiency.

**Approved** 9/17/18

**Reviewed**

**Revised**

**POLICY 606.1**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**INSTRUCTIONAL MATERIALS SELECTION**

The Board has sole discretion to approve instructional materials for the school district. This authority is delegated to certificated employees to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school district.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, certificated employees shall consider the current and future needs of the school district as well as the changes and the trends in education and society. It shall be the responsibility of the superintendent to report to the board the action taken by certificated employees.

In making its recommendations to the superintendent, the certificated employees will select materials that:

- support the educational philosophy, goals and objectives of the school district;
- meet and support state-adopted standards;
- consider the needs, age, and maturity of students;
- remain within the school district's budget;
- foster respect and appreciation for cultural diversity and difference of opinion;
- stimulate growth in factual knowledge and literary appreciation;
- encourage students to become decision-makers, to exercise freedom of thought and to make independent judgment through the examination and evaluation of relevant information, evidence and differing viewpoints;
- portray the variety of careers, roles, and lifestyles open to persons of both sexes; and,
- increase an awareness of the rights, duties, and responsibilities of each member of a multicultural society.

In the case of textbooks, the Board shall make the final decision after receiving a recommendation from the superintendent. The criteria for selection of other instructional materials shall apply to the selection of textbooks. The superintendent may develop another means for the selection of textbooks. Textbooks shall be reviewed as needed.

Education materials gifted to the school district must meet the criteria established above. The gift must be received in compliance with Board policy.

Cross Reference:   203.07 Advisory Board Committees  
                          603    Curriculum Development  
                          611    Academic Achievement

**Approved** 10/18/10

**Reviewed** 1/28/19

**Revised** 2/18/19

**POLICY 606.2**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, print or digital, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. Copies may be obtained according to Board policy.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

Cross Reference:   603   Curriculum Development  
                          1003   Public Examination of District Records

**Approved** 10/18/10

**Reviewed** 1/28/19

**Revised** 2/18/19

**POLICY 606.3F1  
GERING PUBLIC SCHOOLS  
GERING, NE**

**RECONSIDERATION OF INSTRUCTIONAL MATERIALS  
REQUEST FORM**

Request for re-evaluation of printed or audiovisual material to be submitted to the superintendent.

REVIEW INITIATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

School(s) in which item is used \_\_\_\_\_

Relationship to school (parent, student, citizen, etc.) \_\_\_\_\_

BOOK OR OTHER PRINTED MATERIAL IF APPLICABLE:

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Date of Publication \_\_\_\_\_

AUDIOVISUAL MATERIAL IF APPLICABLE:

Title \_\_\_\_\_

Producer (if known) \_\_\_\_\_

Type of material (filmstrip, motion picture, etc.) \_\_\_\_\_

PERSON MAKING THE REQUEST REPRESENTS: (circle one)

Self                      Group or Organization

Name of group \_\_\_\_\_

Address of Group \_\_\_\_\_

1. What brought this item to your attention?

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2. To what in the item do you object? (please be specific; cite pages, or frames, etc.)

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3. In your opinion, what harmful effects upon students might result from use of this item?

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4. Do you perceive any instructional value in the use of this item?

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5. Did you review the entire item? If not, what sections did you review?

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6. Should the opinion of any additional experts in the field be considered?

\_\_\_\_\_ yes      \_\_\_\_\_ no

If yes, please list specific suggestions: \_\_\_\_\_

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7. To replace this item, do you recommend other material which you consider to be of equal or superior quality for the purpose intended?

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8. Do you wish to make an oral presentation to the Review Committee?

\_\_\_\_\_ Yes (a) Please call the office of the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require.  
\_\_\_\_\_ minutes.

\_\_\_\_\_ No

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Dated

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Signature

**Approved 10/18/10**

**POLICY 606.3F2**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

SAMPLE LETTER TO INDIVIDUAL CHALLENGING  
INSTRUCTIONAL MATERIALS

Dear \_\_\_\_\_ :

We recognize your concern about the use of \_\_\_\_\_ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school district's:

1. Instructional goals and objectives,
2. Instructional Materials Selection policy statement, and
3. Procedure for reconsideration of instructional materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,

**Approved 10/18/10**

**POLICY 606.3**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**OBJECTION TO INSTRUCTIONAL MATERIALS**

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration or instructional materials.

Cross Reference: 202.12 Public Participation in Board Meetings  
403.05 Public Complaints About Employees  
603 Curriculum Development

**Approved** 10/18/10

**Reviewed** 1/28/19

**Revised**

**POLICY 606.3R1**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**OBJECTION TO INSTRUCTIONAL MATERIALS PROCEDURE**

No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a review committee (as provided for below) with the concurrence of the administrator, or, upon the administrator's recommendation, the concurrence of the board of education or upon formal action of the board of education when a recommendation of a review committee is appealed to it.

Procedures to be observed:

1. All complaints to staff members shall be reported to the administrator, whether received by telephone, letter or in personal conversation.
2. The administrator shall direct the appropriate staff member (coordinator) to contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the curriculum unit and/or the library/media center.
3. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the procedure for handling objections. This packet will also include a standard printed form which shall be completed and returned before consideration will be given to the complaint.
4. If the formal request for reconsideration has not been received by the coordinator within two weeks, it shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
5. In accordance with statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration; however, access to questioned materials can be denied to the child (children) of the parents making the complaint, if they so desire.
6. Upon receipt of a completed objection form, the coordinator will call together a committee of five to consider the complaint. This committee may consist of personnel such as: coordinator, unit administrator, the library media center director, a teacher and parent representative.
7. The committee shall meet to discuss the material, following the guidelines set forth in Instructions to Evaluation Committee and shall prepare a report on the material containing their recommendations on the disposition of the matter.
8. The Coordinator shall notify the complainant of the decision and send a formal report and recommendation to the administrator. In answering the complaint, the coordinator shall explain the book selection system, give the guidelines used for selection and cite authorities

used in reaching the decision. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the board will acknowledge it and make recommended changes.

9. If the complainant is still not satisfied, he/she may ask the administrator to present an appeal to the board of education. The board of education may seek assistance from outside organizations such as the American Association of School Administrators, National School Boards Association, American Library Association, Association for Supervision and Curriculum Development, Nebraska Association of School Administrators, Nebraska State Education Association, Nebraska Department of Education, etc. in making its determination.

**Approved** 10/18/10

**Reviewed**

**Revised**

**POLICY 606.4**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**TECHNOLOGY AND INSTRUCTIONAL MATERIALS**

The Board supports the use of innovative methods and the use of technology in the delivery of the education program. The Board encourages employees to investigate economic ways to utilize instructional television, digital materials, computers, and other technological advances as a part of the curriculum.

It shall be the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent shall report the technology plan to the Board or a committee of the Board annually regarding the use of technology in the curriculum.

Cross Reference:     603     Curriculum Development

**Approved** 10/18/10

**Reviewed** 1/28/19

**Revised** 2/18/19

**POLICY 606.5**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**MEDIA CENTERS**

The school district shall maintain a media center at each campus for use by students and employees during the school day to expand the opportunity for learning, contribute to literacy, support the local curriculum and enhance and enrich learning experiences for all students.

Materials for the centers will be acquired according to Board policy 606.1, “Instructional Materials Selection” and will meet the minimum requirements of the Nebraska Department of Education.

It shall be the responsibility of the principal of the building in which the media center is located to oversee the use of the materials in the media center.

It shall be the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the removal of obsolete library and instructional materials, and for the handling of challenges to library materials.

Legal Reference: NDE Rule 10.004.04

Cross Reference: 603 Curriculum Development  
606.3 Objection to Instruction Material

**Approved** 10/18/10

**Reviewed** 1/28/19

**Revised** 2/18/19

**POLICY 606.6**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

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

The Board supports the use of computers, technology and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the School District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students.

Technology resources of the district shall not be used for personal use unless the user has entered into an agreement with the district that makes such use compliant with the law.

**Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for computer use and Internet access. Guidelines shall address teacher supervision of computer use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the Internet, e-mail and other technological resources.

The guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of embedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. The guidelines will describe the District's limitation of liability and will establish that the use of computers, technology and the Internet is a privilege, not a right. Violation of the procedures and guidelines will result in cancellation of those privileges and appropriate disciplinary action.

**Technology Protection Measure**

The District will implement a technology protection measure that will block or filter Internet access to visual depictions that are obscene, pornographic or of a harmful nature to minors. Operation of this measure will be monitored and enforced during use of computers by minors.

**Audit of Use**

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. Participation in chat rooms is prohibited without specific prior approval by the system administrator. The Superintendent shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

1. Utilizing blocking/filtering software.

2. Turning off the "auto load images" feature of the Internet browser.
3. Using a proxy server to control accessible websites.

### **Appropriate Internet Behavior On Social Websites**

The district recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

### **Student Use**

A written parental permission and agreement form will be required prior to the student being granted access to electronic media involving District technological resources. The form will specify acceptable uses, rules of on-line behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 18) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

The district will obtain verifiable parental consent prior to allowing third parties to collect personal information online from students in compliance with the Children's Online Privacy Protection Act.

### **Staff Use**

A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and a reasonable, appropriate and limited personal use that does not interfere with their district duties. The agreement form will refer to the procedures and guidelines for use of computers and the Internet, describe prohibitions and limitations on the use of these resources, and state the employee's responsibility for the security of individual passwords.

