

Regular Board of Education Meeting

Monday, November 10, 2025 6:00 PM

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



Agenda

{{Name: Agenda Item Name}}

1. GPS Board of Education Information

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

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

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

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

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

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

2. Opening Procedures

2.1. Call to Order

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

2.2. Roll Call

2.3. Pledge of Allegiance

2.4. Open Meetings Act

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

Notice of this meeting was published in the Star Herald on Thursday, Nov. 6th, 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: \$642,238.85

03 Employee: \$104.50

05 Activity: \$65,934.66

06 Nutrition: \$7,186.04

07 Bond: \$1,484,935.07

09 QCPUF: \$196,198.55

Fund Totals: \$2,396,597.67

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. Student Athletic Accomplishments - Jennifer Sibal **Cross Country State**

Qualifiers - Axton Stone (5th Place), Erin Cawiezel

Boys Tennis State Medalist - #2 Doubles - Jaedyn Morales and Dominic Mendez (8th Place)

Volleyball - District Runner-Up, State Qualifier

Football - State Playoff Qualifier

Softball - 3-time Conference Champions

Girls Golf - State Qualifiers

4.2. Building Report - Gering Middle School

4.3. Annual Financial Literacy Status Report - Kory Knight

5. Reports & Discussions

5.1. Board Committee Report: Curriculum & Personnel

5.2. Board Committee Report: Business & Facilities

5.3. Superintendent's Report

6. Public Comments: 204.12

7. Action Items

8. Board Comments

8.1. Tentative Upcoming Board Meeting/Event Dates

Future Board Meetings

Regular Meeting: Mon, Dec. 8th, 2025 @ 6:00 p.m. (Freshmen Academy)

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

Tentative Committee Meeting Dates:

Personnel & Curriculum Committee: Tues, Dec. 2nd, 2025 @ 7:00 a.m. (Central Office)

Middle School Improvement Committee: Wed, Dec. 3rd, 2025 @ 4:30 p.m. (Central Office)

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

Upcoming Event Highlights:

NASB State Conference - Nov. 19th-21st

Thanksgiving Break - Nov. 26th-28th

9. Adjourn

Regular Board of Education Meeting

Monday, October 20, 2025 6:00 PM

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



Minutes

1. GPS Board of Education Information

2. Opening Procedures

2.1. Call to Order

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

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 Matt Kautz. After voting, motion Passed.

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

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

3.2. Approval of Claims/Bills

3.3. Board Policy Adoption

3.3.i. First Reading of Board Policies

3.3.ii. Second Reading of Board Policies

4. Reports & Discussions

4.1. Board Committee Report: Curriculum & Personnel

Greg Trautman presented to the board. He discussed ongoing issues at the Middle School and said that we are hoping to move forward with a bond campaign in Nov. 2026. He also talked about our accreditation visit and how that went very well. He said it was great to hear about all the student achievements with test scores, just showing that we are on the right track.

4.2. Board Committee Report: Business & Facilities

Josh Lacy presented to the board. He went over the monthly finance review and gave an update on the air handlers at the high school auditorium. He also talked about some of the

things we will need to use funds for, like new curriculum. He also talked about our Allicap Insurance, how our rates have gone down because of credits for staff training.

4.3. Superintendent's Report

Dr. Regan presented to the board.

NDE State Accreditation last week went very well and very smooth. Thank you to Kory Knight, for facilitating such an important process so well. As I told the accreditation committee last week, Gering Public Schools 5 years ago, is not the same district, academically, financially, the culture of excellence and the vision we have for the future. It is because of our Board, district leadership, school leadership and passionate teachers who have joined us in the journey to learn and grow into this culture that is unmatched by any other district in the region. With the growth and opportunities, we are now at the tipping point to go deep into academics, creating greater clarity of assessment that will inform our teachers and leaders to meet the needs of all students that we serve. Our Continuous Improvement Committee, which is led by Kory Knight and Julie Siebke, have the opportunity to roll up their sleeves and pour into this work too.

