

Board of Education Regular Meeting

Monday, July 11, 2016 12:00 PM

Discovery Center
1322 Avenue I
Gothenburg, NE 69138

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

Attendance Taken at :

Present Board Members: Other Present:

Devin Brundage:	Present	Seth Ryker	Ellen Mortenson -- Times
Amber Burge:	Present	Allison Jonas	Jay Holmes
Lisa Geiken:	Present		
Jon Hudson:	Present	James Widdifield	Tyler Herman
Jeremy Sitorius:	Present	Mary Meisinger	
Nate Wyatt:	Present		
		Michael Teahon, Superintendent	
		Kay Streeter, Business Manager	

1. Call to Order & Pledge of Allegiance

2. Approve the Agenda

3. Recognition of Visitors

4. Business Items

4.1. Action Items

4.1.1. Consent Agenda

4.1.2. Set substitute salaries for 2016-17 school year.

4.1.3. Proposed Handbooks and Evaluation Instruments

4.1.4. Discuss, consider and approve amended policies or reaffirm existing policies.

4.2. Policy Review

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

4.3. Reports

4.3.1. Board of Education Reports

4.3.2. Administrative Reports

5. Discussion Items

6. Recess - 15 minutes

7. Work Session for Strategic Planning

8. Next Meeting

9. Adjournment

BOARD OF EDUCATION MEETING

July 11, 2016

12:00 Noon

Board of Education Regular Meeting
July 11, 2016 12:00 PM
Discovery Center

1. Call to Order & Pledge of Allegiance

Mr. Wyatt

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century. A copy of the open meetings law is posted on the wall of the Board Room and is available to the public.

2. Approve the Agenda

Mr. Wyatt

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

3. Recognition of Visitors

4. Business Items

1. Action Items

1. Consent Agenda

Mr. Wyatt,
President

1. Approval of Previous Minutes a. Minutes of Regular Meeting held on June 13, 2016 2. Approval of the Treasurer's Report 3. Approval of the Warrants / Bills a. Petty Cash b. Student Activity c. Hot Lunch d. Bank Statement e. Summary of Accounts and Receipts f. Monthly Expenditure Report g. Check Journal 4. Excuse Absent Board Members 5. Consider Option Enrollment Requests Option in: Easton Ellison - Kindergarten from Cozad

2. Set substitute salaries for 2016-17 school year.

Substitute salaries will increase from \$100 per day to \$105 per day. The rate for substitutes working in the same position for ten consecutive days will remain at \$140 per day. The rate for daily substitutes has not increased for a couple of year. The proposed rates are competitive with schools within the Southwest Conference and within Dawson and Lincoln Counties.

3. Proposed Handbooks and Evaluation Instruments

Dr. Teahon

1. Junior-Senior High Student Handbook (Attachments include Handbook and proposed changes) 2. Elementary Handbook (Attachments include Handbook and proposed changes) 3. Faculty Handbook (Attachments include Handbook and proposed changes) A. Certificated Employee Evaluation Instrument (Reg 4150 A) 4. Coachs Handbook (Attachments include Handbook and proposed changes) 5. Non-Certificated Employee Handbook (Attachments include Handbook and proposed changes) A. Employment Agreement - Form A - Non-Certificated B. Employee Evaluation Instrument - Non-Certificated 6. Administrators Evaluation Instruments A. Principal Evaluation Instrument B. Activities Director Evaluation Instrument C. Superintendent Evaluation Instrument 7. Volunteer Handbook

4. Discuss, consider and approve amended policies or reaffirm existing policies.

1. Policy 5416 - Student Fees The hearing on Student Fees was held in June. Lunch prices were increased at the June board meeting. Annual Student Activity Tickest will increase from \$30 to \$35 to reflect the increase in student admission price discussed in June. 2. Policy 6400 - Parent Involvement in Schools Hearing held in June. No changes proposed. 3. Policy 5415 - Bullying Policy Brief review of bullying policy as required by statute. No changes proposed.

2. Policy Review

Dr. Teahon

Dawson County School District #20, Gothenburg Public Schools, participates in a policy update and revision process with the Perry Law Firm through Educational Service Unit #10. Mr. Perry typically sends proposed revisions upon completion of the legislative session so policies may not be available for the June meeting. According to the bylaws of the board, while policies may typically be introduced in one meeting and approved at a second meeting, policies may be approved in a single meeting if necessary. This may become applicable if policies are proposed which impact handbooks and are not received until after the June meeting. Internal Board Policies Policy 8310 - Formulation of Policies Policy 8320 - Adoption, amendment, or suspension of polices Bylaws of the Board Policy 9200 - Formulation, Adoption, Amendment of Policies

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

Dawson County School District #20, Gothenburg Public Schools, participates in a policy update and revision process with the Perry Law Firm through Educational Service Unit #10. Mr. Perry typically sends proposed revisions upon completion of the legislative session so policies may or may not be available for the June meeting. According to the bylaws of the board, while policies may typically be introduced in one meeting and approved at a

second meeting, policies may be approved in a single meeting if necessary. This may become applicable if policies are proposed which impact handbooks and are not received until after the June meeting. Internal Board Policies
Policy 8310 - Formulation of Policies Policy 8320 - Adoption, amendment, or suspension of polices Bylaws of the Board Policy 9200 - Formulation, Adoption, Amendment of Policies Introduce new policies and revisions to existing Board Policy. Summary of Policy Updates from Perry Law Firm Revised Policies 1. Policy 3090 - Sale and Disposal of Property 2. Policy 3130 - Purchasing Policies 3. Policy 3570 - ESSA 4. Policy 4026 - Prohibition on Aiding and Abiding Sexual Abuse (new) 5. Policy 4027 - Workplace Privacy Act (new) 6. Policy 5006 - Option Enrollment x Policy 5104 - Drugs and Substance Abuse 7. Policy 5203 - Academic Progress 8. Policy 5418 - Homeless Students b. Policy 5418b Homeless Student Forms 9. Policy 5419 - Mental Health Assessments or Reporting (new) 10. Policy 6020 - ESSA - Copyright Instruction (new) 11. Policy 6212 - Assessments - Academic Content Standards 12. Policy 6284 - Initiations, Hazing, Secret Clubs and Outside Organizations 13. Policy 6286 - Return to Learn from Cancer 14. Policy 6410 - Title I Parental and Family Involvement ESSA 15. Policy 6800 - Internet Safety and Acceptable Use Policy / COPPA 16. Policy - 6920 Student Self-Management of Asthma, Anaphylaxis, and / or Diabetes 17. Policy - 8270 - Conflict of Interest Procedures 18. Policy - 9300 - Voting

2. Discussion on Policy regarding random drug testing of participants in extra-curricular activities.

The administration has been asked by the Policy Committee to look into a potential policy for random drug-testing of participants in activities. Policies regarding drug-testing are in place in districts such as Grand Island Northwest, South Sioux City, Plattsmouth, Columbus, Central City and Aurora. This is only a request of information at this time. Much more work will need to be done. Questions that will be considered include, but are not limited to: What are the goals of a drug-testing policy? What are the benefits? What are the potential challenges? What is the cost associated with a policy? What are the details of the policy? Is this a school responsibility or a parent responsibility?

3. Reports

1. Board of Education Reports

2. Administrative Reports

Dr. Teahon

1. Topic Specific Administrative Reports 2. General Administrative Reports a. Facilities Transportation (Mr. Holmes) b. Primary (Mrs. Jonas) c. Elementary (Mr. Widdifield) d. Activities (Mr. Ryker) e. High School (Mr. Evans) f. Superintendent (Dr. Teahon)

5. Discussion Items

6. Next Meeting

Next Regular Meeting scheduled for August 8, 2016 TBD.

7. Adjournment

Board of Education Regular Meeting
June 13, 2016 5:30 PM
Gothenburg Public Schools Discovery Center

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century.

Attendance Taken at 5:30 PM

Present Board Members:

Devin Brundage
Amber Burge
Lisa Geiken
Jon Hudson
Jeremy Sitorius
Nate Wyatt

Others Present:

James Widdifield
Allison Jonas
Seth Ryker
Beth Barrett-Times
Michael Teahon-Superintendent
Kay Streeter-Business Manager

Call to Order & Pledge of Allegiance

5:30 P.M.

Approve the Agenda

Motion Passed: Motion to approve the agenda passed with a motion by Jon Hudson and a second by Amber Burge.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Recognition of Visitors

Hearings

Public Hearing to discuss, consider and receive input on Student Fees Policy was called to order at 5:35 P.M.

Dr. Teahon explained student fees fund and the revenue and expenses involved. Dr. Teahon asked for questions from Board and patrons. Hearing none, the Student Fees Hearing was closed at 5:36 P.M.

Public Hearing to discuss, consider, and receive input on Parent Involvement Policy was called to order at 5:36 P.M.

Dr. Teahon explained the process of the parent involvement process and asked for questions from the Board and patrons. Hearing none, the Parent Involvement Hearing was closed at 5:37 P.M.

Consent Agenda

Motion Passed: Motion to approve consent agenda as presented passed with a motion by Devin Brundage and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Board of Education Regular Meeting
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Acknowledge accreditation status from Nebraska Department of Education Accreditation Certificate from NDE

Motion Passed: Acknowledge Accreditation status from Nebraska Department of Education for the 2016-2017 school year. passed with a motion by Jon Hudson and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Consider initial contracts for certificated staff for the 2016-17 school year. (Executive Session Possible)

Contracts for Nick Miller and Ligia Peterson were approved at a Special Meetings held on May 20, 2016 , at 7:30 A.M. No further action is needed.

Consider approval of extra-duty assignments for 2016-17 year.

Motion Passed: Motion to approve extra-duty assignments as presented passed with a motion by Lisa Geiken and a second by Amber Burge.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Review of lunch program and consider proposal to set lunch prices for 2016-17.

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

Adult Meals	\$3.00	High School	\$2.60	Jr. Hi	\$2.60
Elementary	\$2.30	Breakfast	\$1.30		
Devin Brundage	Yes	Jon Hudson	Yes		
Amber Burge	Yes	Jeremy Sitorius	Yes		
Lisa Geiken	Yes	Nate Wyatt	Yes		

Board of Education Reports

Proposed Handbooks and Evaluation Instruments

Junior-Senior High School Student Handbook, Elementary Student Handbook, Faculty Handbook including Certificated Employee Evaluation Instrument, Coach's Handbook, Non-Certificated Staff Handbook including Employee Evaluation Instrument, Administrator Evaluation Instrument including Principal Evaluation Instrument, Activities Director Evaluation Instrument, Superintendent Evaluation Instrument, Volunteer Handbook. Proposed changes were discussed and will be approved at next regular meeting.

Administrative Reports

Primary/SPED--Mrs. Jonas

Scheduling training for new and existing staff members, which includes training for Program Specific Instruction, Marzano, and Corrective Reading. Jump Start and Summer School will begin July 13-July 31. Couldn't do it without the great staff that's on board. SPED Targeted Improvement Plan will be submitted. This plan aligns our school improvement goals to that of serving children with a disability. A team of teachers created this plan based on student data.

Elementary--Mr. Widdifield

North Playground is scheduled for renovation the week of June 20. As President of the NAESP, I will be attending a trip to Washington DC to visit with our Senators and Congressmen. Will also be attending the National Conference in Maryland in July. Approved as Title I school. Next year will be the three year review.

Activities--Mr. Ryker

SWC voted to increase admission prices beginning of the 2016-17 school year to \$6.00 and \$5.00 for varsity events. GPS will plan to institute these prices for all varsity events. Will also increase non-varsity admission to \$3.00 for adults and students. Admission prices have not increased locally in at least 15 years. Annual adult passes--Annual pass \$65.00; Fall Pass \$30.00; Winter Pass \$40.00

High School--Mr. Evans

Thank you to board members who helped with graduation. Summer school is underway and will conclude June 28. Discipline Data review. Academic Data review.

Superintendent--Dr. Teahon

Busy with year-end reports and filings with State and Federal. Gothenburg Public Schools hosted a SWC Leadership Summit for administrators and counselors of the SWC including McCook. The day was filled with great speakers and activities. The response from the guests was very positive. Thank you to all involved.

Policy Review

Policies are still being reviewed by the Perry Law Firm, and will be distributed to Board members for review as soon as they are received.

Discussion Items

Thank you to the Chamber for the Teacher Appreciation Night that they hosted. Our school has extraordinary support from the community. Thank you.

Executive session to discuss strategy for potential real estate purchases.

Motion Passed: Motion to enter executive session at 6:42P.M. for the purpose of discussing strategy for potential real estate purchases passed with a motion by Jeremy Sitorius and a second by Amber Burge.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Board of Education Regular Meeting
June 13, 2016 5:30 PM
Gothenburg Public Schools Discovery Center
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Regular Session

Mr. Wyatt declared executive session adjourned at 6:50 P.M., with no action taken.

Next Meeting

July 11, 2016--12:00 Noon

Adjournment

Motion Passed: Motion to approve adjournment at 7:01 P.M. passed with a motion by Lisa Geiken and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Kay Streeter
Business Manager/Recording Secretary

SCHOOL DISTRICT # 20
Treasurer's Report for the month of:
June 2016

GENERAL FUND

05/31/16	Balance from last month		\$ 4,909,612.13
06/15/16	Custer County Treasurer Direct Deposit	\$ 122,103.84	
06/15/16	Dawson County Treasurer Direct Deposit	\$ 520,956.74	
06/17/16	Hot Lunch Payroll-June	\$ 6,674.76	
06/17/16	Int CD xxx839 - 1910	\$ 293.68	
06/17/16	NASB Medicaid	\$ 6,109.84	
06/17/16	St/Fed Withholding Taxes-June	\$ 1,934.08	
06/21/16	St. of Neb-Special Ed School Age Reimbursement 14-15 FFR	\$ 55,354.00	
06/22/16	St. of Neb- HC Claim Pmt	\$ 60.16	
06/22/16	St. of Neb- HC Claim Pmt	\$ 667.76	
06/27/16	St. of Neb-GMS Payments Title IIA - Code 4310	\$ 25,865.00	
06/27/16	St. of Neb-GMS Payments Title IIA - Code 4310	\$ 50.00	
06/29/16	St. of Neb- HC Claim Pmt	\$ 1,277.54	
06/30/16	Bus fuel 2750-336-0	\$ 420.00	
06/30/16	C Lecher Jury Duty - 5690	\$ 35.00	
06/30/16	ESU 10 - 5690	\$ 450.00	
06/30/16	History book 1100-420-2	\$ 30.00	
06/30/16	Int CD xxx988 - 1910	\$ 25.95	
06/30/16	Lincoln Co Treasurer - 20 -	\$ 142,057.24	
06/30/16	TeamMates 1100-318-0	\$ 400.00	
06/30/16	St. of Neb-State aid to education-June	\$ 24,942.30	
06/30/16	Interest DDA xxx063	\$ 471.07	
	Total receipts for month	\$ 910,178.96	
	Dawson County transfers to		
	Special Building Fund	\$ 2,966.02	
	Bond Fund	\$ 32,348.72	
	Custer County transfers to		
	Special Building Fund	\$ 742.87	
	Bond Fund	\$ 6,369.65	
	Total Warrants paid	\$ 725,597.05	
06/30/16	Balance		\$ 5,051,766.78
06/30/16	First State Bank xxx101	\$ 526,344.41	
06/30/16	First State Bank xxx063	\$ 1,840,246.11	
	COD#xxx303 First State Bank 0.30% due 11-16-16	\$ 1,027,708.90	
	COD#xxx055 Gothenburg State Bank 0.40% due 5-16-17	\$ 1,000,000.00	
	COD#xxx839 Gothenburg State Bank 0.40% due 6-06-17	\$ 234,300.35	
	COD#xxx988 First State Bank 0.30% due 12-12-16	\$ 20,705.98	
	COD#xxx306 Gothenburg State Bank 0.25% due 7-8-16	\$ 250,000.00	
	COD#xxx889 First State Bank 0.60% due 1-10-17	\$ 82,722.09	
	COD#xxx888 First State Bank 0.60% due 1-10-17	\$ 25,983.51	
	COD#xxx732 First State Bank 0.92% due 10-10-18	\$ 43,755.43	
06/30/16	Balance of investments and accounts		\$ 5,051,766.78

SCHOOL DISTRICT # 20
Treasurer's Report for the month of:
June 2016

SPECIAL BUILDING FUND

05/31/16 Balance		\$	899,387.59
06/29/16 Dawson County Treas - transfer from General Fund	\$	2,966.02	
06/29/16 Custer County Treas - transfer from General Fund	\$	742.87	
06/30/16 Lincoln County Treas	\$	917.03	
06/30/16 Interest DDA xxx866	\$	212.57	
Total receipts		\$	4,838.49
Total Warrants paid		\$	48,995.40
 06/30/16 Balance			 <u>\$ 855,230.68</u>
06/30/16 First State Bank xxx866	\$	855,230.68	
06/30/16 First State Bank xxx321	\$	<u>-</u>	
 06/30/16 Balance of investments and accounts			 <u>\$ 855,230.68</u>

EMPLOYEE BENEFIT ACCOUNT

05/31/16 Balance		\$	55,369.28
06/17/16 Teacher Dues/Flex Plan	\$	5,607.62	
06/17/16 Boson-May Ins	\$	385.16	
06/30/16 City of Gothburg - Clymer Ins - July	\$	588.62	
Total Receipts		\$	6,581.40
Total Warrants paid		\$	1,979.12
 06/30/16 Balance			 <u>\$ 59,971.56</u>
06/30/16 First State Bank - xxx545	\$	59,971.56	
 06/30/16 Balance of investments and accounts			 <u>\$ 59,971.56</u>

SCHOOL DISTRICT # 20
Treasurer's Report for the month of:
June 2016

DEPRECIATION FUND

05/31/16 Balance		\$	553,637.28
06/30/16 Interest DDA xxx515	\$	42.38	
Total receipts		\$	42.38
Total Warrants paid		\$	-
 06/30/16 Balance			<u>\$ 553,679.66</u>
06/30/16 Gothenburg State Bank xxx515	\$	343,757.02	
COD #xxx476 Gothenburg State Bank 0.25% due 8-20-16	\$	100,000.00	
COD#xxx266 First State Bank 0.40% due 8-24-16	\$	59,922.64	
COD#xxx477 Gothenburg State Bank 0.25% due 8-30-16	\$	50,000.00	
 06/30/16 Balance of investments and accounts			<u>\$ 553,679.66</u>

SCHOOL DISTRICT 20 BOND FUND

05/31/16 Balance		\$	772,462.03
06/30/16 Lincoln Co-K-8	\$	6,354.42	
06/30/16 Lincoln Co-9-12	\$	6,586.07	
06/29/16 Custer Co-transfer from General Fund K-8	\$	1,034.80	
06/29/16 Custer Co-transfer from General Fund 9-12	\$	5,334.85	
06/29/16 Dawson Co-transfer from General Fund K-8	\$	11,048.27	
06/29/16 Dawson Co-transfer from General Fund 9-12	\$	21,300.45	
06/30/16 Interest acct xxx753	\$	185.75	
 Total Receipts		\$	51,844.61
 Total paid out		\$	44,347.50
 06/30/16 Balance			<u>\$ 779,959.14</u>
06/30/16 First State Bank Acct xxx753	\$	779,959.14	
 06/30/16 Balance of Investments and accounts			<u>\$ 779,959.14</u>
 06/30/16 TOTAL DEPOSITS OF THE DISTRICT			<u>\$ 7,300,607.82</u>

Prepared by Randall G. Waskowiak, Treasurer Dist # 20

RW

SCHOOL DISTRICT # 20
Treasurer's Report for the month of:
June 2016

First State Bank-total deposits

DDA xxx101 General Fund	\$ 526,344.41
DDA xxx321 Special Building Fund	\$ -
DDA xxx753 Bond Fund	\$ 779,959.14
DDA xxx063 General Fund	\$ 1,840,246.11
DDA xxx866 Special Building Fund	\$ 855,230.68
DDA xxx545 Employee Benefit Account	\$ 59,971.56
CD#xxx266 Depreciation Fund	\$ 59,922.64
CD#xxx732 General Fund	\$ 43,755.43
CD#xxx888 General Fund	\$ 25,983.51
CD#xxx889 General Fund	\$ 82,722.09
CD#xxx988 General Fund	\$ 20,705.98
CD#xxx303 General Fund	\$ 1,027,708.90

Total deposits to be covered by Insurance
both FDIC and securities \$ 5,322,550.45

Collateral Pledged

First State Bank, Gothenburg, Nebraska

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
Bellevue NE Pub Safety Dept Muni Cusip: 079212U38	\$ 200,000.00	6/1/2033	107533
Central City NE RFDG Muni Cusip: 153091BC6	\$ 155,000.00	6/15/2024	606911
Colfax Cnty NE S.D. #123 Muni Cusip: 194045AU4	\$ 200,000.00	12/15/2025	100960
Douglas Cnty NE SID #404 Muni Cusip: 25932KCA1	\$ 125,000.00	1/15/2030	605757
Douglas Cnty NE SID #441 Muni Cusip: 25930EBQ3	\$ 160,000.00	10/15/2025	107527
Douglas Cnty NE SID #496 Muni Cusip: 25927LCK4	\$ 125,000.00	5/15/2032	605758
Douglas Cnty NE SID #499 Muni Cusip: 2599305CL2	\$ 200,000.00	6/15/2035	
Douglas Cnty NE SID #503 Muni Cusip: 25931EET3	\$ 100,000.00	8/15/2025	606310
Douglas Cnty NE SID #530 Muni Cusip: 25930LAW5	\$ 160,000.00	8/15/2028	107528
Douglas Cnty NE SID #530 Muni Cusip: 25930LBV6	\$ 100,000.00	5/15/2036	
Douglas Cnty NE SID #539 Muni Cusip: 25932MBD2	\$ 150,000.00	8/15/2036	
Douglas Cnty NE SID #541 Muni Cusip: 25932DAC5	\$ 100,000.00	5/15/2032	606315
Edgar NE Muni Bldg Muni Cusip: 279763CT1	\$ 200,000.00	9/1/2031	107532
Federal Home Loan Bank Cusip: 3133812Z7	\$ 500,000.00	11/15/2022	
Furnas Cnty NE Muni Cusip: 36109PAQ1	\$ 240,000.00	12/15/2029	612254
GNMA Pass-thru Pool MA2247 Cusip: 36179QP88	\$ 930,031.00	9/20/2044	611833
Imperial Cnty FACS AGY NE Muni Cusip: 452705AS5	\$ 125,000.00	12/15/2028	606909
Nemaha Cnty NE S.D.#29 Muni Cusip: 64044XBP5	\$ 100,000.00	12/15/2033	105579
Otoe Cnty NE S.D. #27 Muni Cusip: 68905TDT3	\$ 200,000.00	12/15/2033	102807
Sarpy Cnty NE SID #202 Muni Cusip: 80377FCG6	\$ 100,000.00	1/15/2026	606311
Sarpy Cnty NE SID #223 Muni Cusip: 80373JBU2	\$ 100,000.00	9/15/2020	606308
Sarpy Cnty NE SID #235 Muni Cusip: 803763DF5	\$ 100,000.00	6/15/2033	606317
Sarpy Cnty NE SID #241 Muni Cusip: 803739CA7	\$ 100,000.00	4/15/2026	606312
Sarpy Cnty NE SID #261 Muni Cusip: 80376RDC9	\$ 100,000.00	4/15/2033	606316
Saunders Cnty NE S.D.#9 Muni Cusip: 80449PEB7	\$ 200,000.00	12/15/2033	105811
South Sioux City NE Muni Cusip: 840380BR9	\$ 200,000.00	6/15/2028	107531
Total pledged	\$ 4,970,031.00		

SCHOOL DISTRICT # 20
Treasurer's Report for the month of:
June 2016

Gothenburg State Bank - Total deposits

COD#xxx839 General Fund	\$ 234,300.35
COD#xxx306 General Fund	\$ 250,000.00
COD#xxx476 Depreciation Fund	\$ 100,000.00
DDA xxx515 Depreciation Fund	\$ 343,757.02
COD#xxx477 Depreciation Fund	\$ 50,000.00
COD#xxx055 General Fund	\$ 1,000,000.00

Total \$ 1,978,057.37

Reconciled by Kay Streeter

06/30/16 DDA #xxx490 Hot Lunch Fund	\$ 63,179.04
06/30/16 DDA #xxx771 Student Activity Fund	\$ 151,383.93
06/30/16 DDA #xxx822 Petty Cash Fund	\$ 2,202.10
06/30/16 DDA #xxx852 Student Fees Fund	\$ 22,992.91

Total deposits to be covered by Insurance
both FDIC and agency securities \$ 2,217,815.35

Collateral Pledged

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
Gothenburg State Bank, Gothenburg, Nebraska			
Bellevue NE Muni Cusip: 079212H25	\$ 90,000.00	12/15/18	194021310
Bellevue NE Muni Cusip: 079212G91	\$ 65,000.00	12/15/17	194021307
Dawson NE Public Power Dist Muni Cusip: 239421DE7	\$ 205,000.00	6/15/17	186015706
Dodge Cnty NE S.D.#595 Muni Cusip: 256449AZ2	\$ 60,000.00	12/15/15	229032880
Dodge Cnty NE S.D.#595 Muni Cusip: 256449BA6	\$ 70,000.00	12/15/16	229032890
Douglas Cnty NE SID #432(Hillsborough Pointe) Muni Cusip: 25929BAG5	\$ 55,000.00	10/15/17	210001793
Douglas Cnty NE SID #432(Hillsborough Pointe) Muni Cusip: 25929BAH3	\$ 55,000.00	10/15/18	210001794
Federal Home Ln Bks Cusip: 3133XFPR1	\$ 165,000.00	6/10/16	210001558
Federal Home Ln Bks Cusip: 3130A0JR2	\$ 1,000,000.00	12/13/19	210003571
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru Pool 783091 Cusip: 36241LNG7	\$ 70,000.00	6/15/40	194023397
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 175,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 135,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 145,000.00	12/20/38	194023219
GNMA REMIC Trust 2009-116 Cusip: 38376PK82	\$ 155,000.00	11/16/38	322001361
GNMA REMIC Trust 2013-116 Cusip: 38378VJ48	\$ 120,000.00	2/20/43	322001384
Ord NE Rural Fire Protn Dist Muni Cusip: 68574TAF6	\$ 70,000.00	8/15/20	210003333
Wallace Vlg NE Muni Cusip: 93239TAC8	\$ 119,000.00	10/1/29	210003511
Washington Cnty NE S.D. 24 Muni Cusip: 93811RBU7	\$ 270,000.00	12/15/2022	210003932
Total Pledged	\$ 3,104,000.00		

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
Journal Number: 347 Check Journal				Posted: 07/07/2016			
Computer Checks							
1 - GENERAL FUND							
Bank Account :A - Fsb							
00054343	06/28/2016	LYNNSTEVE	Lynnette Stevens				
June	06/28/2016			06/28/2016	Purchased Services		
1-1100-318-0			Purchased Services-High Ability			-400.00	400.00
					Invoice Total:	-400.00	400.00
					Check Total:	-400.00	400.00
00054344	06/30/2016	DANEANDE	Danette Anderson				
May	06/30/2016			06/30/2016	OT		
1-1201-319-0			Occupational Therapy (OPPT)			-2,180.54	2,180.54
1-4400-318-1			Purchased Service			-583.42	583.42
					Invoice Total:	-2,763.96	2,763.96
					Check Total:	-2,763.96	2,763.96
00054345	06/30/2016	DANJENSE	Dan Jensen				
Fuel	06/30/2016			06/30/2016	Fuel		
1-2750-336-0			Gas & Oil			-222.03	222.03
					Invoice Total:	-222.03	222.03
					Check Total:	-222.03	222.03
00054346	06/30/2016	MIKETEAH	Mike Teahon				
Travel	06/30/2016			06/30/2016	Travel		
1-2320-670-0			Travel Expense			-36.08	36.08
					Invoice Total:	-36.08	36.08
					Check Total:	-36.08	36.08
00054347	06/30/2016	SETHRYKE	Seth Ryker				
June	06/30/2016			06/30/2016	Telephone		
1-2510-382-0			Telephone-internet Line Usage			-100.83	100.83
					Invoice Total:	-100.83	100.83
					Check Total:	-100.83	100.83
00054348	06/30/2016	ARTHCOUN	Arthur County Schools				
Entry Fee	06/30/2016			07/01/2016	Catapult Contest		
1-1450-318-2			Voc Ag Purchased Services			-50.00	50.00
					Invoice Total:	-50.00	50.00
					Check Total:	-50.00	50.00
00054352	06/30/2016	ACCULABE	Accurate Label Designs				
146995	06/30/2016			07/07/2016	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-111.95	111.95
					Invoice Total:	-111.95	111.95
					Check Total:	-111.95	111.95
00054353	06/30/2016	ADVAEDUC	Advance Education, Inc.				
84009	06/30/2016			07/07/2016	External Review		
1-1100-318-0			Purchased Services-High Ability			-1,750.00	1,750.00
					Invoice Total:	-1,750.00	1,750.00
					Check Total:	-1,750.00	1,750.00
00054354	06/30/2016	ASCENT	AS Central Services				

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date	Description	Payable	Payment
1013934	06/30/2016			07/07/2016	Internet		
1-2510-382-0			Telephone-internet Line Usage			-227.47	227.47
					Invoice Total:	-227.47	227.47
					Check Total:	-227.47	227.47
00054355	06/30/2016	BAKE&TAY	Baker & Taylor				
5013893740	06/30/2016			07/07/2016	Book		
1-2222-430-2			Books			-22.41	22.41
					Invoice Total:	-22.41	22.41
					Check Total:	-22.41	22.41
00054356	06/30/2016	BEATPUBL	Beatrice Public Schools				
3rd-4th quarter	06/30/2016			07/07/2016	Tuition		
1-1232-363-2			Sped Tuition-secondary			-6,600.00	6,600.00
					Invoice Total:	-6,600.00	6,600.00
					Check Total:	-6,600.00	6,600.00
00054357	06/30/2016	BUTTELEC	Butterfield Electric, Inc.				
2861	06/30/2016			07/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-3,315.01	3,315.01
					Invoice Total:	-3,315.01	3,315.01
					Check Total:	-3,315.01	3,315.01
00054358	06/30/2016	CAROKEIS	Carol Keiser				
Travel	06/30/2016			07/07/2016	Travel		
1-1216-670-0			Travel			-4.60	4.60
					Invoice Total:	-4.60	4.60
					Check Total:	-4.60	4.60
00054359	06/30/2016	CHARCOMM	Charter Communications				
0000229	06/30/2016			07/07/2016	Internet		
1-2510-382-0			Telephone-internet Line Usage			-550.00	550.00
					Invoice Total:	-550.00	550.00
					Check Total:	-550.00	550.00
00054360	06/30/2016	COVEONE	Cover One				
11590	06/30/2016			07/07/2016	Equipment		
1-2222-530-2			H.s. Media Equipment			-766.15	766.15
					Invoice Total:	-766.15	766.15
					Check Total:	-766.15	766.15
00054361	06/30/2016	DANEANDE	Danette Anderson				
June	06/30/2016			07/07/2016	OT		
1-1201-319-0			Occupational Therapy (OPPT)			-310.00	310.00
1-4400-318-1			Purchased Service			-465.00	465.00
					Invoice Total:	-775.00	775.00
					Check Total:	-775.00	775.00
00054362	06/30/2016	ESU #10	Esu #10				
70600	06/30/2016			07/07/2016	Voc. Center/Deaf Ed./Staff Dev		
1-1210-390-0			Hearing Conservation			-2,552.05	2,552.05
1-1212-318-0			Vocational Adjustment Co-op			-955.97	955.97
1-2212-313-1			Staff Development			-300.00	300.00
1-2410-318-1			Purchased Services			-250.00	250.00

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	PO Date	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description				
					Invoice Total:	-4,058.02	4,058.02
					Check Total:	-4,058.02	4,058.02
00054363	06/30/2016	EXPLLEARN	ExploreLearning				
00035724	06/30/2016			07/07/2016	Exsite renewal		
1-1100-318-2			Purchased Services			-1,995.00	1,995.00
					Invoice Total:	-1,995.00	1,995.00
					Check Total:	-1,995.00	1,995.00
00054364	06/30/2016	GOTHSTAT	Gothenburg State Bank				
June	06/30/2016			07/07/2016	June Payroll		
1-2510-660-0			Data Processing			-73.40	73.40
					Invoice Total:	-73.40	73.40
					Check Total:	-73.40	73.40
00054365	06/30/2016	GOTHTIME	Gothenburg Times				
June	06/30/2016			07/07/2016	Advertising/Supplies		
1-1221-410-1			Teaching Supplies			-927.17	927.17
1-2310-350-0			Advertising/printing			-309.51	309.51
					Invoice Total:	-1,236.68	1,236.68
					Check Total:	-1,236.68	1,236.68
00054366	06/30/2016	GOTHTIME2	Gothenburg Times				
Subscription	06/30/2016			07/07/2016	Media Center		
1-2222-440-2			Periodicals			-31.95	31.95
					Invoice Total:	-31.95	31.95
					Check Total:	-31.95	31.95
00054367	06/30/2016	HICKLUMB	Hicken Lumber Center				
383002	06/30/2016			07/07/2016	Supplies/Maintenance		
1-2610-410-0			Supplies			-11.98	11.98
1-2620-318-0			Purchased Services			-579.82	579.82
					Invoice Total:	-591.80	591.80
					Check Total:	-591.80	591.80
00054368	06/30/2016	HOMELEAS	Hometown Leasing				
12784624	06/30/2016			07/07/2016	Copier Lease		
1-1100-532-0			Copier Lease/Purchase			-1,712.89	1,712.89
					Invoice Total:	-1,712.89	1,712.89
					Check Total:	-1,712.89	1,712.89
00054369	06/30/2016	JOHNDEER	John Deere Financial				
43621	06/30/2016			07/07/2016	Supplies		
1-1450-410-2			Vocational Ag Supplies			-1,084.78	1,084.78
1-2610-410-0			Supplies			-116.41	116.41
					Invoice Total:	-1,201.19	1,201.19
					Check Total:	-1,201.19	1,201.19
00054370	06/30/2016	KARLBRYA	Karla Bryant, Pt				
June	06/30/2016			07/07/2016	PT		
1-1201-319-0			Occupational Therapy (OPPT)			-467.28	467.28
1-4400-319-1			Pre School PT			-420.98	420.98
					Invoice Total:	-888.26	888.26
					Check Total:	-888.26	888.26

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name					Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued	Payment
Account Number			Account Description					
00054371	06/30/2016	KITTMUSI	Kittle's Music					
1492	06/30/2016			07/07/2016	Supplies			
1-1181-410-2			Instrumental Music Supplies			-348.00		348.00
					Invoice Total:	-348.00		348.00
					Check Total:	-348.00		348.00
00054372	06/30/2016	MIDAMRES	Mid-American Research Chemical					
582466	06/30/2016			07/07/2016	Supplies			
1-2610-410-0			Supplies			-213.09		213.09
					Invoice Total:	-213.09		213.09
					Check Total:	-213.09		213.09
00054373	06/30/2016	MIDWCONN	Midwest Connect					
56465	06/30/2016			07/07/2016	Supplies			
1-2510-341-0			Postage			-35.00		35.00
					Invoice Total:	-35.00		35.00
					Check Total:	-35.00		35.00
00054374	06/30/2016	MIKESANI	Michael Houchin					
663890	06/30/2016			07/07/2016	Playground removal			
1-2620-318-0			Purchased Services			-575.00		575.00
					Invoice Total:	-575.00		575.00
					Check Total:	-575.00		575.00
00054375	06/30/2016	NCSA	Nebraska Council of School Administrators					
2016-17	06/30/2016			07/07/2016	Membership			
1-2410-630-1			Dues & Fees			-570.00		570.00
					Invoice Total:	-570.00		570.00
					Check Total:	-570.00		570.00
00054376	06/30/2016	OKEEFELEV	O'Keefe Elevator Company, Inc.					
443202	06/30/2016			07/07/2016	Maintenance			
1-2620-318-0			Purchased Services			-288.95		288.95
					Invoice Total:	-288.95		288.95
					Check Total:	-288.95		288.95
00054377	06/30/2016	ONESOUR	One Source					
20160630	06/30/2016			07/07/2016	Background			
1-2320-690-0			Other Expense			-60.00		60.00
					Invoice Total:	-60.00		60.00
					Check Total:	-60.00		60.00
00054378	06/30/2016	PAYFLEX	Pay Flex					
843238	06/30/2016			07/07/2016	Flex Plan			
1-2510-300-0			Flex Pay Contract			-207.10		207.10
					Invoice Total:	-207.10		207.10
					Check Total:	-207.10		207.10
00054379	06/30/2016	PERFTRUC	Performance Truck & Trailer					
3331/3366/	06/30/2016			07/07/2016	Bus Maint/Repair			
1-2750-337-0			Tires & Parts			-4,671.35		4,671.35
1-2750-338-0			Bus Repairs/main.			-3,040.00		3,040.00
					Invoice Total:	-7,711.35		7,711.35
					Check Total:	-7,711.35		7,711.35

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	Accrued
Account Number	Account Description	PO Date	Description	Payment
				Payable
00054380	06/30/2016	PETESUPE	Peterson's Supermarket	
1830	06/30/2016			
1-2610-410-0			Supplies	
				-27.21
				27.21
			Invoice Total:	-27.21
			Check Total:	-27.21
00054381	06/30/2016	PETTCASH	Petty Cash Fund	
June	06/30/2016			
1-1450-318-2			Voc Ag Purchased Services	
				-235.00
				235.00
			Invoice Total:	-235.00
			Check Total:	-235.00
00054382	06/30/2016	PINPOINT	PinPoint Communications	
155005364	06/30/2016			
1-2510-382-0			Telephone-internet Line Usage	
				-657.50
				657.50
			Invoice Total:	-657.50
			Check Total:	-657.50
00054383	06/30/2016	PONYEXPR	Pony Express Chevrolet	
262678	06/30/2016			
1-2750-337-0			Tires & Parts	
				-0.93
				0.93
1-2750-338-0			Bus Repairs/main.	
				-46.00
				46.00
			Invoice Total:	-46.93
			Check Total:	-46.93
00054384	06/30/2016	PROTCENT	Protex Central Inc.	
1606407	06/30/2016			
1-2620-318-0			Purchased Services	
				-30.40
				30.40
			Invoice Total:	-30.40
			Check Total:	-30.40
00054385	06/30/2016	RECOUNLIM	Recognition Unlimited	
201663766	06/30/2016			
1-1181-410-2			Instrumental Music Supplies	
				-225.00
				225.00
			Invoice Total:	-225.00
			Check Total:	-225.00
00054386	06/30/2016	RENLEARN	Renaissance Learning	
RPRNQ1540712	06/30/2016			
1-1100-318-1			Purchased Services	
				-9,371.00
				9,371.00
			Invoice Total:	-9,371.00
			Check Total:	-9,371.00
00054387	06/30/2016	S&SAUTOP	S & S Auto Parts Inc.	
72767	06/30/2016			
1-1100-410-2			Teaching Supplies-secondary	
				-5.96
				5.96
			Invoice Total:	-5.96
			Check Total:	-5.96
00054388	06/30/2016	SHOPKO	Shopko	
55660014	06/30/2016			
1-2620-318-0			Purchased Services	
				-259.90
				259.90
			Invoice Total:	-259.90
			Check Total:	-259.90