### **Community Use**

On recommendation of the Superintendent, the Board will determine the conditions and limits under which equipment and services will be made available to the community. Upon request to the Building Principal, community members may have access to electronic resources and programs available through the District, provided they attend any required training and abide by the rules of usage established by the Superintendent. A written agreement form will be required for all community members having access to these resources indemnifying the District from claims by community users.

### **Disregard of Rules**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using computers, technology or the Internet and related resources.

### **Responsibility for Damages**

Individuals shall reimburse the District for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

### **Responding to Concerns**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Legal Reference: 20 U.S.C. sec. 1232g (1988) (Family Educational Rights and Privacy Act)  
47 U.S.C. 201 et seq. (Communications Decency Act of 1995)  
Children’s Internet Protection Act and Neighborhood CIPA of 2000  
Children’s Online Privacy Protection Act of 1998 with revisions  
Nebraska Statutes 79-2104  
Nebraska Student Online Personal Protection Act (SOPPA), LB 512, 2017

Cross Reference: 102 Educational Philosophy of the District  
401 Guiding Principles for Employees  
504 Student Rights and Responsibilities  
507 Student Records  
603 Curriculum Development  
604 Instructional Curriculum  
1006 Use of District Facilities and Equipment

**Approved** 10/20/12 **Reviewed:** 8/22/16, 8/28/17, 1/28/19 **Revised:** 9/19/16, 9/18/17, 2/18/19

**POLICY 606.06R1**  
**GERING PUBLIC SCHOOLS**

NETWORK ACCEPTABLE USE AND INTERNET SAFETY POLICY EMPLOYEE'S  
AGREEMENT

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Gering Public Schools Network Acceptable Use and Internet Safety Policy.

I understand that to gain or retain access to the Gering Public School District's computer network systems, I must sign and submit this form as directed.

I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken.

I, as a staff member, agree to abide by the rules and standards addressed in this policy as it pertains to me and to help ensure that students also abide by these rules and standards as well.

I understand that this agreement will be in effect for the duration of my employment with the district or until the policy is revised.

PRINTED Staff Member

Name (Staff Member) \_\_\_\_\_

Signature \_\_\_\_\_

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

**POLICY 606.6E2  
GERING PUBLIC SCHOOLS  
GERING, NE**

*ACCEPTABLE USE AGREEMENT*

*STUDENT USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET*

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**STUDENT**

*I understand and will abide by the regulations for student use of computers, technology and the Internet. I further understand that a violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action or appropriate legal action may be taken.*

**Your signature on this Acceptable Use Agreement is legally binding and indicates that the party (parties) who signed has (have) read the regulations carefully and understand(s) their significance.**

*Student's signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**PARENT OR GUARDIAN**

**If the user is under 18 years of age, a parent or guardian also must sign this Agreement.**

*As the parent or guardian of this student, I have read the regulations for student use of computers, technology and the Internet. I understand that this access is designed for educational purposes and that the School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.*

*I hereby give permission to issue a user account for my child and certify that the information contained on this form is true and correct.*

*Parent/guardian name:* \_\_\_\_\_

*Parent/guardian signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Approved 10/18/10*

**POLICY 606.6E3  
GERING PUBLIC SCHOOLS  
GERING, NE**

*INTERNET APPROPRIATE USE VIOLATION NOTICE*

*Student:* \_\_\_\_\_

*Teacher:* \_\_\_\_\_

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

*Students who access restricted items on the Internet shall be subject to the appropriate action described in the school's discipline policy or student handbook.*

\_\_\_\_\_ *First Offense:*

*The above student has violated the regulations for student use of computers, technology and the Internet. He/she may lose Internet access for up to three weeks at the discretion of the supervising teacher. A second offense will result in the student losing Internet access for a period to be determined by the principal, up to one month.*

\_\_\_\_\_ *Second Offense:*

*The above student has violated the regulations for student use of computers, technology and the Internet for a second time. As a consequence of this violation the above student has lost Internet access for a period of up to one semester.*

\_\_\_\_\_ *Third Offense:*

*The above student has violated the regulations for student use of computers, technology and the Internet for a third time. As a consequence of this violation the above student has forfeited all Internet privileges for a period of up to the balance of the school year.*

*Approved 10/18/10*

**POLICY 606.6E5  
GERING PUBLIC SCHOOLS  
GERING, NE**

*ACCEPTABLE USE AGREEMENT*

*COMMUNITY USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET*

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*I understand and will abide by the regulations for community use of computers, technology and the Internet. I further understand that a violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or appropriate legal action may be taken.*

*Additional conditions or limitations of resource use:*

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**Your signature on this Acceptable Use Agreement is legally binding and indicates that the party who signed has read the regulations carefully and understands their significance.**

*Applicant name:* \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved 10/18/10

**POLICY 606.6F1**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

*INTERNET AND E-MAIL ACCESS PERMISSION LETTER TO PARENTS*

*Dear Parent/Guardian:*

*The School District wishes to offer your child limited access to the Internet and an electronic mail (e-mail) account. The Internet is a collection of thousands of interconnected computer networks. The vast amount of information contained within the Internet's libraries can provide valuable learning opportunities to students.*

*Establishing an e-mail address will allow your child to participate in distance learning activities, communicate with other students around the world, ask questions of and consult with experts, and locate specific material to meet the needs of educational projects.*

*If your child is a minor (under age 18), your authorization is needed before your child may use these resources. The attached regulations for student use of computers, technology and the Internet should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet and e-mail in their classroom.*

*A filtering system is in place to prevent access to certain unacceptable sites on the Internet. However, it is important to understand that no solution is perfect and we cannot guarantee that students will only have access to educational materials. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet and e-mail access.*

*If you agree to allow your child to have Internet access and an e-mail address, sign the enclosed Acceptable Use Agreement and return it to your school.*

*Sincerely,*

*Approved 10/18/10*

**POLICY 606.6F4  
GERING PUBLIC SCHOOLS  
GERING, NE**

*ACCEPTABLE USE AGREEMENT*

*STAFF USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET*

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*I understand and will abide by the regulations for staff use of computers, technology and the Internet. I further understand that a violation of the regulations is unethical, unprofessional and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action, dismissal and/or appropriate legal action may be taken.*

**Your signature on this Acceptable Use Agreement is legally binding and indicates that the party who signed has read the regulations carefully and understands their significance.**

*Employee name:* \_\_\_\_\_

*Employee signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Approved 10/18/10

**POLICY 606.6R1**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

STUDENT USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

**Acceptable Use**

The use of computers, technology and the Internet are provided to students only for limited educational purposes. All School District electronic resources must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action and/or appropriate legal action.

**Privileges**

The use of the District's electronic networks is a privilege, not a right. The Building Principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.

**Oversight**

Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or reached through the site. Teachers will assist their students in developing the skills to ascertain the validity of information, distinguish fact from opinion, and engage in discussions about controversial issues, tolerance and respect for divergent views.

**Unacceptable Use**

The user is responsible for his or her actions and activities involving electronic resources. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
- Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or devirused.
- Downloading copyrighted material for other than personal use.
- Commercial or for-profit uses.
- Wastefully using resources, such as file space.
- Destroying, modifying or abusing hardware or software.

- Gaining unauthorized access to resources, files, passwords or other users' accounts.
- Revealing the personal addresses or telephone numbers of students or staff.
- Invading the privacy of individuals.
- Disrupting the work of others.
- Posting material authorized or created by another without his/her consent.
- Impersonation of another user, anonymity and pseudonyms.
- Sending or accessing encrypted information.
- Commercial or private advertising, or political lobbying.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material.
- Using or attempting to use the resources while access privileges are suspended or revoked.

### **No Expectation of Privacy**

Use of the District's electronic resources, including e-mail, is not private. The District reserves the right to log, monitor, examine, evaluate, and disclose solely at its discretion, the contents of all files, communications, or other usage on or conducted through these resources despite any designation of privacy by either the sender or recipient.

### **No Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Indemnification**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

## **Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify appropriate personnel. Do not demonstrate the problem to other users. Users shall not reveal their passwords to other individuals. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to these resources.

## **Vandalism**

Vandalism will result in cancellation of privileges and will be reported to the legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Telephone Charges**

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

## **Limited Resource**

Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals.