Girls State Golf: Coach: Jessica Boswell and Maddi Schlaepfer, Lauren Doll (12), Marlee McKee (12), Madison Pitts (12), Regan Doll (12), Gracyn Cheloha (12) I had the opportunity to have Superintendent Forums with Bryan Barrett; Facility Updates, over 2.3 million in facility repairs this year throughout the district-and what is ahead for us in addressing the significant facility needs at Gering Middle School.

5. Public Comments: 204.12

Lonnie O'Bryan and Robert Rahmig addressed the board.

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.

A motion to approve the Gering High School Auditorium bid from Anderson-Shaw Construction, in the amount of \$869,466.76 was presented by Josh Lacy, seconded by John Maser. After voting, motion Passed.

Tracy Wiese: Absent, Matt Kautz: Abstain (With Conflict), Bryan Barrett: **Yea**, Josh Lacy: **Yea**, John Maser: **Yea**, Greg Trautman: **Yea**

7. Board Comments

Bryan Barrett — Accreditation visit went well. So much pride in our schools! Good feedback from our students.

Matt Kautz — Thanks for the public comments. External visit was great! Heard a lot of good things. Thanks to Kory for all your work with that!

Josh Lacy — Thanks for the public comments.

John Maser - Accreditation team, good work! It's eye-opening, all the extracurricular that Gering has to offer. Glad to have an Ag program.

Greg Trautman — Thanks to all for being here. We hear you, and we want to do what's best for students. Gering has something for all kids. We have two cross-country kids going to state.

7.1. Tentative Upcoming Board Meeting/Event Dates

8. Adjourn

The meeting was adjourned at 6:23 p.m.

Special Board of Education Meeting

Tuesday, October 28, 2025 12:00 PM

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



Minutes

1. GPS Board of Education Information

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

2. Opening Procedures

2.1. Call to Order

The meeting was called to order by Board Vice President, Tracy Wiese, at 12:00 p.m.

2.2. Roll Call

2.3. Open Meetings Act

3. Reports and Discussions

3.1. Activity Report - Shawn Seiler

Shawn Seiler presented to the board. Shawn talked about his goals he has set as he took on the Activities Director position two years ago. Some of those goals were building a community, fundraising, and putting on amazing events for students and families. He went over many accomplishments that Gering students have received over the past six years. We have had 27 individual state champions! In the year 24/25, we had 6 school records broken, and we had eight teams be recognized by the NSAA for their academics. Shawn also talked about creating a good culture and producing great coaches and sponsors for our students. Some other activities he wanted to recognize were our Unified Bowling and Track teams. Those are fairly new to Gering. Lastly, he highlighted all the things he has brought to Gering in terms of some new technological pieces with Hudl, streaming almost all events, and now some online ticketing.

4. Action Items

4.1. Discuss, consider, and take action to approve the Northfield Elementary Roof bid from Twin City Roofing, in the amount of \$231,400.00.

A motion to approve the Northfield Elementary Roof bid from Twin City Roofing, in the amount of \$231,400.00, was presented by Josh Lacy, seconded by Matt Kautz. After voting, motion Passed.

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

5. Public Comment: Policy 204.12

6. Adjourn

The meeting was adjourned at 12:44 p.m.