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name					Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued	Payment
Account Number			Account Description					
00054389	06/30/2016	SHREIT	Shred-It USA					
9411004220	06/30/2016			07/07/2016	Custodial			
1-2610-690-0			Other Expense			-187.29		187.29
					Invoice Total:	-187.29		187.29
					Check Total:	-187.29		187.29
00054390	06/30/2016	SOURGAS	Source Gas					
June	06/30/2016			07/07/2016	Fuel			
1-2610-321-0			Fuel			-522.89		522.89
					Invoice Total:	-522.89		522.89
					Check Total:	-522.89		522.89
00054391	06/30/2016	TELEGRAP	North Platte Telegraph					
10353960	06/30/2016			07/07/2016	Subscription			
1-2410-318-2			Purchased Services			-161.20		161.20
					Invoice Total:	-161.20		161.20
					Check Total:	-161.20		161.20
00054392	06/30/2016	TOTAHASL	Total Funds by Hasler					
6803	06/30/2016			07/07/2016	Postage			
1-2510-341-0			Postage			-500.00		500.00
					Invoice Total:	-500.00		500.00
					Check Total:	-500.00		500.00
00054393	06/30/2016	TRANE	Trane					
36698945	06/30/2016			07/07/2016	Maintenance			
1-2620-318-0			Purchased Services			-12,668.00		12,668.00
					Invoice Total:	-12,668.00		12,668.00
					Check Total:	-12,668.00		12,668.00
00054394	06/30/2016	TRI-KLAWN	Tri-K-Lawn Services					
4539	06/30/2016			07/07/2016	Maintenance			
1-2620-318-0			Purchased Services			-2,586.25		2,586.25
					Invoice Total:	-2,586.25		2,586.25
					Check Total:	-2,586.25		2,586.25
00054395	06/30/2016	ULINE	ULINE					
78079888	06/30/2016			07/07/2016	Supplies			
1-2610-410-0			Supplies			-110.09		110.09
					Invoice Total:	-110.09		110.09
					Check Total:	-110.09		110.09
00054396	06/30/2016	UNISAN	Unisan Products					
120684	06/30/2016			07/07/2016	Supplies			
1-2610-410-0			Supplies			-524.01		524.01
					Invoice Total:	-524.01		524.01
					Check Total:	-524.01		524.01
00054397	06/30/2016	UNITECH	Unitech					
11529A	06/30/2016			07/07/2016	Supplies			
1-2610-410-0			Supplies			-652.80		652.80
					Invoice Total:	-652.80		652.80
					Check Total:	-652.80		652.80
00054398	06/30/2016	UNIVORGE	University of Oregon					

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
162-00450	06/30/2016			07/07/2016	Dibels		
1-1100-410-1			Teaching Supplies-elementary			-12.00	12.00
					Invoice Total:	-12.00	12.00
					Check Total:	-12.00	12.00
00054399	06/30/2016	USBANK	U.S. Bank				
9190	06/30/2016			07/07/2016	Supplies/Travel/Dues		
1-1100-410-1			Teaching Supplies-elementary			-17.95	17.95
1-1100-420-1			Textbooks-elementary			-184.41	184.41
1-1221-410-2			Teaching Supplies			-50.42	50.42
1-1450-410-2			Vocational Ag Supplies			-571.85	571.85
1-2222-410-1			Supplies			-23.15	23.15
1-2410-630-2			Dues & Fees			-300.00	300.00
1-2750-336-0			Gas & Oil			-300.29	300.29
1-3540-318-0			Pre School Purchased Service			-1,500.00	1,500.00
					Invoice Total:	-2,948.07	2,948.07
					Check Total:	-2,948.07	2,948.07
00054400	06/30/2016	VERIZON	Verizon Wireless				
9767394293	06/30/2016			07/07/2016	Telephone		
1-2510-382-0			Telephone-internet Line Usage			-121.97	121.97
					Invoice Total:	-121.97	121.97
					Check Total:	-121.97	121.97
00054401	06/30/2016	WEATCOMP	Weathercraft Company				
119028	06/30/2016			07/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-346.00	346.00
					Invoice Total:	-346.00	346.00
					Check Total:	-346.00	346.00
00054402	06/30/2016	WOODWORK	Woodworker's Supply, Inc.				
8946353-16	06/30/2016			07/07/2016	Supplies		
1-1400-410-2			Industrial Arts Supplies			-35.33	35.33
					Invoice Total:	-35.33	35.33
					Check Total:	-35.33	35.33
00054403	06/30/2016	WRITTOOLS	Write Tools, LLC				
4811	06/30/2016			07/07/2016	Staff Development		
1-2212-313-1			Staff Development			-358.00	358.00
					Invoice Total:	-358.00	358.00
					Check Total:	-358.00	358.00
					1 - GENERAL FUND	-72,085.97	72,085.97
					Total of Computer Checks	-72,085.97	72,085.97

Fund Summary

1 - GENERAL FUND	-72,085.97	72,085.97
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Payroll Summary

Petty Cash Fund

Gothenburg School District #20
Gothenburg, Nebraska

June 30, 2016

TO WHOM ISSUED	AMOUNT	
NAEA	\$ 235.00	
TOTAL	\$235.00	
Beginning Balance		\$ 2,000.00
Receipts		<u>\$ 235.00</u>
		\$ 2,235.00
Expenditures		<u>\$ 235.00</u>
		\$ 2,000.00
Statement Balance	\$ 2,202.10	
Outstanding Deposits	<u>\$ 235.00</u>	
Total	\$ 2,437.10	
Outstanding Checks		\$ 437.10
		<u>\$ -</u>
Balance June 30, 2016		\$ 2,000.00

Current Cash Balance Report

ALL Data

Date: 06/01/2016 thru 06/30/2016

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A Athletics					
1000 Activities Account	202,093.36	0.00	0.00	0.00	202,093.36
1010 Activity Tickets	116,626.76	0.00	0.00	0.00	116,626.76
1015 Gates	600,146.41	0.00	0.00	0.00	600,146.41
1020 Sale of Equipment	12,058.85	10.00	0.00	0.00	12,068.85
1025 Meals/Lodging	-166,555.16	0.00	100.75	0.00	-166,655.91
1030 Officials	-264,337.98	0.00	0.00	0.00	-264,337.98
1035 Football Equipment	-108,128.00	0.00	0.00	0.00	-108,128.00
1040 Basketball Equipment	-49,807.63	0.00	0.00	0.00	-49,807.63
1045 Track Equipment	-116,006.46	0.00	551.73	0.00	-116,558.19
1050 Wrestling Equipment	-40,744.37	0.00	55.90	0.00	-40,800.27
1055 Golf Equipment	-15,111.23	0.00	0.00	0.00	-15,111.23
1060 Softball Equipment	-22,305.94	0.00	2,909.65	0.00	-25,215.59
1065 Misc. Athletic	-51,422.24	6,541.10	14,703.95	0.00	-59,585.09
1070 Entry Fees	25,586.01	0.00	0.00	0.00	25,586.01
1075 Volleyball Equipment	-25,440.12	0.00	956.45	0.00	-26,396.57
1080 Cross Country Equip.	-12,593.92	0.00	0.00	0.00	-12,593.92
1085 Supplies/Equipment	-74,565.76	0.00	466.40	0.00	-75,032.16
A Athletics Totals:	9,492.58	6,551.10	19,744.83	0.00	-3,701.15
B Adult Ed.					
1100 Adult Ed.	2,024.41	0.00	0.00	0.00	2,024.41
B Adult Ed. Totals:	2,024.41	0.00	0.00	0.00	2,024.41
C School					
1200 Yearbook	12,813.61	0.00	0.00	0.00	12,813.61
1210 Helping Hands	5,949.64	0.00	90.97	0.00	5,858.67
1215 History Grant	1,435.07	0.00	0.00	0.00	1,435.07
1220 FCS	-1,298.04	0.00	293.99	0.00	-1,592.03
1225 Industrial Tech	8,612.33	0.00	0.00	0.00	8,612.33
1229 Life Skills	162.04	0.00	0.00	0.00	162.04
1230 Renaissance	6,859.74	500.00	0.00	0.00	7,359.74
1240 Band	3,638.94	0.00	32.37	0.00	3,606.57
1241 Flag Corp	49.41	0.00	0.00	0.00	49.41
1245 Vocal	9,586.74	0.00	0.00	0.00	9,586.74
1246 Special Music	2,723.93	0.00	0.00	0.00	2,723.93
1250 Art Club	4,948.44	0.00	104.70	0.00	4,843.74
1251 Jr. Hi. Art Club	275.22	0.00	0.00	0.00	275.22
1255 Pop/Lounge	-1,308.12	6.80	0.00	0.00	-1,301.32
1260 General	18,867.06	0.00	0.00	0.00	18,867.06
1261 Chromebook Repair	3,812.47	0.00	0.00	0.00	3,812.47
C School Totals:	77,128.48	506.80	522.03	0.00	77,113.25
D Candy					
1300 Candy Fund	-732.91	0.00	1,139.28	0.00	-1,872.19
D Candy Totals:	-732.91	0.00	1,139.28	0.00	-1,872.19
E Classes					
1400 Senior Class	942.46	0.00	0.00	0.00	942.46
1410 Junior Class	1,554.09	838.67	0.00	0.00	2,392.76
1415 Sophomore Class	2,191.05	0.00	0.00	0.00	2,191.05
1420 Freshmen Class	1,025.00	0.00	0.00	0.00	1,025.00
1425 8th Class	0.00	0.00	0.00	0.00	0.00
1430 7th Class	0.00	0.00	0.00	0.00	0.00
E Classes Totals:	5,712.60	838.67	0.00	0.00	6,551.27

Current Cash Balance Report

ALL Data

Date: 06/01/2016 thru 06/30/2016

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F Clubs					
1500 Cheerleaders	-10,080.90	1,013.57	2,655.20	0.00	-11,722.53
1505 Elem. Circle of Friends	28.72	0.00	0.00	0.00	28.72
1506 H.S. Circle of Friends	74.44	0.00	0.00	0.00	74.44
1510 Drama	0.00	0.00	0.00	0.00	0.00
1512 Entrepreneurship	-1,477.98	0.00	0.00	0.00	-1,477.98
1515 FFA	2,891.79	500.00	1,612.46	0.00	1,779.33
1516 Fit Kids	125.00	0.00	0.00	0.00	125.00
1520 Sr. Hi Quiz Bowl	378.04	0.00	0.00	0.00	378.04
1521 Jr. Hi Quiz Bowl	611.66	0.00	0.00	0.00	611.66
1522 Media Production	3,724.03	0.00	0.00	0.00	3,724.03
1525 NFL	2,245.62	0.00	1,771.43	0.00	474.19
1530 NHS	658.60	0.00	0.00	0.00	658.60
1531 One Act	1,496.27	0.00	87.27	0.00	1,409.00
1535 D.I.	-219.58	0.00	0.00	0.00	-219.58
1540 SPB	1,623.38	0.00	0.00	0.00	1,623.38
1545 SADD	1,155.33	0.00	0.00	0.00	1,155.33
1550 Student Council	1,926.66	0.00	0.00	0.00	1,926.66
1555 Donations to School	0.00	0.00	0.00	0.00	0.00
1560 Driver's Ed.	4,290.00	0.00	0.00	0.00	4,290.00
1565 School Gala	-989.33	0.00	0.00	0.00	-989.33
1570 Improv	757.07	0.00	0.00	0.00	757.07
1575 Math A.P.	-2,320.45	0.00	0.00	0.00	-2,320.45
1580 Media	4,861.14	20.00	766.15	0.00	4,114.99
1585 Post Prom	0.00	0.00	0.00	0.00	0.00
1590 Science Club	360.45	0.00	0.00	0.00	360.45
1595 Walk Fit	105.00	0.00	0.00	0.00	105.00
1647 C.Country Club	1,499.00	0.00	0.00	0.00	1,499.00
F Clubs Totals:	13,723.96	1,533.57	6,892.51	0.00	8,365.02
G Sports					
1600 Boys Future B.Ball	4,620.44	152.50	1,485.00	0.00	3,287.94
1610 Football Club	3,080.00	2,186.00	0.00	0.00	5,266.00
1620 Girls Future B.Ball	5,059.43	350.00	1,055.59	0.00	4,353.84
1625 Boys Golf	1,483.85	0.00	0.00	0.00	1,483.85
1626 Girls Golf	2,176.60	0.00	0.00	0.00	2,176.60
1627 Gothenburg B.Ball Club	-2,586.60	0.00	0.00	0.00	-2,586.60
1628 Jr. Hi Football Club	1,112.60	0.00	0.00	0.00	1,112.60
1629 Jr. Power Wt. Lifting	269.15	0.00	0.00	0.00	269.15
1630 Softball	3,292.99	129.00	0.00	0.00	3,421.99
1635 Mat Maids	219.56	0.00	0.00	0.00	219.56
1640 VolleyBall	9,595.50	3,360.00	342.46	0.00	12,613.04
1643 7-8th Volleyball	-16.17	0.00	0.00	0.00	-16.17
1645 Youth Volleyball	866.92	0.00	0.00	0.00	866.92
1650 Wrestling Boosters	-715.10	1,727.75	438.20	0.00	574.45
G Sports Totals:	28,459.17	7,905.25	3,321.25	0.00	33,043.17
H Elementary					
1700 Elem. Book Fair	7,402.56	0.00	0.00	0.00	7,402.56
1710 Elem. Fund Raising	22,338.08	20.00	560.47	0.00	21,797.61
1711 1st Grade	3,047.96	0.00	0.00	0.00	3,047.96
1712 2nd Grade	1,291.72	0.00	45.21	0.00	1,246.51
1713 4th Grade	226.80	0.00	22.96	0.00	203.84
1714 5th Grade	5,606.39	0.00	0.00	0.00	5,606.39

Current Cash Balance Report

ALL Data

Date: 06/01/2016 thru 06/30/2016

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1715 Elem. Lounge	2,918.17	0.00	117.12	0.00	2,801.05
1716 3rd Grade	1,266.74	0.00	0.00	0.00	1,266.74
1717 Kindergarten	2.90	0.00	0.00	0.00	2.90
1720 Elem. Stu. Co.	234.43	0.00	0.00	0.00	234.43
1725 Elem. O.D. Ed.	-50.00	0.00	0.00	0.00	-50.00
H Elementary Totals:	<u>44,285.75</u>	<u>20.00</u>	<u>745.76</u>	<u>0.00</u>	<u>43,559.99</u>
I Interest					
1800 DDA Interest	3,575.56	6.22	0.00	0.00	3,581.78
1810 CD Interest	8,060.79	0.00	0.00	0.00	8,060.79
I Interest Totals:	<u>11,636.35</u>	<u>6.22</u>	<u>0.00</u>	<u>0.00</u>	<u>11,642.57</u>
J Scholarships					
1900 Athletics Count	210.75	0.00	0.00	0.00	210.75
1910 Alberts Memorial	168.04	6.21	0.00	0.00	174.25
1915 Alumni	0.00	0.00	0.00	0.00	0.00
1920 Greene Memorial	2,370.02	10.63	0.00	0.00	2,380.65
1925 Uehling Scholarship	-2,558.56	67.36	0.00	0.00	-2,491.20
1930 J.L. Brock Scholarship	105.00	0.00	0.00	0.00	105.00
1935 Pioneer Seed Scholarship	0.00	0.00	0.00	0.00	0.00
J Scholarships Totals:	<u>295.25</u>	<u>84.20</u>	<u>0.00</u>	<u>0.00</u>	<u>379.45</u>
Report Totals:	<u>192,025.64</u>	<u>17,445.81</u>	<u>32,365.66</u>	<u>0.00</u>	<u>177,105.79</u>

Check Summary Report

Date: 06/01/2016 thru 06/30/2016

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
019153	C	06/08/2016	Awards Unlimited, Inc.		Athletic	55.90
019154	C	06/08/2016	Johnny on the Spot		Elem. Fund Raiser	105.00
019155	C	06/08/2016	Loper Legacy		Wrestling Boosters	215.00
019156	C	06/08/2016	Lori Long		One Act	87.27
019157	C	06/08/2016	Lou's Sporting Goods		Athletic	956.45
019158	C	06/08/2016	Peterson's Supermarket		Supplies	1,022.91
019159	C	06/08/2016	rSchool Today		Athletic	250.00
019160	C	06/08/2016	Shopko		Elem. F.R./Help Hands	106.93
019161	C	06/08/2016	UCA Summer Camps		Cheerleaders	2,020.00
019162	C	06/08/2016	Chesterman Company		Elem. Lounge	117.12
019163	C	06/09/2016	CASH		Boys Future B.Ball	1,245.00
019164	C	06/10/2016	North Platte High School		Girls Future B.Ball	250.00
019165	C	06/10/2016	NPCC Women's Basketball		Girls Future B.Ball	400.00
019166	V	06/29/2016	Loper Legacy		Wrestling Boosters	0.00
019167	C	06/17/2016	Loper Legacy		Wrestling Boosters	55.00
019168	V	06/17/2016	Loper Legacy		Wrestling Boosters	0.00
019169	C	06/17/2016	Loper Legacy		Wrestling Boosters	80.00
019170	O	06/20/2016	Sandy Creek Schools		Boys Basketball Camp	240.00
019171	C	06/29/2016	Sonya Gugelman		Wrestling Boosters	55.00
019172	O	06/30/2016	Awards Unlimited, Inc.		Athletics	41.45
019173	O	06/30/2016	Bluestem Graphics		Wrestling Boosters	33.20
019174	O	06/30/2016	Cindermates		Athletics-Jr. Hi Champion	14,453.95
019175	O	06/30/2016	Coca-Cola Refreshments		Candy	1,139.28
019176	O	06/30/2016	Cover One		Media	766.15
019177	O	06/30/2016	Dan Jensen		NFL	1,771.43
019178	O	06/30/2016	NEFF		Athletics	424.95
019179	O	06/30/2016	Life Touch		Elem. F.R.-Yearbook	371.50
019180	O	06/30/2016	Lou's Sporting Goods		Athletic	3,866.97
019181	O	06/30/2016	NE FFA Association		Nposwer Conf.	1,600.00
019182	O	06/30/2016	Varsity Spirit Fashions		Cheerleaders	635.20

Report Total: 32,365.66

AMOUNT	CHECK #	DATE	TO WHOM ISSUED	DIVISION
\$7,035.93		6/20/2016	May Payroll	Labor
\$6,674.76	12578	6/20/2016	First State Bank	Labor
\$629.60	12579	6/30/2016	Cash-Wa Dist.	Food/Supplies
\$111.99	12580	6/30/2016	Eakes Office Supplies	Supplies
\$65.18	12581	6/30/2016	Ecolab Pest Elimin	Misc.
\$71.34	12582	6/30/2016	Hicken Lumber	Supplies
\$41.24	12583	6/30/2016	Shopko	Supplies
\$253.99	12584	6/30/2016	The Thompson Co.	Food
\$14,884.03				
Balance				\$ 56,184.08
<u>Receipts</u>				
Maint/Repairs		\$ -		
Food Sales		\$ 1,800.67		
Food		\$ -		
Milk		\$ -		
Ticket Sales		\$ 242.55		
Supplies		\$ -		
Equip. Sales		\$ -		
Miscellaneous		\$ -		
Interest		\$ 2.74		
Fed. Reimbursement		\$ 19,379.16		
St. Reimbursement		\$ -		
Total Receipts		\$ 21,425.12		\$ 21,425.12
				\$ 77,609.20
<u>Expenditures</u>				
Food		\$ 839.65		
Freight on Food		\$ -		
Equipment		\$ -		
Fr. On Equipment		\$ -		
Supplies		\$ 268.51		
Milk		\$ -		
Labor		\$ 13,710.69		
Maint/Repairs		\$ -		
Miscellaneous		\$ 65.18		
Food Storage		\$ -		
Meal Refunds		\$ -		
Total Expenditures		\$ 14,884.03		\$ 14,884.03
Balance June 30, 2016				\$ 62,725.17

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

ACCOUNT: 100101
 DOCUMENTS: 81
 PAGE: 1
 06/30/2016

TELEPHONE:308-537-3684

A

SCHOOL DISTRICT 20
 1322 AVENUE I
 GOTHENBURG NE 69138

Effective 7/1/16 the fees for new or replacement Debit/ATM card is \$10.

PUBLIC FUNDS ACCOUNT 100101

		LAST STATEMENT 05/31/16	510,616.96
MINIMUM BALANCE	70,346.55-	4 CREDITS	741,324.50
AVG AVAILABLE BALANCE	428,640.27	84 DEBITS	725,597.05
AVERAGE BALANCE	428,640.27	THIS STATEMENT 06/30/16	526,344.41

- - - - - DEPOSITS - - - - -			
REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT	
06/17 6,674.76			

- - - - - OTHER CREDITS - - - - -			
DESCRIPTION		DATE	AMOUNT
General Fund xfer-payroll		06/21	473,461.12
General fund xfer-bills		06/29	94,711.73
General fund xfer-additional payroll		06/29	166,476.89

- - - - - CHECKS - - - - -								
CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
54159*06/09 120.05	54273 06/24 362.17	54287 06/23 75.24	54253*06/10 12.00	54274*06/17 84.00	54288 06/17 18.00	54255*06/02 241.67	54276 06/17 26.66	54289 06/16 106.95
54258*06/06 725.00	54277 06/17 34.00	54290 06/20 29.40	54263 06/02 137.50	54278 06/20 2,185.20	54291 06/20 1,712.89	54264 06/06 2,586.25	54279 06/20 5,705.94	54292 06/20 1,225.35
54265 06/02 3,779.65	54280 06/17 5,531.95	54293 06/21 419.30	54266*06/17 97.70	54281 06/16 927.50	54294 06/24 217.95	54268 06/20 500.00	54282 06/17 187.00	54295 06/23 175.37
54269 06/22 220.01	54283 06/29 4,400.00	54296 06/17 1,554.26	54270 06/20 1,078.44	54284 06/17 29.00	54297 06/20 59.00	54271 06/17 7,402.43	54285 06/17 110.00	54298 06/17 600.00
54272 06/21 2,750.00	54286 06/23 724.39	54299 06/20 180.60						

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

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

ACCOUNT:
 DOCUMENTS:

PAGE: 2
 100101 06/30/2016
 81

TELEPHONE:308-537-3684

SCHOOL DISTRICT 20

PUBLIC FUNDS ACCOUNT 100101

CHECKS					
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
54300	06/22	55.00	54315	06/16	793.53
54301	06/21	1,110.00	54316	06/23	4,289.25
54302	06/17	2,417.40	54317	06/16	134.83
54303	06/20	2,365.00	54318	06/17	1.85
54304	06/17	230.87	54319	06/20	222.83
54305	06/20	71.00	54320	06/21	884.88
54306*	06/21	1,311.00	54321	06/21	40.39
54308	06/20	153.50	54322	06/20	89.63
54309	06/20	7,142.21	54323	06/23	1,834.54
54310	06/17	97.15	54324	06/28	1,563.79
54311	06/17	207.10	54325	06/22	1,429.00
54312	06/16	619.78	54326	06/16	66.00
54313	06/17	333.16	54327	06/17	115.00
54314	06/20	77.50	54328	06/20	121.97
			54329	06/16	1,397.00
			54330	06/21	700.00
			54331	06/20	624.22
			54332	06/21	218.00
			54333	06/22	5,223.83
			54334	06/22	93,455.35
			54335	06/22	6,055.23
			54336	06/20	89,833.41
			54337	06/28	265.33
			54338*	06/17	5,607.62
			54340	06/23	1,394.30
			54341	06/21	7,158.33
			54342	06/23	1,626.13

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS		
DESCRIPTION	DATE	AMOUNT
GOTH SCHOOLS DEBIT 1	06/20	3,309.51
Nebraska Revenue Neb Epay NB1DORXXXXX0082	06/20	14,826.10
IRS USATAXPYMT 220657261205520	06/20	110,293.88
GOTH SCHOOLS DEBIT 1	06/20	309,497.83

INTEREST

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

DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06/02	506,458.14	06/17	480,958.86	06/24	271,384.91
06/06	503,146.89	06/20	70,346.55-	06/28	269,555.79
06/09	503,026.84	06/21	388,522.67	06/29	526,344.41
06/10	503,014.84	06/22	282,084.25		
06/16	498,969.25	06/23	271,965.03		

Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
FUND: 1					
1-1100-100	Instructional Salaries	2,867,449.00	216,657.37	2,189,323.45	76.35
1-1100-200	Instructional Benefits	1,131,840.00	86,980.19	895,826.99	79.15
1-1100-400	Instructional Supplies	150,500.00	875.27	53,087.52	35.27
1-1100-500	Capital Outlay	80,000.00	0.00	102,219.15	127.77
1-1100-600	Other Expenditures	18,500.00	0.00	11,727.89	63.39
		<u>4,248,289.00</u>	<u>304,512.83</u>	<u>3,252,185.00</u>	<u>76.55</u>
1-1200-100	Special Education	492,164.00	35,505.17	405,513.88	82.39
1-1200-200	Special Education	233,736.00	13,597.58	153,718.67	65.77
1-1200-300	Spec. Ed. Purchased	105,000.00	12,109.87	92,287.20	87.89
1-1200-400	Special Education	3,000.00	977.59	3,945.49	131.52
1-1200-500	Spec. Ed. Capital Outlay	1,000.00	0.00	5,623.80	562.38
1-1200-600	Spec. Ed. Other	450.00	4.60	3,442.29	764.95
		<u>835,350.00</u>	<u>62,194.81</u>	<u>664,531.33</u>	<u>79.55</u>
1-1300-100	Other Special Salaries	6,000.00	556.75	5,567.50	92.79
1-1300-200	Other Special Benefits	1,200.00	96.82	968.20	80.68
		<u>7,200.00</u>	<u>653.57</u>	<u>6,535.70</u>	<u>90.77</u>
1-1400-100	Vocational Salaries	373,096.00	30,499.00	307,815.00	82.50
1-1400-200	Vocational Benefits	152,802.00	11,428.02	123,371.35	80.74
1-1400-400	Vocational Supplies	24,500.00	1,691.96	19,249.34	78.57
1-1400-500	Vocational Capital	6,000.00	0.00	19,233.42	320.56
1-1400-600	Vocational Other	8,500.00	0.00	7,070.49	83.18
		<u>564,898.00</u>	<u>43,618.98</u>	<u>476,739.60</u>	<u>84.39</u>
1-2100-100	Pupil Support Salaries	539,778.00	41,642.00	455,010.00	84.30
1-2100-200	Pupil Support Benefits	154,979.00	16,180.40	171,237.22	110.49
1-2100-300	Pupil Supp. Purchased	500.00	0.00	560.00	112.00
1-2100-400	Pupil Support Supplies	25,000.00	0.00	676.84	2.71
1-2100-600	Pupil Support Other	1,000.00	0.00	836.72	83.67
		<u>721,257.00</u>	<u>57,822.40</u>	<u>628,320.78</u>	<u>87.11</u>
1-2200-100	Inst. Support Salaries	110,263.00	8,774.97	90,177.09	81.78
1-2200-200	Inst. Support Benefits	38,700.00	2,625.35	29,256.22	75.60
1-2200-300	Inst. Supp. Purchased	3,500.00	658.00	2,512.00	71.77
1-2200-400	Inst. Support Supplies	11,250.00	77.51	10,605.47	94.27
1-2200-500	Inst. Support Capital	1,000.00	766.15	992.15	99.22
1-2200-600	Inst. Support Other	100.00	0.00	658.92	658.92
		<u>164,813.00</u>	<u>12,901.98</u>	<u>134,201.85</u>	<u>81.42</u>
1-2300-100	General Adm. Salaries	179,325.00	15,655.84	157,400.87	87.77
1-2300-200	General Adm. Benefits	35,492.00	3,286.28	30,016.19	84.57
1-2300-300	Gen. Adm. Purchased	51,700.00	309.51	15,674.25	30.32
1-2300-400	General Adm. Supplies	5,000.00	0.00	5,982.97	119.66
1-2300-500	Gen. Adm. Capital	500.00	0.00	0.00	0.00
1-2300-600	General Adm. Other	23,000.00	96.08	15,052.51	65.45
		<u>295,017.00</u>	<u>19,347.71</u>	<u>224,126.79</u>	<u>75.97</u>
1-2400-100	School Adm. Salaries	423,229.00	34,286.68	350,476.58	82.81
1-2400-200	School Adm. Benefits	123,400.00	8,406.64	96,453.02	78.16
1-2400-400	School Adm. Supplies	4,000.00	0.00	1,068.48	26.71

Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
1-2400-500	School Adm. Capital	1,000.00	0.00	0.00	0.00
1-2400-600	School Adm. Other	13,500.00	870.00	6,060.64	44.89
		<u>565,129.00</u>	<u>43,563.32</u>	<u>454,058.72</u>	<u>80.34</u>
1-2500-100	Business Support	45,250.00	3,771.00	37,710.00	83.34
1-2500-200	Business Support	8,224.00	702.60	7,026.00	85.43
1-2500-300	Bus.support Purchased	41,000.00	2,399.87	32,990.25	80.46
1-2500-400	Business Support	500.00	0.00	0.00	0.00
1-2500-600	Business Support Other	6,000.00	73.40	745.40	12.42
		<u>100,974.00</u>	<u>6,946.87</u>	<u>78,471.65</u>	<u>77.71</u>
1-2600-100	Bldg. & Grounds	302,000.00	23,192.12	247,457.22	81.94
1-2600-200	Bldg. & Grounds	128,150.00	10,162.98	113,398.85	88.49
1-2600-300	Bldg. & Grounds Pur.	233,000.00	522.89	150,764.56	64.71
1-2600-400	Bldg. & Grounds	45,000.00	1,655.59	41,340.01	91.87
1-2600-500	Bldg. & Grounds Cap.	140,000.00	0.00	1,149.95	0.82
1-2600-600	Bldg. & Grounds Other	90,250.00	187.29	16,130.26	17.87
		<u>938,400.00</u>	<u>35,720.87</u>	<u>570,240.85</u>	<u>60.76</u>
1-2700-100	Pupil Transportation	80,000.00	3,386.17	67,811.94	84.76
1-2700-200	Pupil Transportation	37,169.00	2,198.84	25,773.02	69.34
1-2700-300	Pupil Trans. Pur.	115,500.00	7,860.60	79,088.05	68.47
1-2700-500	Pupil Trans. Capital	35,000.00	0.00	0.00	0.00
1-2700-600	Pupil Trans. Other	13,000.00	0.00	1,609.57	12.38
		<u>280,669.00</u>	<u>13,445.61</u>	<u>174,282.58</u>	<u>62.09</u>
1-4200-100	Chapter I Salaries	127,160.00	10,596.00	105,960.00	83.33
1-4200-200	Chapter I Benefits	57,622.00	4,072.29	46,514.75	80.72
		<u>184,782.00</u>	<u>14,668.29</u>	<u>152,474.75</u>	<u>82.51</u>
1-4700-400	Carl Perkins Grant	1,000.00	0.00	665.63	66.56
		<u>1,000.00</u>	<u>0.00</u>	<u>665.63</u>	<u>66.56</u>
1-8000-700	Transfers	100,000.00	0.00	0.00	0.00
		<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
FUND: 1		<u>9,007,778.00</u>	<u>615,397.24</u>	<u>6,816,835.23</u>	<u>75.67</u>
		<u>9,007,778.00</u>	<u>615,397.24</u>	<u>6,816,835.23</u>	<u>75.67</u>

Summary Statement of Receipts

Account	Description	Total Budget (Pub) + Adj.	Receipts	Receipts	Balance (Pub)	Percentage (%)
FUND: 1						
1-1110	Local District Taxes	7,700,000.00	695,537.24	6,757,499.91	942,500.09	87.76
1-1125	Motor Vehicle Taxes	400,000.00	30,511.70	375,054.55	24,945.45	93.76
1-1210	Tuition-general District	6,000.00	0.00	0.00	6,000.00	0.00
1-1220	Tuition-individual	0.00	0.00	375.00	-375.00	0.00
1-1410	Interest	15,000.00	790.70	9,021.56	5,978.44	60.14
1-1610	Local Licenses	2,500.00	0.00	2,390.00	110.00	95.60
1-1620	Local Police/court Fines	250.00	0.00	0.00	250.00	0.00
1-1910	Rental And Sale Of Junk	1,500.00	0.00	1,100.00	400.00	73.33
		<u>8,125,250.00</u>	<u>726,839.64</u>	<u>7,145,441.02</u>	<u>979,808.98</u>	<u>87.94</u>
1-2110	County Fines & Fees	60,000.00	127.46	62,381.75	-2,381.75	103.97
1-2120	Local Fines	500.00	0.00	175.00	325.00	35.00
		<u>60,500.00</u>	<u>127.46</u>	<u>62,556.75</u>	<u>-2,056.75</u>	<u>103.39</u>
1-3130	Homestead Ppt	75,000.00	16,514.16	49,748.84	25,251.16	66.33
1-3180	Pro-rata Motor Vehicle	14,000.00	0.00	30,598.94	-16,598.94	218.56
1-3110	State Aid	249,423.00	24,942.30	249,423.09	-0.09	100.00
1-3120	Special Education	400,000.00	55,354.00	366,724.00	33,276.00	91.68
1-3125	Spec. Ed. Trans.-school	0.00	0.00	1,845.00	-1,845.00	0.00
1-3135	High Ability Learners	8,500.00	0.00	8,705.00	-205.00	102.41
1-3200	State Apportionment	135,000.00	0.00	128,294.20	6,705.80	95.03
1-3512	Dist. Ed. Incentive	4,000.00	0.00	1,000.00	3,000.00	25.00
1-3990	Other State Sources	0.00	0.00	13,201.00	-13,201.00	0.00
		<u>885,923.00</u>	<u>96,810.46</u>	<u>849,540.07</u>	<u>36,382.93</u>	<u>95.89</u>
1-4200	Title I Pt. A-LEA	115,000.00	0.00	0.00	115,000.00	0.00
1-4310	Title II Pt. A-Teacher	27,000.00	25,915.00	25,915.00	1,085.00	95.98
1-4410	IDEA	120,000.00	0.00	14,933.00	105,067.00	12.44
1-4450	Mips	0.00	2,005.46	15,476.62	-15,476.62	0.00
1-4404	IDEA Base	50,000.00	0.00	7,417.00	42,583.00	14.83
1-4455	MAAPS-Medicaid	45,000.00	6,109.84	17,911.71	27,088.29	39.80
1-4406	SPED IDEA	4,500.00	0.00	623.00	3,877.00	13.84
1-4700	Carl Perkins Grant	3,000.00	0.00	909.99	2,090.01	30.33
		<u>364,500.00</u>	<u>34,030.30</u>	<u>83,186.32</u>	<u>281,313.68</u>	<u>22.82</u>
1-5300	Insurance Adjustments	2,000.00	0.00	0.00	2,000.00	0.00
1-5690	Other Non-revenue	15,000.00	485.00	8,733.97	6,266.03	58.23
		<u>17,000.00</u>	<u>485.00</u>	<u>8,733.97</u>	<u>8,266.03</u>	<u>51.37</u>
FUND: 1		<u>9,453,173.00</u>	<u>858,292.86</u>	<u>8,149,458.13</u>	<u>1,303,714.87</u>	<u>86.20</u>
		<u>9,453,173.00</u>	<u>858,292.86</u>	<u>8,149,458.13</u>	<u>1,303,714.87</u>	<u>86.20</u>

Monthly Expense Report

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1	GENERAL FUND						
1-1100-110-1	Teachers Salaries Elementary	1,443,530.00	110,183.81	1,112,701.02	0.00	330,828.98	22.91
1-1100-110-2	Teachers Salaries Secondary	1,280,199.00	97,465.81	978,773.20	0.00	301,425.80	23.54
1-1100-112-1	High Ability Learner	28,220.00	2,352.00	23,520.00	0.00	4,700.00	16.65
1-1100-120-1	Sub Salaries Elementary	45,000.00	2,711.00	34,521.00	0.00	10,479.00	23.28
1-1100-120-2	Sub Salaries Secondary	42,500.00	2,778.00	30,920.63	0.00	11,579.37	27.24
1-1100-140-1	Aides & Supervisory-elem.	11,200.00	1,166.75	8,887.60	0.00	2,312.40	20.64
1-1100-140-2	Aide-secondary	16,800.00	0.00	0.00	0.00	16,800.00	100.00
1-1100-210-1	Fica-elementary	110,000.00	8,472.39	85,963.61	0.00	24,036.39	21.85
1-1100-210-2	Fica-secondary	95,000.00	7,366.68	74,383.25	0.00	20,616.75	21.70
1-1100-212-1	Social Secirity -high Ability	2,159.00	0.00	0.00	0.00	2,159.00	100.00
1-1100-220-1	Retirement-elementary	134,000.00	11,348.53	113,589.59	0.00	20,410.41	15.23
1-1100-220-2	Retirement-secondary	118,000.00	9,657.43	97,209.22	0.00	20,790.78	17.61
1-1100-222-1	Retirement-high Ability Learn	2,788.00	0.00	0.00	0.00	2,788.00	100.00
1-1100-230-1	Health Insurance-elementary	371,038.00	30,681.66	315,912.32	0.00	55,125.68	14.85
1-1100-230-2	Health Insurance-secondary	290,000.00	19,428.19	208,515.90	0.00	81,484.10	28.09
1-1100-232-1	Health Insurance-high Ability	8,855.00	25.31	253.10	0.00	8,601.90	97.14
1-1100-240-1	Workmans Comp.-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-240-2	Workmans Comp.-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-283-1	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-292-1	Other Benefits-high Ability	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-318-0	Purchased Services-High Ability	40,000.00	1,750.00	25,138.25	0.00	14,861.75	37.15
1-1100-318-1	Purchased Services	25,000.00	9,371.00	23,727.31	0.00	1,272.69	5.09
1-1100-318-2	Purchased Services	30,000.00	1,995.00	8,726.43	0.00	21,273.57	70.91