Approved 10/18/10

**POLICY 606.6R2**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

*STAFF USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET*

***Acceptable Use***

*The use of computers, technology and the Internet must be consistent with the educational objectives of the School District. All School District electronic resources must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action, dismissal and/or appropriate legal action.*

***Privileges***

*The use of the District's electronic networks is a privilege, not a right. The Building Principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.*

***Unacceptable Use***

*The user is responsible for his or her actions and activities involving electronic resources. Some examples of unacceptable uses are:*

- *Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.*
- *Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or devirused.*
- *Downloading copyrighted material for other than personal use.*
- *Commercial or for-profit uses.*
- *Wastefully using resources, such as file space.*
- *Destroying, modifying or abusing hardware or software.*
- *Gaining unauthorized access to resources, files, passwords or other users' accounts.*
- *Accessing the Internet from a School District access point using a nonschool district Internet account.*
- *Accessing fee services via district technology without specific permission from the Building Principal.*

- *Accessing, receiving, transmitting or re-transmitting material regarding students, parents/guardians or district employees that is protected by confidentiality laws. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee and student records in accordance with School District policies and regulations.*
- *Invading the privacy of individuals.*
- *Disrupting the work of others.*
- *Posting material authorized or created by another without his/her consent.*
- *Impersonation of another user, anonymity and pseudonyms.*
- *Sending or accessing encrypted information.*
- *Commercial or private advertising or political lobbying.*
- *Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material.*
- *Using or attempting to use the resources while access privileges are suspended or revoked.*

### ***No Expectation of Privacy***

*Use of the District's electronic resources, including e-mail, is not private. The District reserves the right to log, monitor, examine, evaluate, and disclose solely at its discretion, the contents of all files, communications, or other usage on or conducted through these resources despite any designation of privacy by either the sender or recipient.*

### ***No Warranties***

*The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.*

### ***Indemnification***

*The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.*

### ***Security***

*Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify appropriate personnel. Do not demonstrate the problem to other users. Users shall not reveal their passwords to other individuals. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to these resources.*

### ***Vandalism***

*Vandalism will result in cancellation of privileges and will be reported to the legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.*

### ***Telephone Charges***

*The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.*

### ***Limited Resource***

Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals.

*Approved 10/18/10*

**POLICY 606.6R3**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

*COMMUNITY USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET*

***Acceptable Use***

*The use of computers, technology and the Internet are provided to community members only for limited educational purposes. All School District electronic resources must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these regulations will result in loss of user privileges and/or appropriate legal action.*

***Privileges***

*The use of the District's electronic networks is a privilege, not a right. The Building Principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.*

***Unacceptable Use***

*The user is responsible for his or her actions and activities involving electronic resources. Some examples of unacceptable uses are:*

9. *Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.*
10. *Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or devirused.*
11. *Downloading copyrighted material for other than personal use.*
12. *Commercial or for-profit uses.*
13. *Wastefully using resources, such as file space.*
14. *Destroying, modifying or abusing hardware or software.*
15. *Gaining unauthorized access to resources, files, passwords or other users' accounts.*
16. *Revealing the personal addresses or telephone numbers of students or staff.*
17. *Invading the privacy of individuals.*
18. *Disrupting the work of others.*

19. *Posting material authorized or created by another without his/her consent.*
20. *Impersonation of another user, anonymity and pseudonyms.*
21. *Sending or accessing encrypted information.*
22. *Commercial or private advertising, or political lobbying.*
23. *Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material.*
24. *Using or attempting to use the resources while access privileges are suspended or revoked.*

### ***No Expectation of Privacy***

*Use of the District's electronic resources, including e-mail, is not private. The District reserves the right to log, monitor, examine, evaluate, and disclose solely at its discretion, the contents of all files, communications, or other usage on or conducted through these resources despite any designation of privacy by either the sender or recipient.*

### ***No Warranties***

*The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.*

### ***Indemnification***

*The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.*

### ***Security***

*Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify appropriate personnel. Do not demonstrate the problem to other users. Users shall not reveal their passwords to other individuals. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to these resources.*

### ***Vandalism***

*Vandalism will result in cancellation of privileges and will be reported to the legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.*

### ***Telephone Charges***

*The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.*

### ***Limited Resource***

Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals.

*Approved 10/18/10*

**POLICY 606.7**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**DISTRICT WEB SITE**

The Board supports and encourages the publication of a district web site to improve community relations, to foster creativity and to demonstrate student learning. It is a means of providing information to the community about school events and classroom activities, and provides an effective line of communication among the community, staff and students.

The superintendent is directed to develop written web site regulations that pursue the benefits of maintaining a web site while protecting the school and community from its potential misuse. The superintendent will designate a staff member (herein called the Computer Coordinator) to implement the web site regulations and to review all materials published on the web site. All web pages on the web site will conform to this policy and the corresponding regulations.

**Staff Web Pages**

Staff may create web pages to use in class activities or to provide a resource for other staff members. Staff web pages must reflect the educational goals and objectives of the district. District employees, board members or guests may not establish personal web pages using district resources.

**School or Class Web Pages**

Schools or classes may establish web pages that present information about the school or class activities. The Building Principal will designate an individual to be responsible for managing the school web site under the supervision of the computer coordinator. Teachers will be responsible for maintaining their class pages.

**Extracurricular Organization Web Pages**

Extracurricular organizations may establish web pages with the approval of the organization sponsor and the computer coordinator. Material presented on the organization web page must relate specifically to organization activities and will include only student-produced material.

**Student Web Pages**

Students may establish personal web pages with staff sponsorship and approval by the computer coordinator. Material presented in the student's web pages must be related to the student's educational and career preparation activities.

**Other Web Pages**

The district may allow other organizations such as parent-teacher groups, booster clubs, school foundations, etc. to publish web pages providing they conform to this policy and the corresponding administrative regulations.

### **Written Permission**

Written permission from both the parent/guardian and the student must be obtained prior to placing any student photographs, artwork, writing or other projects on the web site. No personal contact information about the child, such as home address, phone number, or e-mail address will be given. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event that anyone requests such permission, those requests will be forwarded to the parent or guardian. All such work may be removed from the web site at the end of the current school year.

Legal Reference: 20 U.S.C. sec. 1232g (1988) (Family Educational Rights and Privacy Act)  
47 U.S.C. 201 et seq. (Communications Decency Act of 1995)  
Neb. Statute 79-2104

Cross Reference: 504 Student Rights and Responsibilities  
507 Student Records  
603 Curriculum Development  
604 Instructional Curriculum  
606.05 Media Centers  
1006 Use of District Facilities and Equipment

**Approved** 11/15/10

**Reviewed** 1/28/19

**Revised** 2/18/19

**POLICY 606.7F1  
GERING PUBLIC SCHOOLS  
GERING, NE**

WEB SITE PUBLISHING OF STUDENT WORK

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I understand my child's photographs, artwork, writing or other project is under consideration for publication on the School district Website, connected to the Internet. I further understand that this work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to me. No student last names, home address, or telephone numbers will appear with such published work.

A copy of the original work under consideration will be printed out and brought home for me to see before it is published on the Website, regardless of my granting of permission for the publication.

The specific work by my child under consideration is described below:

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This permission will remain in effect until I request in writing that the work be removed. Such request will be submitted to the Building Principal. When requested, the work will be removed within one week of receipt of the request.

I understand the work may be removed from the Website at the decision of the Computer Coordinator at any time.

Student signature: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved 11/15/10

**POLICY 606.7R1  
GERING PUBLIC SCHOOLS  
GERING, NE**

**WEB SITE AND WEB PAGE GUIDELINES**

All web pages must follow these guidelines and be approved by the Computer Coordinator and staff members as required by District policy.

**Content**

All web pages must:

- Contain name, address and district e-mail address of the author. Student web pages shall use the sponsoring staff member;
- Be grammatically correct with no spelling errors. Spell checking and proofreading are required;
- Contain current and accurate information;
- Include a copyright statement, if appropriate;
- Use District templates;
- Contain a "created or modified" date and the name or initials of the person responsible;
- Identify district affiliation and contain a link to return to the district's home page.

Staff members requesting links to sites outside the District server are responsible for checking all materials at those sites for appropriateness. These links should be checked regularly and revised if necessary.

Use of web pages for personal or commercial financial gain is prohibited.

**Standards**

Web page authors will:

25. Comply with Board policies, administrative regulations, and copyright laws;
26. Respect the rights of others;
27. Maintain the privacy of others;
28. Use web sites for academic, educational and research purposes only;
29. Use conventions of standard English or other languages.

Web page authors will not:

- Display abusive, harassing, libelous, obscene, offensive, profane, threatening, sexually explicit or illegal material;
- Use web site for commercial, purchasing or illegal purposes.

**Disclaimer**

The following disclaimer will be published on all web pages:

The accuracy and quality of information cannot be guaranteed. The District will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

The District has made every reasonable attempt to ensure that the District's web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the District's electronic communications policy.

Student and organization web page disclaimers should also include:

Opinions expressed on this page shall not be attributed to the School District.

### **Student Safeguards**

- Web page documents may include only the first name and the initial of the student's last name.
- Documents may not include a student's phone number, address, names of other family members or names of friends.
- Published e-mail addresses are restricted to staff members or to a general group e-mail address where mail is forwarded to a staff member.
- Decisions on publishing student pictures will be made by the supervising teacher, after checking with the school office to determine if the student's parents have objected to such publication.

### **Maintenance**

Maintenance of web pages, including the timely update of information and periodic checks of links, is the responsibility of the author and sponsoring staff member. Web pages not kept up to date may be removed by the Computer Coordinator. Student web pages may be removed at the end of the school year unless special arrangements are made.

The District reserves the right to remove web pages, and if necessary, access to user accounts, without prior notice, if the content is unacceptable.

### **Privacy**

There shall be no expectation of privacy for information stored on or transmitted with District equipment. The District Computer Coordinator may review web pages to maintain system integrity and to monitor appropriate use of District equipment. Illegal activities will be reported to the appropriate authorities.

Approved 11/15/10

**POLICY 606.8  
GERING PUBLIC SCHOOLS  
GERING, NE**

REPRODUCTION OF COPYRIGHTED MATERIALS

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees. The district shall educate staff and students regarding the harms of copyright piracy.