October Check Listing

Payee Name	Amount	Fund
Bytes Computer & Network Solutions	\$85,622.02	1
CDW Government, LLC	\$48,233.07	1
Intralinks, Inc.	\$5,794.94	1
Alison Smith	\$242.20	1
Jen Cunningham	\$326.20	1
Josh Snyder	\$579.60	1
Kimberly Graff	\$296.80	1
PPHD	\$200.00	1
Amy Clark	\$551.60	1
City Of Gering	\$66,908.07	1
A & A Porta Potties, LLC	\$50.00	1
AC Electric Motor Service, LLC	\$888.77	1
Ace Hardware	\$529.04	1
Bytes Computer & Network Solutions	\$22,523.12	1
Cash-Wa Distributing of Kearney, Inc	\$1,578.92	1
CDW Government, LLC	\$9,450.00	1
CharacterStrong LLC	\$5,397.30	1
Clemens Carpet	\$876.75	1
CodeHS, Inc.	\$3,375.00	1
Column Software, PBC	\$67.08	1
Contractors Materials	\$10.60	1
Culligan Of Scottsbluff	\$75.50	1
Dennis Supply Company	\$842.46	1
Domino'S Pizza	\$133.74	1
Eakes Office Solutions	\$4,855.21	1
FBG Service Corporation	\$2,483.00	1
First Student, Inc.	\$64,369.00	1
Cengage Learning, Inc	\$420.00	1
City of Gering: LANDFILL	\$236.98	1
Demco Inc	\$503.96	1
Follett Content Solutions LLC	\$10,125.12	1
Follett Software, LLC	\$5,774.40	1
Fresh Foods Inc.	\$16.00	1
Gering High School	\$120.00	1
Hi Performance Car Wash	\$12.50	1
Hullinger Glass & Locks, Inc.	\$310.25	1
KSB School Law	\$1,884.00	1
Lakeshore Learning Materials	\$1,741.40	1
Lighthouse Electrical	\$3,871.39	1
Logoz Lic	\$1,643.00	1
Menards	\$471.24	1

Nebraska Tire, Inc.	\$1,015.20	1
Northwest Pipe Fittings, Inc.	\$949.49	1
NSASSP - Region V	\$60.00	1
O'Reilly Auto Parts	\$290.67	1
OneSource	\$240.00	1
Panhandle Automotive Group, LLC	\$84.06	1
Perry, Guthery, Haase & Gessford, P.C.,	\$180.00	1
Plank Road Publishing, Inc.	\$80.84	1
Quality Inn & Suites - Kearney	\$1,004.40	1
School Health Corporation	\$64.67	1
Scottsbluff Public Schools	\$612.29	1
Scottsbluff Screenprinting,	\$1,006.00	1
Solution Tree	\$8,400.00	1
Tidal Wave Auto Spa	\$170.00	1
Wal-Mart _18940	\$111.60	1
Winsupply Scottsbluff Ne Co	\$448.29	1
Wpci	\$737.50	1
Scottsbluff Body & Paint	\$500.00	1
Hydronic Water Management	\$38,520.00	1
Hometown Leasing	\$2,299.39	1
JWood Sports Flooring LLC	\$5,000.00	1
Praise Windows, Inc.	\$1,800.00	1
Jim Sutfin LLC	\$743.96	1
Visa	\$16,689.86	1
Ace Hardware	\$988.07	1
ACT, Inc	\$2,922.00	1
Action Communications	\$66.81	1
Allo Communications	\$8,036.91	1
Bluffs Physical Therapy	\$7,420.84	1
City of Gering: LANDFILL	\$64.31	1
Column Software, PBC	\$157.62	1
Cornerstones of Care	\$5,400.00	1
Country Inn and Suites of Kearney	\$488.10	1
Crossroads Music	\$15.00	1
Culligan Of Scottsbluff	\$456.75	1
Das State Accounting - Central Finance	\$953.61	1
Dennis Supply Company	\$114.05	1
Docu-Shred	\$35.00	1
Domino'S Pizza	\$70.99	1
Eakes Office Solutions	\$8,241.84	1
Emily Rose	\$50.19	1
ESU13	\$99,523.76	1
First Student, Inc.	\$7,932.46	1