ALL Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1100-365-0	Tuition Paid to Other Dists.	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-410-0	Supply Reserve	0.00	0.00	535.08	0.00	-535.08	0.00
1-1100-410-1	Teaching Supplies-elementary	40,000.00	141.90	12,493.64	0.00	27,506.36	68.76
1-1100-410-2	Teaching Supplies-secondary	50,000.00	5.96	26,227.82	0.00	23,772.18	47.54
1-1100-420-1	Textbooks-elementary	25,000.00	184.41	1,668.93	0.00	23,331.07	93.32
1-1100-420-2	Textbooks-secondary	25,000.00	-30.00	2,921.66	0.00	22,078.34	88.31
1-1100-450-1	A V Materials-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-450-2	A V Materials-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-0	Furn/equipment-general	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-1	Furn/equipment-elementary	5,000.00	0.00	83,336.47	0.00	-78,336.47	-1,566.72
1-1100-530-2	Furn/equipment-secondary	5,000.00	0.00	1,424.60	0.00	3,575.40	71.50
1-1100-531-1	Equipment Repair-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-531-2	Equipment Repair-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-532-0	Copier Lease/Purchase	40,000.00	1,712.89	31,024.71	0.00	8,975.29	22.43
1-1100-560-2	Computer Hardware	65,000.00	0.00	9,789.75	0.00	55,210.25	84.93
1-1100-561-0	E-Rate Dist. Portion	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-670-1	Travel-elementary	1,000.00	0.00	165.91	0.00	834.09	83.40
1-1100-670-2	Travel-secondary	1,500.00	0.00	970.11	0.00	529.89	35.32
1-1100-690-1	Other Misc. Expense-elem.	5,000.00	0.00	260.60	0.00	4,739.40	94.78
1-1100-690-2	Other Misc. Expense-sec.	10,000.00	0.00	5,227.67	0.00	4,772.33	47.72
1-1100-692-1	Other Misc. High Ability Lear	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-110-1	Poverty Salaries	218,620.00	18,219.00	182,190.00	0.00	36,430.00	16.66
1-1160-120-1	Poverty Subs	7,000.00	0.00	0.00	0.00	7,000.00	100.00

ALL Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1160-140-1	Poverty Para	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-210-1	Poverty FICA	17,500.00	1,356.06	13,558.62	0.00	3,941.38	22.52
1-1160-220-1	Poverty Retirement	21,600.00	1,799.64	17,996.42	0.00	3,603.58	16.68
1-1160-230-1	Poverty Health	64,276.00	4,854.13	48,834.27	0.00	15,441.73	24.02
1-1160-410-1	Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-420-1	Poverty Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-530-1	Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-560-1	Poverty Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-670-1	Poverty Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-690-1	Poverty Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-318-2	Vocal	4,000.00	0.00	4,605.50	0.00	-605.50	-15.13
1-1180-410-1	Vocal Supplies-elementary	500.00	0.00	329.09	0.00	170.91	34.18
1-1180-410-2	Vocal Supplies-secondary	5,000.00	0.00	3,639.94	0.00	1,360.06	27.20
1-1180-530-1	Vocal Equipment-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-530-2	Vocal Equipment-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-690-1	Vocal Other-elementary	0.00	0.00	114.05	0.00	-114.05	0.00
1-1180-690-2	Vocal Other-secondary	500.00	0.00	4,319.55	0.00	-3,819.55	-763.91
1-1181-318-1	Instrumental Purchased Service	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-318-2	Purchased Services	1,000.00	0.00	1,329.00	0.00	-329.00	-32.90
1-1181-410-1	Elem. Band Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-410-2	Instrumental Music Supplies	5,000.00	573.00	5,271.36	0.00	-271.36	-5.42
1-1181-530-2	Instrumental Music Equipment	5,000.00	0.00	7,668.33	0.00	-2,668.33	-53.36
1-1181-690-2	Instrumental Music Other	500.00	0.00	670.00	0.00	-170.00	-34.00

Monthly Expense Report

ALL Data

Arranged by:
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1201-319-0	Occupational Therapy (OPPT)	35,000.00	2,957.82	31,914.93	0.00	3,085.07	8.81
1-1210-390-0	Hearing Conservation	25,000.00	2,552.05	23,683.95	0.00	1,316.05	5.26
1-1212-110-0	Sped Dir. Salary	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-140-0	Sped Dir. Secretary Salary	15,440.00	0.00	0.00	0.00	15,440.00	100.00
1-1212-210-0	Fica	1,181.00	0.00	0.00	0.00	1,181.00	100.00
1-1212-220-0	Retirement	1,525.00	0.00	0.00	0.00	1,525.00	100.00
1-1212-230-0	Health Insurance	6,792.00	0.00	0.00	0.00	6,792.00	100.00
1-1212-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-318-0	Vocational Adjustment Co-op	5,000.00	955.97	11,192.17	0.00	-6,192.17	-123.84
1-1212-319-0	Inservice	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-670-0	Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-690-0	Other Misc. Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-110-0	Psychologist Salary	52,682.00	4,390.00	43,344.05	0.00	9,337.95	17.72
1-1214-140-0	Psych Clerical	0.00	1,128.00	11,720.63	0.00	-11,720.63	0.00
1-1214-210-0	Fica	4,031.00	410.65	4,098.54	0.00	-67.54	-1.67
1-1214-220-0	Retirement	5,205.00	545.06	5,439.21	0.00	-234.21	-4.49
1-1214-230-0	Health Insurance	17,711.00	1,262.06	14,694.74	0.00	3,016.26	17.03
1-1214-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-313-0	In-service	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-319-0	Diagnostic Charges	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-410-0	Supplies	500.00	0.00	946.55	0.00	-446.55	-89.31
1-1216-110-0	Speech Therapy Salary	59,160.00	4,593.68	48,863.68	0.00	10,296.32	17.40
1-1216-120-0	Substitute Speech Therapy	1,400.00	0.00	163.68	0.00	1,236.32	88.30

ALL Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1216-140-0	Salary-aid	0.00	0.00	500.00	0.00	-500.00	0.00
1-1216-210-0	Fica	4,626.00	343.82	3,407.60	0.00	1,218.40	26.33
1-1216-220-0	Retirement	5,845.00	453.76	4,793.48	0.00	1,051.52	17.99
1-1216-230-0	Health Insurance	11,720.00	660.16	8,871.37	0.00	2,848.63	24.30
1-1216-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-313-1	Speech Therapy	500.00	0.00	0.00	0.00	500.00	100.00
1-1216-313-2	Speech Therapy	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-410-0	Supplies	500.00	0.00	221.90	0.00	278.10	55.62
1-1216-530-0	Furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-670-0	Travel	250.00	4.60	378.78	0.00	-128.78	-51.51
1-1221-110-1	Sped Sal.	73,769.00	7,230.20	64,476.60	0.00	9,292.40	12.59
1-1221-110-2	Sped Sal.-sec.	144,109.00	12,010.00	119,698.19	0.00	24,410.81	16.93
1-1221-120-1	Sub-salaries Elem	5,000.00	100.00	2,625.00	0.00	2,375.00	47.50
1-1221-120-2	Sub-salaries Sec	6,000.00	100.00	5,900.00	0.00	100.00	1.66
1-1221-140-1	Aide	103,340.00	5,355.67	95,546.74	0.00	7,793.26	7.54
1-1221-140-2	Aide	30,764.00	1,725.62	24,395.94	0.00	6,368.06	20.69
1-1221-210-1	Fica	14,000.00	888.18	11,704.88	0.00	2,295.12	16.39
1-1221-210-2	Fica	13,900.00	985.88	10,928.59	0.00	2,971.41	21.37
1-1221-220-1	Retirement	17,500.00	1,140.98	14,236.24	0.00	3,263.76	18.65
1-1221-220-2	Retirement	17,300.00	1,356.78	14,233.30	0.00	3,066.70	17.72
1-1221-230-1	Health Insurance	60,950.00	3,859.78	39,778.37	0.00	21,171.63	34.73
1-1221-230-2	Health Insurance	48,200.00	1,690.47	19,032.35	0.00	29,167.65	60.51
1-1221-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

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1-1221-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-319-1	In-service	2,250.00	0.00	225.00	0.00	2,025.00	90.00
1-1221-319-2	In-service	1,000.00	0.00	2,275.00	0.00	-1,275.00	-127.50
1-1221-327-2	Sped Lease-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-410-1	Teaching Supplies	1,000.00	927.17	1,130.23	0.00	-130.23	-13.02
1-1221-410-2	Teaching Supplies	1,000.00	50.42	1,203.91	0.00	-203.91	-20.39
1-1221-420-1	Textbooks	0.00	0.00	174.60	0.00	-174.60	0.00
1-1221-420-2	Textbooks	0.00	0.00	268.30	0.00	-268.30	0.00
1-1221-530-1	Furn./equip.	500.00	0.00	5,623.80	0.00	-5,123.80	-1,024.76
1-1221-530-2	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00
1-1221-670-1	Travel-elementary	100.00	0.00	696.94	0.00	-596.94	-596.94
1-1221-670-2	Travel-secondary	100.00	0.00	2,366.57	0.00	-2,266.57	-2,266.57
1-1221-690-2	SPED Other	100.00	0.00	150.00	0.00	-50.00	-50.00
1-1232-313-0	Occupational Therapy	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-318-0	SPED Purchsed Services (SRS)	0.00	0.00	30.00	0.00	-30.00	0.00
1-1232-363-1	Sped Tuition-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-363-2	Sped Tuition-secondary	45,000.00	6,600.00	36,688.32	0.00	8,311.68	18.47
1-1330-110-2	Drivers Education Salary	6,000.00	556.75	5,567.50	0.00	432.50	7.20
1-1330-210-2	Fica	500.00	41.83	418.30	0.00	81.70	16.34
1-1330-220-2	Retirement	700.00	54.99	549.90	0.00	150.10	21.44
1-1330-336-2	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-337-2	Tires & Parts	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00

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1-1330-420-2	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-110-2	Ind.Tech. Sal.	59,160.00	4,930.00	49,300.00	0.00	9,860.00	16.66
1-1400-120-2	Sub. Salaries	1,400.00	400.00	1,625.00	0.00	-225.00	-16.07
1-1400-210-2	Fica	4,600.00	394.61	3,764.43	0.00	835.57	18.16
1-1400-220-2	Retirement	5,845.00	486.98	4,869.80	0.00	975.20	16.68
1-1400-230-2	Health Insurance	13,264.00	1,014.25	10,142.50	0.00	3,121.50	23.53
1-1400-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-318-2	Purchased Services	500.00	0.00	0.00	0.00	500.00	100.00
1-1400-410-2	Industrial Arts Supplies	10,000.00	35.33	3,610.92	0.00	6,389.08	63.89
1-1400-420-2	Industrial Arts Textbooks	0.00	0.00	1,491.58	0.00	-1,491.58	0.00
1-1400-530-2	Industrial Arts Equipment	5,000.00	0.00	2,792.74	0.00	2,207.26	44.14
1-1400-531-2	Industrial Arts Equip. Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-670-2	Industrial Arts Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-690-2	Industrial Arts Other	500.00	0.00	0.00	0.00	500.00	100.00
1-1450-110-2	Vo. Ag. Salaries	111,456.00	9,288.00	92,880.00	0.00	18,576.00	16.66
1-1450-120-2	Sub. Salaries	7,500.00	0.00	4,000.00	0.00	3,500.00	46.66
1-1450-210-2	Fica	9,000.00	698.66	7,292.62	0.00	1,707.38	18.97
1-1450-220-2	Retirement	11,012.00	917.45	9,184.38	0.00	1,827.62	16.59
1-1450-230-2	Health Insurance	26,832.00	2,145.07	26,036.30	0.00	795.70	2.96
1-1450-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-318-2	Voc Ag Purchased Services	3,500.00	285.00	426.24	0.00	3,073.76	87.82
1-1450-410-2	Vocational Ag Supplies	12,500.00	1,656.63	13,929.68	0.00	-1,429.68	-11.43
1-1450-420-2	Vocational Ag Textbooks	0.00	0.00	0.00	0.00	0.00	0.00

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1-1450-530-2	Vocational Ag Equipment	1,000.00	0.00	14,541.08	0.00	-13,541.08	-1,354.10
1-1450-531-2	Vocational Ag Equip Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-670-2	Vocational Ag Travel	7,500.00	0.00	6,752.59	0.00	747.41	9.96
1-1450-690-2	Vocational Ag Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-110-2	Home Ec. Salaries	62,220.00	5,185.00	51,750.00	0.00	10,470.00	16.82
1-1460-120-2	Sub. Salaries	1,400.00	0.00	1,000.00	0.00	400.00	28.57
1-1460-210-2	Fica	4,800.00	394.55	3,999.42	0.00	800.58	16.67
1-1460-220-2	Retirement	6,200.00	512.16	5,111.72	0.00	1,088.28	17.55
1-1460-230-2	Health Insurance	13,264.00	1,075.40	10,089.25	0.00	3,174.75	23.93
1-1460-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-318-2	Purchased Services	500.00	0.00	818.48	0.00	-318.48	-63.69
1-1460-410-2	Home Economics Supplies	1,000.00	0.00	163.16	0.00	836.84	83.68
1-1460-420-2	Home Economics Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-530-2	Home Economics Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-531-2	Home Ec.equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-670-2	Home Economics Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-690-2	Home Economics Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-110-2	Bus Ed Sal.	127,160.00	10,596.00	105,960.00	0.00	21,200.00	16.67
1-1480-120-2	Sub. Salaries	2,800.00	100.00	1,300.00	0.00	1,500.00	53.57
1-1480-210-2	Fica	10,000.00	766.26	7,685.56	0.00	2,314.44	23.14
1-1480-220-2	Retirement	12,563.00	1,046.66	10,466.60	0.00	2,096.40	16.68
1-1480-230-2	Health Insurance	35,422.00	1,975.97	24,728.77	0.00	10,693.23	30.18
1-1480-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

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1-1480-318-2	Purchased Services	500.00	0.00	280.00	0.00	220.00	44.00
1-1480-410-2	Business Education Supplies	1,000.00	0.00	54.00	0.00	946.00	94.60
1-1480-420-2	Business Education Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-530-2	Business Education Equipment	0.00	0.00	1,899.60	0.00	-1,899.60	0.00
1-1480-531-2	Business Ed. Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-670-2	Business Education Travel	250.00	0.00	317.90	0.00	-67.90	-27.16
1-1480-690-2	Business Education Other	250.00	0.00	0.00	0.00	250.00	100.00
1-1490-120-2	Revisions-Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-210-2	Revisions-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-220-2	Revisions-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-230-2	Revisions-Health Ins.	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-318-2	Revisions-Purchased Service	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-410-2	Revisions-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-670-2	Revisions-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-690-2	Revisions-Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-110-2	Salaries-guidance	129,558.00	10,797.00	107,970.00	0.00	21,588.00	16.66
1-2120-210-2	Fica	9,913.00	798.92	7,989.20	0.00	1,923.80	19.40
1-2120-220-2	Retirement	12,800.00	1,066.51	10,665.10	0.00	2,134.90	16.67
1-2120-230-2	Health Insurance	26,832.00	2,844.11	28,441.10	0.00	-1,609.10	-5.99
1-2120-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-318-2	Purchased Services	2,500.00	0.00	350.00	0.00	2,150.00	86.00
1-2120-410-1	Supplies	1,500.00	0.00	280.44	0.00	1,219.56	81.30
1-2120-410-2	Supplies	1,500.00	0.00	0.00	0.00	1,500.00	100.00

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1-2120-530-2	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-670-2	Travel Expense	500.00	0.00	512.00	0.00	-12.00	-2.40
1-2120-690-1	Guidance Other-Elementary	500.00	0.00	283.30	0.00	216.70	43.34
1-2120-690-2	Other Expense	500.00	0.00	324.72	0.00	175.28	35.05
1-2130-140-0	Nurse Salary	40,000.00	3,333.00	33,530.00	0.00	6,470.00	16.17
1-2130-210-0	Fica	3,060.00	254.98	2,565.10	0.00	494.90	16.17
1-2130-220-0	Retirement	3,952.00	329.23	3,312.05	0.00	639.95	16.19
1-2130-230-0	Health Insurance	17,711.00	1,462.89	14,628.90	0.00	3,082.10	17.40
1-2130-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2130-318-0	Medicaid Outreach Claim Processing	0.00	0.00	200.00	0.00	-200.00	0.00
1-2130-410-0	Supplies	2,000.00	0.00	231.45	0.00	1,768.55	88.42
1-2130-690-0	Nurse-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-319-0	Safe & Secure Purchased Servi	500.00	0.00	560.00	0.00	-60.00	-12.00
1-2150-410-0	Safe & Secure Supplies	0.00	0.00	164.95	0.00	-164.95	0.00
1-2150-530-0	Safe & Secure Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-690-0	Safe & Secure Other Exp.	0.00	0.00	0.00	0.00	0.00	0.00
1-2190-110-2	Activities Salaries	350,000.00	25,712.00	301,830.00	0.00	48,170.00	13.76
1-2190-120-2	Activities Sub Salaries	12,500.00	1,800.00	11,680.00	0.00	820.00	6.56
1-2190-140-2	Clerical Aide	7,720.00	0.00	0.00	0.00	7,720.00	100.00
1-2190-210-2	Fica	28,000.00	2,030.42	23,263.54	0.00	4,736.46	16.91
1-2190-220-2	Retirement	35,000.00	2,539.79	25,518.48	0.00	9,481.52	27.09
1-2190-230-2	Health Insurance	17,711.00	4,853.55	54,853.75	0.00	-37,142.75	-209.71
1-2190-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

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1-2190-318-2	Activity-Purchased Services	2,500.00	0.00	0.00	0.00	2,500.00	100.00
1-2190-410-2	Supplies	20,000.00	0.00	0.00	0.00	20,000.00	100.00
1-2212-313-1	Staff Development	2,000.00	658.00	1,551.00	0.00	449.00	22.45
1-2212-313-2	Staff Development	1,500.00	0.00	961.00	0.00	539.00	35.93
1-2222-110-0	Technology -Salary	63,617.00	5,301.00	53,010.00	0.00	10,607.00	16.67
1-2222-110-1	Salary-library	43,005.00	3,584.00	35,840.00	0.00	7,165.00	16.66
1-2222-110-2	Salary-library	62,358.00	4,912.34	50,505.34	0.00	11,852.66	19.00
1-2222-140-0	Technology Aid-Salary	27,900.00	1,937.50	21,680.64	0.00	6,219.36	22.29
1-2222-140-1	Teacher Aide	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-2222-140-2	Teacher Aide	3,900.00	278.63	3,831.75	0.00	68.25	1.75
1-2222-210-0	Technology-FICA	7,000.00	547.21	5,648.41	0.00	1,351.59	19.30
1-2222-210-1	Fica	3,400.00	267.97	2,679.70	0.00	720.30	21.18
1-2222-210-2	Fica	5,000.00	368.84	3,871.17	0.00	1,128.83	22.57
1-2222-220-0	Technology-Retirement	9,000.00	715.00	7,377.77	0.00	1,622.23	18.02
1-2222-220-1	Retirement	4,300.00	354.02	3,540.20	0.00	759.80	17.66
1-2222-220-2	Retirement	6,400.00	512.75	5,367.27	0.00	1,032.73	16.13
1-2222-230-0	Technology-Health	15,500.00	25.31	253.10	0.00	15,246.90	98.36
1-2222-230-1	Health Insurance	300.00	0.00	0.00	0.00	300.00	100.00
1-2222-230-2	Health Insurance	19,300.00	1,121.77	13,797.88	0.00	5,502.12	28.50
1-2222-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-318-1	Purchased Services	500.00	0.00	-139.00	0.00	639.00	127.80
1-2222-318-2	Purchased Service	7,500.00	0.00	6,023.95	0.00	1,476.05	19.68

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1-2222-410-1	Supplies	1,500.00	23.15	3,021.43	0.00	-1,521.43	-101.42
1-2222-410-2	Supplies	1,000.00	0.00	400.01	0.00	599.99	59.99
1-2222-430-1	Books	4,000.00	0.00	3,922.38	0.00	77.62	1.94
1-2222-430-2	Books	4,000.00	22.41	2,573.53	0.00	1,426.47	35.66
1-2222-440-1	Periodicals	0.00	0.00	31.95	0.00	-31.95	0.00
1-2222-440-2	Periodicals	750.00	31.95	656.17	0.00	93.83	12.51
1-2222-530-1	Elem Library Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-530-2	H.s. Media Equipment	500.00	766.15	992.15	0.00	-492.15	-98.43
1-2222-670-1	Library Travel	0.00	0.00	177.24	0.00	-177.24	0.00
1-2222-670-2	Library Travel	100.00	0.00	342.68	0.00	-242.68	-242.68
1-2222-690-1	Library Other	0.00	0.00	139.00	0.00	-139.00	0.00
1-2222-690-2	Library Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-1	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-2	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-1	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-2	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2310-315-0	Audit	5,700.00	0.00	5,700.00	0.00	0.00	0.00
1-2310-317-0	Legal Services	5,000.00	0.00	2,670.00	0.00	2,330.00	46.60
1-2310-341-0	Liability Insurance	35,000.00	0.00	2,679.00	0.00	32,321.00	92.34
1-2310-350-0	Advertising/printing	6,000.00	309.51	4,625.25	0.00	1,374.75	22.91
1-2310-630-0	Dues & Fees	8,000.00	0.00	6,494.00	0.00	1,506.00	18.82

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1-2310-641-0	Workers Comp Pool	40,000.00	0.00	3,050.00	0.00	36,950.00	92.37
1-2310-670-0	Travel Expense	2,000.00	0.00	2,263.48	0.00	-263.48	-13.17
1-2310-690-0	Other Expense	500.00	0.00	0.00	0.00	500.00	100.00
1-2320-110-0	Salary-administrative Staff	171,225.00	14,268.75	142,687.50	0.00	28,537.50	16.66
1-2320-140-0	Salary-clerical Ass't.	8,100.00	1,387.09	14,713.37	0.00	-6,613.37	-81.64
1-2320-210-0	Fica	11,000.00	1,175.21	8,819.74	0.00	2,180.26	19.82
1-2320-220-0	Retirement	17,700.00	1,546.46	15,547.77	0.00	2,152.23	12.15
1-2320-230-0	Health Insurance	6,792.00	564.61	5,648.68	0.00	1,143.32	16.83
1-2320-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-410-0	Office Supplies	5,000.00	0.00	5,982.97	0.00	-982.97	-19.65
1-2320-411-0	Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-530-0	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2320-630-0	Dues & Fees	2,500.00	0.00	1,860.10	0.00	639.90	25.59
1-2320-670-0	Travel Expense	5,000.00	36.08	1,139.43	0.00	3,860.57	77.21
1-2320-690-0	Other Expense	5,000.00	60.00	3,295.50	0.00	1,704.50	34.09
1-2410-110-1	Salaries	179,590.00	14,966.00	149,660.00	0.00	29,930.00	16.66
1-2410-110-2	Salaries	196,279.00	15,394.75	159,671.00	0.00	36,608.00	18.65
1-2410-140-1	Clerical Salaries	26,400.00	2,200.00	22,077.33	0.00	4,322.67	16.37
1-2410-140-2	Clerical Salaries	20,960.00	1,725.93	19,068.25	0.00	1,891.75	9.02
1-2410-210-1	Fica	16,000.00	1,242.74	12,433.33	0.00	3,566.67	22.29
1-2410-210-2	Fica	16,600.00	1,298.36	13,423.73	0.00	3,176.27	19.13
1-2410-220-1	Retirement	20,300.00	1,695.62	16,963.84	0.00	3,336.16	16.43
1-2410-220-2	Retirement	21,500.00	1,691.14	17,647.93	0.00	3,852.07	17.91

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1-2410-230-1	Health Insurance	24,500.00	1,943.65	20,392.66	0.00	4,107.34	16.76
1-2410-230-2	Health Insurance	24,500.00	535.13	15,591.53	0.00	8,908.47	36.36
1-2410-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-318-1	Purchased Services	500.00	250.00	1,255.00	0.00	-755.00	-151.00
1-2410-318-2	Purchased Services	2,000.00	161.20	4,959.64	0.00	-2,959.64	-147.98
1-2410-410-1	Supplies	2,000.00	0.00	253.23	0.00	1,746.77	87.33
1-2410-410-2	Supplies	2,000.00	0.00	815.25	0.00	1,184.75	59.23
1-2410-530-1	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-530-2	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-630-1	Dues & Fees	3,000.00	570.00	1,260.00	0.00	1,740.00	58.00
1-2410-630-2	Dues & Fees	2,500.00	300.00	975.00	0.00	1,525.00	61.00
1-2410-670-1	Travel Expense	2,000.00	0.00	1,539.88	0.00	460.12	23.00
1-2410-670-2	Travel Expense	2,000.00	0.00	268.01	0.00	1,731.99	86.59
1-2410-690-1	Other Expense	1,500.00	0.00	778.00	0.00	722.00	48.13
1-2410-690-2	Other Expense	2,500.00	0.00	1,239.75	0.00	1,260.25	50.41
1-2510-140-0	Salary-Business Manager-Kay	45,250.00	3,771.00	37,710.00	0.00	7,540.00	16.66
1-2510-210-0	Fica	3,462.00	276.98	2,769.80	0.00	692.20	19.99
1-2510-220-0	Retirement	4,471.00	372.49	3,724.90	0.00	746.10	16.68
1-2510-230-0	Health Insurance	291.00	53.13	531.30	0.00	-240.30	-82.57
1-2510-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-300-0	Flex Pay Contract	4,000.00	207.10	2,142.30	0.00	1,857.70	46.44
1-2510-310-0	Prog. Service Agreements	0.00	0.00	0.00	0.00	0.00	0.00

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1-2510-318-0	Purchsed Services	5,500.00	0.00	5,290.87	0.00	209.13	3.80
1-2510-341-0	Postage	12,000.00	535.00	9,981.38	0.00	2,018.62	16.82
1-2510-342-0	Telephone	9,000.00	0.00	-797.41	0.00	9,797.41	108.86
1-2510-350-0	Advertising/printing	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-382-0	Telephone-internet Line Usage	13,000.00	1,657.77	17,284.15	0.00	-4,284.15	-32.95
1-2510-410-0	Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-2510-530-0	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-660-0	Data Processing	1,000.00	73.40	745.40	0.00	254.60	25.46
1-2510-690-0	Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-336-0	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-337-0	Tires & Parts	2,000.00	0.00	2,689.11	0.00	-689.11	-34.45
1-2520-338-0	Repairs & Maintenance	1,000.00	0.00	1,690.72	0.00	-690.72	-69.07
1-2520-641-0	Vehicle Insurance	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-2610-140-0	Custodial Salaries	240,000.00	19,877.15	202,352.75	0.00	37,647.25	15.68
1-2610-150-0	Custodial Overtime Salary	60,000.00	3,314.97	45,104.47	0.00	14,895.53	24.82
1-2610-210-0	Fica	23,000.00	1,715.27	18,385.32	0.00	4,614.68	20.06
1-2610-220-0	Retirement	30,000.00	2,290.87	24,443.37	0.00	5,556.63	18.52
1-2610-230-0	Health Insurance	75,000.00	6,156.84	70,570.16	0.00	4,429.84	5.90
1-2610-321-0	Fuel	50,000.00	522.89	30,830.80	0.00	19,169.20	38.33
1-2610-322-0	Electricity	175,000.00	0.00	113,376.34	0.00	61,623.66	35.21
1-2610-323-0	Water/sewer	8,000.00	0.00	6,557.42	0.00	1,442.58	18.03
1-2610-410-0	Supplies	45,000.00	1,655.59	41,340.01	0.00	3,659.99	8.13
1-2610-641-0	Workers Comp. Pool	40,000.00	0.00	0.00	0.00	40,000.00	100.00

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1-2610-690-0	Other Expense	15,000.00	187.29	16,130.26	0.00	-1,130.26	-7.53
1-2620-140-0	Summer Employees	2,000.00	0.00	0.00	0.00	2,000.00	100.00
1-2620-210-0	Fica	150.00	0.00	0.00	0.00	150.00	100.00
1-2620-220-0	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-300-0	Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-318-0	Purchased Services	150,000.00	20,649.33	115,507.05	0.00	34,492.95	22.99
1-2620-520-0	Building Improvements	100,000.00	0.00	0.00	0.00	100,000.00	100.00
1-2620-530-0	Building Equipment	40,000.00	0.00	1,149.95	0.00	38,850.05	97.12
1-2620-641-0	Property Insurance	75,000.00	0.00	0.00	0.00	75,000.00	100.00
1-2620-690-0	Other Expense	250.00	0.00	0.00	0.00	250.00	100.00
1-2750-140-0	Drivers Salaries	80,000.00	3,386.17	67,811.94	0.00	12,188.06	15.23
1-2750-140-2	Activity Drivers Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-210-0	Fica	6,500.00	255.80	5,149.99	0.00	1,350.01	20.76
1-2750-220-0	Retirement	8,500.00	334.48	4,488.42	0.00	4,011.58	47.19
1-2750-230-0	Drivers Health Insurance	22,169.00	1,608.56	16,134.61	0.00	6,034.39	27.22
1-2750-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-332-0	Mileage To Option Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-333-0	Mileage To Parents	500.00	0.00	762.69	0.00	-262.69	-52.53
1-2750-335-0	Lease Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-336-0	Gas & Oil	65,000.00	102.32	36,948.97	0.00	28,051.03	43.15
1-2750-337-0	Tires & Parts	25,000.00	4,672.28	23,385.51	0.00	1,614.49	6.45
1-2750-338-0	Bus Repairs/main.	25,000.00	3,086.00	17,533.17	0.00	7,466.83	29.86

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1-2750-540-0	Bus Acquisition/replace	35,000.00	0.00	0.00	0.00	35,000.00	100.00
1-2750-641-0	Vehicle Insurance	10,000.00	0.00	0.00	0.00	10,000.00	100.00
1-2750-690-0	Other Expense	3,000.00	0.00	1,609.57	0.00	1,390.43	46.34
1-2760-110-0	Sped. Transportation Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-210-0	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-220-0	Sped. Trans.-retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-331-0	Sped Trans. of Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-332-0	Sped Transport.-lease Vehicle	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-333-0	Sped Trans-mileage To Patents	0.00	0.00	457.71	0.00	-457.71	0.00
1-3500-410-0	St. Categorical Programs-Tree Grant	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-110-0	Pre School Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-120-0	Pre School Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-210-0	Pre School FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-220-0	Pre School Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-230-0	Pre School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-318-0	Pre School Purchased Service	0.00	1,500.00	1,500.00	0.00	-1,500.00	0.00
1-3540-410-0	Pre School Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-420-0	Pre School Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-530-0	Pre School Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-690-0	Pre School Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-110-1	Title I Pt. A-Salary	127,160.00	10,596.00	105,960.00	0.00	21,200.00	16.67
1-4200-120-1	Title I Pt. A-Para/Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-140-1	Title I Pt. A-Secretary	0.00	0.00	0.00	0.00	0.00	0.00

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1-4200-210-1	Title I Pt. A-FICA	9,700.00	771.89	7,697.42	0.00	2,002.58	20.64
1-4200-220-1	Title I Pt. A-Retirement	12,500.00	1,046.66	10,466.60	0.00	2,033.40	16.26
1-4200-230-1	Title I Pt. A-Health Ins.	35,422.00	2,253.74	28,350.73	0.00	7,071.27	19.96
1-4200-318-1	Title I Pt. A -Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-410-1	Title I Pt. A-Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-4200-420-1	Textbooks	0.00	0.00	1,727.16	0.00	-1,727.16	0.00
1-4200-530-1	Title I Pt. A-Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-560-1	Title I Pt. A-Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-670-1	Title I Pt. A-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-690-1	Title I Pt. A-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-110-1	Title II Pt. A-Classsize Reduction	56,440.00	4,703.00	47,030.00	0.00	9,410.00	16.67
1-4310-120-1	Title II Pt. A-Class Red. Sub	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4310-210-1	Title II Pt. A -Class Red.-FICA	4,318.00	359.78	3,597.80	0.00	720.20	16.67
1-4310-220-1	Title II Pt. A-Class Red.-Retiremen	5,500.00	464.56	4,645.51	0.00	854.49	15.53
1-4310-230-1	Title II Pt. A-Class Red. Health	9,121.00	1,541.73	15,122.28	0.00	-6,001.28	-65.79
1-4310-310-0	Chapter Ii Carryover	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-318-0	Title II Pt. A Class Red.-Purchase	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-690-1	Title II Pt. A-Class Red.-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-110-1	Pre-School SPED Sal.	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-140-1	Pre-School Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-210-1	Pre-School SPED-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-220-1	Pre-School SPED-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-230-1	Pre-School SPED-Health	0.00	0.00	0.00	0.00	0.00	0.00

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1-4400-318-1	Purchased Service	8,000.00	1,048.42	5,495.98	0.00	2,504.02	31.30
1-4400-319-1	Pre School PT	5,000.00	420.98	3,971.24	0.00	1,028.76	20.57
1-4400-361-1	Pre School Tuition/Daycare	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4400-362-1	Pre School Transportation	500.00	0.00	0.00	0.00	500.00	100.00
1-4400-410-1	Pre-School SPED-Supplies	500.00	0.00	85.00	0.00	415.00	83.00
1-4400-420-1	Pre-School Books	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-530-1	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-670-1	Pre School Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-140-1	Pre-school Aide	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-210-1	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-220-1	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-230-1	Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-318-1	Pre-school O.t. Contracted	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-319-1	Pre-school P.t.	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-670-1	Pre-School SPED Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-110-0	IDEA Base	34,221.00	2,852.00	27,915.52	0.00	6,305.48	18.42
1-4404-210-0	IDEA Base FICA	2,618.00	208.08	2,040.60	0.00	577.40	22.05
1-4404-220-0	IDEA Base Retirement	3,381.00	281.71	2,757.40	0.00	623.60	18.44
1-4404-230-0	IDEA Base Pre-School	9,741.00	728.33	8,328.07	0.00	1,412.93	14.50
1-4404-318-0	Pre-School Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-319-0	IDEA Base P.T.	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-410-0	IDEA Base Supplies	0.00	0.00	0.00	0.00	0.00	0.00

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1-4404-670-0	IDEA Base Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4406-110-0	SPED IDEA	2,935.00	245.00	2,450.00	0.00	485.00	16.52
1-4406-210-0	SPED IDEA-FICA	225.00	18.07	180.70	0.00	44.30	19.68
1-4406-220-0	SPED IDEA-Retirement	290.00	24.20	242.01	0.00	47.99	16.54
1-4406-230-0	SPED IDEA	921.00	76.18	762.63	0.00	158.37	17.19
1-4406-410-0	Pre School	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-110-0	IDEA Poverty	83,606.00	5,611.80	65,604.40	0.00	18,001.60	21.53
1-4410-140-0	IDEA Poverty-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-210-0	IDEA Poverty FICA	6,397.00	395.81	4,650.68	0.00	1,746.32	27.29
1-4410-220-0	IDEA Poverty Retirement	8,260.00	554.32	6,480.30	0.00	1,779.70	21.54
1-4410-230-0	IDEA Poverty Health	26,035.00	1,729.53	20,173.41	0.00	5,861.59	22.51
1-4410-318-0	IDEA Poverty-Purchase Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-319-0	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-390-0	IDEA-Hearing Conservation	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-410-0	IDEA Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-530-0	IDEA Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-690-0	IDEA Poverty-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4580-110-2	ARRA Education Jobs	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-120-2	Carl Perkins-Substitute	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-210-2	Carl Perkins-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-410-2	Carl Perkins Grant-Supplies	1,000.00	0.00	665.63	0.00	334.37	33.43
1-4700-530-2	Carl Perking-Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-4700-690-2	Carl Perkins Grant-Other	0.00	0.00	0.00	0.00	0.00	0.00

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Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4900-690-0	Personal Property Repayment	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-318-0	Title II Pt. D, Tech.-Purchased Ser	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-410-0	Title II Pt. D-Technology-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-530-0	Title II Part D, Technology Equip.	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-690-0	Title II Part D, Technology	0.00	0.00	0.00	0.00	0.00	0.00
1-5000-605-0	Repayment of taxes paid	0.00	0.00	0.00	0.00	0.00	0.00
1-5200-620-0	Interest Payable	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-110-1	Jump Start/Summer School	15,000.00	0.00	0.00	0.00	15,000.00	100.00
1-6000-110-2	Summer School	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-120-1	Jump Start/Summer School-Subs	1,500.00	0.00	0.00	0.00	1,500.00	100.00
1-6000-120-2	Summer School-Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-140-1	Jump Start/Summer School-Para	3,500.00	0.00	0.00	0.00	3,500.00	100.00
1-6000-140-2	Summer School-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-210-1	Jump Start/Summer School-FICA	1,500.00	0.00	0.00	0.00	1,500.00	100.00
1-6000-210-2	Summer School-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-220-1	Jump Start/Summer School-Retire.	1,800.00	0.00	0.00	0.00	1,800.00	100.00
1-6000-220-2	Summer School-Retire.	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-1	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-2	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-620-0	Debt Service-Bond Payment	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-751-0	Transfers/lunches	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-752-0	Transfers To Activity Fund	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-760-0	General Transfers	50,000.00	0.00	0.00	0.00	50,000.00	100.00

ALL Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-9000-210-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-220-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-690-0	Non-program Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
1-9001-690-0	Energy Grants	0.00	0.00	0.00	0.00	0.00	0.00
1 Current Year Account Totals:		10,156,700.00	711,173.98	7,648,094.68	0.00	2,508,605.32	24.69
1	FUND Totals:	10,156,700.00	711,173.98	7,648,094.68	0.00	2,508,605.32	24.69

UPDATED VERSION-as of June 29th

Changes for the 2016-2017 Student Handbook

- 1) Welcome-pg 1
- 2) Updating school personnel changes to the faculty list - pg. 3
- 3) Updating changes to the Activity Sponsors/Coaches - pg. 4 & 5
Change language of Admittance to Building
- 4) Change the school year - pg. 8
- 5) Brunch prices going up-pg 15
- 6) ACT test dates and registration deadlines - pg. 17
Students may use the online form for bullying - pg. 17
- 7) Disclosure of Student Recruiting Info-pg. 18
- 8) Lunch prices increase-pg. 19
- 9) Complaint procedure-pg. 21
- 10) Misuse of Computers/Network-pg. 23
Possession of Obscene materials-pg. 23
- 11) Updated new dates for Saturday School - pg. 29
- 12) New dates for Sport seasons-pg. 35
- 13) Updating improper student conduct during school pictures/videos - pg. 36
Including dances to the Drug/Alcohol policy - pg. 36
- 14) Added to Homeless Students:
The duties of the Homeless Coordinator include the identification, enrollment and placement of homeless students, coordination of services, designing of activities, maintenance of student records and other required documentation. P. 31

Changes to Elementary Handbook

Academics

- Inserted last year the Schoolwide Compact (Title 1) to the Handbook. We will be up for our 3 year review. This documentation will be part of the documentation we will need this year.