Copyrighted materials, whether they are print or nonprint, will not be duplicated, reproduced, distributed or displayed for district-sponsored activities or by using district equipment except in accordance with law.

While the district encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with district procedures or is permissible under the law, should consult the superintendent. The superintendent will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required.

The superintendent is responsible for implementing this policy and creating procedures to guide employees in following copyright compliance.

Legal Reference: P.L. 94-553, Federal Copyright Law of 1976 (U.S. Code, Title 17)  
P.L. 105-304, Digital Millennium Copyright Act of 1998

**Approved** 11/15/10

**Reviewed** 8/22/16, 1/28/19

**Revised** 9/19/16

**POLICY 606.9**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**TEXTBOOK LOANS TO CHILDREN ENROLLED IN PRIVATE SCHOOLS**

The superintendent of schools with the cooperation of the school district's principals will administer the textbook loans to resident children enrolled in private schools in Nebraska.

The district of will annually generate a list of textbooks designated for use in the schools. This will be done by December 1 of each year. The list of textbooks will be available in the superintendent's office. Copies of the textbook list will be made available to the public at the actual cost of duplicating the list in whole or in part.

The last day for receiving applications for textbook loans from parents or legal guardians residing within the school district for use during the following school year is January 15 of each year. A limit of 10 textbooks per student in grades K-6 and 8 textbooks per student in grades 7-12 has been established by NDE.

The district will make available to all eligible parties textbooks valued at no more than the total dollars allocated to the district by the State Department of Education. If the parental request exceeds the allocated dollars requests for textbooks used by elementary students will be given first priority. If the parental request for textbooks from parents representing resident elementary students exceeds allocated dollars, textbooks being used in the lower elementary will be given priority.

Parental requests will be filled on an ascending K-12 grade by grade basis. The total school district outlay in dollars will never exceed the allocation that the district is eligible to receive from the State Department of Education.

Ten days prior to the beginning of the district classes, the administration will notify parents or guardians in writing where and when textbooks will be available. Parents or legal guardians receiving textbooks will be required to sign a receipt at the time the textbooks are picked up on designated Form NDE 122-002. Parents or legal guardians shall return textbooks to the designated individual within the local school district within 15 days after the close of the school year. All textbooks are to be returned in reasonably good condition. Lost or damaged books will require that the parent or legal guardian reimburse the district for replacement costs.

It is important to understand that a textbook shall be defined to mean a "book which is designated for use in the classroom as the principal source of study in kindergarten through grade 12 in a public school district." Library books, workbooks, etc. are not eligible material for the definition of "textbook."

Legal Reference: Neb. Statute 79-734

**Approved** 11/15/10

**Reviewed** 1/28/19

**Revised** 2/18/19

**POLICY 607.1  
GERING PUBLIC SCHOOLS  
GERING, NE**

**CLASS SIZE**

The Board shall review the class sizes annually. It shall be the responsibility of the superintendent to make a recommendation to the Board on class size based upon the financial condition of the school district, the qualifications of and number of certificated employees, and other factors deemed relevant to the Board.

Cross Reference: 502.02 Nonresident Students

**Approved** 11/15/10

**Reviewed** 2/25/19

**Revised** 3/18/19

**POLICY 607.2**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**SCHOOL CEREMONIES AND OBSERVANCES**

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion. Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

September 17 shall be designated as Constitution Day. The district shall hold an educational program(s) for all students on the United States Constitution each September 17. When September 17 falls on a Saturday, Sunday, or holiday, then Constitution Day shall be held during the preceding or following week.

For grades kindergarten through twelve, each school in the district shall establish a period of time during the day, when a majority of pupils is scheduled to be present, during which pupils will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States. Pupil participation in the recitation shall be voluntary. Pupils not participating in the recitation shall be permitted to silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate.

Legal Reference      P.L. 108-477 (Consolidate Appropriations Act of 2005)  
                                 NDE Rule 10.003.12

**Approved** 11/15/10    **Reviewed** 9/27/12, 2/25/19                      **Revised** 10/15/12, 3/18/19

**POLICY 607.3**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**ANIMALS IN THE CLASSROOM**

Live animals will not be allowed in school district facilities except under special circumstances and for educational purposes only. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

It shall be the responsibility of the principal to determine appropriate supervision of animals in the classroom.

The above guidelines do not apply to those accompanied by an animal specifically trained to accommodate a handicap, such as a Seeing-Eye-dog. Arrangements for accommodating such animals shall be determined in advance by the building principal in consultation with the student's parent or guardian.

Cross Reference:     508     Student Health and Well-Being

**Approved** 11/15/10

**Reviewed** 2/25/19

**Revised** 3/18/19

**POLICY 607.4**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**STUDENT PRODUCTION OF MATERIALS AND SERVICES**

Materials and services produced by students at the expense of the school district are the property of the school district. Materials and services produced by students at the student's expense, except for incidental expense to the school district, shall be the property of the student.

It shall be the responsibility of the superintendent to determine incidental expense.

Cross Reference: 409.04 Certificated Employee Publication or Creation of Materials  
504.19 Student Fees

**Approved** 11/15/10

**Reviewed** 2/25/19

**POLICY 607.5**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**STUDENT FIELD TRIPS AND EXCURSIONS**

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions. Excursions are defined as brief educational trips beyond the boundaries of the school grounds beginning and ending in a single class period.

In authorizing field trips and excursions, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips. The superintendent's approval will be required for field trips outside the state. Board approval will be required for field trips which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Cross Reference:     504.03 Student Conduct  
                          506.01 Student Activity Eligibility  
                          604    Instructional Curriculum  
                          801    Transportation

**Approved** 11/15/10

**Reviewed** 2/25/19

**POLICY 607.6**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**COLLECTION OF MONEY BY STAFF**

Teachers, staff and sponsors associated with activities of student government, productions, dances, athletic events, or other grade levels or school-wide activities may be required to handle funds associated with these activities. All staff will be aware of, and comply with, provisions of the district's policy on student fees.

**Approved 11/15/10**

**Reviewed 2/25/19**

**POLICY 607.7**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**PLANNING AND RECORD-KEEPING BY TEACHERS**

Quality lesson planning is necessary to help ensure the teacher that key elements of an effective lesson are presented. Lesson plans aid the principal, supervisor and substitute teachers in understanding the regular classroom teacher's plan for teaching the course of study as adopted by the School Board. Lesson plans shall also be prepared by teachers whose assignments may vary from regular classroom work in order that their scheduled activities may be observed with understanding or replicated by a substitute teacher. Teachers shall prepare lesson plans on a weekly basis although they are expected to have general plans which cover the length of the course. Plans will be kept by the classroom teacher in a place known to and accessible to the building administrators. The principal may further require teachers to provide copies of the lesson plans to the school office at reasonable times and intervals as determined by the principal.

The lesson plans shall be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which principals and supervisors may monitor instruction to assure that the educational program in a particular class or activity is related to the district-approved course of study.

Although the district will provide lesson plan books, principals may request another system or format for the presentation of lesson plans provided it meets the purpose of planning. Principals may also require more detail or specific plans to assist individual teachers, or they may minimize the use of lesson plans when such action will not compromise the stated purpose of lesson planning.

It is recognized that provision for flexibility is essential within the lesson plan to allow for unexpected changes and varying learning rates.

**Approved** 11/15/10

**Reviewed** 2/25/19

**Revised** 3/18/19

**POLICY 607.8**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**SCHOOL VOLUNTEERS**

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students will be required to complete an application, provide a list of character references for verification and background checks by the central office.

The administration is responsible for the recruitment, approval, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

**Approved** 11/15/10

**Reviewed** 2/25/19

**Revised** 3/18/19

**POLICY 607.9**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**SERVICE ANIMALS**

The Board recognizes that service animals may be used to provide assistance to some persons with disabilities. This policy governs the presence of service animals in the schools, on school property, including school buses, and at school activities.

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals are not service animals for the purposes of this definition, though miniature horses are entitled to similar treatment in certain circumstances.

The service animal must perform tasks or do work for the individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability, such as:

- Assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Providing non-violent protection or rescue work,
- Pulling a wheelchair,
- Assisting an individual during a seizure,
- Alerting individuals to the presence of allergens,
- Retrieving items such as medicine or the telephone,
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Excluded from the lists of acceptable tasks or work performed by a service animal are:

- The crime deterrent effects of an animal's presence, or
- The provision of emotional support, well-being, comfort, or companionship.

When determining whether an animal qualifies as a service animal, school officials may ask the individual with a disability only two questions:

1. Whether the animal is required because of a disability; and
2. What task or work the animal has been trained to do.

These questions may not be asked if it is readily apparent that the individual has a disability or that the animal is trained to do work or perform tasks for the individual with a disability. School officials may not ask about the nature or extent of a person's disability, nor can a request be made to produce a certificate establishing the dog's qualification as a service animal.

The service animal must remain well-behaved and under control at all times at school. The service animal must have a harness, leash or other tether unless it cannot be used by the person in control because of a disability or if it would interfere with the service animal's performance. In

either case, the animal must still be under control by way of voice controls, signals or other means.