Follett Content Solutions LLC	\$817.65	1
Fresh Foods Inc.	\$6.00	1
Greater Nebraska Schools Association	\$4,250.00	1
Happi-Nappi	\$843.61	1
Hometown Leasing	\$13,407.04	1
Hotel 21 & Co.	\$1,820.00	1
Hullinger Glass & Locks, Inc.	\$119.70	1
IDville	\$1,386.54	1
J.W. Pepper And Sons, Inc.	\$153.99	1
Jostens, Inc	\$657.32	1
Lakeshore Learning Materials	\$5,217.55	1
Logoz Llc	\$491.00	1
MATTERHACKERS, INC.	\$9,599.00	1
Menards	\$1,336.13	1
Moravek, Michael	\$137.13	1
NCSA	\$5,335.00	1
Northwest Pipe Fittings, Inc.	\$617.57	1
O'Reilly Auto Parts	\$358.30	1
Print Broker	\$1,705.35	1
RAKA Rentals	\$238.53	1
Rebecca Chavez	\$18.20	1
Russel's Transmissions	\$6,338.10	1
Sherwin-Williams Company	\$528.94	1
Sonova USA Inc.	\$73.98	1
Stephanie Downer	\$128.00	1
Travis Gable	\$55.44	1
University of Nebraska-Lincoln.	\$150.00	1
Wal-Mart _18940	\$341.18	1
Weborg 21 Centre	\$1,747.80	1
Western Ne Community College	\$1,593.00	1
Whiting Signs Llc	\$300.00	1
Winsupply Scottsbluff Ne Co	\$4,577.04	1
Wpci	\$553.00	1
Regional Care, Inc.	\$104.50	3
Tyler Sherlock	\$140.00	5
Jami Joann Kumm	\$270.00	5
Jocelyn Kappen	\$360.00	5
Kadie Elizabeth Marez	\$180.00	5
Makenzie Todd	\$90.00	5
Linsey Smith	\$180.00	5
Amy Seiler	\$120.00	5
Barge, Cody	\$110.00	5
Buchhammer, Mark	\$85.00	5

Christopher Jackson	\$110.00	5
Dunn, Jeff	\$85.00	5
Gunnar Mark Britsch	\$110.00	5
Jocelyn Kappen	\$120.00	5
Mitchell, John	\$85.00	5
Moreno, Pete	\$85.00	5
Tyler Marshall	\$110.00	5
Winkler, Taylor	\$85.00	5
Amy Seiler	\$120.00	5
Jocelyn Kappen	\$120.00	5
A & A Porta Potties, LLC	\$500.00	5
Alliance Public Schools	\$355.00	5
Big Red Nebraska Popcorn	\$450.00	5
Cash-Wa Distributing of Kearney, Inc	\$2,737.00	5
City of Gering.	\$50.00	5
Crowne Plaza	\$1,199.60	5
Domino'S Pizza	\$323.92	5
Fairfield Inn & Suites - North Platte	\$856.24	5
Fresh Foods Inc.	\$1,382.63	5
Gering Bakery-Ahlers Baking Inc.	\$352.83	5
Gering Middle School Booster Club	\$181.58	5
Lexington High School	\$75.00	5
Lindsey Ferguson	\$120.16	5
Mccook High School	\$215.00	5
Minatare Public Schools	\$50.00	5
Nebraska HOSA	\$300.00	5
Pepsi Cola Of Western Nebraska	\$828.65	5
Quality Inn & Suites - Kearney	\$1,801.80	5
Scottsbluff High School _15901	\$125.00	5
Scottsbluff Screenprinting,	\$147.50	5
Sidney High School	\$75.00	5
Team Fitz Graphics, LLC	\$152.00	5
Wal-Mart _18940	\$92.95	5
Barge, Cody	\$85.00	5
Cory Morris	\$85.00	5
Erdman, Craig	\$85.00	5
Greene, Troy	\$220.00	5
Lori Biesecker	\$280.00	5
Spencer Blomenkamp	\$85.00	5
Willats, Mark	\$85.00	5
Barge, Cody	\$85.00	5
Cory Morris	\$85.00	5
Erdman, Craig	\$85.00	5