General

- Playground closed until 4:00. We had a number of issues after school with students not playing appropriately on the playground. This statement was in the handbook previously.

Added to Homeless Students:

- The duties of the Homeless Coordinator include the identification, enrollment and placement of homeless students, coordination of services, designing of activities, maintenance of student records and other required documentation.

"Probationary Certified Employees" was changed to "*Probationary Certificated Employees*" on p. 2
"Permanent Certified Employees" was changed to "*Permanent Certificated Employees*" on p. 2

DUTY HOURS of EMPLOYEES (p.2)

- A. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
- B. All other staff shall be on duty as determined by the Superintendent.
- C. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district. (Policy #4004)
- D. *On a limited basis, teachers may leave at, or after 3:00 p.m., for special circumstances without being charged leave if they arrange for their own coverage and they receive permission from the building administrator. The arrangements need to be made at least a day prior to the request. (Note: Teachers covering for a colleague's uncharged leave will not be paid for covering the class as the colleague is not charged for leave.)*

Leave Policy from Negotiated Agreement is updated. (p. 3)

Class Coverage (added after Substitutes on p. 5)

Teachers will be paid 1/8th of the district-approved daily rate for a substitute teacher for covering a class when coordinated by an administrator, if covering results in the loss of their only planning time. Payment for coverage will be made in the July payroll. Teachers covering for a colleague's uncharged leave as described in Duty Hours of Employee" will not be paid for covering the class as the colleague is not charged for leave.

Homeless Students

The duties of the Homeless Coordinator include the identification, enrollment and placement of homeless students, coordination of services, designing activities, maintenance of student records and other required documentation.

Administrative Report

Meeting: July Board Meeting

Date: 7/11/16

Mrs. Allison Jonas

Topics:

Training – *First year teachers will attend a “bootcamp” at ESU 10 in Kearney on August 2nd – 3rd. In addition, all new staff will attend two days of orientation on August 9th & 10th. All staff will report on August 11th.*

Summer School – Summer School has 63 students attending (same as 2015). We’re focusing on individualized small-group instruction to help kick-off learning for the new year.

Primary – At last count we had 46 registered for Jump Start out of 60 anticipated kindergarteners. Twelve children identified on the census as being kindergarten age have not yet registered for Kindergarten despite multiple contacts from the district.

Staff – A big thank you to our Jump Start and Summer School helpers. They’ve spent long hours preparing and kids arrived today. We could not provide these programs without their help!

Administrator Report

Meeting: July Board Meeting

Date: 7/11/16

Mr. Widdifield

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Topics:

Summer School: Summer School started today and will go for the next 3 weeks. We currently have 70 students in summer school. We will be working on reading and math skills with each class having a theme they will study around.

Elementary Building: A big thank you to the maintenance staff on the fine job they did preparing the rooms and hallways prior to Summer School and Kindergarten Jump Start.

Playground: We will start the playground project soon. We had a trucking problem that delayed our equipment. We hope that we can start this week.

NAESP: I was able to attend the national conference in DC last week and gained a lot of information.

Administrator Report

Date: 7/11/16

Mr. Seth Ryker, Activities Director

=====

Topics:

Coaches Clinic

Concussion Testing

I. Coaches Clinic

1. Coaches Clinic – 13 GPS coaches have registered for the clinic

A) NCA All-Sport Coaches Clinic, which runs from July 26-28

1. Sport specific drills
2. Safe training practices
3. Leadership

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

II. Concussion Baseline Testing

Gothenburg Public School is very fortunate to have Dr. Matzke working with our coaching staff to ensure the safety of our athletes.

- As in the past we will conduct baseline tests for Softball, Volleyball and Football athletes this fall. We follow-up with baseline testing for Basketball and Wrestling in the winter. This baseline test assists in determining the severity of injury and allows for a safe return to competition. Dr. Matzke covers the cost of the baseline testing.
- This is something that IS NOT required by the NSAA and NOT part of the concussion protocol. It is an additional method for helping to ensure our athletes are safe.

Administrator Report

Meeting: July Board Meeting

Date: 7/11/16

Mr. Randy Evans, Sr. High Principal

Topics:

1) Credit Recovery

9 students were in our Summer School program from June 1-28. They have recovered their credits (either 1 semester or 2 semesters). Majority of these students are back on track with their respective classmates.

1st session: 8:00 a.m. to 11:00 a.m.

2nd session 11:15 a.m. to 2:15 p.m.

2) Student/Parent Handbook

I'm requesting board approval of the Student/Parent Handbook for the 2016-2017 school year.

Administrator Report

Meeting: July Board Meeting

Date: 7/11/16

Dr. Michael Teahon, Superintendent

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Summer: This summer has been exceedingly busy and it has been difficult to keep up. The later release from school seemed to complicate administrative schedules as we lost the week before Memorial Day pushing everything back into June.

Definition of Roles: The administrative and counseling teams are meeting during the first week in August to finalize roles. It will initially be challenging, as we will be working with one less administrator. However, it will also be exciting as we redefine our leadership process.

Budget: Budget development continues as we attempt to put together our plan for next year. We are equalized for 2016-17 as our calculated needs in the TEOSSA formula were just slightly above our calculated resources. Our calculated needs increased due to the fact that we had to increase our levy to the 94.5 cent minimum to make up for the huge loss in state aid thus eliminating our \$1.4 million minimum levy adjustment. I look for us only to be equalized for one year, as our projected increase in valuation will result in a higher value for calculated resources.

Board of Education Regular Meeting

June 13, 2016 5:30 PM

Gothenburg Public Schools Discovery Center

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century.

Attendance Taken at 5:30 PM

Present Board Members:

Devin Brundage
Amber Burge
Lisa Geiken
Jon Hudson
Jeremy Sitorius
Nate Wyatt

Others Present:

James Widdifield
Allison Jonas
Seth Ryker
Beth Barrett-Times
Michael Teahon-Superintendent
Kay Streeter-Business Manager

Call to Order & Pledge of Allegiance

5:30 P.M.

Approve the Agenda

Motion Passed: Motion to approve the agenda passed with a motion by Jon Hudson and a second by Amber Burge.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Recognition of Visitors

Hearings

Public Hearing to discuss, consider and receive input on Student Fees Policy was called to order at 5:35 P.M.

Dr. Teahon explained student fees fund and the revenue and expenses involved. Dr. Teahon asked for questions from Board and patrons. Hearing none, the Student Fees Hearing was closed at 5:36 P.M.

Public Hearing to discuss, consider, and receive input on Parent Involvement Policy was called to order at 5:36 P.M.

Dr. Teahon explained the process of the parent involvement process and asked for questions from the Board and patrons. Hearing none, the Patent Involvement Hearing was closed at 5:37 P.M.

Consent Agenda

Motion Passed: Motion to approve consent agenda as presented passed with a motion by Devin Brundage and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Board of Education Regular Meeting

June 13, 2016 5:30 PM

Gothenburg Public Schools Discovery Center

Page 2

Acknowledge accreditation status from Nebraska Department of Education Accreditation Certificate from NDE

Motion Passed: Acknowledge Accreditation status from Nebraska Department of Education for the 2016-2017 school year. passed with a motion by Jon Hudson and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Consider initial contracts for certificated staff for the 2016-17 school year. (Executive Session Possible)

Contracts for Nick Miller and Ligia Peterson were approved at a Special Meetings held on May 20, 2016 , at 7:30 A.M. No further action is needed.

Consider approval of extra-duty assignments for 2016-17 year.

Motion Passed: Motion to approve extra-duty assignments as presented passed with a motion by Lisa Geiken and a second by Amber Burge.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Review of lunch program and consider proposal to set lunch prices for 2016-17.

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

Adult Meals	\$3.00	High School	\$2.60	Jr. Hi	\$2.60
Elementary	\$2.30	Breakfast	\$1.30		
Devin Brundage	Yes	Jon Hudson	Yes		
Amber Burge	Yes	Jeremy Sitorius	Yes		
Lisa Geiken	Yes	Nate Wyatt	Yes		

Board of Education Reports

Proposed Handbooks and Evaluation Instruments

Junior-Senior High School Student Handbook, Elementary Student Handbook, Faculty Handbook including Certificated Employee Evaluation Instrument, Coach's Handbook, Non-Certificated Staff Handbook including Employee Evaluation Instrument, Administrator Evaluation Instrument including Principal Evaluation Instrument, Activities Director Evaluation Instrument, Superintendent Evaluation Instrument, Volunteer Handbook. Proposed changes were discussed and will be approved at next regular meeting.

Administrative Reports

Primary/SPED--Mrs. Jonas

Scheduling training for new and existing staff members, which includes training for Program Specific Instruction, Marzano, and Corrective Reading. Jump Start and Summer School will begin July 13-July 31. Couldn't do it without the great staff that's on board. SPED Targeted Improvement Plan will be submitted. This plan aligns our school improvement goals to that of serving children with a disability. A team of teachers created this plan based on student data.

Elementary--Mr. Widdifield

North Playground is scheduled for renovation the week of June 20. As President of the NAESP, I will be attending a trip to Washington DC to visit with our Senators and Congressmen. Will also be attending the National Conference in Maryland in July. Approved as Title I school. Next year will be the three year review.

Activities--Mr. Ryker

SWC voted to increase admission prices beginning of the 2016-17 school year to \$6.00 and \$5.00 for varsity events. GPS will plan to institute these prices for all varsity events. Will also increase non-varsity admission to \$3.00 for adults and students. Admission prices have not increased locally in at least 15 years. Annual adult passes--Annual pass \$65.00; Fall Pass \$30.00; Winter Pass \$40.00

High School--Mr. Evans

Thank you to board members who helped with graduation. Summer school is underway and will conclude June 28. Discipline Data review. Academic Data review.

Superintendent--Dr. Teahon

Busy with year-end reports and filings with State and Federal. Gothenburg Public Schools hosted a SWC Leadership Summit for administrators and counselors of the SWC including McCook. The day was filled with great speakers and activities. The response from the guests was very positive. Thank you to all involved.

Policy Review

Policies are still being reviewed by the Perry Law Firm, and will be distributed to Board members for review as soon as they are received.

Discussion Items

Thank you to the Chamber for the Teacher Appreciation Night that they hosted. Our school has extraordinary support from the community. Thank you.

Executive session to discuss strategy for potential real estate purchases.

Motion Passed: Motion to enter executive session at 6:42P.M. for the purpose of discussing strategy for potential real estate purchases passed with a motion by Jeremy Sitorius and a second by Amber Burge.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Board of Education Regular Meeting

June 13, 2016 5:30 PM

Gothenburg Public Schools Discovery Center

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Regular Session

Mr. Wyatt declared executive session adjourned at 6:50 P.M., with no action taken.

Next Meeting

July 11, 2016--12:00 Noon

Adjournment

Motion Passed: Motion to approve adjournment at 7:01 P.M. passed with a motion by Lisa Geiken and a second by Jeremy Sitorius.

Devin Brundage	Yes	Jon Hudson	Yes
Amber Burge	Yes	Jeremy Sitorius	Yes
Lisa Geiken	Yes	Nate Wyatt	Yes

Kay Streeter

Business Manager/Recording Secretary

SCHOOL DISTRICT # 20
Treasurer's Report for the month of:
June 2016

GENERAL FUND

05/31/16	Balance from last month		\$ 4,909,612.13
06/15/16	Custer County Treasurer Direct Deposit	\$ 122,103.84	
06/15/16	Dawson County Treasurer Direct Deposit	\$ 520,956.74	
06/17/16	Hot Lunch Payroll-June	\$ 6,674.76	
06/17/16	Int CD xxx839 - 1910	\$ 293.68	
06/17/16	NASB Medicaid	\$ 6,109.84	
06/17/16	St/Fed Withholding Taxes-June	\$ 1,934.08	
06/21/16	St. of Neb-Special Ed School Age Reimbursement 14-15 FFR	\$ 55,354.00	
06/22/16	St. of Neb- HC Claim Pmt	\$ 60.16	
06/22/16	St. of Neb- HC Claim Pmt	\$ 667.76	
06/27/16	St. of Neb-GMS Payments Title IIA - Code 4310	\$ 25,865.00	
06/27/16	St. of Neb-GMS Payments Title IIA - Code 4310	\$ 50.00	
06/29/16	St. of Neb- HC Claim Pmt	\$ 1,277.54	
06/30/16	Bus fuel 2750-336-0	\$ 420.00	
06/30/16	C Lecher Jury Duty - 5690	\$ 35.00	
06/30/16	ESU 10 - 5690	\$ 450.00	
06/30/16	History book 1100-420-2	\$ 30.00	
06/30/16	Int CD xxx988 - 1910	\$ 25.95	
06/30/16	Lincoln Co Treasurer - 20 -	\$ 142,057.24	
06/30/16	TeamMates 1100-318-0	\$ 400.00	
06/30/16	St. of Neb-State aid to education-June	\$ 24,942.30	
06/30/16	Interest DDA xxx063	\$ 471.07	
	Total receipts for month	\$ 910,178.96	
	Dawson County transfers to		
	Special Building Fund	\$ 2,966.02	
	Bond Fund	\$ 32,348.72	
	Custer County transfers to		
	Special Building Fund	\$ 742.87	
	Bond Fund	\$ 6,369.65	
	Total Warrants paid	\$ 725,597.05	
06/30/16	Balance		<u>\$ 5,051,766.78</u>
06/30/16	First State Bank xxx101	\$ 526,344.41	
06/30/16	First State Bank xxx063	\$ 1,840,246.11	
	COD#xxx303 First State Bank 0.30% due 11-16-16	\$ 1,027,708.90	
	COD#xxx055 Gothenburg State Bank 0.40% due 5-16-17	\$ 1,000,000.00	
	COD#xxx839 Gothenburg State Bank 0.40% due 6-06-17	\$ 234,300.35	
	COD#xxx988 First State Bank 0.30% due 12-12-16	\$ 20,705.98	
	COD#xxx306 Gothenburg State Bank 0.25% due 7-8-16	\$ 250,000.00	
	COD#xxx889 First State Bank 0.60% due 1-10-17	\$ 82,722.09	
	COD#xxx888 First State Bank 0.60% due 1-10-17	\$ 25,983.51	
	COD#xxx732 First State Bank 0.92% due 10-10-18	\$ 43,755.43	
06/30/16	Balance of investments and accounts		<u>\$ 5,051,766.78</u>

SCHOOL DISTRICT # 20
Treasurer's Report for the month of:
June 2016

SPECIAL BUILDING FUND

05/31/16 Balance		\$	899,387.59
06/29/16 Dawson County Treas - transfer from General Fund	\$	2,966.02	
06/29/16 Custer County Treas - transfer from General Fund	\$	742.87	
06/30/16 Lincoln County Treas	\$	917.03	
06/30/16 Interest DDA xxx866	\$	212.57	
Total receipts		\$	4,838.49
Total Warrants paid		\$	48,995.40
06/30/16 Balance		\$	855,230.68
			<u>855,230.68</u>
06/30/16 First State Bank xxx866	\$	855,230.68	
06/30/16 First State Bank xxx321	\$	-	
			<u>855,230.68</u>
06/30/16 Balance of investments and accounts		\$	855,230.68
			<u>855,230.68</u>

EMPLOYEE BENEFIT ACCOUNT

05/31/16 Balance		\$	55,369.28
06/17/16 Teacher Dues/Flex Plan	\$	5,607.62	
06/17/16 Boson-May Ins	\$	385.16	
06/30/16 City of Gothburg - Clymer Ins - July	\$	588.62	
Total Receipts		\$	6,581.40
Total Warrants paid		\$	1,979.12
06/30/16 Balance		\$	59,971.56
			<u>59,971.56</u>
06/30/16 First State Bank - xxx545	\$	59,971.56	
06/30/16 Balance of investments and accounts		\$	59,971.56
			<u>59,971.56</u>

SCHOOL DISTRICT # 20
Treasurer's Report for the month of:
June 2016

DEPRECIATION FUND

05/31/16 Balance		\$ 553,637.28
06/30/16 Interest DDA xxx515	\$ 42.38	
Total receipts	\$ 42.38	
Total Warrants paid	\$ -	
 06/30/16 Balance		 <u>\$ 553,679.66</u>
06/30/16 Gothenburg State Bank xxx515	\$ 343,757.02	
COD #xxx476 Gothenburg State Bank 0.25% due 8-20-16	\$ 100,000.00	
COD#xxx266 First State Bank 0.40% due 8-24-16	\$ 59,922.64	
COD#xxx477 Gothenburg State Bank 0.25% due 8-30-16	\$ 50,000.00	
 06/30/16 Balance of investments and accounts		 <u>\$ 553,679.66</u>

SCHOOL DISTRICT 20 BOND FUND

05/31/16 Balance		\$ 772,462.03
06/30/16 Lincoln Co-K-8	\$ 6,354.42	
06/30/16 Lincoln Co-9-12	\$ 6,586.07	
06/29/16 Custer Co-transfer from General Fund K-8	\$ 1,034.80	
06/29/16 Custer Co-transfer from General Fund 9-12	\$ 5,334.85	
06/29/16 Dawson Co-transfer from General Fund K-8	\$ 11,048.27	
06/29/16 Dawson Co-transfer from General Fund 9-12	\$ 21,300.45	
06/30/16 Interest acct xxx753	\$ 185.75	
 Total Receipts	 \$ 51,844.61	
 Total paid out	 \$ 44,347.50	
 06/30/16 Balance		 <u>\$ 779,959.14</u>
06/30/16 First State Bank Acct xxx753	\$ 779,959.14	
 06/30/16 Balance of Investments and accounts		 <u>\$ 779,959.14</u>
 06/30/16 TOTAL DEPOSITS OF THE DISTRICT		 <u>\$ 7,300,607.82</u>

Prepared by Randall G. Waskowiak, Treasurer Dist # 20

RW

SCHOOL DISTRICT # 20
Treasurer's Report for the month of:
June 2016

First State Bank-total deposits

DDA xxx101 General Fund	\$	526,344.41
DDA xxx321 Special Building Fund	\$	-
DDA xxx753 Bond Fund	\$	779,959.14
DDA xxx063 General Fund	\$	1,840,246.11
DDA xxx866 Special Building Fund	\$	855,230.68
DDA xxx545 Employee Benefit Account	\$	59,971.56
CD#xxx266 Depreciation Fund	\$	59,922.64
CD#xxx732 General Fund	\$	43,755.43
CD#xxx888 General Fund	\$	25,983.51
CD#xxx889 General Fund	\$	82,722.09
CD#xxx988 General Fund	\$	20,705.98
CD#xxx303 General Fund	\$	1,027,708.90

Total deposits to be covered by Insurance
both FDIC and securities \$ 5,322,550.45

Collateral Pledged

First State Bank, Gothenburg, Nebraska

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
Bellevue NE Pub Safety Dept Muni Cusip: 079212U38	\$ 200,000.00	6/1/2033	107533
Central City NE RFDG Muni Cusip: 153091BC6	\$ 155,000.00	6/15/2024	606911
Colfax Cnty NE S.D. #123 Muni Cusip: 194045AU4	\$ 200,000.00	12/15/2025	100960
Douglas Cnty NE SID #404 Muni Cusip: 25932KCA1	\$ 125,000.00	1/15/2030	605757
Douglas Cnty NE SID #441 Muni Cusip: 25930EBQ3	\$ 160,000.00	10/15/2025	107527
Douglas Cnty NE SID #496 Muni Cusip: 25927LCK4	\$ 125,000.00	5/15/2032	605758
Douglas Cnty NE SID #499 Muni Cusip: 2599305CL2	\$ 200,000.00	6/15/2035	
Douglas Cnty NE SID #503 Muni Cusip: 25931EET3	\$ 100,000.00	8/15/2025	606310
Douglas Cnty NE SID #530 Muni Cusip: 25930LAW5	\$ 160,000.00	8/15/2028	107528
Douglas Cnty NE SID #530 Muni Cusip: 25930LBV6	\$ 100,000.00	5/15/2036	
Douglas Cnty NE SID #539 Muni Cusip: 25932MBD2	\$ 150,000.00	8/15/2036	
Douglas Cnty NE SID #541 Muni Cusip: 25932DAC5	\$ 100,000.00	5/15/2032	606315
Edgar NE Muni Bldg Muni Cusip: 279763CT1	\$ 200,000.00	9/1/2031	107532
Federal Home Loan Bank Cusip: 3133812Z7	\$ 500,000.00	11/15/2022	
Furnas Cnty NE Muni Cusip: 36109PAQ1	\$ 240,000.00	12/15/2029	612254
GNMA Pass-thru Pool MA2247 Cusip: 36179QP88	\$ 930,031.00	9/20/2044	611833
Imperial Cnty FACS AGY NE Muni Cusip: 452705AS5	\$ 125,000.00	12/15/2028	606909
Nemaha Cnty NE S.D.#29 Muni Cusip: 64044XBP5	\$ 100,000.00	12/15/2033	105579
Otoe Cnty NE S.D. #27 Muni Cusip: 68905TDT3	\$ 200,000.00	12/15/2033	102807
Sarpy Cnty NE SID #202 Muni Cusip: 80377FCG6	\$ 100,000.00	1/15/2026	606311
Sarpy Cnty NE SID #223 Muni Cusip: 80373JBU2	\$ 100,000.00	9/15/2020	606308
Sarpy Cnty NE SID #235 Muni Cusip: 803763DF5	\$ 100,000.00	6/15/2033	606317
Sarpy Cnty NE SID #241 Muni Cusip: 803739CA7	\$ 100,000.00	4/15/2026	606312
Sarpy Cnty NE SID #261 Muni Cusip: 80376RDC9	\$ 100,000.00	4/15/2033	606316
Saunders Cnty NE S.D.#9 Muni Cusip: 80449PEB7	\$ 200,000.00	12/15/2033	105811
South Sioux City NE Muni Cusip: 840380BR9	\$ 200,000.00	6/15/2028	107531
Total pledged	\$ 4,970,031.00		

SCHOOL DISTRICT # 20
Treasurer's Report for the month of:
June 2016

Gothenburg State Bank - Total deposits

COD#xxx839 General Fund	\$ 234,300.35
COD#xxx306 General Fund	\$ 250,000.00
COD#xxx476 Depreciation Fund	\$ 100,000.00
DDA xxx515 Depreciation Fund	\$ 343,757.02
COD#xxx477 Depreciation Fund	\$ 50,000.00
COD#xxx055 General Fund	\$ 1,000,000.00

Total \$ 1,978,057.37

Reconciled by Kay Streeter

06/30/16 DDA #xxx490 Hot Lunch Fund	\$ 63,179.04
06/30/16 DDA #xxx771 Student Activity Fund	\$ 151,383.93
06/30/16 DDA #xxx822 Petty Cash Fund	\$ 2,202.10
06/30/16 DDA #xxx852 Student Fees Fund	\$ 22,992.91

Total deposits to be covered by Insurance
both FDIC and agency securities \$ 2,217,815.35

Collateral Pledged

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
Gothenburg State Bank, Gothenburg, Nebraska			
Bellevue NE Muni Cusip: 079212H25	\$ 90,000.00	12/15/18	194021310
Bellevue NE Muni Cusip: 079212G91	\$ 65,000.00	12/15/17	194021307
Dawson NE Public Power Dist Muni Cusip: 239421DE7	\$ 205,000.00	6/15/17	186015706
Dodge Cnty NE S.D.#595 Muni Cusip: 256449AZ2	\$ 60,000.00	12/15/15	229032880
Dodge Cnty NE S.D.#595 Muni Cusip: 256449BA6	\$ 70,000.00	12/15/16	229032890
Douglas Cnty NE SID #432(Hillsborough Pointe) Muni Cusip: 25929BAG5	\$ 55,000.00	10/15/17	210001793
Douglas Cnty NE SID #432(Hillsborough Pointe) Muni Cusip: 25929BAH3	\$ 55,000.00	10/15/18	210001794
Federal Home Ln Bks Cusip: 3133XFPR1	\$ 165,000.00	6/10/16	210001558
Federal Home Ln Bks Cusip: 3130A0JR2	\$ 1,000,000.00	12/13/19	210003571
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru Pool 783091 Cusip: 36241LNG7	\$ 70,000.00	6/15/40	194023397
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 175,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 135,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 145,000.00	12/20/38	194023219
GNMA REMIC Trust 2009-116 Cusip: 38376PK82	\$ 155,000.00	11/16/38	322001361
GNMA REMIC Trust 2013-116 Cusip: 38378VJ48	\$ 120,000.00	2/20/43	322001384
Ord NE Rural Fire Protn Dist Muni Cusip: 68574TAF6	\$ 70,000.00	8/15/20	210003333
Wallace Vlg NE Muni Cusip: 93239TAC8	\$ 119,000.00	10/1/29	210003511
Washington Cnty NE S.D. 24 Muni Cusip: 93811RBU7	\$ 270,000.00	12/15/2022	210003932
Total Pledged	\$ 3,104,000.00		

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
Journal Number: 347 Check Journal				Posted: 07/07/2016			
Computer Checks							
1 - GENERAL FUND							
Bank Account :A - Fsb							
00054343	06/28/2016	LYNNSTEVE	Lynnette Stevens				
June	06/28/2016			06/28/2016	Purchased Services		
1-1100-318-0			Purchased Services-High Ability			-400.00	400.00
					Invoice Total:	-400.00	400.00
					Check Total:	-400.00	400.00
00054344	06/30/2016	DANEANDE	Danette Anderson				
May	06/30/2016			06/30/2016	OT		
1-1201-319-0			Occupational Therapy (OPPT)			-2,180.54	2,180.54
1-4400-318-1			Purchased Service			-583.42	583.42
					Invoice Total:	-2,763.96	2,763.96
					Check Total:	-2,763.96	2,763.96
00054345	06/30/2016	DANJENSE	Dan Jensen				
Fuel	06/30/2016			06/30/2016	Fuel		
1-2750-336-0			Gas & Oil			-222.03	222.03
					Invoice Total:	-222.03	222.03
					Check Total:	-222.03	222.03
00054346	06/30/2016	MIKETEAH	Mike Teahon				
Travel	06/30/2016			06/30/2016	Travel		
1-2320-670-0			Travel Expense			-36.08	36.08
					Invoice Total:	-36.08	36.08
					Check Total:	-36.08	36.08
00054347	06/30/2016	SETHRYKE	Seth Ryker				
June	06/30/2016			06/30/2016	Telephone		
1-2510-382-0			Telephone-internet Line Usage			-100.83	100.83
					Invoice Total:	-100.83	100.83
					Check Total:	-100.83	100.83
00054348	06/30/2016	ARTHOUN	Arthur County Schools				
Entry Fee	06/30/2016			07/01/2016	Catapult Contest		
1-1450-318-2			Voc Ag Purchased Services			-50.00	50.00
					Invoice Total:	-50.00	50.00
					Check Total:	-50.00	50.00
00054352	06/30/2016	ACCULABE	Accurate Label Designs				
146995	06/30/2016			07/07/2016	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-111.95	111.95
					Invoice Total:	-111.95	111.95
					Check Total:	-111.95	111.95
00054353	06/30/2016	ADVAEDUC	Advance Education, Inc.				
84009	06/30/2016			07/07/2016	External Review		
1-1100-318-0			Purchased Services-High Ability			-1,750.00	1,750.00
					Invoice Total:	-1,750.00	1,750.00
					Check Total:	-1,750.00	1,750.00
00054354	06/30/2016	ASCENT	AS Central Services				

Check Journal

Fiscal Year: 2016

Check Number Invoice Account Number	Date Invoice Date	Vendor ID PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
1013934 1-2510-382-0	06/30/2016		Telephone-internet Line Usage	07/07/2016	Internet	-227.47	227.47
					Invoice Total:	-227.47	227.47
					Check Total:	-227.47	227.47
00054355 5013893740 1-2222-430-2	06/30/2016	BAKE&TAY	Baker & Taylor Books	07/07/2016	Book	-22.41	22.41
					Invoice Total:	-22.41	22.41
					Check Total:	-22.41	22.41
00054356 3rd-4th quarter 1-1232-363-2	06/30/2016	BEATPUBL	Beatrice Public Schools Sped Tuition-secondary	07/07/2016	Tuition	-6,600.00	6,600.00
					Invoice Total:	-6,600.00	6,600.00
					Check Total:	-6,600.00	6,600.00
00054357 2861 1-2620-318-0	06/30/2016	BUTTELEC	Butterfield Electric, Inc. Purchased Services	07/07/2016	Maintenance	-3,315.01	3,315.01
					Invoice Total:	-3,315.01	3,315.01
					Check Total:	-3,315.01	3,315.01
00054358 Travel 1-1216-670-0	06/30/2016	CAROKEIS	Carol Keiser Travel	07/07/2016	Travel	-4.60	4.60
					Invoice Total:	-4.60	4.60
					Check Total:	-4.60	4.60
00054359 0000229 1-2510-382-0	06/30/2016	CHARCOMM	Charter Communications Telephone-internet Line Usage	07/07/2016	Internet	-550.00	550.00
					Invoice Total:	-550.00	550.00
					Check Total:	-550.00	550.00
00054360 11590 1-2222-530-2	06/30/2016	COVEONE	Cover One H.s. Media Equipment	07/07/2016	Equipment	-766.15	766.15
					Invoice Total:	-766.15	766.15
					Check Total:	-766.15	766.15
00054361 June 1-1201-319-0 1-4400-318-1	06/30/2016	DANEANDE	Danette Anderson Occupational Therapy (OPPT) Purchased Service	07/07/2016	OT	-310.00	310.00
						-465.00	465.00
					Invoice Total:	-775.00	775.00
					Check Total:	-775.00	775.00
00054362 70600 1-1210-390-0 1-1212-318-0 1-2212-313-1 1-2410-318-1	06/30/2016	ESU #10	Esu #10 Hearing Conservation Vocational Adjustment Co-op Staff Development Purchased Services	07/07/2016	Voc. Center/Deaf Ed./Staff Dev	-2,552.05	2,552.05
						-955.97	955.97
						-300.00	300.00
						-250.00	250.00

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date		
				Invoice Total:	-4,058.02	4,058.02
				Check Total:	-4,058.02	4,058.02
00054363	06/30/2016	EXPLLEARN	ExploreLearning			
00035724	06/30/2016			07/07/2016		
1-1100-318-2			Purchased Services	Exsite renewal	-1,995.00	1,995.00
				Invoice Total:	-1,995.00	1,995.00
				Check Total:	-1,995.00	1,995.00
00054364	06/30/2016	GOTHSTAT	Gothenburg State Bank			
June	06/30/2016			07/07/2016		
1-2510-660-0			Data Processing	June Payroll	-73.40	73.40
				Invoice Total:	-73.40	73.40
				Check Total:	-73.40	73.40
00054365	06/30/2016	GOTHTIME	Gothenburg Times			
June	06/30/2016			07/07/2016		
1-1221-410-1			Teaching Supplies	Advertising/Supplies	-927.17	927.17
1-2310-350-0			Advertising/printing		-309.51	309.51
				Invoice Total:	-1,236.68	1,236.68
				Check Total:	-1,236.68	1,236.68
00054366	06/30/2016	GOTHTIME2	Gothenburg Times			
Subscription	06/30/2016			07/07/2016		
1-2222-440-2			Periodicals	Media Center	-31.95	31.95
				Invoice Total:	-31.95	31.95
				Check Total:	-31.95	31.95
00054367	06/30/2016	HICKLUMB	Hicken Lumber Center			
383002	06/30/2016			07/07/2016		
1-2610-410-0			Supplies	Supplies/Maintenance	-11.98	11.98
1-2620-318-0			Purchased Services		-579.82	579.82
				Invoice Total:	-591.80	591.80
				Check Total:	-591.80	591.80
00054368	06/30/2016	HOMELEAS	Hometown Leasing			
12784624	06/30/2016			07/07/2016		
1-1100-532-0			Copier Lease/Purchase	Copier Lease	-1,712.89	1,712.89
				Invoice Total:	-1,712.89	1,712.89
				Check Total:	-1,712.89	1,712.89
00054369	06/30/2016	JOHNDEER	John Deere Financial			
43621	06/30/2016			07/07/2016		
1-1450-410-2			Vocational Ag Supplies	Supplies	-1,084.78	1,084.78
1-2610-410-0			Supplies		-116.41	116.41
				Invoice Total:	-1,201.19	1,201.19
				Check Total:	-1,201.19	1,201.19
00054370	06/30/2016	KARLBRYA	Karla Bryant, Pt			
June	06/30/2016			07/07/2016		
1-1201-319-0			Occupational Therapy (OPPT)	PT	-467.28	467.28
1-4400-319-1			Pre School PT		-420.98	420.98
				Invoice Total:	-888.26	888.26
				Check Total:	-888.26	888.26

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued
Account Number			Account Description				Payment
00054371	06/30/2016	KITTMUSI	Kittle's Music				
1492	06/30/2016			07/07/2016	Supplies		
1-1181-410-2			Instrumental Music Supplies			-348.00	348.00
					Invoice Total:	-348.00	348.00
					Check Total:	-348.00	348.00
00054372	06/30/2016	MIDAMRES	Mid-American Research Chemical				
582466	06/30/2016			07/07/2016	Supplies		
1-2610-410-0			Supplies			-213.09	213.09
					Invoice Total:	-213.09	213.09
					Check Total:	-213.09	213.09
00054373	06/30/2016	MIDWCONN	Midwest Connect				
56465	06/30/2016			07/07/2016	Supplies		
1-2510-341-0			Postage			-35.00	35.00
					Invoice Total:	-35.00	35.00
					Check Total:	-35.00	35.00
00054374	06/30/2016	MIKESANI	Michael Houchin				
663890	06/30/2016			07/07/2016	Playground removal		
1-2620-318-0			Purchased Services			-575.00	575.00
					Invoice Total:	-575.00	575.00
					Check Total:	-575.00	575.00
00054375	06/30/2016	NCSA	Nebraska Council of School Administrators				
2016-17	06/30/2016			07/07/2016	Membership		
1-2410-630-1			Dues & Fees			-570.00	570.00
					Invoice Total:	-570.00	570.00
					Check Total:	-570.00	570.00
00054376	06/30/2016	OKEEFELEV	O'Keefe Elevator Company, Inc.				
443202	06/30/2016			07/07/2016	Maintenance		
1-2620-318-0			Purchased Services			-288.95	288.95
					Invoice Total:	-288.95	288.95
					Check Total:	-288.95	288.95
00054377	06/30/2016	ONESOUR	One Source				
20160630	06/30/2016			07/07/2016	Background		
1-2320-690-0			Other Expense			-60.00	60.00
					Invoice Total:	-60.00	60.00
					Check Total:	-60.00	60.00
00054378	06/30/2016	PAYFLEX	Pay Flex				
843238	06/30/2016			07/07/2016	Flex Plan		
1-2510-300-0			Flex Pay Contract			-207.10	207.10
					Invoice Total:	-207.10	207.10
					Check Total:	-207.10	207.10
00054379	06/30/2016	PERFTRUC	Performance Truck & Trailer				
3331/3366/	06/30/2016			07/07/2016	Bus Maint/Repair		
1-2750-337-0			Tires & Parts			-4,671.35	4,671.35
1-2750-338-0			Bus Repairs/main.			-3,040.00	3,040.00
					Invoice Total:	-7,711.35	7,711.35
					Check Total:	-7,711.35	7,711.35

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name					Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description	Payable	Accrued	Payment
Account Number			Account Description					
00054380	06/30/2016	PETESUPE	Peterson's Supermarket					
1830	06/30/2016			07/07/2016	Supplies			
1-2610-410-0			Supplies			-27.21		27.21
					Invoice Total:	-27.21		27.21
					Check Total:	-27.21		27.21
00054381	06/30/2016	PETTCASH	Petty Cash Fund					
June	06/30/2016			07/07/2016	Registration			
1-1450-318-2			Voc Ag Purchased Services			-235.00		235.00
					Invoice Total:	-235.00		235.00
					Check Total:	-235.00		235.00
00054382	06/30/2016	PINPOINT	PinPoint Communications					
155005364	06/30/2016			07/07/2016	Telephone			
1-2510-382-0			Telephone-internet Line Usage			-657.50		657.50
					Invoice Total:	-657.50		657.50
					Check Total:	-657.50		657.50
00054383	06/30/2016	PONYEXPR	Pony Express Chevrolet					
262678	06/30/2016			07/07/2016	Bus Maint/Repair			
1-2750-337-0			Tires & Parts			-0.93		0.93
1-2750-338-0			Bus Repairs/main.			-46.00		46.00
					Invoice Total:	-46.93		46.93
					Check Total:	-46.93		46.93
00054384	06/30/2016	PROTCENT	Protex Central Inc.					
1606407	06/30/2016			07/07/2016	Maintenance			
1-2620-318-0			Purchased Services			-30.40		30.40
					Invoice Total:	-30.40		30.40
					Check Total:	-30.40		30.40
00054385	06/30/2016	RECOUNLIM	Recognition Unlimited					
201663766	06/30/2016			07/07/2016	Supplies			
1-1181-410-2			Instrumental Music Supplies			-225.00		225.00
					Invoice Total:	-225.00		225.00
					Check Total:	-225.00		225.00
00054386	06/30/2016	RENLEARN	Renaissance Learning					
RPRNQ1540712	06/30/2016			07/07/2016	Renewal			
1-1100-318-1			Purchased Services			-9,371.00		9,371.00
					Invoice Total:	-9,371.00		9,371.00
					Check Total:	-9,371.00		9,371.00
00054387	06/30/2016	S&SAUTOP	S & S Auto Parts Inc.					
72767	06/30/2016			07/07/2016	Supplies			
1-1100-410-2			Teaching Supplies-secondary			-5.96		5.96
					Invoice Total:	-5.96		5.96
					Check Total:	-5.96		5.96
00054388	06/30/2016	SHOPKO	Shopko					
55660014	06/30/2016			07/07/2016	Maintenance			
1-2620-318-0			Purchased Services			-259.90		259.90
					Invoice Total:	-259.90		259.90
					Check Total:	-259.90		259.90