The individuals with disabilities are permitted to be accompanied by a service animal in all areas of the district's facilities where members of the public, participants in services, programs, or activities are normally allowed to go. If the service animal had a separate handler, that individual shall also be allowed access to facilities. At events for which an attendance fee is charged, there shall be no additional fee for the service animal.

The district may remove or exclude a service animal from district facilities if:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health or safety of others; or
4. The presence of an animal would require a fundamental alteration to the service, program, or activity of the district.

In the case of removal of a service animal from the premises, the individual with a disability shall still be provided with the opportunity to participate in the service, program, or activity without the service animal.

The person in control of the service animal, and not the school district, is responsible for caring for the dog's needs. This includes any feeding, exercising, and clean up. The district may charge for any property damage caused by the animal provided the district normally charges individuals for damage they cause.

Legal Reference

ADA of 1990, 28 CFR Part 35

ADA of 1990, 42 USC Sec. 12101 et seq.

Section 504 of the Rehabilitation Act, 29 USC Sec. 794

Approved 2/15/16 Reviewed 2/25/19 Revised

**POLICY 607.10  
GERING PUBLIC SCHOOLS  
GERING,NE**

**CLASSROOM ENVIRONMENT**

Classrooms are expected to be maintained in a safe, orderly manner at all times in keeping with providing an appropriate, healthy learning environment. Any items for display or use in the classroom shall meet this criterion. The use of essential oils or essential oil diffusers will not be permitted in district facilities by students, staff or visitors.

All items on display in the classroom such as posters, pictures, banners, charts, signs or flags must be related to the curriculum. Items unrelated to the curriculum or that may cause a disruption to the learning environment are prohibited. Staff members are expected to request the building principal's approval for display of items that may not meet this standard.

The district will display or use the Gall-Peters projection map (or a similar cylindrical equal-area projection map) or the AuthaGraph projection map in classrooms, although other types of maps are allowed in addition to it.

**Approved** 07/08/2024 \_\_\_\_\_ **Reviewed** \_\_\_\_\_ **Revised** \_\_\_\_\_

## 718.01

### Travel Costs Related to Federal Grants

When an employee or board member travels on official business related to a federal award, the District will reimburse travel expenses in accordance with the following requirements:

1. Allowable Methods
  - Travel costs, including transportation, lodging, meals, and related expenses, incurred by school district personnel may be charged on:
    - an actual cost basis,
    - a per diem or mileage basis, or
    - a combination of the two, provided the same method is applied to the entire trip rather than individual days
2. Consistency with District Policy
  - The method chosen must be consistent with the District's standard practices for similar travel situations and in alignment with other Board policies
  - All travel costs must comply with the District's written travel procedures established for both federal and non-federal travel
3. Documentation and Justification
  - Any travel costs charged directly to a federal award must be supported with documentation showing:
    - The employee's travel and participation are necessary to carry out the federal award, and
    - The costs are reasonable and in line with District travel expectations
4. Reasonableness of Costs
  - All travel costs must be reasonable and may not exceed the amounts typically allowed by the District for non-federal travel
  - Reimbursement rates for travel costs including lodging, dependent care, commercial air, shall meet the standards established under 5 U.S.C. §§ 5701–5711 (federal travel regulations)
  - In the absence of an established written policy regarding travel costs, the rates and amounts established under [5 U.S.C. 5701-11](#) (“Travel and Subsistence Expenses; Mileage Allowances”), by the Administrator of General Services, or by the President (or their designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards ([48 CFR 31.205-46\(a\)](#))

Legal Reference: [2 C.F.R. § 200.475](#)

**POLICY 601**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**GOALS AND OBJECTIVES**

This series of the board policy manual is devoted to the goals and objectives for the delivery of the education program as described by the mission statement of the district. The board's objective in the design, contents, and the delivery of the education program is to provide an equal opportunity for students to pursue an education free of discrimination on the basis of race, creed, color, sex, national origin, marital status, religion or disability.

In providing the education program of the school district, the board shall strive to meet its overall goal of providing the students an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance and encourages critical thinking in students.

In striving to meet this overall goal, the objectives of the education program are to provide students with an opportunity to:

- Acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively;
- Become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state and nation;
- Acquire college and career ready skills;
- Acquire the capacities for a satisfying and responsible role as family members;
- Acquire knowledge, habits and attitudes that promote personal and public health, both physical and mental;
- Acquire an understanding of ethical principles and values and the ability to apply them to their own lives;
- Develop an understanding of their own worth, abilities, potential and limitations; and,
- Learn and enjoy the process of learning and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

Legal Reference:                   NDE Rule 10.012,01A

Cross Reference                   102    Educational Philosophy of the District

**Approved** 07/19/10

**Reviewed** 9/24/18

**Revised** 10/15/18

**POLICY 602.1**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**SCHOOL CALENDAR**

The school calendar shall accommodate the education program of the school district. The school calendar shall accommodate instruction for a minimum of 1,080 hours for students in grades nine through twelve, 1,032 hours for students in grades one through eight, 400 hours for students in kindergarten, and 450 hours for students in Prekindergareten. The school calendar shall include, but need not be limited to, days for student instruction, staff development, in-service days, and teacher conferences.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The Board, in its discretion, may excuse graduating seniors from instruction after the school district requirements for graduation have been met.

It shall be the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the Board annually.

The Board may amend the official school calendar when the Board considers the change to be in the best interests of the school district's education program.

Legal Reference:      Neb. Statute 79-211  
                              NDE Rule 10.004.01A2

Cross Reference:      503      Student Attendance  
                              604.03 Special Education

**Approved** 07/19/10

**Reviewed** 9/24/18

**Revised** 10/15/18

**POLICY 602.2**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**SCHOOL DAY**

The normal student school day for grades kindergarten through twelve shall consist of a minimum of 6.20 hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which school is dismissed for tournaments or contests, parent/teacher conferences, parades and school picnics shall not be counted as part of the student's instructional time. The minimum school day shall meet the requirements as established for the operation of accredited schools.

The district may occasionally schedule a school day for less than the standard minimum number of hours due to the scheduling of staff development opportunities, parent-teacher conferences or special events occupying a portion of the day. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies, that part of the day during which school was in session will constitute hours taught.

**Approved** 07/19/10

**Reviewed** 9/24/18

**Revised**

**POLICY 603.1**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**CURRICULUM DEVELOPMENT**

Curriculum development shall be an ongoing process in the school district. Each curriculum area shall be reviewed and revised when necessary according to the timelines set out by the superintendent or his/her designee. These timelines will provide for periodic review of each curriculum area.

The superintendent or his/her designee shall be responsible for curriculum development and for determining the most effective way of conducting research of the school district's curriculum needs and a long-range curriculum development program. In making recommendations to the board, the superintendent shall propose a curriculum that will:

- Fulfill the philosophy of the school district;
- Reflect the educational and operational needs assessment of the school district;
- Articulate courses of study from kindergarten through grade twelve;
- Identify minimum objectives for each course and, at the elementary level, for each grade;
- Provide for the evaluation of the procedures and methods for attaining the objectives;
- Provide for objective monitoring of student progress;
- Provide for the needs of both vocational and college bound students;
- Include, if feasible, the course offerings requested by the students;
- Provide measurable quality academic content standards that are the same as, equal to or more rigorous than the adopted state standards of the Nebraska Department of Education within one year.

The above mentioned standards include the English Language Arts Standards (2014), Mathematics Standards (2015), Science Standards (2017) and Social Studies Standards (2012) as approved by NDE. Any changes from the specific standards as approved by NDE in those four areas will be attached to this policy.

It shall be the responsibility of the superintendent or their designee to keep the Board apprised of necessary curriculum changes and revisions and to develop administrative regulations for curriculum development and recommendations to the Board.

20 U.S.C. § 1232h (1994).

34 C.F.R. Pt. 98 (1996).

Cross Reference: 102 Educational Philosophy of the District  
104 Educational and Operational Planning  
604 Instructional Curriculum  
606 Instructional Materials

**Approved** 07/19/15

**Reviewed** 8/22/16, 8/27/18 **Revised** 9/19/16, 9/17/18

**POLICY 603.2**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**CURRICULUM ADOPTION**

Curriculum of the school district must be recommended by the superintendent and approved by the Board.

The Board authorizes the use of curriculum guides when it adopts the curriculum. Such guides will be used when, in the opinion of the superintendent, they will be of assistance to the instructional program and will provide a consistent approach in the instructional program.

Legal Reference: 20 U.S.C. § 1232h (1994).  
34 C.F.R. Pt. 98 (1996).

**Approved** 07/19/10

**Reviewed** 9/24/18

**Revised**

**POLICY 603.3**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**CURRICULUM GUIDES AND COURSE OUTLINES**

Curriculum guides and course outlines will be written for all courses offered in the district, including Standards as adopted by the State Board of Education. Teachers are expected to adhere closely to the course of study adopted by the district. Principals are expected to closely monitor and enforce the adopted course of study and materials of the district. Information regarding course offerings will be made available to all students and interested district patrons, upon request.

**Approved** 07/19/10

**Reviewed** 9/14/15, 9/24/18 **Revised** 10/19/15

**POLICY 603.4**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**CURRICULUM EVALUATION**

When deemed necessary by the superintendent, and whenever a new program is proposed, the Board will review the curriculum to determine its strengths and weaknesses. The Board may authorize the superintendent to appoint an ad hoc advisory committee to review the curriculum.