Robin L. Schainost	\$260.00	5
Smith, Kathryn L.	\$220.00	5
Tyler Marshall	\$85.00	5
Adams Central High School	\$100.00	5
Cash-Wa Distributing of Kearney, Inc	\$506.75	5
CF-Advertising	\$1,455.75	5
Domino'S Pizza	\$505.73	5
Ewell Educational Services, Inc.	\$210.00	5
Fairfield Inn & Suites - North Platte	\$1,456.40	5
Fresh Foods Inc.	\$846.75	5
Gering Bakery-Ahlers Baking Inc.	\$61.46	5
Globe Ticket	\$1,281.00	5
Goshen County School District #1	\$100.00	5
Hosa - Future Health Professionals	\$160.00	5
Logoz Llc	\$3,519.00	5
Mindy's Makings	\$181.76	5
Northwest Public Schools	\$20.00	5
Pepsi Cola Of Western Nebraska	\$1,486.85	5
UBuildABook	\$2,857.40	5
Varsity Spirit Fashions & Supplies, LLC	\$152.50	5
Western Nebraska Wrestling League	\$250.00	5
Buchhammer, Mark	\$140.00	5
Dunn, Jeff	\$140.00	5
Mitchell, John	\$140.00	5
Moreno, Pete	\$140.00	5
Winkler, Taylor	\$140.00	5
Ashley Strand	\$200.00	5
City of Gering: LANDFILL	\$138.96	5
Kiwanis International	\$357.00	5
Logoz Llc	\$273.00	5
National Ffa Organization	\$1,719.00	5
Pepsi Cola Of Western Nebraska	\$507.00	5
SFE LLC	\$260.00	5
Upper Niobrara White NRD	\$24.00	5
York Public Schools	\$150.00	5
Visa	\$20,523.38	5
Biesecker, Reagan	\$102.00	5
Castaneda, Armond	\$130.00	5
Christopher Jackson	\$130.00	5
Griess, Dave	\$130.00	5
Lori Biesecker	\$102.00	5
Menghini, Todd C.	\$50.00	5
Peters, Bj	\$130.00	5

Adams Central High School	\$100.00	5
Alliance FFA Alumni, Inc.	\$161.00	5
Alliance Public Schools	\$150.00	5
AllTeam Sportswear	\$260.00	5
Amanda Cochran	\$107.83	5
Dirt Stix LLC	\$269.95	5
Domino'S Pizza	\$127.22	5
Fresh Foods Inc.	\$67.16	5
GMS FCA CLUB	\$426.25	5
Logoz Lic	\$3,015.00	5
Mccook High School	\$50.00	5
Monument Feeds	\$1,925.00	5
My Place Hotel - Hastings	\$1,470.00	5
Pepsi Cola Of Western Nebraska	\$345.70	5
City of Gering: LANDFILL	\$24.78	6
Culligan Of Scottsbluff	\$299.00	6
Dora LaDeaux	\$42.50	6
Eakes Office Solutions	\$98.76	6
Hiland Dairy Foods Company LLC	\$1,015.51	6
Trinity Zwetzig	\$97.60	6
Culligan Of Scottsbluff	\$130.00	6
HoneyWagon Express	\$450.00	6
Northwest Pipe Fittings, Inc.	\$8.83	6
SFE LLC	\$2,837.88	6
Visa	\$2,045.64	6
Culligan Of Scottsbluff	\$13.00	6
Winsupply Scottsbluff Ne Co	\$122.54	6
BOK Financial Corporation	\$1,410,560.07	7
Computershare Trust Company, N.A.	\$74,375.00	7
Horsley Specialties, Inc	\$127,300.00	9
JEO Consulting Group, Inc.	\$29,575.00	9
Computershare Trust Company, N.A.	\$39,323.55	9

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 preceding 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: _____

Administrator's Signature

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?

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

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

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

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

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

_____ yes _____ no

If yes, please list specific suggestions: _____

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

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

Dated _____

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

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

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:

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

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:

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 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