Check Journal

Fiscal Year: 2016

Check Number	Date	Vendor ID	Vendor Name					Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description			Accrued
Account Number			Account Description			Payable		Payment
00054389	06/30/2016	SHREIT	Shred-It USA					
9411004220	06/30/2016			07/07/2016	Custodial			
1-2610-690-0			Other Expense			-187.29		187.29
					Invoice Total:	-187.29		187.29
					Check Total:	-187.29		187.29
00054390	06/30/2016	SOURGAS	Source Gas					
June	06/30/2016			07/07/2016	Fuel			
1-2610-321-0			Fuel			-522.89		522.89
					Invoice Total:	-522.89		522.89
					Check Total:	-522.89		522.89
00054391	06/30/2016	TELEGRAP	North Platte Telegraph					
10353960	06/30/2016			07/07/2016	Subscription			
1-2410-318-2			Purchased Services			-161.20		161.20
					Invoice Total:	-161.20		161.20
					Check Total:	-161.20		161.20
00054392	06/30/2016	TOTAHASL	Total Funds by Hasler					
6803	06/30/2016			07/07/2016	Postage			
1-2510-341-0			Postage			-500.00		500.00
					Invoice Total:	-500.00		500.00
					Check Total:	-500.00		500.00
00054393	06/30/2016	TRANE	Trane					
36698945	06/30/2016			07/07/2016	Maintenance			
1-2620-318-0			Purchased Services			-12,668.00		12,668.00
					Invoice Total:	-12,668.00		12,668.00
					Check Total:	-12,668.00		12,668.00
00054394	06/30/2016	TRI-KLAWN	Tri-K-Lawn Services					
4539	06/30/2016			07/07/2016	Maintenance			
1-2620-318-0			Purchased Services			-2,586.25		2,586.25
					Invoice Total:	-2,586.25		2,586.25
					Check Total:	-2,586.25		2,586.25
00054395	06/30/2016	ULINE	ULINE					
78079888	06/30/2016			07/07/2016	Supplies			
1-2610-410-0			Supplies			-110.09		110.09
					Invoice Total:	-110.09		110.09
					Check Total:	-110.09		110.09
00054396	06/30/2016	UNISAN	Unisan Products					
120684	06/30/2016			07/07/2016	Supplies			
1-2610-410-0			Supplies			-524.01		524.01
					Invoice Total:	-524.01		524.01
					Check Total:	-524.01		524.01
00054397	06/30/2016	UNITECH	Unitech					
11529A	06/30/2016			07/07/2016	Supplies			
1-2610-410-0			Supplies			-652.80		652.80
					Invoice Total:	-652.80		652.80
					Check Total:	-652.80		652.80
00054398	06/30/2016	UNIVORGE	University of Oregon					

Check Journal

Fiscal Year: 2016

Check Number Invoice Account Number	Date Invoice Date	Vendor ID PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
162-00450 1-1100-410-1	06/30/2016		Teaching Supplies-elementary	07/07/2016	Dibels	-12.00	12.00
					Invoice Total:	-12.00	12.00
					Check Total:	-12.00	12.00
00054399 9190 1-1100-410-1 1-1100-420-1 1-1221-410-2 1-1450-410-2 1-2222-410-1 1-2410-630-2 1-2750-336-0 1-3540-318-0	06/30/2016	USBANK	U.S. Bank	07/07/2016	Supplies/Travel/Dues		
			Teaching Supplies-elementary			-17.95	17.95
			Textbooks-elementary			-184.41	184.41
			Teaching Supplies			-50.42	50.42
			Vocational Ag Supplies			-571.85	571.85
			Supplies			-23.15	23.15
			Dues & Fees			-300.00	300.00
			Gas & Oil			-300.29	300.29
			Pre School Purchased Service			-1,500.00	1,500.00
					Invoice Total:	-2,948.07	2,948.07
					Check Total:	-2,948.07	2,948.07
00054400 9767394293 1-2510-382-0	06/30/2016	VERIZON	Verizon Wireless	07/07/2016	Telephone		
			Telephone-internet Line Usage			-121.97	121.97
					Invoice Total:	-121.97	121.97
					Check Total:	-121.97	121.97
00054401 119028 1-2620-318-0	06/30/2016	WEATCOMP	Weathercraft Company	07/07/2016	Maintenance		
			Purchased Services			-346.00	346.00
					Invoice Total:	-346.00	346.00
					Check Total:	-346.00	346.00
00054402 8946353-16 1-1400-410-2	06/30/2016	WOODWORK	Woodworker's Supply, Inc.	07/07/2016	Supplies		
			Industrial Arts Supplies			-35.33	35.33
					Invoice Total:	-35.33	35.33
					Check Total:	-35.33	35.33
00054403 4811 1-2212-313-1	06/30/2016	WRITTOOLS	Write Tools, LLC	07/07/2016	Staff Development		
			Staff Development			-358.00	358.00
					Invoice Total:	-358.00	358.00
					Check Total:	-358.00	358.00
					1 - GENERAL FUND	-72,085.97	72,085.97
					Total of Computer Checks	-72,085.97	72,085.97
Fund Summary							
1 - GENERAL FUND						-72,085.97	72,085.97
Payroll Summary							

Petty Cash Fund

Gothenburg School District #20
Gothenburg, Nebraska

June 30, 2016

TO WHOM ISSUED	AMOUNT	
NAEA	\$ 235.00	
TOTAL	\$235.00	
Beginning Balance		\$ 2,000.00
Receipts		<u>\$ 235.00</u>
		\$ 2,235.00
Expenditures		<u>\$ 235.00</u>
		\$ 2,000.00
Statement Balance	\$ 2,202.10	
Outstanding Deposits	<u>\$ 235.00</u>	
Total	\$ 2,437.10	
Outstanding Checks		\$ 437.10
		<u>\$ -</u>
Balance June 30, 2016		\$ 2,000.00

Current Cash Balance Report

ALL Data

Date: 06/01/2016 thru 06/30/2016

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A Athletics					
1000 Activities Account	202,093.36	0.00	0.00	0.00	202,093.36
1010 Activity Tickets	116,626.76	0.00	0.00	0.00	116,626.76
1015 Gates	600,146.41	0.00	0.00	0.00	600,146.41
1020 Sale of Equipment	12,058.85	10.00	0.00	0.00	12,068.85
1025 Meals/Lodging	-166,555.16	0.00	100.75	0.00	-166,655.91
1030 Officials	-264,337.98	0.00	0.00	0.00	-264,337.98
1035 Football Equipment	-108,128.00	0.00	0.00	0.00	-108,128.00
1040 Basketball Equipment	-49,807.63	0.00	0.00	0.00	-49,807.63
1045 Track Equipment	-116,006.46	0.00	551.73	0.00	-116,558.19
1050 Wrestling Equipment	-40,744.37	0.00	55.90	0.00	-40,800.27
1055 Golf Equipment	-15,111.23	0.00	0.00	0.00	-15,111.23
1060 Softball Equipment	-22,305.94	0.00	2,909.65	0.00	-25,215.59
1065 Misc. Athletic	-51,422.24	6,541.10	14,703.95	0.00	-59,585.09
1070 Entry Fees	25,586.01	0.00	0.00	0.00	25,586.01
1075 Volleyball Equipment	-25,440.12	0.00	956.45	0.00	-26,396.57
1080 Cross Country Equip.	-12,593.92	0.00	0.00	0.00	-12,593.92
1085 Supplies/Equipment	-74,565.76	0.00	466.40	0.00	-75,032.16
A Athletics Totals:	9,492.58	6,551.10	19,744.83	0.00	-3,701.15
B Adult Ed.					
1100 Adult Ed.	2,024.41	0.00	0.00	0.00	2,024.41
B Adult Ed. Totals:	2,024.41	0.00	0.00	0.00	2,024.41
C School					
1200 Yearbook	12,813.61	0.00	0.00	0.00	12,813.61
1210 Helping Hands	5,949.64	0.00	90.97	0.00	5,858.67
1215 History Grant	1,435.07	0.00	0.00	0.00	1,435.07
1220 FCS	-1,298.04	0.00	293.99	0.00	-1,592.03
1225 Industrial Tech	8,612.33	0.00	0.00	0.00	8,612.33
1229 Life Skills	162.04	0.00	0.00	0.00	162.04
1230 Renaissance	6,859.74	500.00	0.00	0.00	7,359.74
1240 Band	3,638.94	0.00	32.37	0.00	3,606.57
1241 Flag Corp	49.41	0.00	0.00	0.00	49.41
1245 Vocal	9,586.74	0.00	0.00	0.00	9,586.74
1246 Special Music	2,723.93	0.00	0.00	0.00	2,723.93
1250 Art Club	4,948.44	0.00	104.70	0.00	4,843.74
1251 Jr. Hi. Art Club	275.22	0.00	0.00	0.00	275.22
1255 Pop/Lounge	-1,308.12	6.80	0.00	0.00	-1,301.32
1260 General	18,867.06	0.00	0.00	0.00	18,867.06
1261 Chromebook Repair	3,812.47	0.00	0.00	0.00	3,812.47
C School Totals:	77,128.48	506.80	522.03	0.00	77,113.25
D Candy					
1300 Candy Fund	-732.91	0.00	1,139.28	0.00	-1,872.19
D Candy Totals:	-732.91	0.00	1,139.28	0.00	-1,872.19
E Classes					
1400 Senior Class	942.46	0.00	0.00	0.00	942.46
1410 Junior Class	1,554.09	838.67	0.00	0.00	2,392.76
1415 Sophomore Class	2,191.05	0.00	0.00	0.00	2,191.05
1420 Freshmen Class	1,025.00	0.00	0.00	0.00	1,025.00
1425 8th Class	0.00	0.00	0.00	0.00	0.00
1430 7th Class	0.00	0.00	0.00	0.00	0.00
E Classes Totals:	5,712.60	838.67	0.00	0.00	6,551.27

Current Cash Balance Report

ALL Data

Date: 06/01/2016 thru 06/30/2016

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F Clubs					
1500 Cheerleaders	-10,080.90	1,013.57	2,655.20	0.00	-11,722.53
1505 Elem. Circle of Friends	28.72	0.00	0.00	0.00	28.72
1506 H.S. Circle of Friends	74.44	0.00	0.00	0.00	74.44
1510 Drama	0.00	0.00	0.00	0.00	0.00
1512 Entrepreneurship	-1,477.98	0.00	0.00	0.00	-1,477.98
1515 FFA	2,891.79	500.00	1,612.46	0.00	1,779.33
1516 Fit Kids	125.00	0.00	0.00	0.00	125.00
1520 Sr. Hi Quiz Bowl	378.04	0.00	0.00	0.00	378.04
1521 Jr. Hi Quiz Bowl	611.66	0.00	0.00	0.00	611.66
1522 Media Production	3,724.03	0.00	0.00	0.00	3,724.03
1525 NFL	2,245.62	0.00	1,771.43	0.00	474.19
1530 NHS	658.60	0.00	0.00	0.00	658.60
1531 One Act	1,496.27	0.00	87.27	0.00	1,409.00
1535 D.I.	-219.58	0.00	0.00	0.00	-219.58
1540 SPB	1,623.38	0.00	0.00	0.00	1,623.38
1545 SADD	1,155.33	0.00	0.00	0.00	1,155.33
1550 Student Council	1,926.66	0.00	0.00	0.00	1,926.66
1555 Donations to School	0.00	0.00	0.00	0.00	0.00
1560 Driver's Ed.	4,290.00	0.00	0.00	0.00	4,290.00
1565 School Gala	-989.33	0.00	0.00	0.00	-989.33
1570 Improv	757.07	0.00	0.00	0.00	757.07
1575 Math A.P.	-2,320.45	0.00	0.00	0.00	-2,320.45
1580 Media	4,861.14	20.00	766.15	0.00	4,114.99
1585 Post Prom	0.00	0.00	0.00	0.00	0.00
1590 Science Club	360.45	0.00	0.00	0.00	360.45
1595 Walk Fit	105.00	0.00	0.00	0.00	105.00
1647 C.Country Club	1,499.00	0.00	0.00	0.00	1,499.00
F Clubs Totals:	13,723.96	1,533.57	6,892.51	0.00	8,365.02
G Sports					
1600 Boys Future B.Ball	4,620.44	152.50	1,485.00	0.00	3,287.94
1610 Football Club	3,080.00	2,186.00	0.00	0.00	5,266.00
1620 Girls Future B.Ball	5,059.43	350.00	1,055.59	0.00	4,353.84
1625 Boys Golf	1,483.85	0.00	0.00	0.00	1,483.85
1626 Girls Golf	2,176.60	0.00	0.00	0.00	2,176.60
1627 Gothenburg B.Ball Club	-2,586.60	0.00	0.00	0.00	-2,586.60
1628 Jr. Hi Football Club	1,112.60	0.00	0.00	0.00	1,112.60
1629 Jr. Power Wt. Lifting	269.15	0.00	0.00	0.00	269.15
1630 Softball	3,292.99	129.00	0.00	0.00	3,421.99
1635 Mat Maids	219.56	0.00	0.00	0.00	219.56
1640 VolleyBall	9,595.50	3,360.00	342.46	0.00	12,613.04
1643 7-8th Volleyball	-16.17	0.00	0.00	0.00	-16.17
1645 Youth Volleyball	866.92	0.00	0.00	0.00	866.92
1650 Wrestling Boosters	-715.10	1,727.75	438.20	0.00	574.45
G Sports Totals:	28,459.17	7,905.25	3,321.25	0.00	33,043.17
H Elementary					
1700 Elem. Book Fair	7,402.56	0.00	0.00	0.00	7,402.56
1710 Elem. Fund Raising	22,338.08	20.00	560.47	0.00	21,797.61
1711 1st Grade	3,047.96	0.00	0.00	0.00	3,047.96
1712 2nd Grade	1,291.72	0.00	45.21	0.00	1,246.51
1713 4th Grade	226.80	0.00	22.96	0.00	203.84
1714 5th Grade	5,606.39	0.00	0.00	0.00	5,606.39

ALL Data

Current Cash Balance Report

Date: 06/01/2016 thru 06/30/2016

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1715 Elem. Lounge	2,918.17	0.00	117.12	0.00	2,801.05
1716 3rd Grade	1,266.74	0.00	0.00	0.00	1,266.74
1717 Kindergarten	2.90	0.00	0.00	0.00	2.90
1720 Elem. Stu. Co.	234.43	0.00	0.00	0.00	234.43
1725 Elem. O.D. Ed.	-50.00	0.00	0.00	0.00	-50.00
H Elementary Totals:	<u>44,285.75</u>	<u>20.00</u>	<u>745.76</u>	<u>0.00</u>	<u>43,559.99</u>
I Interest					
1800 DDA Interest	3,575.56	6.22	0.00	0.00	3,581.78
1810 CD Interest	8,060.79	0.00	0.00	0.00	8,060.79
I Interest Totals:	<u>11,636.35</u>	<u>6.22</u>	<u>0.00</u>	<u>0.00</u>	<u>11,642.57</u>
J Scholarships					
1900 Athletics Count	210.75	0.00	0.00	0.00	210.75
1910 Alberts Memorial	168.04	6.21	0.00	0.00	174.25
1915 Alumni	0.00	0.00	0.00	0.00	0.00
1920 Greene Memorial	2,370.02	10.63	0.00	0.00	2,380.65
1925 Uehling Scholarship	-2,558.56	67.36	0.00	0.00	-2,491.20
1930 J.L. Brock Scholarship	105.00	0.00	0.00	0.00	105.00
1935 Pioneer Seed Scholarship	0.00	0.00	0.00	0.00	0.00
J Scholarships Totals:	<u>295.25</u>	<u>84.20</u>	<u>0.00</u>	<u>0.00</u>	<u>379.45</u>
Report Totals:	<u>192,025.64</u>	<u>17,445.81</u>	<u>32,365.66</u>	<u>0.00</u>	<u>177,105.79</u>

Check Summary Report

Date: 06/01/2016 thru 06/30/2016

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
019153	C	06/08/2016	Awards Unlimited, Inc.		Athletic	55.90
019154	C	06/08/2016	Johnny on the Spot		Elem. Fund Raiser	105.00
019155	C	06/08/2016	Loper Legacy		Wrestling Boosters	215.00
019156	C	06/08/2016	Lori Long		One Act	87.27
019157	C	06/08/2016	Lou's Sporting Goods		Athletic	956.45
019158	C	06/08/2016	Peterson's Supermarket		Supplies	1,022.91
019159	C	06/08/2016	rSchool Today		Athletic	250.00
019160	C	06/08/2016	Shopko		Elem. F.R./Help Hands	106.93
019161	C	06/08/2016	UCA Summer Camps		Cheerleaders	2,020.00
019162	C	06/08/2016	Chesterman Company		Elem. Lounge	117.12
019163	C	06/09/2016	CASH		Boys Future B.Ball	1,245.00
019164	C	06/10/2016	North Platte High School		Girls Future B.Ball	250.00
019165	C	06/10/2016	NPCC Women's Basketball		Girls Future B.Ball	400.00
019166	V	06/29/2016	Loper Legacy		Wrestling Boosters	0.00
019167	C	06/17/2016	Loper Legacy		Wrestling Boosters	55.00
019168	V	06/17/2016	Loper Legacy		Wrestling Boosters	0.00
019169	C	06/17/2016	Loper Legacy		Wrestling Boosters	80.00
019170	O	06/20/2016	Sandy Creek Schools		Boys Basketball Camp	240.00
019171	C	06/29/2016	Sonya Gugelman		Wrestling Boosters	55.00
019172	O	06/30/2016	Awards Unlimited, Inc.		Athletics	41.45
019173	O	06/30/2016	Bluestem Graphics		Wrestling Boosters	33.20
019174	O	06/30/2016	Cindermates		Athletics-Jr. Hi Champion	14,453.95
019175	O	06/30/2016	Coca-Cola Refreshments		Candy	1,139.28
019176	O	06/30/2016	Cover One		Media	766.15
019177	O	06/30/2016	Dan Jensen		NFL	1,771.43
019178	O	06/30/2016	NEFF		Athletics	424.95
019179	O	06/30/2016	Life Touch		Elem. F.R.-Yearbook	371.50
019180	O	06/30/2016	Lou's Sporting Goods		Athletic	3,866.97
019181	O	06/30/2016	NE FFA Association		Nposwer Conf.	1,600.00
019182	O	06/30/2016	Varsity Spirit Fashions		Cheerleaders	635.20

Report Total: 32,365.66

AMOUNT	CHECK #	DATE	TO WHOM ISSUED	DIVISION
\$7,035.93		6/20/2016	May Payroll	Labor
\$6,674.76	12578	6/20/2016	First State Bank	Labor
\$629.60	12579	6/30/2016	Cash-Wa Dist.	Food/Supplies
\$111.99	12580	6/30/2016	Eakes Office Supplies	Supplies
\$65.18	12581	6/30/2016	Ecolab Pest Elimin	Misc.
\$71.34	12582	6/30/2016	Hicken Lumber	Supplies
\$41.24	12583	6/30/2016	Shopko	Supplies
\$253.99	12584	6/30/2016	The Thompson Co.	Food
\$14,884.03				
Balance				\$ 56,184.08
<u>Receipts</u>				
Maint/Repairs		\$ -		
Food Sales		\$ 1,800.67		
Food		\$ -		
Milk		\$ -		
Ticket Sales		\$ 242.55		
Supplies		\$ -		
Equip. Sales		\$ -		
Miscellaneous		\$ -		
Interest		\$ 2.74		
Fed. Reimbursement		\$ 19,379.16		
St. Reimbursement		\$ -		
Total Receipts		\$ 21,425.12		\$ 21,425.12
				\$ 77,609.20
<u>Expenditures</u>				
Food		\$ 839.65		
Freight on Food		\$ -		
Equipment		\$ -		
Fr. On Equipment		\$ -		
Supplies		\$ 268.51		
Milk		\$ -		
Labor		\$ 13,710.69		
Maint/Repairs		\$ -		
Miscellaneous		\$ 65.18		
Food Storage		\$ -		
Meal Refunds		\$ -		
Total Expenditures		\$ 14,884.03		\$ 14,884.03
Balance June 30, 2016				\$ 62,725.17

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

ACCOUNT:
DOCUMENTS:

100101
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PAGE: 1
06/30/2016

TELEPHONE:308-537-3684

A

SCHOOL DISTRICT 20
1322 AVENUE I
GOTHENBURG NE 69138

Effective 7/1/16 the fees for new or replacement Debit/ATM card is \$10.

PUBLIC FUNDS ACCOUNT 100101

MINIMUM BALANCE	70,346.55-	LAST STATEMENT 05/31/16	510,616.96
AVG AVAILABLE BALANCE	428,640.27	4 CREDITS	741,324.50
AVERAGE BALANCE	428,640.27	84 DEBITS	725,597.05
		THIS STATEMENT 06/30/16	526,344.41

DEPOSITS

REF #	DATE	AMOUNT	REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
	06/17	6,674.76						

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
General Fund xfer-payroll	06/21	473,461.12
General fund xfer-bills	06/29	94,711.73
General fund xfer-additional payroll	06/29	166,476.89

CHECKS

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
54159*	06/09	120.05	54273	06/24	362.17	54287	06/23	75.24
54253*	06/10	12.00	54274*	06/17	84.00	54288	06/17	18.00
54255*	06/02	241.67	54276	06/17	26.66	54289	06/16	106.95
54258*	06/06	725.00	54277	06/17	34.00	54290	06/20	29.40
54263	06/02	137.50	54278	06/20	2,185.20	54291	06/20	1,712.89
54264	06/06	2,586.25	54279	06/20	5,705.94	54292	06/20	1,225.35
54265	06/02	3,779.65	54280	06/17	5,531.95	54293	06/21	419.30
54266*	06/17	97.70	54281	06/16	927.50	54294	06/24	217.95
54268	06/20	500.00	54282	06/17	187.00	54295	06/23	175.37
54269	06/22	220.01	54283	06/29	4,400.00	54296	06/17	1,554.26
54270	06/20	1,078.44	54284	06/17	29.00	54297	06/20	59.00
54271	06/17	7,402.43	54285	06/17	110.00	54298	06/17	600.00
54272	06/21	2,750.00	54286	06/23	724.39	54299	06/20	180.60

* * * CONTINUED * * *

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

ACCOUNT:
 DOCUMENTS:

PAGE: 2
 100101 06/30/2016
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TELEPHONE:308-537-3684

SCHOOL DISTRICT 20

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PUBLIC FUNDS ACCOUNT 100101

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----- CHECKS -----								
CHECK #..	DATE.....	AMOUNT	CHECK #..	DATE.....	AMOUNT	CHECK #..	DATE.....	AMOUNT
54300	06/22	55.00	54315	06/16	793.53	54329	06/16	1,397.00
54301	06/21	1,110.00	54316	06/23	4,289.25	54330	06/21	700.00
54302	06/17	2,417.40	54317	06/16	134.83	54331	06/20	624.22
54303	06/20	2,365.00	54318	06/17	1.85	54332	06/21	218.00
54304	06/17	230.87	54319	06/20	222.83	54333	06/22	5,223.83
54305	06/20	71.00	54320	06/21	884.88	54334	06/22	93,455.35
54306*	06/21	1,311.00	54321	06/21	40.39	54335	06/22	6,055.23
54308	06/20	153.50	54322	06/20	89.63	54336	06/20	89,833.41
54309	06/20	7,142.21	54323	06/23	1,834.54	54337	06/28	265.33
54310	06/17	97.15	54324	06/28	1,563.79	54338*	06/17	5,607.62
54311	06/17	207.10	54325	06/22	1,429.00	54340	06/23	1,394.30
54312	06/16	619.78	54326	06/16	66.00	54341	06/21	7,158.33
54313	06/17	333.16	54327	06/17	115.00	54342	06/23	1,626.13
54314	06/20	77.50	54328	06/20	121.97			

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

----- OTHER DEBITS -----			
DESCRIPTION		DATE	AMOUNT
GOTH SCHOOLS DEBIT 1		06/20	3,309.51
Nebraska Revenue Neb Epay NB1DORXXXXX0082		06/20	14,826.10
IRS USATAXPYMT 220657261205520		06/20	110,293.88
GOTH SCHOOLS DEBIT 1		06/20	309,497.83

----- I N T E R E S T -----

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

----- DAILY BALANCE -----					
DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
06/02	506,458.14	06/17	480,958.86	06/24	271,384.91
06/06	503,146.89	06/20	70,346.55-	06/28	269,555.79
06/09	503,026.84	06/21	388,522.67	06/29	526,344.41
06/10	503,014.84	06/22	282,084.25		
06/16	498,969.25	06/23	271,965.03		

Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
FUND: 1					
1-1100-100	Instructional Salaries	2,867,449.00	216,657.37	2,189,323.45	76.35
1-1100-200	Instructional Benefits	1,131,840.00	86,980.19	895,826.99	79.15
1-1100-400	Instructional Supplies	150,500.00	875.27	53,087.52	35.27
1-1100-500	Capital Outlay	80,000.00	0.00	102,219.15	127.77
1-1100-600	Other Expenditures	18,500.00	0.00	11,727.89	63.39
		<u>4,248,289.00</u>	<u>304,512.83</u>	<u>3,252,185.00</u>	<u>76.55</u>
1-1200-100	Special Education	492,164.00	35,505.17	405,513.88	82.39
1-1200-200	Special Education	233,736.00	13,597.58	153,718.67	65.77
1-1200-300	Spec. Ed. Purchased	105,000.00	12,109.87	92,287.20	87.89
1-1200-400	Special Education	3,000.00	977.59	3,945.49	131.52
1-1200-500	Spec. Ed. Capital Outlay	1,000.00	0.00	5,623.80	562.38
1-1200-600	Spec. Ed. Other	450.00	4.60	3,442.29	764.95
		<u>835,350.00</u>	<u>62,194.81</u>	<u>664,531.33</u>	<u>79.55</u>
1-1300-100	Other Special Salaries	6,000.00	556.75	5,567.50	92.79
1-1300-200	Other Special Benefits	1,200.00	96.82	968.20	80.68
		<u>7,200.00</u>	<u>653.57</u>	<u>6,535.70</u>	<u>90.77</u>
1-1400-100	Vocational Salaries	373,096.00	30,499.00	307,815.00	82.50
1-1400-200	Vocational Benefits	152,802.00	11,428.02	123,371.35	80.74
1-1400-400	Vocational Supplies	24,500.00	1,691.96	19,249.34	78.57
1-1400-500	Vocational Capital	6,000.00	0.00	19,233.42	320.56
1-1400-600	Vocational Other	8,500.00	0.00	7,070.49	83.18
		<u>564,898.00</u>	<u>43,618.98</u>	<u>476,739.60</u>	<u>84.39</u>
1-2100-100	Pupil Support Salaries	539,778.00	41,642.00	455,010.00	84.30
1-2100-200	Pupil Support Benefits	154,979.00	16,180.40	171,237.22	110.49
1-2100-300	Pupil Supp. Purchased	500.00	0.00	560.00	112.00
1-2100-400	Pupil Support Supplies	25,000.00	0.00	676.84	2.71
1-2100-600	Pupil Support Other	1,000.00	0.00	836.72	83.67
		<u>721,257.00</u>	<u>57,822.40</u>	<u>628,320.78</u>	<u>87.11</u>
1-2200-100	Inst. Support Salaries	110,263.00	8,774.97	90,177.09	81.78
1-2200-200	Inst. Support Benefits	38,700.00	2,625.35	29,256.22	75.60
1-2200-300	Inst. Supp. Purchased	3,500.00	658.00	2,512.00	71.77
1-2200-400	Inst. Support Supplies	11,250.00	77.51	10,605.47	94.27
1-2200-500	Inst. Support Capital	1,000.00	766.15	992.15	99.22
1-2200-600	Inst. Support Other	100.00	0.00	658.92	658.92
		<u>164,813.00</u>	<u>12,901.98</u>	<u>134,201.85</u>	<u>81.42</u>
1-2300-100	General Adm. Salaries	179,325.00	15,655.84	157,400.87	87.77
1-2300-200	General Adm. Benefits	35,492.00	3,286.28	30,016.19	84.57
1-2300-300	Gen. Adm. Purchased	51,700.00	309.51	15,674.25	30.32
1-2300-400	General Adm. Supplies	5,000.00	0.00	5,982.97	119.66
1-2300-500	Gen. Adm. Capital	500.00	0.00	0.00	0.00
1-2300-600	General Adm. Other	23,000.00	96.08	15,052.51	65.45
		<u>295,017.00</u>	<u>19,347.71</u>	<u>224,126.79</u>	<u>75.97</u>
1-2400-100	School Adm. Salaries	423,229.00	34,286.68	350,476.58	82.81
1-2400-200	School Adm. Benefits	123,400.00	8,406.64	96,453.02	78.16
1-2400-400	School Adm. Supplies	4,000.00	0.00	1,068.48	26.71

Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
1-2400-500	School Adm. Capital	1,000.00	0.00	0.00	0.00
1-2400-600	School Adm. Other	13,500.00	870.00	6,060.64	44.89
		<u>565,129.00</u>	<u>43,563.32</u>	<u>454,058.72</u>	<u>80.34</u>
1-2500-100	Business Support	45,250.00	3,771.00	37,710.00	83.34
1-2500-200	Business Support	8,224.00	702.60	7,026.00	85.43
1-2500-300	Bus.support Purchased	41,000.00	2,399.87	32,990.25	80.46
1-2500-400	Business Support	500.00	0.00	0.00	0.00
1-2500-600	Business Support Other	6,000.00	73.40	745.40	12.42
		<u>100,974.00</u>	<u>6,946.87</u>	<u>78,471.65</u>	<u>77.71</u>
1-2600-100	Bldg. & Grounds	302,000.00	23,192.12	247,457.22	81.94
1-2600-200	Bldg. & Grounds	128,150.00	10,162.98	113,398.85	88.49
1-2600-300	Bldg. & Grounds Pur.	233,000.00	522.89	150,764.56	64.71
1-2600-400	Bldg. & Grounds	45,000.00	1,655.59	41,340.01	91.87
1-2600-500	Bldg. & Grounds Cap.	140,000.00	0.00	1,149.95	0.82
1-2600-600	Bldg. & Grounds Other	90,250.00	187.29	16,130.26	17.87
		<u>938,400.00</u>	<u>35,720.87</u>	<u>570,240.85</u>	<u>60.76</u>
1-2700-100	Pupil Transportation	80,000.00	3,386.17	67,811.94	84.76
1-2700-200	Pupil Transportation	37,169.00	2,198.84	25,773.02	69.34
1-2700-300	Pupil Trans. Pur.	115,500.00	7,860.60	79,088.05	68.47
1-2700-500	Pupil Trans. Capital	35,000.00	0.00	0.00	0.00
1-2700-600	Pupil Trans. Other	13,000.00	0.00	1,609.57	12.38
		<u>280,669.00</u>	<u>13,445.61</u>	<u>174,282.58</u>	<u>62.09</u>
1-4200-100	Chapter I Salaries	127,160.00	10,596.00	105,960.00	83.33
1-4200-200	Chapter I Benefits	57,622.00	4,072.29	46,514.75	80.72
		<u>184,782.00</u>	<u>14,668.29</u>	<u>152,474.75</u>	<u>82.51</u>
1-4700-400	Carl Perkins Grant	1,000.00	0.00	665.63	66.56
		<u>1,000.00</u>	<u>0.00</u>	<u>665.63</u>	<u>66.56</u>
1-8000-700	Transfers	100,000.00	0.00	0.00	0.00
		<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
FUND: 1		<u>9,007,778.00</u>	<u>615,397.24</u>	<u>6,816,835.23</u>	<u>75.67</u>
		<u>9,007,778.00</u>	<u>615,397.24</u>	<u>6,816,835.23</u>	<u>75.67</u>

Summary Statement of Receipts

Account	Description	Total Budget (Pub) + Adj.	Receipts	Receipts	Balance (Pub)	Percentage (%)
FUND: 1						
1-1110	Local District Taxes	7,700,000.00	695,537.24	6,757,499.91	942,500.09	87.76
1-1125	Motor Vehicle Taxes	400,000.00	30,511.70	375,054.55	24,945.45	93.76
1-1210	Tuition-general District	6,000.00	0.00	0.00	6,000.00	0.00
1-1220	Tuition-individual	0.00	0.00	375.00	-375.00	0.00
1-1410	Interest	15,000.00	790.70	9,021.56	5,978.44	60.14
1-1610	Local Licenses	2,500.00	0.00	2,390.00	110.00	95.60
1-1620	Local Police/court Fines	250.00	0.00	0.00	250.00	0.00
1-1910	Rental And Sale Of Junk	1,500.00	0.00	1,100.00	400.00	73.33
		<u>8,125,250.00</u>	<u>726,839.64</u>	<u>7,145,441.02</u>	<u>979,808.98</u>	<u>87.94</u>
1-2110	County Fines & Fees	60,000.00	127.46	62,381.75	-2,381.75	103.97
1-2120	Local Fines	500.00	0.00	175.00	325.00	35.00
		<u>60,500.00</u>	<u>127.46</u>	<u>62,556.75</u>	<u>-2,056.75</u>	<u>103.39</u>
1-3130	Homestead Ppt	75,000.00	16,514.16	49,748.84	25,251.16	66.33
1-3180	Pro-rata Motor Vehicle	14,000.00	0.00	30,598.94	-16,598.94	218.56
1-3110	State Aid	249,423.00	24,942.30	249,423.09	-0.09	100.00
1-3120	Special Education	400,000.00	55,354.00	366,724.00	33,276.00	91.68
1-3125	Spec. Ed. Trans.-school	0.00	0.00	1,845.00	-1,845.00	0.00
1-3135	High Ability Learners	8,500.00	0.00	8,705.00	-205.00	102.41
1-3200	State Apportionment	135,000.00	0.00	128,294.20	6,705.80	95.03
1-3512	Dist. Ed. Incentive	4,000.00	0.00	1,000.00	3,000.00	25.00
1-3990	Other State Sources	0.00	0.00	13,201.00	-13,201.00	0.00
		<u>885,923.00</u>	<u>96,810.46</u>	<u>849,540.07</u>	<u>36,382.93</u>	<u>95.89</u>
1-4200	Title I Pt. A-LEA	115,000.00	0.00	0.00	115,000.00	0.00
1-4310	Title II Pt. A-Teacher	27,000.00	25,915.00	25,915.00	1,085.00	95.98
1-4410	IDEA	120,000.00	0.00	14,933.00	105,067.00	12.44
1-4450	Mips	0.00	2,005.46	15,476.62	-15,476.62	0.00
1-4404	IDEA Base	50,000.00	0.00	7,417.00	42,583.00	14.83
1-4455	MAAPS-Medicaid	45,000.00	6,109.84	17,911.71	27,088.29	39.80
1-4406	SPED IDEA	4,500.00	0.00	623.00	3,877.00	13.84
1-4700	Carl Perkins Grant	3,000.00	0.00	909.99	2,090.01	30.33
		<u>364,500.00</u>	<u>34,030.30</u>	<u>83,186.32</u>	<u>281,313.68</u>	<u>22.82</u>
1-5300	Insurance Adjustments	2,000.00	0.00	0.00	2,000.00	0.00
1-5690	Other Non-revenue	15,000.00	485.00	8,733.97	6,266.03	58.23
		<u>17,000.00</u>	<u>485.00</u>	<u>8,733.97</u>	<u>8,266.03</u>	<u>51.37</u>
FUND: 1		<u>9,453,173.00</u>	<u>858,292.86</u>	<u>8,149,458.13</u>	<u>1,303,714.87</u>	<u>86.20</u>
		<u>9,453,173.00</u>	<u>858,292.86</u>	<u>8,149,458.13</u>	<u>1,303,714.87</u>	<u>86.20</u>

Monthly Expense Report

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1	GENERAL FUND						
1-1100-110-1	Teachers Salaries Elementary	1,443,530.00	110,183.81	1,112,701.02	0.00	330,828.98	22.91
1-1100-110-2	Teachers Salaries Secondary	1,280,199.00	97,465.81	978,773.20	0.00	301,425.80	23.54
1-1100-112-1	High Ability Learner	28,220.00	2,352.00	23,520.00	0.00	4,700.00	16.65
1-1100-120-1	Sub Salaries Elementary	45,000.00	2,711.00	34,521.00	0.00	10,479.00	23.28
1-1100-120-2	Sub Salaries Secondary	42,500.00	2,778.00	30,920.63	0.00	11,579.37	27.24
1-1100-140-1	Aides & Supervisory-elem.	11,200.00	1,166.75	8,887.60	0.00	2,312.40	20.64
1-1100-140-2	Aide-secondary	16,800.00	0.00	0.00	0.00	16,800.00	100.00
1-1100-210-1	Fica-elementary	110,000.00	8,472.39	85,963.61	0.00	24,036.39	21.85
1-1100-210-2	Fica-secondary	95,000.00	7,366.68	74,383.25	0.00	20,616.75	21.70
1-1100-212-1	Social Secirity -high Ability	2,159.00	0.00	0.00	0.00	2,159.00	100.00
1-1100-220-1	Retirement-elementary	134,000.00	11,348.53	113,589.59	0.00	20,410.41	15.23
1-1100-220-2	Retirement-secondary	118,000.00	9,657.43	97,209.22	0.00	20,790.78	17.61
1-1100-222-1	Retirement-high Ability Learn	2,788.00	0.00	0.00	0.00	2,788.00	100.00
1-1100-230-1	Health Insurance-elementary	371,038.00	30,681.66	315,912.32	0.00	55,125.68	14.85
1-1100-230-2	Health Insurance-secondary	290,000.00	19,428.19	208,515.90	0.00	81,484.10	28.09
1-1100-232-1	Health Insurance-high Ability	8,855.00	25.31	253.10	0.00	8,601.90	97.14
1-1100-240-1	Workmans Comp.-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-240-2	Workmans Comp.-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-283-1	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-292-1	Other Benefits-high Ability	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-318-0	Purchased Services-High Ability	40,000.00	1,750.00	25,138.25	0.00	14,861.75	37.15
1-1100-318-1	Purchased Services	25,000.00	9,371.00	23,727.31	0.00	1,272.69	5.09
1-1100-318-2	Purchased Services	30,000.00	1,995.00	8,726.43	0.00	21,273.57	70.91