The Board shall review the students' performance on standardized tests and other indicators of student achievement deemed relevant by the board as a guideline for the effectiveness of the curriculum. It shall be the responsibility of the superintendent or his/her designee to provide the board with the test scores and grades along with the superintendent's comments about the school district's curriculum.

Legal Reference:     20 U.S.C. § 1232h (1994).  
                           34 C.F.R. Pt. 98 (1996).

Cross Reference:    101    Educational Philosophy of the District  
                           104    Educational and Operational Planning  
                           611    Academic Achievement  
                           604    Instructional Curriculum

**Approved** 07/19/10

**Reviewed** 9/24/18

**POLICY 603.5**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**PILOT, EXPERIMENTAL OR INNOVATIVE PROJECTS**

The Board welcomes new ideas in curriculum. Proposals for pilot or experimental projects shall first be reviewed and analyzed by the superintendent. Projects recommended by the superintendent will be considered by the Board. Pilot and experimental projects approved by the Board, the Nebraska Department of Education, or the U. S. Department of Education may be utilized in the education program.

Students, who may be or are asked to participate in a research or experimental project or program, must have their parents' written consent on file prior to participating in the project or program. A research or experimental program or project requiring parents' prior written consent is a program or project designed to explore or develop new or unproven teaching methods or techniques. These programs or projects shall be designated as research or experimental projects or programs. The educational materials of a program or project designated as a research or experimental program or project may be inspected and reviewed by the parents of the students participating or being considered for participation in the program or project. The inspection and review by the parents shall be in accordance with board policy 606.02, "Instructional Materials Inspection."

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: 20 U.S.C. § 1232h (1994).  
34 C.F.R. Pt. 98 (1996)..

Cross Reference: 604 Instructional Curriculum

**Approved** 07/19/10

**Reviewed** 9/24/18

**Revised**

**POLICY 604.1**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**BASIC INSTRUCTION PROGRAM**

The basic instructional program shall include the courses required for each grade level by the Nebraska Department of Education.

The basic weekly instructional program of students enrolled in the elementary grades shall include reading and language arts, mathematics, social studies, science, health, physical education, art, and music. Writing skills shall be incorporated in all curricular areas. The district shall consider elementary grades to be all grades through fifth.

The basic yearly instructional program of students enrolled in the middle grades shall include reading and language arts, mathematics, social studies, science, health, art, music, and physical education. Writing skills shall be incorporated in all curricular areas. Exploratory experiences shall be offered. The district shall consider middle grades to be grades six, seven and eight.

The basic instructional program of students enrolled in the high school grades shall consist of a minimum of 400 instructional units including language arts (60 units), social science (40 units), mathematics (40 units), science (40 units), foreign language (20 units), career education (80 units), personal health and physical fitness (20 units), and visual and performing arts (40 units). Writing skills shall be incorporated in all curricular areas. The instructional program shall include computer education. The district shall consider high school grades to be all grades of ninth and above.

Each instructional program shall be carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the Board or superintendent. Each instructional program's plan should describe the program, its goals, the effective materials, the activities, and the method for student evaluation.

It shall be the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for the elementary, middle and high school grade programs.

Legal Reference: NDE Rule 10.005 - 10.007  
20 U.S.C. § 1232h (1994)  
34 C.F.R. Pt. 98 (1996)

Cross Reference: 102 Educational Philosophy of the District  
103 Equal Educational Opportunity  
104 Educational and Operational Planning  
603 Curriculum Development  
611 Academic Achievement

**Approved** 07/19/10

Reviewed 1/22/18

Revised

**POLICY 604.2**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**SUMMER SCHOOL INSTRUCTION**

The Board may offer summer school for one or more courses for students who need additional help and instruction or enrichment in those areas. This decision shall be within the discretion of the Board.

The Board shall weigh the benefit to the students and the school district as well as the school district's budget and availability of certificated employees to conduct summer school.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Cross Reference:     411.02 Summer School Certificated Employees  
                          604    Instructional Curriculum  
                          611.02 Promotion and Retention  
                          801.07 Summer School Program Transportation Service

**Approved** 07/19/10

**Reviewed** 10/22/18

**Revised** 11/19/18

**POLICY 604.3**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**SPECIAL EDUCATION**

The Board recognizes some students have different educational needs than other students. The Board shall provide an appropriate education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education shall attend regular education classes, participate in extracurricular activities and receive services in a regular education setting to the maximum extent possible. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).

Special education students shall meet the requirements stated in Board policy or in their IEPs for graduation. It shall be the responsibility of the superintendent to provide or make provisions for appropriate special education and related services.

Children from birth through age five meeting the identification and verification procedures shall be provided special education services within the public education system. The school district shall work in conjunction with the appropriate education agencies to provide services, at the earliest appropriate time, to children with disabilities. This shall be done to ensure a smooth transition for children entitled to early childhood special education services.

Legal Reference:                   20 U.S.C. § 1400 et seq. (1994).  
  34 C.F.R. Pt. 300 et seq. (1996).  
  Neb. Statute 79-1110 et seq.

Cross Reference:                505    Student Discipline  
  507    Student Records  
  508.02 Administration of Medication to Students  
  508.08 Student Special Health Services  
  602.01 School Calendar  
  604    Instructional Curriculum  
  611.07 Graduation Requirements  
  Gering Public Schools' Special Education Policy Manual

**Approved** 07/19/10

**Reviewed** 10/22/18

**Revised** 11/19/18

**POLICY 604.4**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**MULTICULTURAL EDUCATION**

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, color, sex, marital status, national origin or disability.

The education program shall foster knowledge of and respect and appreciation for the culture, history and contributions of diverse cultural groups including, but not limited to the following: African Americans, Hispanic Americans, Native Americans, and Asian Americans. It shall place special emphasis on human relations and sensitivity toward all races.

The Board shall adopt a written plan for the implementation of multicultural education and shall evaluate this plan periodically. During the evaluation process, the Board shall involve parents, students, employees and a diverse representation of the community members in assessing the effectiveness and appropriateness of the program. The plan shall establish district goals for the multicultural program and will include staff development to assist the district in pursuing these goals. The plan shall include a process for selecting appropriate materials and shall incorporate multicultural education into all subject areas of the core curriculum of grades kindergarten through twelve.

The superintendent will annually report the status of the multicultural education program to the Board.

Legal Reference:                   Neb. Statute 79-719 et seq.  
  NDE Rule 10.004.01G  
  NDE Rule 16

Cross Reference:                103    Equal Educational Opportunity  
  600    Goals and Objectives of the Education Program

**Approved 07/19/10**               **Reviewed 10/22/18**               **Revised**

**POLICY 604.5**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**HEALTH EDUCATION**

Students in grade levels kindergarten through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above shall be included in health education and the instruction shall be adapted at appropriate grade levels to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

Cross Reference:    504    Student Rights and Responsibilities  
                          508    Student Health and Well-Being  
                          608    Instructional Services

**Approved** 07/19/10

**Reviewed** 10/22/18

**Revised**

**POLICY 604.6**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**PHYSICAL EDUCATION**

Students in grades kindergarten through eight shall be required to participate in physical education courses unless they are excused by the principal of their attendance center.

Students in grades nine through twelve are required to participate in 15 instructional units of physical education.

Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs.

Cross Reference: 506 Student Activities

**Approved** 07/19/10

**Reviewed** 10/22/18

**Revised** 11/19/18

**POLICY 604.7**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**CAREER EDUCATION**

Preparing students for careers is one goal of the education program. Career education will be written into the education program for grades kindergarten through twelve. This education shall include, but not be limited to, awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

It shall be the responsibility of the superintendent to assist certificated employees in finding ways to provide career education in the education program. Special attention should be given to offering courses of vocational and career education. The Board, in its review of the curriculum, shall review the means in which career education is combined with other instructional programs.

**Approved** 07/19/10

**Reviewed** 10/22/18

**Revised**

**POLICY 604.9**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**TEACHING ABOUT RELIGION**

The school district is required to keep the practice of religion out of the school curriculum. The Board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum. Preferential or derogatory treatment of a single religion shall not take place.

It shall be the responsibility of the superintendent to ensure the study of religion in the schools in keeping with the following guidelines:

- the proposed activity must have a secular purpose;
- the primary objective of the activity must not be one that advances or inhibits religion; and
- the activity must not foster excessive governmental entanglement with religion.

Cross Reference:      605.05 Religious-Based Exclusion from a School Program  
                                 607.02 School Ceremonies and Observances

**Approved** 07/19/10

**Reviewed** 10/22/18

**Revised**

**POLICY 604.10**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**ACADEMIC FREEDOM**

The Board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste for the maturity and intellectual and emotional capacities of the students.

It shall be the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently.

It shall be the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

Cross Reference:   504     Student Rights and Responsibilities  
                          1005.10 Distribution or Posting of Materials

**Approved** 07/19/10

**Reviewed** 11/26/18

**Revised** 12/17/18

**POLICY 604.11**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**CITIZENSHIP**

It is important that students develop a knowledge of our nation's history, government, geography, and economic system. The social studies courses shall include and adequately stress contributions of all ethnic groups to:

1. The development and growth of America into a great nation;
2. Art, music, education, medicine, literature, science, politics, and government; and
3. The military in all this nation's wars.