ALL Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1100-365-0	Tuition Paid to Other Dists.	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-410-0	Supply Reserve	0.00	0.00	535.08	0.00	-535.08	0.00
1-1100-410-1	Teaching Supplies-elementary	40,000.00	141.90	12,493.64	0.00	27,506.36	68.76
1-1100-410-2	Teaching Supplies-secondary	50,000.00	5.96	26,227.82	0.00	23,772.18	47.54
1-1100-420-1	Textbooks-elementary	25,000.00	184.41	1,668.93	0.00	23,331.07	93.32
1-1100-420-2	Textbooks-secondary	25,000.00	-30.00	2,921.66	0.00	22,078.34	88.31
1-1100-450-1	A V Materials-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-450-2	A V Materials-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-0	Furn/equipment-general	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-530-1	Furn/equipment-elementary	5,000.00	0.00	83,336.47	0.00	-78,336.47	-1,566.72
1-1100-530-2	Furn/equipment-secondary	5,000.00	0.00	1,424.60	0.00	3,575.40	71.50
1-1100-531-1	Equipment Repair-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-531-2	Equipment Repair-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-532-0	Copier Lease/Purchase	40,000.00	1,712.89	31,024.71	0.00	8,975.29	22.43
1-1100-560-2	Computer Hardware	65,000.00	0.00	9,789.75	0.00	55,210.25	84.93
1-1100-561-0	E-Rate Dist. Portion	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-670-1	Travel-elementary	1,000.00	0.00	165.91	0.00	834.09	83.40
1-1100-670-2	Travel-secondary	1,500.00	0.00	970.11	0.00	529.89	35.32
1-1100-690-1	Other Misc. Expense-elem.	5,000.00	0.00	260.60	0.00	4,739.40	94.78
1-1100-690-2	Other Misc. Expense-sec.	10,000.00	0.00	5,227.67	0.00	4,772.33	47.72
1-1100-692-1	Other Misc. High Ability Lear	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-110-1	Poverty Salaries	218,620.00	18,219.00	182,190.00	0.00	36,430.00	16.66
1-1160-120-1	Poverty Subs	7,000.00	0.00	0.00	0.00	7,000.00	100.00

ALL Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1160-140-1	Poverty Para	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-210-1	Poverty FICA	17,500.00	1,356.06	13,558.62	0.00	3,941.38	22.52
1-1160-220-1	Poverty Retirement	21,600.00	1,799.64	17,996.42	0.00	3,603.58	16.68
1-1160-230-1	Poverty Health	64,276.00	4,854.13	48,834.27	0.00	15,441.73	24.02
1-1160-410-1	Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-420-1	Poverty Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-530-1	Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-560-1	Poverty Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-670-1	Poverty Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-690-1	Poverty Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-318-2	Vocal	4,000.00	0.00	4,605.50	0.00	-605.50	-15.13
1-1180-410-1	Vocal Supplies-elementary	500.00	0.00	329.09	0.00	170.91	34.18
1-1180-410-2	Vocal Supplies-secondary	5,000.00	0.00	3,639.94	0.00	1,360.06	27.20
1-1180-530-1	Vocal Equipment-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-530-2	Vocal Equipment-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-690-1	Vocal Other-elementary	0.00	0.00	114.05	0.00	-114.05	0.00
1-1180-690-2	Vocal Other-secondary	500.00	0.00	4,319.55	0.00	-3,819.55	-763.91
1-1181-318-1	Instrumental Purchased Service	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-318-2	Purchased Services	1,000.00	0.00	1,329.00	0.00	-329.00	-32.90
1-1181-410-1	Elem. Band Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-410-2	Instrumental Music Supplies	5,000.00	573.00	5,271.36	0.00	-271.36	-5.42
1-1181-530-2	Instrumental Music Equipment	5,000.00	0.00	7,668.33	0.00	-2,668.33	-53.36
1-1181-690-2	Instrumental Music Other	500.00	0.00	670.00	0.00	-170.00	-34.00

ALL Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1201-319-0	Occupational Therapy (OPPT)	35,000.00	2,957.82	31,914.93	0.00	3,085.07	8.81
1-1210-390-0	Hearing Conservation	25,000.00	2,552.05	23,683.95	0.00	1,316.05	5.26
1-1212-110-0	Sped Dir. Salary	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-140-0	Sped Dir. Secretary Salary	15,440.00	0.00	0.00	0.00	15,440.00	100.00
1-1212-210-0	Fica	1,181.00	0.00	0.00	0.00	1,181.00	100.00
1-1212-220-0	Retirement	1,525.00	0.00	0.00	0.00	1,525.00	100.00
1-1212-230-0	Health Insurance	6,792.00	0.00	0.00	0.00	6,792.00	100.00
1-1212-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-318-0	Vocational Adjustment Co-op	5,000.00	955.97	11,192.17	0.00	-6,192.17	-123.84
1-1212-319-0	Inservice	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-670-0	Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-690-0	Other Misc. Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-110-0	Psychologist Salary	52,682.00	4,390.00	43,344.05	0.00	9,337.95	17.72
1-1214-140-0	Psych Clerical	0.00	1,128.00	11,720.63	0.00	-11,720.63	0.00
1-1214-210-0	Fica	4,031.00	410.65	4,098.54	0.00	-67.54	-1.67
1-1214-220-0	Retirement	5,205.00	545.06	5,439.21	0.00	-234.21	-4.49
1-1214-230-0	Health Insurance	17,711.00	1,262.06	14,694.74	0.00	3,016.26	17.03
1-1214-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-313-0	In-service	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-319-0	Diagnostic Charges	0.00	0.00	0.00	0.00	0.00	0.00
1-1214-410-0	Supplies	500.00	0.00	946.55	0.00	-446.55	-89.31
1-1216-110-0	Speech Therapy Salary	59,160.00	4,593.68	48,863.68	0.00	10,296.32	17.40
1-1216-120-0	Substitute Speech Therapy	1,400.00	0.00	163.68	0.00	1,236.32	88.30

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1-1216-140-0	Salary-aid	0.00	0.00	500.00	0.00	-500.00	0.00
1-1216-210-0	Fica	4,626.00	343.82	3,407.60	0.00	1,218.40	26.33
1-1216-220-0	Retirement	5,845.00	453.76	4,793.48	0.00	1,051.52	17.99
1-1216-230-0	Health Insurance	11,720.00	660.16	8,871.37	0.00	2,848.63	24.30
1-1216-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-313-1	Speech Therapy	500.00	0.00	0.00	0.00	500.00	100.00
1-1216-313-2	Speech Therapy	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-410-0	Supplies	500.00	0.00	221.90	0.00	278.10	55.62
1-1216-530-0	Furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-670-0	Travel	250.00	4.60	378.78	0.00	-128.78	-51.51
1-1221-110-1	Sped Sal.	73,769.00	7,230.20	64,476.60	0.00	9,292.40	12.59
1-1221-110-2	Sped Sal.-sec.	144,109.00	12,010.00	119,698.19	0.00	24,410.81	16.93
1-1221-120-1	Sub-salaries Elem	5,000.00	100.00	2,625.00	0.00	2,375.00	47.50
1-1221-120-2	Sub-salaries Sec	6,000.00	100.00	5,900.00	0.00	100.00	1.66
1-1221-140-1	Aide	103,340.00	5,355.67	95,546.74	0.00	7,793.26	7.54
1-1221-140-2	Aide	30,764.00	1,725.62	24,395.94	0.00	6,368.06	20.69
1-1221-210-1	Fica	14,000.00	888.18	11,704.88	0.00	2,295.12	16.39
1-1221-210-2	Fica	13,900.00	985.88	10,928.59	0.00	2,971.41	21.37
1-1221-220-1	Retirement	17,500.00	1,140.98	14,236.24	0.00	3,263.76	18.65
1-1221-220-2	Retirement	17,300.00	1,356.78	14,233.30	0.00	3,066.70	17.72
1-1221-230-1	Health Insurance	60,950.00	3,859.78	39,778.37	0.00	21,171.63	34.73
1-1221-230-2	Health Insurance	48,200.00	1,690.47	19,032.35	0.00	29,167.65	60.51
1-1221-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

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1-1221-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-319-1	In-service	2,250.00	0.00	225.00	0.00	2,025.00	90.00
1-1221-319-2	In-service	1,000.00	0.00	2,275.00	0.00	-1,275.00	-127.50
1-1221-327-2	Sped Lease-secondary	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-410-1	Teaching Supplies	1,000.00	927.17	1,130.23	0.00	-130.23	-13.02
1-1221-410-2	Teaching Supplies	1,000.00	50.42	1,203.91	0.00	-203.91	-20.39
1-1221-420-1	Textbooks	0.00	0.00	174.60	0.00	-174.60	0.00
1-1221-420-2	Textbooks	0.00	0.00	268.30	0.00	-268.30	0.00
1-1221-530-1	Furn./equip.	500.00	0.00	5,623.80	0.00	-5,123.80	-1,024.76
1-1221-530-2	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00
1-1221-670-1	Travel-elementary	100.00	0.00	696.94	0.00	-596.94	-596.94
1-1221-670-2	Travel-secondary	100.00	0.00	2,366.57	0.00	-2,266.57	-2,266.57
1-1221-690-2	SPED Other	100.00	0.00	150.00	0.00	-50.00	-50.00
1-1232-313-0	Occupational Therapy	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-318-0	SPED Purchsed Services (SRS)	0.00	0.00	30.00	0.00	-30.00	0.00
1-1232-363-1	Sped Tuition-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1232-363-2	Sped Tuition-secondary	45,000.00	6,600.00	36,688.32	0.00	8,311.68	18.47
1-1330-110-2	Drivers Education Salary	6,000.00	556.75	5,567.50	0.00	432.50	7.20
1-1330-210-2	Fica	500.00	41.83	418.30	0.00	81.70	16.34
1-1330-220-2	Retirement	700.00	54.99	549.90	0.00	150.10	21.44
1-1330-336-2	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-337-2	Tires & Parts	0.00	0.00	0.00	0.00	0.00	0.00
1-1330-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00

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1-1330-420-2	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-110-2	Ind.Tech. Sal.	59,160.00	4,930.00	49,300.00	0.00	9,860.00	16.66
1-1400-120-2	Sub. Salaries	1,400.00	400.00	1,625.00	0.00	-225.00	-16.07
1-1400-210-2	Fica	4,600.00	394.61	3,764.43	0.00	835.57	18.16
1-1400-220-2	Retirement	5,845.00	486.98	4,869.80	0.00	975.20	16.68
1-1400-230-2	Health Insurance	13,264.00	1,014.25	10,142.50	0.00	3,121.50	23.53
1-1400-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-318-2	Purchased Services	500.00	0.00	0.00	0.00	500.00	100.00
1-1400-410-2	Industrial Arts Supplies	10,000.00	35.33	3,610.92	0.00	6,389.08	63.89
1-1400-420-2	Industrial Arts Textbooks	0.00	0.00	1,491.58	0.00	-1,491.58	0.00
1-1400-530-2	Industrial Arts Equipment	5,000.00	0.00	2,792.74	0.00	2,207.26	44.14
1-1400-531-2	Industrial Arts Equip. Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-670-2	Industrial Arts Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-690-2	Industrial Arts Other	500.00	0.00	0.00	0.00	500.00	100.00
1-1450-110-2	Vo. Ag. Salaries	111,456.00	9,288.00	92,880.00	0.00	18,576.00	16.66
1-1450-120-2	Sub. Salaries	7,500.00	0.00	4,000.00	0.00	3,500.00	46.66
1-1450-210-2	Fica	9,000.00	698.66	7,292.62	0.00	1,707.38	18.97
1-1450-220-2	Retirement	11,012.00	917.45	9,184.38	0.00	1,827.62	16.59
1-1450-230-2	Health Insurance	26,832.00	2,145.07	26,036.30	0.00	795.70	2.96
1-1450-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-318-2	Voc Ag Purchased Services	3,500.00	285.00	426.24	0.00	3,073.76	87.82
1-1450-410-2	Vocational Ag Supplies	12,500.00	1,656.63	13,929.68	0.00	-1,429.68	-11.43
1-1450-420-2	Vocational Ag Textbooks	0.00	0.00	0.00	0.00	0.00	0.00

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1-1450-530-2	Vocational Ag Equipment	1,000.00	0.00	14,541.08	0.00	-13,541.08	-1,354.10
1-1450-531-2	Vocational Ag Equip Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-670-2	Vocational Ag Travel	7,500.00	0.00	6,752.59	0.00	747.41	9.96
1-1450-690-2	Vocational Ag Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-110-2	Home Ec. Salaries	62,220.00	5,185.00	51,750.00	0.00	10,470.00	16.82
1-1460-120-2	Sub. Salaries	1,400.00	0.00	1,000.00	0.00	400.00	28.57
1-1460-210-2	Fica	4,800.00	394.55	3,999.42	0.00	800.58	16.67
1-1460-220-2	Retirement	6,200.00	512.16	5,111.72	0.00	1,088.28	17.55
1-1460-230-2	Health Insurance	13,264.00	1,075.40	10,089.25	0.00	3,174.75	23.93
1-1460-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-318-2	Purchased Services	500.00	0.00	818.48	0.00	-318.48	-63.69
1-1460-410-2	Home Economics Supplies	1,000.00	0.00	163.16	0.00	836.84	83.68
1-1460-420-2	Home Economics Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-530-2	Home Economics Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-531-2	Home Ec.equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-670-2	Home Economics Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-690-2	Home Economics Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-110-2	Bus Ed Sal.	127,160.00	10,596.00	105,960.00	0.00	21,200.00	16.67
1-1480-120-2	Sub. Salaries	2,800.00	100.00	1,300.00	0.00	1,500.00	53.57
1-1480-210-2	Fica	10,000.00	766.26	7,685.56	0.00	2,314.44	23.14
1-1480-220-2	Retirement	12,563.00	1,046.66	10,466.60	0.00	2,096.40	16.68
1-1480-230-2	Health Insurance	35,422.00	1,975.97	24,728.77	0.00	10,693.23	30.18
1-1480-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

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1-1480-318-2	Purchased Services	500.00	0.00	280.00	0.00	220.00	44.00
1-1480-410-2	Business Education Supplies	1,000.00	0.00	54.00	0.00	946.00	94.60
1-1480-420-2	Business Education Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-530-2	Business Education Equipment	0.00	0.00	1,899.60	0.00	-1,899.60	0.00
1-1480-531-2	Business Ed. Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-670-2	Business Education Travel	250.00	0.00	317.90	0.00	-67.90	-27.16
1-1480-690-2	Business Education Other	250.00	0.00	0.00	0.00	250.00	100.00
1-1490-120-2	Revisions-Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-210-2	Revisions-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-220-2	Revisions-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-230-2	Revisions-Health Ins.	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-318-2	Revisions-Purchased Service	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-410-2	Revisions-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-670-2	Revisions-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-690-2	Revisions-Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-110-2	Salaries-guidance	129,558.00	10,797.00	107,970.00	0.00	21,588.00	16.66
1-2120-210-2	Fica	9,913.00	798.92	7,989.20	0.00	1,923.80	19.40
1-2120-220-2	Retirement	12,800.00	1,066.51	10,665.10	0.00	2,134.90	16.67
1-2120-230-2	Health Insurance	26,832.00	2,844.11	28,441.10	0.00	-1,609.10	-5.99
1-2120-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-318-2	Purchased Services	2,500.00	0.00	350.00	0.00	2,150.00	86.00
1-2120-410-1	Supplies	1,500.00	0.00	280.44	0.00	1,219.56	81.30
1-2120-410-2	Supplies	1,500.00	0.00	0.00	0.00	1,500.00	100.00

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1-2120-530-2	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-670-2	Travel Expense	500.00	0.00	512.00	0.00	-12.00	-2.40
1-2120-690-1	Guidance Other-Elementary	500.00	0.00	283.30	0.00	216.70	43.34
1-2120-690-2	Other Expense	500.00	0.00	324.72	0.00	175.28	35.05
1-2130-140-0	Nurse Salary	40,000.00	3,333.00	33,530.00	0.00	6,470.00	16.17
1-2130-210-0	Fica	3,060.00	254.98	2,565.10	0.00	494.90	16.17
1-2130-220-0	Retirement	3,952.00	329.23	3,312.05	0.00	639.95	16.19
1-2130-230-0	Health Insurance	17,711.00	1,462.89	14,628.90	0.00	3,082.10	17.40
1-2130-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2130-318-0	Medicaid Outreach Claim Processing	0.00	0.00	200.00	0.00	-200.00	0.00
1-2130-410-0	Supplies	2,000.00	0.00	231.45	0.00	1,768.55	88.42
1-2130-690-0	Nurse-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-319-0	Safe & Secure Purchased Servi	500.00	0.00	560.00	0.00	-60.00	-12.00
1-2150-410-0	Safe & Secure Supplies	0.00	0.00	164.95	0.00	-164.95	0.00
1-2150-530-0	Safe & Secure Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-690-0	Safe & Secure Other Exp.	0.00	0.00	0.00	0.00	0.00	0.00
1-2190-110-2	Activities Salaries	350,000.00	25,712.00	301,830.00	0.00	48,170.00	13.76
1-2190-120-2	Activities Sub Salaries	12,500.00	1,800.00	11,680.00	0.00	820.00	6.56
1-2190-140-2	Clerical Aide	7,720.00	0.00	0.00	0.00	7,720.00	100.00
1-2190-210-2	Fica	28,000.00	2,030.42	23,263.54	0.00	4,736.46	16.91
1-2190-220-2	Retirement	35,000.00	2,539.79	25,518.48	0.00	9,481.52	27.09
1-2190-230-2	Health Insurance	17,711.00	4,853.55	54,853.75	0.00	-37,142.75	-209.71
1-2190-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

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1-2190-318-2	Activity-Purchased Services	2,500.00	0.00	0.00	0.00	2,500.00	100.00
1-2190-410-2	Supplies	20,000.00	0.00	0.00	0.00	20,000.00	100.00
1-2212-313-1	Staff Development	2,000.00	658.00	1,551.00	0.00	449.00	22.45
1-2212-313-2	Staff Development	1,500.00	0.00	961.00	0.00	539.00	35.93
1-2222-110-0	Technology -Salary	63,617.00	5,301.00	53,010.00	0.00	10,607.00	16.67
1-2222-110-1	Salary-library	43,005.00	3,584.00	35,840.00	0.00	7,165.00	16.66
1-2222-110-2	Salary-library	62,358.00	4,912.34	50,505.34	0.00	11,852.66	19.00
1-2222-140-0	Technology Aid-Salary	27,900.00	1,937.50	21,680.64	0.00	6,219.36	22.29
1-2222-140-1	Teacher Aide	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-2222-140-2	Teacher Aide	3,900.00	278.63	3,831.75	0.00	68.25	1.75
1-2222-210-0	Technology-FICA	7,000.00	547.21	5,648.41	0.00	1,351.59	19.30
1-2222-210-1	Fica	3,400.00	267.97	2,679.70	0.00	720.30	21.18
1-2222-210-2	Fica	5,000.00	368.84	3,871.17	0.00	1,128.83	22.57
1-2222-220-0	Technology-Retirement	9,000.00	715.00	7,377.77	0.00	1,622.23	18.02
1-2222-220-1	Retirement	4,300.00	354.02	3,540.20	0.00	759.80	17.66
1-2222-220-2	Retirement	6,400.00	512.75	5,367.27	0.00	1,032.73	16.13
1-2222-230-0	Technology-Health	15,500.00	25.31	253.10	0.00	15,246.90	98.36
1-2222-230-1	Health Insurance	300.00	0.00	0.00	0.00	300.00	100.00
1-2222-230-2	Health Insurance	19,300.00	1,121.77	13,797.88	0.00	5,502.12	28.50
1-2222-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-318-1	Purchased Services	500.00	0.00	-139.00	0.00	639.00	127.80
1-2222-318-2	Purchased Service	7,500.00	0.00	6,023.95	0.00	1,476.05	19.68

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1-2222-410-1	Supplies	1,500.00	23.15	3,021.43	0.00	-1,521.43	-101.42
1-2222-410-2	Supplies	1,000.00	0.00	400.01	0.00	599.99	59.99
1-2222-430-1	Books	4,000.00	0.00	3,922.38	0.00	77.62	1.94
1-2222-430-2	Books	4,000.00	22.41	2,573.53	0.00	1,426.47	35.66
1-2222-440-1	Periodicals	0.00	0.00	31.95	0.00	-31.95	0.00
1-2222-440-2	Periodicals	750.00	31.95	656.17	0.00	93.83	12.51
1-2222-530-1	Elem Library Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-530-2	H.s. Media Equipment	500.00	766.15	992.15	0.00	-492.15	-98.43
1-2222-670-1	Library Travel	0.00	0.00	177.24	0.00	-177.24	0.00
1-2222-670-2	Library Travel	100.00	0.00	342.68	0.00	-242.68	-242.68
1-2222-690-1	Library Other	0.00	0.00	139.00	0.00	-139.00	0.00
1-2222-690-2	Library Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-1	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-2	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-1	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-2	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2310-315-0	Audit	5,700.00	0.00	5,700.00	0.00	0.00	0.00
1-2310-317-0	Legal Services	5,000.00	0.00	2,670.00	0.00	2,330.00	46.60
1-2310-341-0	Liability Insurance	35,000.00	0.00	2,679.00	0.00	32,321.00	92.34
1-2310-350-0	Advertising/printing	6,000.00	309.51	4,625.25	0.00	1,374.75	22.91
1-2310-630-0	Dues & Fees	8,000.00	0.00	6,494.00	0.00	1,506.00	18.82

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1-2310-641-0	Workers Comp Pool	40,000.00	0.00	3,050.00	0.00	36,950.00	92.37
1-2310-670-0	Travel Expense	2,000.00	0.00	2,263.48	0.00	-263.48	-13.17
1-2310-690-0	Other Expense	500.00	0.00	0.00	0.00	500.00	100.00
1-2320-110-0	Salary-administrative Staff	171,225.00	14,268.75	142,687.50	0.00	28,537.50	16.66
1-2320-140-0	Salary-clerical Ass't.	8,100.00	1,387.09	14,713.37	0.00	-6,613.37	-81.64
1-2320-210-0	Fica	11,000.00	1,175.21	8,819.74	0.00	2,180.26	19.82
1-2320-220-0	Retirement	17,700.00	1,546.46	15,547.77	0.00	2,152.23	12.15
1-2320-230-0	Health Insurance	6,792.00	564.61	5,648.68	0.00	1,143.32	16.83
1-2320-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-410-0	Office Supplies	5,000.00	0.00	5,982.97	0.00	-982.97	-19.65
1-2320-411-0	Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-530-0	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2320-630-0	Dues & Fees	2,500.00	0.00	1,860.10	0.00	639.90	25.59
1-2320-670-0	Travel Expense	5,000.00	36.08	1,139.43	0.00	3,860.57	77.21
1-2320-690-0	Other Expense	5,000.00	60.00	3,295.50	0.00	1,704.50	34.09
1-2410-110-1	Salaries	179,590.00	14,966.00	149,660.00	0.00	29,930.00	16.66
1-2410-110-2	Salaries	196,279.00	15,394.75	159,671.00	0.00	36,608.00	18.65
1-2410-140-1	Clerical Salaries	26,400.00	2,200.00	22,077.33	0.00	4,322.67	16.37
1-2410-140-2	Clerical Salaries	20,960.00	1,725.93	19,068.25	0.00	1,891.75	9.02
1-2410-210-1	Fica	16,000.00	1,242.74	12,433.33	0.00	3,566.67	22.29
1-2410-210-2	Fica	16,600.00	1,298.36	13,423.73	0.00	3,176.27	19.13
1-2410-220-1	Retirement	20,300.00	1,695.62	16,963.84	0.00	3,336.16	16.43
1-2410-220-2	Retirement	21,500.00	1,691.14	17,647.93	0.00	3,852.07	17.91

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1-2410-230-1	Health Insurance	24,500.00	1,943.65	20,392.66	0.00	4,107.34	16.76
1-2410-230-2	Health Insurance	24,500.00	535.13	15,591.53	0.00	8,908.47	36.36
1-2410-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-318-1	Purchased Services	500.00	250.00	1,255.00	0.00	-755.00	-151.00
1-2410-318-2	Purchased Services	2,000.00	161.20	4,959.64	0.00	-2,959.64	-147.98
1-2410-410-1	Supplies	2,000.00	0.00	253.23	0.00	1,746.77	87.33
1-2410-410-2	Supplies	2,000.00	0.00	815.25	0.00	1,184.75	59.23
1-2410-530-1	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-530-2	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2410-630-1	Dues & Fees	3,000.00	570.00	1,260.00	0.00	1,740.00	58.00
1-2410-630-2	Dues & Fees	2,500.00	300.00	975.00	0.00	1,525.00	61.00
1-2410-670-1	Travel Expense	2,000.00	0.00	1,539.88	0.00	460.12	23.00
1-2410-670-2	Travel Expense	2,000.00	0.00	268.01	0.00	1,731.99	86.59
1-2410-690-1	Other Expense	1,500.00	0.00	778.00	0.00	722.00	48.13
1-2410-690-2	Other Expense	2,500.00	0.00	1,239.75	0.00	1,260.25	50.41
1-2510-140-0	Salary-Business Manager-Kay	45,250.00	3,771.00	37,710.00	0.00	7,540.00	16.66
1-2510-210-0	Fica	3,462.00	276.98	2,769.80	0.00	692.20	19.99
1-2510-220-0	Retirement	4,471.00	372.49	3,724.90	0.00	746.10	16.68
1-2510-230-0	Health Insurance	291.00	53.13	531.30	0.00	-240.30	-82.57
1-2510-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-300-0	Flex Pay Contract	4,000.00	207.10	2,142.30	0.00	1,857.70	46.44
1-2510-310-0	Prog. Service Agreements	0.00	0.00	0.00	0.00	0.00	0.00

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1-2510-318-0	Purchased Services	5,500.00	0.00	5,290.87	0.00	209.13	3.80
1-2510-341-0	Postage	12,000.00	535.00	9,981.38	0.00	2,018.62	16.82
1-2510-342-0	Telephone	9,000.00	0.00	-797.41	0.00	9,797.41	108.86
1-2510-350-0	Advertising/printing	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-382-0	Telephone-internet Line Usage	13,000.00	1,657.77	17,284.15	0.00	-4,284.15	-32.95
1-2510-410-0	Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-2510-530-0	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-660-0	Data Processing	1,000.00	73.40	745.40	0.00	254.60	25.46
1-2510-690-0	Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-336-0	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-337-0	Tires & Parts	2,000.00	0.00	2,689.11	0.00	-689.11	-34.45
1-2520-338-0	Repairs & Maintenance	1,000.00	0.00	1,690.72	0.00	-690.72	-69.07
1-2520-641-0	Vehicle Insurance	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-2610-140-0	Custodial Salaries	240,000.00	19,877.15	202,352.75	0.00	37,647.25	15.68
1-2610-150-0	Custodial Overtime Salary	60,000.00	3,314.97	45,104.47	0.00	14,895.53	24.82
1-2610-210-0	Fica	23,000.00	1,715.27	18,385.32	0.00	4,614.68	20.06
1-2610-220-0	Retirement	30,000.00	2,290.87	24,443.37	0.00	5,556.63	18.52
1-2610-230-0	Health Insurance	75,000.00	6,156.84	70,570.16	0.00	4,429.84	5.90
1-2610-321-0	Fuel	50,000.00	522.89	30,830.80	0.00	19,169.20	38.33
1-2610-322-0	Electricity	175,000.00	0.00	113,376.34	0.00	61,623.66	35.21
1-2610-323-0	Water/sewer	8,000.00	0.00	6,557.42	0.00	1,442.58	18.03
1-2610-410-0	Supplies	45,000.00	1,655.59	41,340.01	0.00	3,659.99	8.13
1-2610-641-0	Workers Comp. Pool	40,000.00	0.00	0.00	0.00	40,000.00	100.00

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1-2610-690-0	Other Expense	15,000.00	187.29	16,130.26	0.00	-1,130.26	-7.53
1-2620-140-0	Summer Employees	2,000.00	0.00	0.00	0.00	2,000.00	100.00
1-2620-210-0	Fica	150.00	0.00	0.00	0.00	150.00	100.00
1-2620-220-0	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-300-0	Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-2620-318-0	Purchased Services	150,000.00	20,649.33	115,507.05	0.00	34,492.95	22.99
1-2620-520-0	Building Improvements	100,000.00	0.00	0.00	0.00	100,000.00	100.00
1-2620-530-0	Building Equipment	40,000.00	0.00	1,149.95	0.00	38,850.05	97.12
1-2620-641-0	Property Insurance	75,000.00	0.00	0.00	0.00	75,000.00	100.00
1-2620-690-0	Other Expense	250.00	0.00	0.00	0.00	250.00	100.00
1-2750-140-0	Drivers Salaries	80,000.00	3,386.17	67,811.94	0.00	12,188.06	15.23
1-2750-140-2	Activity Drivers Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-210-0	Fica	6,500.00	255.80	5,149.99	0.00	1,350.01	20.76
1-2750-220-0	Retirement	8,500.00	334.48	4,488.42	0.00	4,011.58	47.19
1-2750-230-0	Drivers Health Insurance	22,169.00	1,608.56	16,134.61	0.00	6,034.39	27.22
1-2750-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-332-0	Mileage To Option Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-333-0	Mileage To Parents	500.00	0.00	762.69	0.00	-262.69	-52.53
1-2750-335-0	Lease Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-336-0	Gas & Oil	65,000.00	102.32	36,948.97	0.00	28,051.03	43.15
1-2750-337-0	Tires & Parts	25,000.00	4,672.28	23,385.51	0.00	1,614.49	6.45
1-2750-338-0	Bus Repairs/main.	25,000.00	3,086.00	17,533.17	0.00	7,466.83	29.86

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1-2750-540-0	Bus Acquisition/replace	35,000.00	0.00	0.00	0.00	35,000.00	100.00
1-2750-641-0	Vehicle Insurance	10,000.00	0.00	0.00	0.00	10,000.00	100.00
1-2750-690-0	Other Expense	3,000.00	0.00	1,609.57	0.00	1,390.43	46.34
1-2760-110-0	Sped. Transportation Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-210-0	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-220-0	Sped. Trans.-retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-331-0	Sped Trans. of Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-332-0	Sped Transport.-lease Vehicle	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-333-0	Sped Trans-mileage To Patents	0.00	0.00	457.71	0.00	-457.71	0.00
1-3500-410-0	St. Categorical Programs-Tree Grant	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-110-0	Pre School Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-120-0	Pre School Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-210-0	Pre School FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-220-0	Pre School Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-230-0	Pre School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-318-0	Pre School Purchased Service	0.00	1,500.00	1,500.00	0.00	-1,500.00	0.00
1-3540-410-0	Pre School Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-420-0	Pre School Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-530-0	Pre School Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-690-0	Pre School Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-110-1	Title I Pt. A-Salary	127,160.00	10,596.00	105,960.00	0.00	21,200.00	16.67
1-4200-120-1	Title I Pt. A-Para/Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-140-1	Title I Pt. A-Secretary	0.00	0.00	0.00	0.00	0.00	0.00

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1-4200-210-1	Title I Pt. A-FICA	9,700.00	771.89	7,697.42	0.00	2,002.58	20.64
1-4200-220-1	Title I Pt. A-Retirement	12,500.00	1,046.66	10,466.60	0.00	2,033.40	16.26
1-4200-230-1	Title I Pt. A-Health Ins.	35,422.00	2,253.74	28,350.73	0.00	7,071.27	19.96
1-4200-318-1	Title I Pt. A -Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-410-1	Title I Pt. A-Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-4200-420-1	Textbooks	0.00	0.00	1,727.16	0.00	-1,727.16	0.00
1-4200-530-1	Title I Pt. A-Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-560-1	Title I Pt. A-Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-670-1	Title I Pt. A-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-690-1	Title I Pt. A-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-110-1	Title II Pt. A-Classsize Reduction	56,440.00	4,703.00	47,030.00	0.00	9,410.00	16.67
1-4310-120-1	Title II Pt. A-Class Red. Sub	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4310-210-1	Title II Pt. A -Class Red.-FICA	4,318.00	359.78	3,597.80	0.00	720.20	16.67
1-4310-220-1	Title II Pt. A-Class Red.-Retiremen	5,500.00	464.56	4,645.51	0.00	854.49	15.53
1-4310-230-1	Title II Pt. A-Class Red. Health	9,121.00	1,541.73	15,122.28	0.00	-6,001.28	-65.79
1-4310-310-0	Chapter li Carryover	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-318-0	Title II Pt. A Class Red.-Purchase	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-690-1	Title II Pt. A-Class Red.-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-110-1	Pre-School SPED Sal.	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-140-1	Pre-School Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-210-1	Pre-School SPED-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-220-1	Pre-School SPED-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-230-1	Pre-School SPED-Health	0.00	0.00	0.00	0.00	0.00	0.00

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1-4400-318-1	Purchased Service	8,000.00	1,048.42	5,495.98	0.00	2,504.02	31.30
1-4400-319-1	Pre School PT	5,000.00	420.98	3,971.24	0.00	1,028.76	20.57
1-4400-361-1	Pre School Tuition/Daycare	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4400-362-1	Pre School Transportation	500.00	0.00	0.00	0.00	500.00	100.00
1-4400-410-1	Pre-School SPED-Supplies	500.00	0.00	85.00	0.00	415.00	83.00
1-4400-420-1	Pre-School Books	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-530-1	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-670-1	Pre School Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-140-1	Pre-school Aide	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-210-1	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-220-1	Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-230-1	Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-318-1	Pre-school O.t. Contracted	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-319-1	Pre-school P.t.	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4401-670-1	Pre-School SPED Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-110-0	IDEA Base	34,221.00	2,852.00	27,915.52	0.00	6,305.48	18.42
1-4404-210-0	IDEA Base FICA	2,618.00	208.08	2,040.60	0.00	577.40	22.05
1-4404-220-0	IDEA Base Retirement	3,381.00	281.71	2,757.40	0.00	623.60	18.44
1-4404-230-0	IDEA Base Pre-School	9,741.00	728.33	8,328.07	0.00	1,412.93	14.50
1-4404-318-0	Pre-School Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-319-0	IDEA Base P.T.	0.00	0.00	0.00	0.00	0.00	0.00
1-4404-410-0	IDEA Base Supplies	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

Monthly Expense Report

Date Range: YTD thru 06/30/2016

Arranged by:
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4404-670-0	IDEA Base Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-4406-110-0	SPED IDEA	2,935.00	245.00	2,450.00	0.00	485.00	16.52
1-4406-210-0	SPED IDEA-FICA	225.00	18.07	180.70	0.00	44.30	19.68
1-4406-220-0	SPED IDEA-Retirement	290.00	24.20	242.01	0.00	47.99	16.54
1-4406-230-0	SPED IDEA	921.00	76.18	762.63	0.00	158.37	17.19
1-4406-410-0	Pre School	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-110-0	IDEA Poverty	83,606.00	5,611.80	65,604.40	0.00	18,001.60	21.53
1-4410-140-0	IDEA Poverty-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-210-0	IDEA Poverty FICA	6,397.00	395.81	4,650.68	0.00	1,746.32	27.29
1-4410-220-0	IDEA Poverty Retirement	8,260.00	554.32	6,480.30	0.00	1,779.70	21.54
1-4410-230-0	IDEA Poverty Health	26,035.00	1,729.53	20,173.41	0.00	5,861.59	22.51
1-4410-318-0	IDEA Poverty-Purchase Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-319-0	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-390-0	IDEA-Hearing Conservation	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-410-0	IDEA Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-530-0	IDEA Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-690-0	IDEA Poverty-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4580-110-2	ARRA Education Jobs	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-120-2	Carl Perkins-Substitute	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-210-2	Carl Perkins-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-410-2	Carl Perkins Grant-Supplies	1,000.00	0.00	665.63	0.00	334.37	33.43
1-4700-530-2	Carl Perkins Grant-Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-4700-690-2	Carl Perkins Grant-Other	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

Monthly Expense Report

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Account Number

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Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4900-690-0	Personal Property Repayment	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-318-0	Title II Pt. D, Tech.-Purchased Ser	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-410-0	Title II Pt. D-Technology-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-530-0	Title II Part D, Technology Equip.	0.00	0.00	0.00	0.00	0.00	0.00
1-4985-690-0	Title II Part D, Technology	0.00	0.00	0.00	0.00	0.00	0.00
1-5000-605-0	Repayment of taxes paid	0.00	0.00	0.00	0.00	0.00	0.00
1-5200-620-0	Interest Payable	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-110-1	Jump Start/Summer School	15,000.00	0.00	0.00	0.00	15,000.00	100.00
1-6000-110-2	Summer School	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-120-1	Jump Start/Summer School-Subs	1,500.00	0.00	0.00	0.00	1,500.00	100.00
1-6000-120-2	Summer School-Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-140-1	Jump Start/Summer School-Para	3,500.00	0.00	0.00	0.00	3,500.00	100.00
1-6000-140-2	Summer School-Para	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-210-1	Jump Start/Summer School-FICA	1,500.00	0.00	0.00	0.00	1,500.00	100.00
1-6000-210-2	Summer School-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-220-1	Jump Start/Summer School-Retire.	1,800.00	0.00	0.00	0.00	1,800.00	100.00
1-6000-220-2	Summer School-Retire.	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-1	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-2	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-620-0	Debt Service-Bond Payment	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-751-0	Transfers/lunches	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-752-0	Transfers To Activity Fund	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-760-0	General Transfers	50,000.00	0.00	0.00	0.00	50,000.00	100.00

ALL Data

Monthly Expense Report

Arranged by:
Account Number

Date Range: YTD thru 06/30/2016

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-9000-210-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-220-0	Non Revenue Acct.	0.00	0.00	0.00	0.00	0.00	0.00
1-9000-690-0	Non-program Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
1-9001-690-0	Energy Grants	0.00	0.00	0.00	0.00	0.00	0.00
1 Current Year Account Totals:		10,156,700.00	711,173.98	7,648,094.68	0.00	2,508,605.32	24.69
1	FUND Totals:	10,156,700.00	711,173.98	7,648,094.68	0.00	2,508,605.32	24.69

2016-2017

GOTHENBURG JR/SR HIGH SCHOOL STUDENT - PARENT HANDBOOK

WELCOME to Gothenburg Jr/Sr High School for the 2016-2017 school year. We look forward to providing you with excellent educational opportunities. This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Gothenburg Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it.

Although the information in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing. This handbook doesn't create a "contract." This handbook is intended to help you have a successful and rewarding school year. The rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy and is annually reviewed and voted on by District #20 School Board.

The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. As you have rights, you also have responsibilities that must be met. Your rights will be protected and respected and in turn, you must respect the rights of others. The school district is **PROUD OF OUR STUDENTS AND STAFF.**

GO SWEDES!!

Randy Evans
High School & Jr. High Principal

Seth Ryker
AD/Jr. High Asst. Principal

MISSION STATEMENT

Educating students today, preparing students for tomorrow!

This Handbook belongs to:

Name_____

Address_____

Phone_____

Replacement cost of student handbook: \$15.00

GOTHENBURG HIGH SCHOOL

RENAISSANCE

THE RENAISSANCE MISSION

The mission of Renaissance is to bring excellence, competence, creativity and life to Gothenburg High School. What we create today can only create a better tomorrow. The program also acknowledges the educational achievements and outstanding contributions of students and staff members through a process of reinforcement, recognition and reward. RENAISSANCE improves performance, promotion, and partnerships with the community, while celebrating the academic achievement of all students at Gothenburg High School. **During the 2015-16 school year, 328 students (65%) in grades 7-12 received Gold or Cardinal cards.** RENAISSANCE is more than a program; it is an attitude that everyone can achieve excellence. You can be a part of this program during the 2016-2017 school year!

GHS RENAISSANCE PROGRAM

Promote Improved-Outstanding Academic Excellence

Recognize Rewarded Respect People!

Improve Your Academic Image!

Develop Visible, Tangible Rewards & Incentives!

Every Effort Is Directed Towards Excellence For Everyone!

RENAISSANCE PROGRAM INCENTIVES:

The following are incentives for achieving academic excellence through the Renaissance Program. Once a student has qualified in any of the categories listed below, they will receive the incentive awards and recognition at an Honors Assembly following the conclusion of the 1st semester;

Students with all A's (4.0) for semester (GOLD CARD)

"Future Is So Bright" T-shirt or "GIANT" T-Shirt

ACT Fee Reimbursement (1/2 for scores 27 or higher, full for scores 30 or higher)

Fast food coupons/discounted/free movie rentals

Students with a "B" Grade Point Average for the semester (CARDINAL CARD)

"Future Is So Bright" T-shirt or "GIANT" T-Shirt

Fast food coupons and discounted/free movie rentals

ADDITIONAL CRITERIA FOR INCENTIVE REWARDS:

Students who qualify for grade point incentives must also have exhibited exemplary attendance and discipline. To qualify for any of the above awards, students must have missed nine or fewer days, have had nine or fewer tardies, and have no major discipline referrals to the principal for that semester.

2016-2017

GHS STAFF

Administration:

Dr. Mike Teahon, Superintendent/SPED Director
Mr. Randy Evans, Jr./Sr. High School Principal
Mr. Seth Ryker, Activities Director, Asst. Jr. High Principal

Jerry Wiggins
Pam Glodowski
Michelle Stevens
Connie Rocker
SueAnn Hubbard

High School Counselor
Middle School Counselor
Elem. School Counselor
School Psychologist
School Nurse

Faculty:

Thomas Belanger
Erin Beavers
Kaitlyn Clark
Mary Clark
Travis Coe
Sherry Damrow
Jami Fowler
Jay Garrison
Craig Haake
Gabe Haberman
Dan Jensen
Carol Keiser
Vickie Keiser
Roger Koehler
Kent Koehn
Cathy Larson
K.C. Lathrop
Chris Lecher
Lori Long
Nick Miller
Cindy Moore
Kelly Morgan
Tim Negley
Ligia Peterson
Tim Peterson
Angela Piper
Steve Reeves
Ken Rigler
Dan Scherer
Sharise Scherer
Tom Scott
Sara Stanek
Kristina Tool
Maggie Tiller
Dee Weaver
Jo Wiggins

Instrumental Music
English
English/Social Science
English
Art
Special Education
Art
English
Social Science/PE
Vocal Music
Journalism/Speech
Special Education
Business/Computers
Business/Computers
Mathematics
Science
Physical Education/Health
Science
Media Specialist/Technology
Physical Education/Social Science
Science
Spanish
Vocational Ag
Foreign Language
Social Science/PE
Special Education
Social Science
Industrial Technology
Vocational Agriculture
Mathematics
Social Science
Special Education
Mathematics
Science
Family/Consumer Science
Computer Tech. Coord.

Secretaries:

Lori Clymer, Barb Franzen and Kay Streeter

Cafeteria:

Joni Jacobsen, Jill Jorgenson, Mary Moon, Mary Sabin, Jackie Headley and Amanda Diltz.

Paraprofessionals/Job Coach

Sue Finke & Katherine Middleton

Bus Drivers:

Marty Leidal, Jim Franzen, Mitch Golter and Dave Cheetsos

2016-2017

ACTIVITY SPONSORS/COACHES

Fall Athletic Season

Head Football - Craig Haake

Assistant Football - Justin Dowdy, K.C. Lathrop, Jerry Wiggins, Tom Scott, Jesse Kincheloe

Girls Golf - Tara Foster

Cross Country - Steve Reeves Assistant Cross Country-Claudine Kennicutt, Tony Neels

Head Softball-Roger Neujahr Assistant Softball-Maggie Tiller

Head Volleyball -Bryson Mahlberg

Assistant Volleyball-Jim Clark

9th Volleyball -Rebecca Costello, Jami Fowler

Head Jr. High Football-Dan Scherer

Asst. Jr. High Football - Bryan Bazata/Jonathan Meyer

8th Volleyball - Cindy Moore Asst.- Michelle Stienike

7th Volleyball - Nicole Rubenthaler Asst.-Angela Piper

Winter Athletic Season

Head Boys Basketball -Roger Koehler

Head Girls Basketball -Nick Miller

Assistant Boys BB - Kent Koehn Assistant Girls BB-Brian Bazata

Head Wrestling -Tom Scott Assistant Wrestling -Tim Negley

9th Girls Basketball- TBD 9th Boys Basketball- Don Graham

Jr. High Wrestling-Jerry Wiggins Asst. Craig Haake

8th Boys: Jonathan Meyer Girls 8th Basketball-Jonathan Meyer

Asst 8th B: Dustin Walker Asst 8th G: Jena Bowman

7th Boys: Justin Dowdy Girls 7th Jami Fowler

Asst 7th B: Joe Weaver Asst 7th G: Bryson Mahlberg

Spring Athletic Season

Head Track - Steve Reeves

Jump Coaches- Tim Peterson, K.C. Lathrop

Hurdle Coach-Dan Yilk Pole Vault-Jillian Dowdy

Distance Coach - Steve Reeves, Discus Coach- Roger Koehler Shot Put Coach- Bryson Mahlberg

7th-8th Boys/Girls Track Coach- Jim Clark/Tony Neels

Assistants: Nicole Rubenthaler/Jonathan Meyer

Boys Golf - Dan Scherer Asst-Don Graham

Other Activities

Chorus – Gabe Haberman Musical: Kaitlyn Clark Asst: Erin Beavers, Erin Feather, Gabe Haberman
Band/ Percussion Ensl.-Thomas Belanger National Honor Society/Sigma Phi Beta -Vickie Keiser
One Act Play-Lori Long Asst. Erin Feather
FFA - Dan Scherer/Tim Negley Journalism/Yearbook– Dan Jensen
Speech-Kaitlyn Clark, Heather Franzen,/Angela Piper, Erin Feather, Erin Beavers
Junior High Student Council-Pam Glodowski
Quiz Bowl-Cindy Moore & Kaitlyn Mason Student Council - Mary Meisinger/Randy Evans
Cheerleaders –Sharon Andres & Ginny Peterson
Seniors- Mr. Wiggins & Mrs. Beavers & Mr. Koehler
Juniors - Mrs. Scherer & Mrs. Weaver & Mr. Lecher
Sophs.- Mrs. Tiller & Mrs. Tool & Mr. Garrison
Fresh.- Mrs. Moore & Mrs. Keiser & Mr. Lathrop
8th - Ms. Clark & Mr. Peterson & Mr. Negley
7th- Mrs. Larson, Mrs. Clark, Mr. Coe

**Class officers must have passed all classes from the previous school year and also be in the top 25% of class rank.

ADMITTANCE TO BUILDING_& LUNCH HOUR

Students are to remain outside by the entrance doors until **8:00 a.m.** Access time (7:45 a.m - 8:12 a.m.) is available to any student needing help from a teacher. **Prior to that time, the school is not responsible for supervision of the students.** During the high school noon hour (depending on inclement weather) students will be outside. **No supervision will be available prior to 8:00 a.m. and after school at 3:30 p.m. the school is not responsible for supervision of students once the students are to have left school grounds.**

Important Phone Numbers

Gothenburg Public Schools

Mike Teahon, Supt./SPED Director	537-3653 ext.4105
Randy Evans, Sr. High Principal	537-3651 ext.4122
Seth Ryker, Activities Director	537-7501 ext.4121
Jerry Wiggins, H.S. Guid Coun.	537-7501 ext.4124
Pam Glodowski, M.S. Guid Coun.	537-7501 ext.4127
Allison Jonas, Director of Teaching/Learn	537-3651
Michelle Stevens, Elem Counselor	537-7178 ext.1116
James Widdifield, Elem. Principal	537-7178 ext.2202
GHS Information/Attendance	537-3651 ext.4120
GHS Hotline/Newsline	537-7502

Services

<i>Emergency Services</i>	911
<i>AIDS Information Hotline</i>	1-800-782-AIDS
<i>Birth Line</i>	1-308-534-3085
<i>Boys Town Hotline</i>	1-800-448-3000
<i>Child Abuse/Neglect Hotline</i>	1-800-652-1999
<i>Crisis Line 324-3040 or dial, Ask for Enterprise</i>	2222
<i>Crisis Intervention Team (Gothenburg)</i>	537-3653
<i>Dawson County Attorney</i>	324-5644
<i>Dawson County Crime Stoppers</i>	784-1234
<i>Dawson Co. Immunization Clinic</i>	324-4219

<i>D.C. Parent Child Center</i>	324-2336
<i>(for victims of domestic violence, child abuse, etc.)</i>	
<i>Dawson County Public Defender</i>	537-7119
<i>Dawson County Sheriff's Department</i>	324-3011
<i>Domestic Violence Hotline</i>	1-800-876-6238
<i>Emergency 24 hour drug/alcohol line</i>	543-6963
<i>Family Planning (North Platte)</i>	534-3075
<i>Family Planning (Lexington)</i>	324-6223
<i>Gothenburg Chamber of Commerce</i>	537-3505
<i>Gothenburg Memorial Hospital</i>	537-3661
<i>Gothenburg Police Department</i>	537-3608
<i>Heartland Counseling</i>	324-6754
<i>Juvenile/Probation Office</i>	324-7119
<i>Nebraska Dept of Social Services</i>	324-6633
<i>Nebraska Diagnostic Center</i>	784-4525
<i>Parent Assistance Line</i>	1-800-642-9909
<i>Poison Information Center</i>	1-800-642-9999
<i>Road and Weather Conditions</i>	1-532-0623
<i>Runaway Switchboard</i>	1-800-621-4000
<i>State Patrol Emergency Line</i>	1-800-525-5555

ACADEMICS

ACCREDITATION

Gothenburg High School is a member of the North Central Accreditation Association and is accredited by the State of Nebraska. The school maintains rigid standards in order to meet requirements set for by the State of Nebraska Department of Education. The athletic classification is Class C-1 and the school is considered a Class III school in organization.

GRADUATION REQUIREMENTS

In an effort to assure that graduates of Gothenburg High School are adequately prepared for today's society, the following graduation requirements have been established: To graduate from Gothenburg High School, a student must earn a minimum of 240 hours of credit including all required classes. Students who expect to enroll for further education in post-secondary institutions should plan carefully to make sure they have included the necessary preparation in a high school program. Students must be enrolled for a minimum of 35 hours per semester in grades 7-11 and 30 hours per semester in grade 12. Work release students must register for 5 classes in addition to the work experience. Also, work release students will be graded for their working performance.

Requirements for graduation from Gothenburg High School are listed below:

English	40
(English 9,10,11,12)	
Social Studies	30
(American History & Government)	
Math	30
(Algebra I or Pre-Algebra)	
Science	30
Physical Education	10
(Physical Education/First Aid)	
Computer	5
Speech	5
Electives	100
Total Credits Needed	240

ASSIGNMENT OF STUDENTS

It shall be the responsibility of the administration to determine academic placement decisions involving students, including situations where students transfer into Gothenburg Public Schools from other educational settings. The District reserves the right to make the most appropriate grade level placement, class placement and teacher assignment for students which best fulfills the needs of the students and the school district.

Classification of students for grade level placement:

Sophomore.....60 hours + 2 semesters in attendance

Junior.....120 hours + 4 semesters in attendance

Senior.....180 hours + 6 semesters in attendance

DROP AND ADD INFORMATION

Every effort has been made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input is allowed during the time which course selections are being made. Once those selections are made, the school will honor them to the extent possible. Students will be allowed to drop and add classes to their schedule for three (3) school days after the semester begins. A student must have written permission from the teachers, guidance counselor and parents for a schedule change during this time. Students will be allowed to drop a class for a period of three weeks after the semester begins provided they have a full schedule and are willing to be an aide or have a study hall. During this time, a grade of Withdrew-Passing (W-P) or Withdrew-Failing (W-F) will be indicated by the teacher and no marks will be entered on the official transcript. Dropping a class after this three week period will result in the drop grade becoming part of the student's permanent record and transcript. This means that drop grades have a direct effect upon grade point average and class rank. Students should take their time during registration and make sure their choices are correct for them.

GRADING SYSTEM

The following is the grading system at Gothenburg Jr/Sr High School:

A = 95.0-100% (4.0)

A- = 93.0-94.0% (3.7)

B+ = 91.0-92.0% (3.3)

B = 87.0-90.0% (3.0)

B- = 85.0-86.0% (2.7)

C+ = 83.0-84.0% (2.3)

C = 79.0-82.0% (2.0)

C- = 77.0-78.0% (1.7)

D+ = 75.0-76.0% (1.3)

D = 72.0-74.0% (1.0)

D- = 70.0-71.0% (0.7)

F = 0-69% (0.0)

P=Pass I=Incomplete WP=Withdrew-Passing WF=Withdrew-failing

NC=No Credit due to attendance

These grades will be issued following each nine week period and will indicate a composite grade earned up to that point.

INCOMPLETE GRADES

When, in the estimation of the teacher, special conditions have been present which warrant an extension of time to complete course work, a teacher may give an "Incomplete" as a course grade. Generally, any student with one or more grades of "incomplete" will have **three weeks** to make up the work needed to change this to a passing grade. After this time, the incomplete will automatically be changed to a failing grade. When incomplete grades are the result of extended absences due to chronic illness, accidents, or health related problems, the student may appeal to the principal for an extension to make up the incomplete grade(s).

PROGRESS REPORTS

Progress reports will be mailed to parents every three weeks during the school year. Dates when progress reports are to be sent will be included in the Swede informer activities calendar and in this handbook.

REPORT CARDS

The school will make every effort to issue report cards within one week after the close of each of the four nine-week periods. Power School is available for parents to use during the school year. The report card will evaluate scholastic achievement, tardiness and attendance. Students are requested to take the Report cards home and discuss their progress with their parents.

PARENT-TEACHER CONFERENCES

The Gothenburg Jr./Sr. High School will hold parent teacher conferences **twice** during the **2016-2017** school year. These conferences will provide a two-way communication between home and school. Conferences are held during the first and third nine week quarter.

HONOR ROLL

All graded classes will be considered for Honor Roll. For a student to be placed on the Honor Roll, the student must receive all A's and B's. Those students with all A's will be recognized as having high honors. Honor Roll Students will be recognized following each grading period.

PROMOTION & RETENTION POLICY

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

CHECKING OUT/DROP

Any student transferring to another school or leaving school permanently must obtain a check-out sheet from the principal's office. This sheet must be signed by all the student's teachers and returned to the office.

PRIVACY OF STUDENT EDUCATION RECORDS

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

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

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

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member; a person serving on the school board; a person or company with whom the District has contracted to perform a special task; or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health and discipline records)

that have requested the records and in which the student seeks to intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. 4) The right to file a complaint with U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

NOTICE CONCERNING DIRECTORY INFORMATION:

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

NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:

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

STANDARDIZED TESTS

The test (MAP) is a tool that makes possible a profile of sorts of each individual student. The test, when used as a tool along with other information, provides the student and the school with valuable information. Students are tested to help determine individual learning levels, abilities, interests and to assist in placement, if necessary. These tests are going to be given two times a year. Copies of the results will be sent to parents.

TRANSCRIPTS/HIGH SCHOOL RECORD

Student records, test results, grades, class ranking, etc., will be forwarded to schools, colleges, universities, scholarship agencies, prospective employers and/or any other party ONLY upon written request or permission from a parent, guardian or student. Students should remember that they write their high school record but once and once written, that record cannot be changed. He/she should know that when securing employment, studying at a university or college, or entering the armed forces, their record follows them.

NOTICE OF REQUIREMENTS FOR ADMISSION

Nebraska law requires that parents or legal guardians furnish the following documents upon admission:

- 1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time.
- 2) Evidence of a physical examination by a physician for a student entering the 7th grade or transferring in from out of state,
- 3) Evidence of visual evaluation by a physician,
- 4) Students are required to be immunized according to laws passed by the Nebraska legislature.

Parents/guardians may contact the school nurse regarding immunization requirements.

Forms to submit objections are available from the Supt. office. **Any student not in compliance with the law will not be permitted to attend school.** Medical and religious exemptions are available but require a physician's signature or a signed affidavit.

NATIONAL HONOR SOCIETY

National Honor Society was founded to recognize and encourage academic achievement and the ideals of scholarship, character, service and leadership. The local chapter at Gothenburg H.S. is governed by the national organization. Gothenburg's chapter was chartered as Charter #390 on June 16, 1925.

To be eligible for membership in the Gothenburg High School Chapter of NHS, a student must have been in attendance at GHS for the equivalent of one semester. Selection is based on outstanding scholarship, character, leadership and service with each area counting as 25% of the total. Candidates must have a cumulative average of at least 3.50 although a local chapter may raise that standard if desired. Students may not apply for membership; membership is granted to those sophomores, juniors and seniors selected by the faculty council. Eligible students are judged by a 5 member faculty council as selected by the principal and advisor. A different faculty council is selected each year. 10th, 11th and 12th grade students who have a 3.50 or higher GPA will receive a letter stating that they are eligible to be considered for membership. Students that are eligible will be asked to submit a list of activities and write a short essay. Leadership, character and service will be judged by an evaluation form completed by the five member faculty council using guidelines as presented in the National Honor Society Handbook.

Membership is an honor and a responsibility; students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. Members who fall below the standards which were the basis of their selection may be dismissed from the organization.

ACADEMIC INTEGRITY POLICY

Gothenburg High School is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which students go through to learn is an honest process which reflects their true abilities as measured by their own efforts. Progress which is based on unsound learning, as in the case of cheating, is not a genuine process. Cheating prepares a student for failure, not for success. (In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. The faculty and administration of Gothenburg High School are committed to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner.)

What is the definition of cheating at Gothenburg High School?

Cheating involves one of more of the following actions:

1. To use the work of another person as your own and/or copy information from another student's test, examination, theme, book report, or term paper.
2. To plagiarize - plagiarism means using another person's idea, expression or words without giving the original author credit.
3. To prepare for cheating in advance. Such as: (a) having in your possession a copy of a test to be given or having been given by a teacher (b) using the test or notes during a test or examination (c) talking while taking quizzes, tests or examinations
4. To fail to follow test procedures/announced instructions (such as no talking, no turning around in seat, raise hand for questions, etc)

GENERAL INFORMATION

ATTENDANCE

Regular and punctual student attendance is required, school attendance is not only a Nebraska State Law and Board Policy 5008, but more significant it is important to every child's education. The administration is responsible for developing further attendance rules and regulations and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

ABSENTEEISM AND ABSENTEE HOMEWORK

If your son or daughter is ill in the morning and will not be coming to school, we ask that you call the school before 9:00 a.m. (537-3651 Ext. 4120) Should we not receive a call, we will attempt to contact you. If students need homework assignments, please check on-line teacher lesson plans on the school web site.

****STUDENTS NEED TO COMPLETE ASSIGNMENTS FROM THEIR RESPECTIVE TEACHERS BEFORE LEAVING FOR A SCHOOL ACTIVITY.**

ATTENDANCE GUIDELINES/DEFINITIONS

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

School Excused Absences – Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension. Illness, family bereavement (parents, siblings, and grandparents), doctor or dental appointment, court appearances that are required by court order, participation in school activities, family trips in which student accompanies parent(s)/legal guardian(s), and other unique situations which have received prior approval from the Principal. Please refer to Board policy 5008.

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

NOT School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows: (1) Parent acknowledge absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies. If unexcused the student may receive zeros for any class work missed during the absence, Students who leave the school premises without permission during the school day will be considered truant. Please refer to Board policy 5008.

Absence Procedure

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstance.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools- A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed. See Board Policy No. 5008 for further information and details of the exit interview and withdrawal form.

Five (5) unexcused absences- Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for secondary students. When a student has excessive absences, please refer to Board policy No. 5008 for more information and the procedures to be implemented.

Twenty Excused Absences-If a student accumulates more than twenty (20) absences per year and all of the absences are due to documental illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which that person having control of the student resides.

Twenty Unexcused Absences-If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance office shall file a report with the county attorney of the county in which the person having control of the student resides. For further information, refer to Board Policy 5008.

Reporting Excessive Absenteeism to the County Attorney

The school may report to the county attorney of the county in which the person resides when the school as documented the efforts to address excessive absences. The school shall notify the child's family in writing prior to referring the child to the county attorney. Please refer to Board Policy 5008.

ATTENDANCE REGULATIONS

A student who is absent **nine (9) times from a semester course** will forfeit credit for the course unless he/she requests a hearing before the Attendance Appeals Committee and is granted an extension of credits by this committee. The student and/or parent must present **documented substantiating evidence** (Dr. or dentist appointment notes, court appearance documents, etc.) as to the reason for their absences. (Note: Absences resulting from the participation in school sponsored activities/school exclusions do not count toward the limit of **nine!**) When extended absences occur in cases of chronic or extended illnesses, accidents or other health related problems, an appeal may be made to the Attendance Appeals Committee. Forms to request a waiver of a hearing may be picked up in the office. The committee may waive the necessity of a parent or guardian and student meeting at their discretion. The parent/guardian and student do not have to appear at the Attendance Appeals Committee meeting if the waiver is granted and **documented substantiating evidence** of the student's absence is presented to the office. **Gothenburg Public Schools does NOT sanction or approve a Senior Sneak day.**

COLLEGE VISITATIONS

Students will be allowed to have two (2) days of college visitation(s) during their Senior year. The **principal's office must receive a note** from parents/guardians to insure college visitation verification **in advance of the visit**. Seniors who properly follow this procedure will be able to participate in extracurricular activities on those days.

STUDENT ILLNESS/ABSENCES

Upon returning to school after an absence, the student should report to the principal's office and present a note from the parent/guardian stating that they were aware of the absence and the reason for the absence. **If a note is not received by the office, the absence is considered unexcused and the student will need to serve detention time.** After returning to school, students must get an admit slip from the office before they will be allowed back in class. Teachers will inform the student as to the work to be done, but it is the responsibility of the student to contact the teacher for instructions and to make up the work. For excused absences, two school days will be allowed to make up work.

If a note is not given to the office within 2 days after a student returns to school, he/she will be required to serve detention or possible Saturday school.

When a student becomes ill while at school, he/she must report to the principal's office to check out.

The office will also attempt to contact the parent. In case of an accident or emergency illness and the parent cannot be contacted, a school employee may take the students home or may call a physician for assistance.

HEALTH SERVICES

The Gothenburg Public School System has a full time registered nurse who coordinates health services. She conducts health screening on students annually. Should you have any concerns about your child's hearing or vision, she can evaluate him/her at any time during the school year. A written health services referral will be sent to parents whenever a concern is found on any screening procedure.

When children are not well, they should not be sent to school. Children who have vomited or had diarrhea 12 hours prior to the starting time of school should not come. Children with the following conditions will be sent home:

- vomiting
 - diarrhea
 - a fever of 100 degrees or higher
 - a suspicious rash
 - head lice
- *any child showing any signs or symptoms of a contagious or infections disease.

Children excluded for a confirmed communicable disease should not be allowed to return to school until the minimum isolation period has elapsed, and all signs and symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever free for 24 hours without the use of fever reducing medication.

Emergency forms are sent out the first day of school. Please fill these out carefully and include any health problems specific to your child. These forms enable the school to efficiently handle any sudden illness or injury. Treatment of injury occurring outside of the school jurisdiction is not the responsibility of school employees. Home and emergency phone numbers are required.

ATTENDANCE APPEALS COMMITTEE

The Attendance Appeals Committee shall consist of the Principals, guidance counselor and four faculty members elected by the faculty. At least four members of the committee must be present at each meeting. The committee will meet at 3:45 p.m. every Monday by appointment. The student's total absence record will be examined. The student and parent/guardian are responsible for providing documentation with justifiable reasons for all absences. A student may appeal the decision of the Appeals Committee to the Board of Education through the procedures established by law.

HOMEWORK GUIDELINES

Upon returning to school after an excused absence, the student is expected to take the responsibility to make up homework and assignments missed during the absence. **If students need homework assignments, please check on-line teacher lesson plans on the school web site.** If an assignment or project was due the day the student was absent, it will be expected to be turned in when the student returns to school. **Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.** NOTE: Students who are absent from school because of an out of school suspension will be allowed to make up any assignments, tests, quizzes, etc.

TARDIES

Student tardies tend to unnecessarily disrupt classroom routines for all concerned. The following are regulations concerning student tardies:

1. Students are considered tardy if they arrive in the classroom after the tardy bell has rung. If he/she has a handbook pass from the previous period teacher, the tardy will be accepted and excused. **Notes from parents concerning tardies for 1st & 6th periods WILL NOT be accepted, student will need to serve immediately after school for one hour (1). If student doesn't stay after school-2 hour detention will be served.**
2. Every time a student is tardy, (periods 2-5 and 7-8) he/she will make up 15 minutes **in the teacher's room in which the tardy occurred**. This time must be served within two days after the tardy was recorded.
3. If the student fails to make up the 15 minutes with the allowable two days, his/her name is turned in to the office and they are required to serve **one hour of detention**.
4. On the second offense of failing to serve detention for a tardy, the student will serve **two hours of detention**.
5. On the third offense of failing to serve detention for a tardy, the student will serve **SATURDAY SCHOOL**. Continued failure to serve detention will result in additional Saturday school and/or **out-of-school suspension** and he/she will also be **required along with parents attend a principal conference**.
7. A student who is tardy **seven (7)** times from a semester course will be required to serve Saturday school **and is not allowed to attend the next dance during the school year (Homecoming-Coronation-Prom)**. Any additional tardy for that class will result in Saturday school, In-school (WAS) and/or an out-of-school suspension.

BELL SCHEDULE

Period	Time Schedule		
ACCESS TIME	7:45	-	8:12
1	8:15	-	9:03
2	9:06	-	9:54
3	9:57	-	10:45
4	10:48	-	11:36
LUNCH-Jr. High	11:36	-	12:06
5-Jr. High	12:09	-	12:57
5- Sr. High	11:39	-	12:27
LUNCH Sr. High	12:27	-	12:57
6	1:00	-	1:48
7	1:51	-	2:39
8	2:42	-	3:30
DETENTION	3:30	-	4:30

Junior High students will have a **CLOSED** campus. Students will have **3 choices for lunch**: 1) Eat in cafeteria; 2) bring sack lunch; 3) parent pick up or walk home. Lunch dismissal will be at the following times on regular schedule days: **Jr. High students at 11:36 a.m., Sr. High students at 12:25 & 12:27**. All students need to walk to the cafeteria in an orderly manner and failure to do so will result in detention.

BREAKFAST FOR BRUNCH

The Brunch Program will continue at Gothenburg Jr/Sr High School this year at the same designated time. **Students will not be allowed to bring pop or any open containers into the school building.** All breakfast purchases will be recorded daily and will be charged against student accounts. Breakfast will be \$6.50 per week or \$1.30 per day for full price students. All students who qualify for free/reduced lunches also qualify for free/reduced breakfasts. Brunch will be delivered to academic classrooms and PE classes will have brunch in the cafeteria.

CRIME STOPPERS

A Crime Stoppers program has been established to allow students (and faculty) to give anonymous or confidential information and get a cash reward. This program addresses the two main reasons people sometimes don't come forward: 1.) Fear of Involvement and 2.) Apathy.

DAILY BULLETIN AND ANNOUNCEMENTS

Announcements will be published daily. All announcements which teachers, students, and organizations wish to appear in the daily bulletin should be in the principal's office by 8:30 a.m. The daily bulletin will be distributed via computer and posted by the high school office. The bulletin will publish only school related announcements. With administrative approval, students may post notices or posters.

DANCES/STUDENT ACTIVITIES

The following rules will be in effect for all dances held at Gothenburg Public Schools involving Gothenburg students:

1. Student arrival time set for each dance can be within one hour of the starting time. Doors will be closed and no one will be admitted after 1 hour of the start of the dance. Any exceptions need to be discussed in advance with Principals.
2. Students leaving the dance before it is over may not return.
3. Students can't leave the facility; they must stay in the dancing area.
4. Sr Hi dances are for students 9th-12th grades. Guests are allowed to come to two Sr Hi dances: Coronation and Homecoming, provided they are between- 9th grade and age 20. Prom is for Juniors, Seniors and Soph. servers and their dates between 10th grade and age 20. All school rules are in effect for **ALL** who attend the dance. There will be a sign up for out of town or out of school dates. This list will be provided to sponsors. **All guests must sign up in the principal's office prior to 3:00 p.m. on THURSDAY preceding the dance.**

This includes but is not limited to:

- a. Appropriate Dress. **(NO JEANS or T-SHIRT or CAPS/HATS)**
- b. Inappropriate displays of affection.
- c. Being uncooperative, disrespectful, other misbehavior, etc.

Any of the above mentioned offenses should be reported to the school sponsor. The school sponsor will then call the parents and have the parents pick up their child.

5. Hours for the dance are: Sr Hi 9:00 p.m. - 12:00 a.m.

6. One school sponsor and five additional adult sponsors are necessary for each dance. The school sponsor will provide a copy of "sponsors duties and responsibilities" to each sponsor before each dance.

7. **Any student leaving 30 minutes or more before the conclusion of the dance must sign out.**

8. **The administration reserves the right to approve or disapprove outside guests.**

9. **Any student that attends Saturday School because of excessive tardies or truancy will not be allowed to attend the next "calendar" dance.**

EMERGENCY DRILLS

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clear the building by the prescribed route as quickly as possible. Students will be instructed by their teachers concerning the proper procedures to be followed.

GUIDANCE AND COUNSELING SERVICES

What's a School Counselor, a person who is especially trained to help you realize your fullest potential as a unique human being! How?

Depending on your needs, your counselor can help you:

- . assess your strengths and limitations
- . develop positive attitudes--ones that help rather than hurt you
- . develop suitable decisions about your life
- . choose courses that are right for you
- . solve personal problems with family, friends, teachers
- . plan your education and decide on a career and find a job

The GOAL of counseling is to help you understand yourself so you can learn to make better decisions about your life. Together, you and the counselor will:

1. sort out exactly what your problem is
2. discuss your needs and feelings
3. explore alternatives and discuss their likely effects on your life and your goals
4. make a decision

When can I see the school counselor?

If you have a study hall, that is an excellent time to stop in. If that is not the case for you, ask your teacher for permission to come during one of your class periods and make an appointment with the counselor for that time.

Can I trust that the counselor will keep my information confidential?

Yes, the only time a counselor will break confidentiality is if you reveal that you or someone else is in danger. In that situation, the counselor is required to contact someone who can help.

Parents and students are invited to call or stop in and talk to Mr. Wiggins, GHS counselor (537-3651 ext. 4124) or Mrs. Glodowski, Middle School counselor (ext. 4127).

INDIVIDUAL STUDENT CONFERENCES

Each and every student will be asked to make an appointment to see the School Counselor during a designated time to review your educational plan, check credits, review career plans and become better acquainted.

The following dates will be important for you:

SENIORS	Fall' 16	FRESHMEN	Fall' 16
8TH GRADERS	3rd Quarter	7TH GRADE	2nd Qtr

Each appointment will take approximately fifteen minutes, and you will be asked to sign up a week in advance. Throughout the school year, group counseling sessions will be made available to students who are dealing with similar issues. Topics for groups include, but are not limited to the following: anger management, grief and loss, dating relationships, divorce, alcoholism, study skills, self-esteem, communication and relating to others.

COLLEGE NIGHT @ COZAD H.S.	- TBA	7:00 P.M.
FINANCIAL AID PROGRAM at Gothenburg	- TBA	7:00 P.M.

ACT TEST DATES

September 10, 2016
October 22, 2016
December 10, 2016
February 11, 2017
April 8, 2017
June 10, 2017

REGISTRATION DEADLINES

August 5, 2016
September 16, 2016
November 4, 2016
January 6, 2017
March 3, 2017
May 5, 2017

SCHOOL CODE: 280940

HARASSMENT

Gothenburg School District #20 prohibits harassment of students on any premise where the district has control of the premises or can otherwise lawfully exert its jurisdiction. As a student, you have the right to protest and/or register a confidential complaint to the following people: your counselor, principal, superintendent, or the board of education. Gothenburg students can attend school with security and dignity and without fear of insulting, degrading, or exploiting treatment of any nature. **All harassment charges in grades 9-12 will be continued on to the next disciplinary step during the student's high school years at GHS, (an ongoing process). In grades 7-8, harassment issues will be an ongoing process during each year only.**

ANTI-BULLYING POLICY

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and are required of all staff. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. **Students have the opportunity to use the online harassment form to notify school officials of any incidents of bullying.**

DATING VIOLENCE

Dating violence means a pattern of behavior where one person uses threats of, or actually uses: physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. All dating violence incidents will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District 20's authority.

EQUAL OPPORTUNITIES

District #20 supports equal educational opportunity for students free from limitations based on ethnic or racial background, sex, disability, race, color, religious beliefs, marital status, veteran status, or economic and social conditions. This concept of equal education opportunity serves as a guide for the school district and the staff in making decisions relating to school facilities, employment or personnel, selection of educational materials, equipment, curriculum, and regulations affecting students and their welfare.

ELIMINATION of DISCRIMINATION

The policy of Gothenburg Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or

related medical condition, or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

DISCLOSURE of STUDENT RECRUITING INFO

Gothenburg Public School will provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide the above information to military recruiters or higher education, without their prior written parental consent. District #20 will comply with any such request.

LOCKERS

School lockers are school property and remain under the control of the school at all times; however, students are expected to assume full responsibility for the content security of their lockers. Lockers should be kept locked at all times when they are not opened for use. Students are responsible for locking their lockers after use, and should not reveal their combinations to anyone. Students should not expect privacy regarding items placed in their lockers. School authorities may conduct periodic general inspections of lockers for any reason at any time without notice or student consent. At no time does the Gothenburg Public Schools (District 20) relinquish its exclusive control of lockers provided for the convenience of students. Periodic, search of student lockers may be conducted by school authorities:

- 1) School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation;**
- 2) Illegal items or other items determined to be a threat to the safety of others, a threat to educational purposes, or a prohibited nuisance item may be seized by school officials.**
- 3) Items which are used to disrupt or interfere with the educational process may be removed from student possession.**

STUDENT VALUABLES

Students **SHOULD NOT** bring money or valuable items to school, as the school will assume **NO** responsibility for articles lost, stolen or damaged items.

VANDALISM

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. Vandalism may result in a discipline referral.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District #20 property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Notice is hereby given that video surveillance may occur on District #20 property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

LUNCH

Gothenburg Public Schools will be operating an electronic point of sale system in our cafeteria. All students will have a personal identification number (PIN) that will be used as they purchase a meal. Students will pay in advance (to their family account) and the meal purchase (**\$2.60** per day for a 7-12 grade student) is automatically deducted from that account. **Students will not be allowed to charge against their account.** We will not extend credit to families for purchases of meals. It is necessary to keep money in the family account so children can continue to purchase it. When the account balance is \$10.00, your child will be given a verbal notice. Your account balance will be displayed on the computer each time a purchase is made, until payment is received. **IT IS IMPORTANT for the student to communicate low balance warnings to his/her parents.** This account will not be available for making purchases at the snack bar or fruit juice. Children from families whose income is at or below the level shown on schedules furnished to the school may apply at any time during the year for free and reduced price meals and free milk. Applications must be made in advance for approval. Please contact Kay Streeter, 537-3653, Ext. 4104.

Junior High students have closed campus unless a written note from his/her parent that gives permission to go off campus for lunch WITH HIS/HER PARENTS.
High School lunch will be dismissed at 12:25 & 12:27.

All food items and drinks must be consumed in the cafeteria. Juice may only be purchased during lunchtime. If a student brings a sack lunch to school, they must also eat in the school cafeteria. **Students are not to remain in the high school building during lunch unless directly supervised by a staff member.** Senior High students wishing to go home for lunch or eat off campus may do so, provided they walk or ride their bike to their destination and return in time for the next period of classes. **Students driving or riding with another student over the lunch hour or any time during the day will be assigned detention time.**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

MEDIA CENTER

The media center is provided for your assistance in school work, as well as for recreational reading, but is not to be used as a student lounge. All books must be checked out and returned or renewed within two weeks. No dictionary, encyclopedia or other reference material should leave the media center without permission. For magazine articles or books not available in the media center, access is available through Interlibrary loan. The media center is fully automated with ten computer work stations for the card catalog. There will also be two electronic encyclopedias for student use. SIRS and Wilson Web are the two web based magazine indexes. **Use of the media center is a privilege carrying with it the responsibility of courtesy, respect and consideration.** Any student abusing this privilege will be barred from the media center.