All grades below the sixth grade shall devote at least one hour per week to exercises or teaching periods for the following purpose:

1. The discussion of noteworthy events pertaining to American history or the exceptional acts of individuals and groups of Americans;
2. The historical background, memorization, and singing of patriotic songs such as the Star-Spangled Banner and America the Beautiful;
3. The development of respect for the American flag as a symbol of freedom and the sacrifices of those who secured that freedom; and
4. Instruction as to proper conduct in the presentation of the American flag.

In at least two of the three grades from the fifth-grade to eighth-grade time shall be set aside for the teaching of American history from the social studies curriculum, which shall give students the opportunity to:

1. Become competent, responsible, patriotic, and civil citizens who possess a deep understanding of and respect for both the Constitution of the United States and the Constitution of Nebraska; and
2. Prepare to preserve, protect, and defend freedom and democracy in our nation and our world.

In at least two high school courses time shall be devoted to the teaching of civics and American history as outlined in the social studies standards adopted by the Nebraska Department of Education, in which specific attention shall be given to the following matters:

1. The Declaration of Independence, the United States Constitution, the Constitution of Nebraska, and the structure and function of local government in this state;
2. The benefits and advantages of representative government, the rights and responsibilities of citizenship in our government, and the dangers and fallacies of forms of government that restrict individual freedoms or possess antidemocratic ideals such as, but not limited to, Nazism and communism;
3. The duties of citizenship, which include active participation in the improvement of a citizen's community, state, country, and world, and the value and practice of civil discourse between opposing interests; and
4. The application of knowledge in civics, history, economics, financial literacy, and geography to address societal issues.

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the superintendent on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther

King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session.

Neglect by any employee in carrying out these instructions may be considered a cause for dismissal.

Legal Reference: Nebraska Statute 79-724

Cross Reference: 102 Educational Philosophy of the District  
504 Student Rights and Responsibilities  
505 Student Discipline

**Approved** 07/19/10

**Reviewed** 7/18/11,  
11/26/18, 8/5/19

**Revised** 12/17/18, 8/19/19

**POLICY 604.12**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**GLOBAL EDUCATION**

Because of our growing interdependence with other nations in the world, global education shall be incorporated into the education program for grades kindergarten through twelve so that students have the opportunity to acquire a perspective on world issues, problems, and prospects for an awareness of the relationship between an individual's self-interest and the concerns of people elsewhere in the world.

Cross Reference:   603   Curriculum Development  
                          604   Instructional Curriculum

**Approved** 07/19/10

**Reviewed** 11/26/18

## **604.14 - READING INSTRUCTION AND IMPROVEMENT**

The district will facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia, and ensure all teachers for kindergarten through grade three will be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress; and it is the district's intent that each student be able to read at or above grade level by third grade.

For school year 2019-20 and each following school year, the district shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan according to the requirements of section 504 of the federal Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act for whom such assessment would conflict with that section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if the student performs below the threshold level determined according to the Reading Improvement Act on an approved reading assessment. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit a school district from identifying any other student as having a reading deficiency.

The district shall provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The district may work with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

- a. Be provided to any student identified as having a reading deficiency;
- b. Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- c. Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading

program. Such summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

The supplemental reading intervention program may also include:

- a. Reading intervention techniques that are based on scientific research
- b. and best practices;
- c. Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- d. Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
  - i. Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
  - ii. Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
  - iii. Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- e. Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- f. Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other appropriate school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program as described above to remedy such reading deficiency. Each such student shall receive reading intervention services through the supplemental reading intervention program as described above until the student is no longer identified as having a reading deficiency.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

**POLICY 604.15**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**INFORMATION RELATING TO DYSLEXIA**

The Superintendent in collaboration with the District's Director of Special Education shall be responsible for ensuring the district collects and records information relating to dyslexia including the number of students who:

1. Tested for a specific learning disability in the are of reading, including test that identify characteristics of dyslexia and the results of such test;
2. Identified as having a reading issue, including dyslexia, in accordance with the assessment administered under the Nebraska Reading Improvement Act as required by policy 604.14.
3. Identified as described in item 2 above who have shown growth on the measure used to identify reading issues.

By July 1 of each year the district shall provide the required information to the Nebraska State Department of Education in addition to other dyslexia and reading related data as requested.

**Approved 8/10/23**

**Reviewed**

**Revised**

**POLICY 604.16**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**USE OF ARTIFICIAL INTELLIGENCE IN THE SCHOOL**

The board recognizes the potential benefits of Artificial Intelligence (AI) in enhancing educational outcomes and requiring innovative teaching practices, in part because this technology is already available to many students at home. This policy aims to ensure the responsible use of AI technologies within the school district along with teaching and homework strategies that consider the probability that students can easily access AI outside the school.

Artificial Intelligence Definition:

AI involves the operation of computer systems that process natural language to perform tasks that normally require human intelligence, such as the construction of complex responses to inquiries, visual perception in images or videos, speech recognition, decision-making, and translation between languages. It can generally expand, modify, and clarify its responses through repeated requests or additional specific directions. Commonly used AI systems include ChatGPT, Bard, Cohere Generate, DALL-E, Claude, and Synthesia but many AI systems are available for specific purposes and it is the administrators' responsibility to choose those suitable for an educational environment.

Ethical Considerations:

Any use of AI as part of the district's instructional program should prioritize its educational value, while avoiding discrimination and minimizing unwanted outcomes. Only AI platforms approved by the district with appropriate filters for preventing the use of discriminatory, hateful or otherwise inappropriate responses shall be used by the district. The use of AI by students to complete homework or assessments shall only be allowed to the extent stated by the teacher for the individual assignment or entirety of the course. The use of AI systems when allowed shall not violate computer use, copyright, plagiarism, and intellectual property policies of the district when properly cited.

As always, students are expected to cite original sources for quotations, facts, information, statistics, dates, or the paraphrased statements of others. An AI system should be cited when its generated content is quoted, paraphrased or otherwise used in a student's work. The lack of such citations shall imply the assignment or assessment is entirely the work of the student, free of any AI system's writing, organization, direction, or modification of the student's work.

Student Privacy and Data Protection:

Prior informed consent from parents/guardians shall be obtained before allowing students the use of AI systems. The district will prevent or strongly discourage any collecting, storing, or analyzing of student data using AI platforms. Measures should be in place to prevent students from using AI to cheat on homework or assessments, including regular monitoring of student use of school computers, and planning homework and assessments to minimize the opportunity to complete them using AI systems. The administrators and staff are cautioned that the use of detection software as means of monitoring AI use is fallible, difficult to prove, easily subject to claims of harassment, destructive of trust when false accusations are made, and unlikely to be successful with AI systems that are constantly improving.

### Equity and Accessibility:

Use of AI systems shall comply with district Equal Educational Opportunity policies. AI-based instructional resources should be tailored to address individual student needs, allowing for personalized learning experiences and accommodating diverse learning styles when possible and appropriate.

### Transparency and Rationale:

Students, parents/guardians, and educators should be provided with understandable information about the purpose, limitations, and potential benefits of AI technologies. Clear guidelines should be established to ensure that students are aware of the district's intended appropriate use of the AI tools for homework and assessments. Consideration should be taken by the teaching staff that AI availability on district networks for its use as a business tool does not facilitate the misuse of AI in completing homework or compromising academic integrity.

### Educator Training and Professional Development:

Educators should receive comprehensive training and ongoing professional development opportunities to understand the benefits and limitations of AI technologies, enabling them to both effectively incorporate and appropriately limit AI in their teaching practices. Educators should be equipped with the knowledge and skills necessary to evaluate and monitor student inputs to AI systems, AI responses to those inputs, and ensuring they are both appropriate.

### Ongoing Evaluation and Accountability:

Administrators, network supervisors, and teaching staff will establish processes for ongoing evaluation and monitoring of AI technologies used within the school district, including periodic assessments of their impact on student learning. Procedures for reporting concerns, incidents, or breaches related to AI used should be established, ensuring accountability and addressing issues promptly.

### Community Engagement and Communication:

The school board will engage with the community, including students, parents/guardians, educators, and relevant stakeholders, to foster understanding, gather comments, and address concerns related to the use of AI in education. Clear and regular communication channels including the district's website should be established to inform the community about the educational purpose, use, and benefits of AI technologies in the school district, along with measures taken to prevent inappropriate use of AI systems.

### Implementation:

Administrators will provide procedures and professional development resources to assist with instructional changes that use the best features of AI while reducing the misuse of AI in completing homework and assessments. These procedures will emphasize the use of AI to enhance student education and address the ways traditional homework might be reshaped or redirected by AI's skillful use. Regular reviews will be conducted to ensure this policy's effectiveness, alignment with emerging best practices, and adaptations to address challenges in AI usage.

**Approved 10/12/23**

**Reviewed**

**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

**SECTION 004100  
BID FORM**

**THE PROJECT AND THE PARTIES**

**1.01 TO:**

- A. Gering Public Schools  
1519 10<sup>th</sup> Street  
Gering, NE 69341

**1.02 FOR:**

- Gering High School Auditorium AHU Replacement  
1500 U Street  
Gering, NE 69341

**1.03 DATE:** 9/25/2025 (BIDDER TO ENTER DATE)

**1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)**

- A. Bidder's Full Name Anderson - Shaw Construction, Inc.
  - 1. Address 710 Avenue I, PO Box 169
  - 2. City, State, Zip Scottsbluff, NE 69363-0169

**1.05 OFFER**

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bid Documents prepared by JEO Architecture, Inc for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. eight hundred sixty nine thousand four hundred sixty six dollars and seventy six cents dollars  
(\$ 869,466.76), in lawful money of the United States of America.
- C. We have included the required security deposit as required by the Instruction to Bidders.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
- E. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

**1.06 ACCEPTANCE**

- A. This offer shall be open to acceptance and is irrevocable for 45 days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
  - 1. Execute the Agreement within seven days of receipt of Notice of Award.
  - 2. Furnish the required bonds within seven days of receipt of Notice of Award.
  - 3. Commence work within seven days after written Notice to Proceed of this bid.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**1.07 CONTRACT TIME**

- A. Complete the Work by August 5, 2026 (Substantial Completion), August 15, 2026 (Final Completion).

**1.08 CHANGES TO THE WORK**

- A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
  - 1. 10 percent overhead and profit on the net cost of our own Work;
  - 2. 10 percent on the cost of work done by any Subcontractor.
- B. On work deleted from the Contract, our credit to Owner shall be Architect-approved net cost plus 50 of the overhead and profit percentage noted above.

**1.09 ADDENDA**

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
  - 1. Addendum # 1 Dated 9/24/25.
  - 2. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.
  - 3. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.
  - 4. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_.

**1.10 BID FORM SUPPLEMENTS**

- A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
  - 1. Document 004323 - Alternates Form: Include the cost variations to the Bid Sum applicable to the Work as described in Section 01 23 00 - Alternates.
  - 2. Contractor/Subcontractor/Supplier Criminal Records Certification
  - 3. Criminal Record Disclosure

**1.11 BID FORM SIGNATURE(S)**

- A. The Corporate Seal of
- B. Anderson - Shaw Construction, Inc.
- C. (Bidder - print the full name of your firm)
- D. was hereunto affixed in the presence of:
- E. \_\_\_\_\_
- F. (Authorized signing officer, Title)
- G. (Seal)
- H. Brandon Rajewich, President
- I. (Authorized signing officer, Title)

**1.12 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.**

**END OF SECTION**

**SECTION 004323  
ALTERNATES FORM**

**PARTICULARS**

**1.01 THE FOLLOWING IS THE LIST OF ALTERNATES REFERENCED IN THE BID SUBMITTED BY:**

**1.02 (BIDDER)** Anderson - Shaw Construction, Inc.

**1.03 TO (OWNER): GERING PUBLIC SCHOOLS**

**1.04 DATED** 9/25/25 **AND WHICH IS AN INTEGRAL PART OF THE BID FORM.**

**ALTERNATES LIST**

**2.01 THE FOLLOWING AMOUNTS SHALL BE ADDED TO OR DEDUCTED FROM THE BID AMOUNT. REFER TO SECTION 012300 - ALTERNATES.**

**ALTERNATE # 1 PREPARE AND PAINT EXISTING WOODWORK (P-2): ADD \$**  
Deduct \$3910.00

**END OF SECTION**

**1.08 CHANGES TO THE WORK**

- A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
  - 1. 10 percent overhead and profit on the net cost of our own Work;
  - 2. 10 percent on the cost of work done by any Subcontractor.
- B. On work deleted from the Contract, our credit to Owner shall be Architect-approved net cost plus 50 of the overhead and profit percentage noted above.


**1.09 ADDENDA**

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
  - 1. Addendum # 1 Dated 9-24-25
  - 2. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_
  - 3. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_
  - 4. Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

**1.10 BID FORM SUPPLEMENTS**

- A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
  - 1. Document 004323 - Alternates Form: Include the cost variations to the Bid Sum applicable to the Work as described in Section 01 23 00 - Alternates.
  - 2. Contractor/Subcontractor/Supplier Criminal Records Certification
  - 3. Criminal Record Disclosure

**1.11 BID FORM SIGNATURE(S)**

- A. The Corporate Seal of
- B. Anderson - Shaw Construction, Inc.
- C. (Bidder - print the full name of your firm)
- D. was hereunto affixed in the presence of:
- E.  \_\_\_\_\_
- F. (Authorized signing officer, Title)
- G. (Seal)
- H. Brandon Rajewich, President
- I. (Authorized signing officer, Title)

**1.12 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.**

**END OF SECTION**

**JOINT ANNUAL MEETING OF SHAREHOLDER AND DIRECTOR  
OF  
ANDERSON-SHAW CONSTRUCTION, INC.**

November 11, 2024

The shareholder and director of Anderson-Shaw Construction, Inc., a Nebraska Corporation, by unanimous written consent, in lieu of a joint annual meeting of the shareholder and director, takes the following actions:

1. The following person is elected to serve as director of the corporation until his respective successors are elected and qualified:

Brandon Rajewich

2. The following officers of the corporation are elected until their successors are elected and qualified:

Brandon Rajewich	- President
None	- Vice President
Brandon Rajewich	- Secretary
Brandon Rajewich	- Treasurer

The officers of the corporation are authorized to continue to act on behalf of the corporation with respect to banking and other management decisions.

3. The actions of the officers in making any and all capital purchases and debt transactions are ratified and confirmed.

4. The shareholder ratifies all actions of the director and authorizes the continuation of the business in the manner conducted to date.

This consent shall have the effect of a unanimous vote for the actions specified at a joint meeting of the shareholder and director of the corporation and shall be effective as of the date shown above.



\_\_\_\_\_  
Brandon Rajewich, Shareholder/Director



# THE CINCINNATI INSURANCE COMPANY

## Bid Bond

**CONTRACTOR** (Name, legal status and address):

Anderson-Shaw Construction, Inc.  
PO Box 169  
Scottsbluff, NE 69363

**SURETY** (Name, legal status and principal place of business):

THE CINCINNATI INSURANCE COMPANY  
6200 S. GILMORE ROAD  
FAIRFIELD, OHIO 45014-5141

**OWNER** (Name, legal status and address):

Gering Public Schools  
1519 10th Street  
Gering, NE 69341

**BOND AMOUNT:**

5% of Bid

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**PROJECT** (Name, location or address, and Project number, if any):

Gering High School Auditorium AHU Replacement  
1500 U Street  
Gering, NE 69341

Project Number, if any:

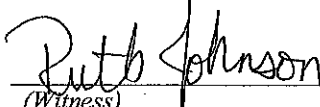
001113-1

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond the sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

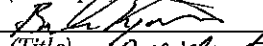
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirements shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 24th day of September 2025

  
(Witness)

Anderson-Shaw Construction, Inc.

(Principal)

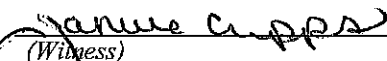
  
(Title) President

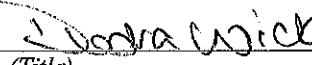
(Seal)

THE CINCINNATI INSURANCE COMPANY

(Surety)

(Seal)

  
(Witness)

  
(Title)

Dedra Wick - Power of Attorney

THE CINCINNATI INSURANCE COMPANY  
THE CINCINNATI CASUALTY COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY and THE CINCINNATI CASUALTY COMPANY, corporations organized under the laws of the State of Ohio, and having their principal offices in the City of Fairfield, Ohio (herein collectively called the "Companies"), do hereby constitute and appoint

Kesha Heinzle; Kyle Rafferty; Dedra Wick; Janelle Cripps; Elisar Kanno; Brook Brockman; LeAnn Dinnell; Garrett Jackson; Jackline Schanaman; Lex Larsen; Cheryl Ellis and/or Lila Nash

of Scottsbluff, Nebraska

their true and legal Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and deliver on behalf of the Companies as Surety, any and all bonds, policies, undertakings or other like instruments, as follows:

Any such obligations in the United States, up to  
Twenty Five Million and No/100 Dollars (\$25,000,000.00).

This appointment is made under and by authority of the following resolutions adopted by the Boards of Directors of The Cincinnati Insurance Company and The Cincinnati Casualty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the President or any Senior Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

RESOLVED, that the signature of the President or any Senior Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Vice-President and the Seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, the Companies have caused these presents to be sealed with their corporate seals, duly attested by their President or any Senior Vice President this 16th day of March, 2021.



STATE OF OHIO )SS:  
COUNTY OF BUTLER )

THE CINCINNATI INSURANCE COMPANY  
THE CINCINNATI CASUALTY COMPANY

*Stephen A. Ventre*

On this 16th day of March, 2021 before me came the above-named President or Senior Vice President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, to me personally known to be the officer described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of said Companies and the corporate seals and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporations.

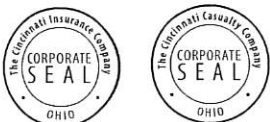


*Keith Collett*

Keith Collett, Attorney at Law  
Notary Public – State of Ohio  
My commission has no expiration date.  
Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Vice-President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, hereby certify that the above is the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Power of Attorney is still in full force and effect.

Given under my hand and seal of said Companies at Fairfield, Ohio, this 24th day of September, 2025.



*Ed [Signature]*