DRIVING---PARKING PERSONAL VEHICLES---RIDING IN A BUS

Students who drive privately owned motor vehicles to school must obey the following rules:

- 1) Students may not move their vehicles during the day without permission from a principal.
- 2) **Students will not be allowed to sit in or be around their vehicles during the school day without administration permission.**
- 3) Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.

- 4) By driving personal vehicles to school and parking on or near school grounds, students consent to have that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
- 5) Students are to park their vehicles in the school parking lot east of the school and community building, upon arrival at school and they are to be left parked until the close of the school day.
- 6) **All students MUST park properly in the corresponding parking spaces provided or receive detention. A student violating driving regulations will be assigned detention time according to the Gothenburg Discipline Plan.**
- 7) **Bus procedures in the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:**
 - A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
 - B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
 - C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

PHYSICALS/HEALTH REQUIREMENTS

The Nebraska State Department of Health requires all 7th grade students to have health examinations within six months prior to the beginning of the current school year, and that records of such examinations be on file at the school. **No 7th grader will be allowed in school without a physical. Examination forms are available in the principal's office.** Students will also be required to have a physical taken and a form signed by their doctor, to be kept on file with the school if they are to participate in organized athletics. Please refer to the Athletic Guidelines in this handbook for more information.

SCHOOL CLOSINGS

In severe weather Gothenburg Schools will notify radio stations KRVN. The decision to keep the schools open or closed will be made as early as possible and also announced via **CONNECT ED**.

SKATEBOARDS/ROLLER BLADES

Skateboards and roller blades are prohibited in the school building. They will be confiscated. Skateboards and bikes are to be parked during the school day.

STUDENT HANDBOOK PASSES

Student handbooks will be used as passes for this school year. **You are allowed two (2) "passing times during each school day."** This is student initiated: bathroom, media, office and etc. This doesn't apply to student aides and Annual/ Newspaper & Web Design students. Handbook passes should be signed by the teacher when leaving the classroom. Students are to go directly to the designation stated on the handbook pass.

SUBSTITUTE TEACHERS

Substitute teachers are to be treated with the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be given a detention or possible suspension. The responsibility is on the student.

TELEPHONE USE

School telephones are business phones. Students may use the phones located on Main Street. Any improper use of school phones (prank-harassment) made by students during school time will be an automatic suspension from school. Students will not be called from class to take phone messages except in cases of emergency. **Electronic devices if confiscated:**

1st time: Parents pick them up 2nd time: 1 hour detention

3rd time: 2 hour detention

Students may carry their cell phone but it is recommended that they leave their cell phone in their car or locker.

VISITOR'S PASS

Discretion should be used when bringing a visitor to school. Permission to visit a class must be obtained from the PRINCIPAL. Regulations applying to our students also apply to visitors. A visitor's pass is to be obtained in the Principal's Office before attending any classes.

RIGHTS & RESPONSIBILITIES - STUDENT RESPONSIBILITY

It is the common goal of students, faculty and administration to achieve a school atmosphere which is most conducive to learning, including the opportunity for students to learn by assuming their appropriate share of the responsibility. While it is recognized that the best and most effective disciplines are good manners, respect for the rights of others, self control, and personal responsibility, it is also recognized that not every student will choose these options. When you, as a responsible student, see your fellow students breaking the conduct code or damaging property, speak up for the common good of all Gothenburg students and *Your* school!

PARENT/STUDENT RIGHTS

1. Be treated with courtesy by all members of the Gothenburg Staff
2. Be respected as an individual regardless of race, creed, national origin, economic status, sex or age
3. Be informed of any academic requirements of any school program
4. Participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare when the need arises
5. Be informed of school policies/administrative decisions
6. Inspect his/her child's cumulative record and remove or correct any false or misleading statement in conformity with current guidelines established by the State and Federal governments.
7. Appeal the placement, in accordance with established guidelines, of his/her child in a special education class
8. Secure as much help as is available from the Gothenburg School District to further the progress and improvement of his/her child
9. Expect that every attempt will be made by school personnel to insure the receipt by parents of important school news and messages
10. Expect reasonable protection for his/her child from physical harm while under school authority

COMPAINT PROCEDURE

Step 1: Schedule a conference with staff member most directly involved in the matter.

Step 2: Address the concern to the Principal if the matter is not resolved at Step 1

Step 3L Address the concern to the Superintendent if the matter is not resolved at Step 2

Step 4: Address the concern to the Board of Education if the matter is not resolved at Step 3

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible. Parent/Patron Comment forms are available in the office or on the school website in Policy 1030 and 1030A. Comment forms concerning personnel will be forwarded to the supervisor.

DISCLAIMER

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Gothenburg Discipline Plan and to alter any penalties as they consider necessary. Also, the administration reserves the right to amend any provision in this handbook which is necessary in the best interest of the school process.

With cause, the administration can search a student's person, locker, car, backpack or other personal effects. Also, the administration can search with reasonable cause, students' electronic communication-email or other messages sent from school computers, a students' personal data storage devices, (disks, CD's and portable flash drives).

INTERNET SAFETY & ACCEPTABLE USE POLICY

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors. More information on procedures/policies/laws is found in Board Policy # 6800.

Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. Each student and parent/guardian must sign and return to the Principal's office the Student & Parent Agreement form called "Acceptable Use of Computers and Networks" before student access is allowed.

ELECTRONIC DEVICES

The District does not allow students to bring or use electronic devices at school without administration approval. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. Electronic devices, include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. Sexting means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that is sexual in nature (sexual content, sexually exploits a person, and/or displays a sexually explicit message). Students shall not record others, (photographs, videotaping, sound recording, etc) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public.

Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

Students found in possession of a “sexting” or recording others, (photographs, videotaping, sound recording, etc without direct administration approval and consent of the other person (s) shall be subject to a one (1) day up to (5) days of out-of-school suspension.

Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day out-of-school suspension.

Violations of this policy regarding the prohibited use of electronic devices may constitute a violation of federal or state laws and regulations, Therefore, it shall be reported to appropriate legal authorities and law enforcement.

MISUSE OF COMPUTERS/NETWORK

The use of computers, whether stand-alone, or as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Gothenburg Public Schools,

Inappropriate use of computing facilities shall be defined as:

- The creation, display, access, transmission, reception, exchange or distribution of any text image or sound that is indecent, obscene, racist, sexist, vulgar, defamatory, illegal, or that promotes harm to self or others or otherwise in violation of the Gothenburg Public Schools Internet Safety Policy.
- Using computing facilities to harass or threaten individuals or groups
- Vandalizing computing facilities (attempt to alter or destroy data)
- Violating copyright law
- Plagiarizing computer-based copyright materials in reports/assignments
- Gaining or attempting to “hack” the system (network/files or data)
- Forgery of or interference with electronic mail messages
- Using computers or computer networks to commit, facilitate, encourage or promote illegal acts.
- Giving a personal password to another individual or letting another individual use a personal account.
- Knowingly introducing materials forbidden by the Gothenburg Public Schools into the Gothenburg Public Schools computers/and or systems via any electronic storage media.

CONSEQUENCES

Minimum Consequence: Detention or Short term suspension

Maximum Consequence: Long term suspension or expulsion

POSSESSION of OBSCENE or PORNOGRAPHIC MATERIALS

Students are prohibited from **possessing** pornographic or obscene books, magazines, pictures or material of any kind. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or texting, sexting, emailing, may constitute a crime under state and/or federal law.

Consequence: Short term suspension or Long term suspension,
Report to law enforcement/ Possible arrest

STUDENT FEES POLICY

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Extracurricular Activities.

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

6. Post secondary Education Costs.

Some students enroll in post secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post secondary courses.

7. Transportation Costs.

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

8. Copies of Student Files or Records.

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

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

The District will charge reasonable fees for participation in before-and-after-school or pre kindergarten services offered by the District pursuant to statute.

10. Participation in Summer School or Night School.

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

11. Charges for Food Consumed by Students.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Student Fee Fund.

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

Neb. Constitution, Article VII, section 1.

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

79-2,104 Student files or records

79-715 Eye-protective devices

79-737 Liability of students for damages to school books

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

79-1106 to 79-1108.03 Accelerated or differential curriculum

CERTIFICATION

The Board of Education of Gothenburg Public Schools annually holds a public hearing on the student fee policy. The hearing follows a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2009-

2010 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

Superintendent_____

MEDICINES

Students are not to carry on themselves any medication (prescription or over the counter) that has not been approved in writing by the school administration or school nurse.

HABITUDES

Habitudes are the habits and attitudes we want our students to have when they leave this district. Our goal is to develop these 11 career ready skills in our students before graduation by allowing them the time to absorb the information and practice it with their peers and teachers.

CODE OF CONDUCT

The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling, warning students, parent contacts, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

SCOPE OF CONDUCT RULES:

On school grounds, in a vehicle owned, leased, contracted by the school, vehicle being used for a school purpose by a school employee or by his or her designee, or at a school sponsored activity or athletic event.

LEVEL I MISBEHAVIORS

Minor misbehavior that impedes the operation of school.

Examples: Running in buildings, boisterous behavior, nuisance items (rubber bands, pins, etc.)

CONSEQUENCE: Teacher discretion

LEVEL II MISBEHAVIORS

Misbehavior that is frequent or serious enough to disrupt the learning climate of the school or endanger the well-being of others. These acts do not represent a direct threat to the health and safety of others but need administrative corrective action.

Examples: Chronic or severe Level I misbehavior, unexcused absence, forging notes or excuses, petty theft, verbal abuse, intimidation of another student, minor physical contact (pushing or shoving), parking improperly, threatening force to injure others, committing any act involving a civil wrong or crime, forgery, unsportsmanlike conduct, driving or riding with another GHS student during the school day, throwing snow, cheating, vulgar language, improper clothing-bagging/sagging, excessive holes in jeans, wearing caps improperly, inappropriate language, materials, possession of obscene materials and proper student behavior in school-sponsored vehicles.

**CONSEQUENCE: Teacher Discretion and
1st offense-1 hour of detention/form sent home**

2nd offense-2 hours of detention/form sent home
3rd offense-3 hours of detention/form sent home

LEVEL III MISBEHAVIORS

Differentiated cases requiring unique consequences.

Examples:

A. Possession or use of any tobacco products including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect on school grounds.

B. Truancy-SATURDAY School

CONSEQUENCES:

A./B. 1st offense-Saturday School and/or administrative discretion (A)-ticketed by police & excluded from school activities for 10 school days, (B)-notify the police

A. 2nd offense-3 days out of school suspension &
20 day exclusion from school activities (same season)
(A)-ticketed by police

LEVEL IV MISBEHAVIORS

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

The following types of student conduct shall constitute grounds for short-term & long term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

1) Willfully disobeying any reasonable written or oral request of a staff member, or the voicing of disrespect to those in authority.

2) Use of violence or fighting;

1st offense-3 day out-of-school suspension/notify police

2nd offense-5 day out-of school suspension /notify police and parent conference with student/counselor

2A) Use of violence force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another

3) Sexual assault or attempting to sexually assault any person.

4) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;

5) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student; (Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision)

6) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;

7) Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon;

8) Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or inhalant. Tobacco means any tobacco product (including but not limited

to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

9) Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.

10) Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school used for school purpose by a school employee or a school designee, or at school-sponsored activities, or school-sponsored athletic events;

11) Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

12) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Example: gross disrespect for school personnel (3 day out-of-school suspension). Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

13) Public indecency or sexual conduct

14) Repeated violation of any of the school rules.

15) Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska.

16) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.

17) Willfully violating the behavioral expectations for those students riding the District's buses or other vehicles.

b. In addition, a student may be suspended (short term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statues referenced in section 79-267(8).

c. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was reasonably believed to be necessary, or

2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

d. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.

CONSEQUENCE: Long term suspension, expulsion, or mandatory reassignment and reviewed by Discipline Comm.

CORPORAL PUNISHMENT

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

SATURDAY SCHOOL

Saturday school will begin at 8:30 a.m. and will end at 11:30 a.m. on the designated Saturday's of each month. Students who have been assigned to Saturday school **MUST ATTEND-NO EXCEPTIONS**. If a student fails to attend Saturday school or follow the rule stipulations, he/she will be issued a two day out-of-school suspension and he/she must attend the following Saturday School along with a conference between the parent/student/principal must occur.

POSSIBLE SITUATIONS:

- 1) Truancy from school and/or skipping detention room, 2) make-up time for excessive absences from school, 3) theft, 4) fighting or intimidation of another student (s), 5) students who receive No. 5 detention or No. 10 detention, etc., 6) disruptive behavior in a classroom and results in removal of student.

Rules of Saturday School:

- 1) Students must be on time
- 2) Students must stay the entire time (8:30 a.m.- 11:30 a.m.)

During the 2016/2017 school year the following dates have been announced for Saturday school:

Aug. 27	Sept. 10, 24	October 1, 15	Nov. 5, 19	Dec. 3, 10
Jan. 7, 21	Febr. 4, 18	March 4, 18	April 8, 22, 29	May 6, 13

DETENTION

A detention room will be established to facilitate the consequences for Level II and Level III Misbehaviors. Rules for the detention room are as follows: students should be prepared to study/review homework and NO eating, drinking, talking or sleeping is allowed.

RESPECT

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or District. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

DRESS AND GENERAL APPEARANCE

Students are expected to dress in a way that is appropriate for the school setting. The attire should NOT disrupt the educational process or constitute a possible threat to the safety and health of the student or his/her peers. **Decency and modesty should prevail!!**

Following is a list of examples of attire that will NOT be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. clothing that shows an inappropriate amount of bare skin or underwear; sagging shorts/pants, unacceptable shorts or cutoffs, 1/2 shirts, spaghetti straps, excessive holes in jeans,
- b. shorts, skirts, or skorts that do not reach mid-thigh or longer,
- c. clothing or jewelry that advertises or promotes beer, alcohol, tobacco or illegal drugs, (Hooter's T-shirts)
- d. clothing or jewelry that could be used as a weapon (chains, spiked apparel)

- e. Head wear includes caps/bandannas/scarves/hoodies
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double
- g. Clothing or jewelry that is gang related or 420 related
- h. Visible body piercing (other than facial area).

Footwear is required at all times. **Students are asked not to wear gym or athletic clothes to regular classes. Caps/hats are not to be worn in the buildings and will be confiscated after one warning. However, caps may be worn to athletic events in the community building only during after school hours.**

INDIVIDUAL CLASSROOM RULES

Students are expected to abide by individual classroom rules that are established by the classroom teachers. Refusal to do so may result in suspension or expulsion proceedings. Individual classroom rules will be distributed by each teacher at the beginning of the school year or upon enrollment. Students must also fully understand that any teacher in the building has the authority to correct misconduct at any time. **No pop or juice allowed in any classroom except during brunch or by administrative approval on special occasions.**

WEAPON POLICY

If a student is determined to have brought a firearm or dangerous weapon to school, or have a firearm or dangerous weapon in their possession while on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event, they shall be expelled for a period of one year.

STUDENT SUSPENSION/EXPULSION

Nebraska Legislative Bill 1250 (1994) provides the conditions under which students may be excluded from public schools. The statute provides:

- (1) Rules must be clear and definite to provide clear notice to students.
- (2) Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
- (3) Rules shall be posted in conspicuous places in each school during the school year.
- (4) Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students/parents.

There are 6 types of exclusions which may be used in the Gothenburg Schools:

- | | |
|-------------------------|---|
| 1. In-School suspension | 2. Short term suspension (up to five school days) |
| 3. Emergency Exclusion | 4. Long term suspension (6 school days but less than 20 days) |
| 5. Expulsion | 6. Mandatory Reassignment |

All due process procedures shall be followed and information sent to parents and students affected by any exclusion proceedings. Due process will be in 3 parts:

- 1) Oral or written notice of the charges if he or she denies the allegation:
 - 2) An explanation of the evidence against the student
 - 3) An opportunity to present his/her evidence

USE of CANINE UNITS

The district may use area law enforcement or private canine units in efforts to detect illegal drugs and other contraband. The administration may use the canine units at any time, during or outside school hours, announced or unannounced.

With the approval of the superintendent of schools, a building principal may arrange for the use of a canine unit in any area, building, or property on school grounds. This includes the school parking lot and other areas on and off school grounds where students park vehicles during or outside school hours. If a dog alerts on a student's vehicle, the student will be required to unlock the

doors, trunk, and other locked compartments for inspection. If a student refuses to comply, the student will be disciplined under the district's student code of conduct and the matter may also be turned over to law enforcement authorities.

If a student is found to possess or control any contraband, whether on the student's person or in a student's personal effects, desk, locker, vehicle, or other place, the administration will (1) seize the contraband, (2) notify the student's parent(s) or guardian(s), and (3) take such disciplinary action as is appropriate under district policies and rules. The administration shall turn illegal items over to law enforcement authorities.

DISPLAYS OF AFFECTION

Displays of affection beyond holding hands are inappropriate and disruptive of the school's learning environment. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences:

1st offense-Student will be confronted and directed to cease.

2nd offense- Student will be confronted, directed to cease, and parents will be notified. Added disciplinary steps (one-hour detention) will be taken to enforce this guideline by teachers and administration.

PRE-EXPULSION PROCEDURE

Prior to expelling a student, the district will convene a conference called by a school administrator and attended by: (a) a parent or legal guardian, (b) the student, (c) a school representative, and (d) a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The purpose of the conference will be to have the participants assist the district in the development of a written plan to be adopted by a school administrator and presented to the student and the parent/legal guardian. The plan will: (a) specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided; (b) identify educational objectives that must be achieved in order to receive credits toward graduation; (c) specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and d) require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

EXCEPTION

If the offense which warrants expulsion involves the knowing and intentional possession, use, or transmission of a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, the pre-expulsion procedures do not apply.

HOMELESS STUDENT

Policy 5418 includes forms related to homeless students. Gothenburg Public School will ask for enrollment information and request for placement in accordance with policy 5418. District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian. District #20's designated Homeless Coordinator is the Superintendent of Schools. The duties of the Homeless Coordinator include the identification, enrollment and placement of homeless students, coordination of services, designing of activities, maintenance of student records and other required documentation.

ACTIVITIES/ATHLETICS

GHS would like to extend to you a warm and friendly welcome from one of the most successful athletic and activities programs in the state. Research has shown the most successful students are those who are involved in school-sponsored activities. **We encourage each student to find an area of interest and become involved.** Numerous activities sponsored by Gothenburg Junior and Senior High and participation guidelines are outlined on the following pages.

PHILOSOPHY

The athletic and activities programs are intended to be in conformity with the general objectives of the school. At no time does the program place the total education curriculum secondary in emphasis. The program functions as part of the whole curriculum and constantly strives for the development of a well-rounded individual. A comprehensive and balanced activities program is an essential complement to the basic program of instruction. GPS activities programs will emphasize character, courage and integrity as the major objectives of the program. Programs will prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Programs will establish a foundation for the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits. GPS will always enter every competition to win. In doing so, we will always maintain respect for our school, our opponents, and most of all, ourselves. Students and parents must realize that participation in sports and other co-curricular activities is a privilege granted by the school to a student. This privilege may be revoked or temporarily suspended if a student's school work and/or conduct becomes unacceptable.

INITIATIONS, HAZING, SECRET CLUBS & OUTSIDE ORGANIZATIONS

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health and safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organization. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools

unless approved by the administration. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

GHS SPORTS AND ACTIVITIES

A complete list of Gothenburg Junior and Senior High School sports and other activities, as well as the sponsors and coaches, are listed on page four & five of this handbook. **If you have any questions concerning the following pages, please contact Mr. Seth Ryker, Activities Director of the Gothenburg Public Schools; at 537-3651 (ext. 6122).**

ABSENCES FROM SCHOOL

A student who is absent from school because of participation in an approved co-curricular activity program will not be marked absent from school during the time of participation. **Students need to complete assignments for their respective teachers before leaving for a school activity.**

ATTENDANCE ON DAYS OF ACTIVITIES

All participants must be in attendance at least one/half day (4 periods) the day of the activity. When a contest is scheduled to be on a Saturday, the student will be judged by his attendance on Friday. The principal and/or activities director shall make the final decision in any exceptional case.

ACCIDENT INSURANCE

Gothenburg Public Schools **DOES NOT** carry health and accident insurance for individuals. It is recommended that students who expect to participate in athletics carry health and accident insurance. A program endorsed by the school district and offered through Heartland Financial Group Inc. will be made available to all students.

NSAA ELIGIBILITY

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules set forth by the Nebraska School Activities Association. If you do not understand any of the rules stated below, consult the high school principal or activities director:

1. A student must be an undergraduate.
2. A student must be enrolled in at least twenty hours per week (four full credit courses) and be in regular attendance.
3. A student must be enrolled in some high school on or before the 11th school day of the current semester.
4. A student is ineligible if 19 years of age before August 1st of the current year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 on current school year.
5. After a student's initial enrollment in grade nine, he/she will be ineligible after eight semesters of school attendance.
6. A student must have been enrolled in school the immediate preceding semester.
7. Participants in senior high athletics/activities must have passed 20 hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in the athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.
9. A student shall not participate in sports camps or athletic clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.

11. A student entering grade 9 for the first time after being promoted from grade 8 is eligible. If a student participated on a high school team at any level as a 7th or 8th grade has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth grade shall be ineligible for 90 days.

12. When the parents of a student change their domicile from one school district to another district which has a high school, the student is ineligible for 90 days except: (a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

(b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at the high school and retain eligibility, or be eligible in the school district in which the parents have established their domicile.

(c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.

(d) If the student transfers prior to March 15 and the new school notifies the NSAA in writing, postmarked no later than March 15, the student is eligible at the start of the fall semester.

13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

14. A student shall not participate in a contest under an assumed name.

15. A student must maintain his/her amateur status.

You can also be declared ineligible by the coach and/or sponsor if you violate any rules or regulations set up by the coach or sponsor. Students shall be informed of these rules and regulations by their coach and/or sponsor.

JUNIOR HIGH PARTICIPATION IN ATHLETIC CONTESTS

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the NSAA. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the NSAA.

TEAM TRAVEL

Participants in school sponsored activities **SHALL BE REQUIRED** to travel to and from the activity in a district sponsored vehicle. When students/athletes are traveling in a school sponsored vehicle they will follow the Code of Conduct rules in this handbook. In the event a parent/guardian wishes to take the participant after the activity has concluded, they shall request permission directly (be at the activity) from the sponsor.

PARTICIPATION

A boy or girl who is a member of the Gothenburg High School athletic squad in season may not participate in any other organized athletic competition, in school or out of school, during the time he/she is a member of the GHS interscholastic squad. Workouts or supplementary practice outside of regular squad practice and competition are not specifically restricted. It is expected, however, that athletes given the privilege of representing their school will give first allegiance, as far as athletic participation is concerned, to the Gothenburg High School squad of which they are a member, and to the school's coaches who are responsible for the athlete's development and performance. This policy is not intended to restrict casual or recreational activities.

PHYSICALS

All Jr. & Sr. High students who expect to participate in athletic practices/contests will be required to have a physical taken and a form signed by their doctor once per year before actual participation. These should be presented to the coach/athletic director and will be kept on file with the school. These students will have their parents sign a "Consent by Parents" form to participate in organized athletics.

CONCUSSION: "RETURN TO LEARN"

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

ACTIVITIES ON CHURCH NIGHT AND SUNDAYS

The policy of the Board of Education states: "There will be no activities scheduled (practice included) on Wednesday evening." (6:30 p.m.) Exception: When an athletic team is required to play in conference, district, or tournament competition. The policy further states that "There will be no activities scheduled on Sunday." Exception: When a team is required to play on Monday, (Varsity level) practices may be scheduled on Sunday afternoon. For all such practices, permission must first be granted through the activities director.

SPORTS SEASONS

FALL	OPENING PRACTICE	CLOSE OF SEASON
Softball	August 8, 2016	State Tournament
Football	August 8, 2016	Football playoffs
Cross Country	August 15, 2016	State Meet
Volleyball	August 15, 2016	State Tournament
Girls Golf	August 8, 2016	State Meet
WINTER	OPENING PRACTICE	CLOSE OF SEASON
Wrestling	November 14, 2016	State Meet
Basketball (B/G)	November 14, 2016	State Tournament
SPRING	OPENING PRACTICE	CLOSE OF SEASON
Boys Golf	February 27, 2017	State Meet
Track (B/G)	February 27, 2017	State Meet

No individual may participate simultaneously in more than one sport per season. If a student is participating in one sport during a sports season and decides to quit that sport and participate in another sport during the same season, the student shall be restricted from practice or competition for five school days.

SPORTSMANSHIP

Responsibility of Players:

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behaviors of the spectators.

1. Treat opponents with the respect that is due them as guests.
2. Exercise self-control at all times, accepting and abiding by decisions.
3. Respect the officials' judgment and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.
4. Only the captain should communicate with the officials regarding the clarification of a rule.
5. Accept both victory and defeat with pride and compassion, never being boastful or bitter.
6. Congratulate the opponents in a sincere manner following either a victory or defeat.
7. Cooperate with the coach and fellow players in trying to promote good sportsmanship.

8. Welcome the opportunity to discuss the rules and strategies of the contest with parents and friends so they can better understand and appreciate the finer points of the game.
9. Accept seriously the responsibility and privilege of representing Gothenburg High School and our community.

Responsibility of Students (Spectators):

The students' frequent role as spectators and their tremendous enthusiasm for sports are indicative of their vital responsibility for good sportsmanship. Their habits and reactions determine the quality of sportsmanship which reflects upon the reputation of our school.

Students/spectators are permitted to attend extracurricular activities only as guests of the school district. Accordingly, they must comply with the school district's rules and policies. It is the responsibility of the student and/or spectator to:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Learn the rules of the game in order to be a better-informed spectator.
4. Treat all visiting teams in a manner in which you would expect to be treated.
5. Accept the judgment of coaches and officials.
6. Encourage other spectators to participate in the spirit of good sportsmanship.
7. Obey the instructions of school employees and officials supervising the extracurricular activity.

While the varsity game is in progress, students may not leave the gym or football bleachers except between quarters and half-time.

DRUG & ALCOHOL/GOOD CONDUCT RULE

1. VIOLATION:

1.1 Any student who violates written program rules during the extracurricular program season shall be subject to the sanctions set forth in the written program rules.

1.2 Any student engaged in an extracurricular activity program who, (1) possesses, or uses alcoholic beverages, or (2) drugs, the possession or use of which are declared a crime or infraction under the laws of the State of Nebraska, (3) who engages in conduct, or used language during school pictures, video, gestures, which is grossly offensive to the standard of the community of Gothenburg, Nebraska, during the particular extracurricular activity program shall:

1.2.1 If a student has not previously been found to be in violation of the rules set forth in this paragraph during said extracurricular activity program season, and the student self-reports the violation, he/she shall be suspended for 10 school days from participation in extra curricular activity contests including dances. If a student fails to self-report the violation they shall be suspended for 15 school days from participation, in any manner in such extracurricular activity program, (includes FFA, vocal, band, dances-Homecoming, Coronation, Prom and speech).

1.2.2 If a student has previously been found to be in violation of the rules set forth in this paragraph during such extracurricular activity program season and the student self-reports the violation, they shall be suspended from extra-curricular activity contests/dances for a period of 20 school days. If a student fails to self-report the violation they shall be suspended for 30 school days from participation in any manner in such extracurricular activity program (includes FFA, vocal, band, dances-Homecoming, Coronation, Prom, speech).

2. ENFORCEMENT OF RULE:

2.1 When a possible violation of the forgoing rule is brought to the attention of the program sponsor or activities director, the sponsor or director shall, as soon as is reasonable practical, meet with the student and (1) advise the student of the facts known to the sponsor or director: (2) allow the student to respond to the allegations and (3) advise the student of his/her right to appeal to a Violation Board hearing.

2.2 If the student admits conduct constituting a violation of the forgoing rules, the sanction shall be immediately imposed and the student and the student's parents or guardians shall be immediately notified by the mailing of a written notice. If the program sponsor or the activities director is satisfied that no such violation occurred, no further action shall be taken.

2.3 If a sponsor is not satisfied with the explanation of the student and determines that a violation has occurred, the matter shall be referred to the Violation Board.

2.4 The student, the student's parent or guardian shall be advised of the Violation Board meeting, its time, place and purpose by telephone, in person or in writing. The meeting shall be held with two days after the student has been confronted, and may be postponed for a reasonable time, not to exceed two school days, at the request of the student.

2.5 The hearing shall be informal, and the student may present witnesses in his/her behalf and shall have the right to have a representative of the student's choice assist in any presentation he/she wishes to make. The Violation Board shall have a right to limit the presentation to preclude unreasonable repetitious or irrelevant testimony.

2.6 The Violation Board shall reach its decision in a closed meeting.

2.7 If the Violation Board determines that no violation occurred, the sponsor of the extracurricular activity shall immediately advise the student and the student's parents.

2.8 If the Violation Board determines that a violation has occurred, the activities director or sponsor will promptly visit with the student and the student's parents or guardian to explain the decision. A written decision shall be mailed to the student and his parent/guardian with a reasonable time after the decision is reached.

2.9 If the student is dissatisfied with the decision of the Violation Board, he/she shall have a right to appeal to the Superintendent of Schools within two days from receiving written notification of appeal the decision of the Violation Board by presenting a written request therefore to the Superintendent. If the student is not satisfied with the Superintendent's decision, the student may appeal the decision to the Board of Education within two days of receipt of the written request therefore to the secretary of the Board of Education. The appeal hearing will be conducted not later than the next regular meeting of the Board of Education after receipt of the request. Such appeals shall not delay the effective time of the suspension or expulsion.

2.10 The Violation Board shall consist of the activities director, either the junior high or senior high principal, the activity sponsor, one other extracurricular activity sponsor, and one junior/senior high school teacher to be selected by the student. Any of the Violation Board members may designate, in writing, an alternate to serve in their place.

Situations resulting in the enforcement of the policy are:

1. Student being given a citation for an alcohol/drug violation.
2. Student admits to violating the extracurricular alcohol/drug policy.
3. Any verified form of school investigation.
4. Staff member witnesses a violation of the policy

UPDATED VERSION-as of June 29th

Changes for the 2016-2017 Student Handbook

- 1) Welcome-pg 1
- 2) Updating school personnel changes to the faculty list - pg. 3
- 3) Updating changes to the Activity Sponsors/Coaches - pg. 4 & 5
Change language of Admittance to Building
- 4) Change the school year - pg. 8
- 5) Brunch prices going up-pg 15
- 6) ACT test dates and registration deadlines - pg. 17
Students may use the online form for bullying - pg. 17
- 7) Disclosure of Student Recruiting Info-pg. 18
- 8) Lunch prices increase-pg. 19
- 9) Complaint procedure-pg. 21
- 10) Misuse of Computers/Network-pg. 23
Possession of Obscene materials-pg. 23
- 11) Updated new dates for Saturday School - pg. 29
- 12) New dates for Sport seasons-pg. 35
- 13) Updating improper student conduct during school pictures/videos - pg. 36
Including dances to the Drug/Alcohol policy - pg. 36
- 14) Added to Homeless Students:
The duties of the Homeless Coordinator include the identification, enrollment and placement of homeless students, coordination of services, designing of activities, maintenance of student records and other required documentation. P. 31

2016-2017

GOTHENBURG ELEMENTARY SCHOOL STUDENT - PARENT HANDBOOK

WELCOME to Gothenburg Elementary School for the 2016-2017 school year. We look forward to providing you with excellent educational opportunities. This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Gothenburg Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it.

Although the information in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing. This handbook doesn't create a "contract." This handbook is intended to help you have a successful and rewarding school year. The rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy and is annually reviewed and voted on by District #20 School Board.

The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. As you have rights, you also have responsibilities that must be met. Your rights will be protected and respected and in turn, you must respect the rights of others. The school district is PROUD OF OUR STUDENTS AND STAFF.

GO SWEDES!!

James Widdifield
Elementary Principal

Allison Jonas
Director of Teaching and Learning

MISSION STATEMENT

The mission of Gothenburg Public Schools, in partnership with the entire community, is to prepare all students within a positive, innovative, learning environment to become lifelong learners in the 21st century.

DUDLEY STAFF 2016-2017

Superintendent Dr. Michael Teahon - 537-3653 Ext. 3
Principal James Widdifield - 537-3653 Ext. 2

Board of Education

Nate Wyatt, President
 Amber Burge, Vice President
 Lisa Geiken, Secretary

Jeremy Sitorius, Member
 Jon Hudson, Member
 Devin Brundage, Member

Elementary School Staff

Kindergarten	Suzanne Neels Janet Evans April Graham Molly Koehn	4th Grade	Mary Meisinger Nicole Rubenthaler Becky Gibbens Bryan Bazata
1st Grade	Kristen Butterfield Brittany Jesseph Michelle Stienike Anne Ostendorf	5th Grade	Becky Costello Sharon Andres Tony Neels Claudine Kennicutt
2nd Grade	Wendy Bartels Kaitlyn Mason Tara Foster Justin Dowdy	6th Grade	Barb Hicken Jonathan Meyer Kim Graff Christy Lecher
3rd Grade	Cindy Fickenscher Jena Bowman Deb Clark Gretchen David		

Support Staff:

Vocal/Gen. Music Instrumental Music Physical Education Art Keyboarding/Art High Ability Coordinator School Psychologist Special Education Reading/Math Specialist	Gabe Haberman/Marcia Speck Tom Belanger Bryson Malhberg Jami Fowler Kara Libich Amy Harrison Connie Rocker Melissa Bell Maria Andersen Heather Franzen Mary Lou Clark	Speech Pathologist Counselor (K-3) Counselor (4-6) Media Specialist Computer Coordinator Secretary Nurse Computer Aide Paraeducators Custodians	Erin Feather (K-6) Carol Keiser (PK & JH/HS) Michelle Stevens Pam Glodowski Amy Harrison Jo Wiggins Lori Kolbo SueAnn Hubbard Jayne Eggleston Sherri McMichael Katherine Middleton Terri Nordin Sue Finke Ashly Margritz Nicole Maloley Keith Henninger Shelly Henninger
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ATTENDANCE

Regular and punctual student attendance is required, school attendance is not only a Nebraska State Law and Board Policy 5008, but more significant it is important to every child's education. The administration is responsible for developing further attendance rules and regulations and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

ARRIVAL AT SCHOOL

Students are not to arrive on the school grounds before 7:50 a.m. (exceptions: bus students). Prior to that time, the school is not responsible for supervision of the students. A school employee will be on duty at 7:50 with students entering the building 7:55 a.m. Students will be considered tardy after 8:05.

AFTER SCHOOL

The school day will end at 3:20 (3:15 for kindergarten). School grounds will not be supervised after 3:30 on a regularly scheduled day or 2:10 on an early dismissal. The school is not responsible for supervision of students after these times. We ask students to leave campus until 4:00 if they're wanting to use the playground facilities. This assists staff and parents in getting students home safely and in a timely manner.

TELEPHONE

A telephone for student use is located in the hallway beside the office. Students must ask permission of a classroom teacher before using the school telephone. Phone calls are to be limited to those of necessity only. Students will not be called out of class for a telephone call unless it is an emergency.

ABSENTEEISM AND ABSENTEE HOMEWORK

If your son or daughter is ill in the morning and will not be coming to school, we ask that you call the school before 9:00 a.m. (537-3651 Ext. 2) Should we not receive a call, we will attempt to contact you. If students need homework assignments, please call into the elementary office and we will gather your child's homework.

ATTENDANCE GUIDELINES/DEFINITIONS

Absences from School-Definitions. An absence from school will be reported as:
(a) Excused absence or (b) NOT School Excused absence.

School Excused Absences – Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension. Illness, family bereavement (parents, siblings, and grandparents), doctor or dental appointment, court appearances that are required by court order, participation in school activities, family trips in which student accompanies parent(s)/legal guardian(s), and other unique situations which have received prior approval from the Principal. Please refer to Board policy 5008.

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

NOT School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows: (1) Parent acknowledge absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies. If unexcused the student may receive zeros for any class work missed during the absence, Students who leave the school premises without permission during the school day will be considered truant. Please refer to Board policy 5008.

Absence Procedure

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstance.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools- A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed. See Board Policy No. 5008 for further information and details of the exit interview and withdrawal form.

Five (5) unexcused absences- Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for secondary students. When a student has excessive absences, please refer to Board policy No. 5008 for more information and the procedures to be implemented.

Twenty Excused Absences-If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which that person having control of the student resides.

Twenty Unexcused Absences-If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance office shall file a report with the county attorney of the county in which the person having control of the student resides. For further information, refer to Board Policy 5008.

Reporting Excessive Absenteeism to the County Attorney

The school may report to the county attorney of the county in which the person resides when the school as documented the efforts to address excessive absences. The school shall notify the child's family in writing prior to referring the child to the county attorney. Please refer to Board Policy 5008.

Tardy Policy

Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom by 8:05 a.m. ready to begin the school day. Letters will be sent home each quarter when students have been tardy 10 or more times. Work and/or instruction missed may be made up at recess.

NOTICE OF REQUIREMENTS FOR ADMISSION

Students should register with the District Office at 1322 Avenue I as soon as possible after moving into the school district. The registration packet and forms are available in the office and on the school website. Registration forms and required documents must be completed and returned prior to enrolling. Parents are encouraged to begin the process early.

Nebraska law requires that parents or legal guardians furnish the following documents upon admission:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time.
2. Evidence of a physical examination by a physician for a student entering the 7th grade or transferring in from out of state,
3. Evidence of visual evaluation by a physician,
4. Students are required to be immunized according to laws passed by the Nebraska legislature. Parents/guardians may contact the school nurse regarding immunization requirements.
5. Receipt of Transcripts, records or grades from previous school are required, if applicable, to insure placement within the appropriate classes.

Any student not in compliance with the law will not be permitted to attend school. Upon completion of registration, the district secretary will arrange for an appointment with the counselor at the appropriate level

to complete the enrollment process. Elementary students (K-6) will enroll in Dudley Elementary and secondary students (7-12) will enroll in the Junior-Senior High School. Medical and religious exemptions are available but require a physician's signature or a signed affidavit. The Nebraska Dept of Health and Human Services requires that all immunizations are reported. Students are required to have immunizations completed by October 15 or students will be excluded from school until immunizations are completed or waivers are provided.

BIRTH CERTIFICATES

Board Policy 5001 requires that all new enrolling students must show a **certified** birth certificate with a raised State Seal. A copy will be made for school files and the original will be returned to the parent or guardian. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate.

CHANGE OF ADDRESS

The school should be notified of any change of address or home telephone number. Also, please notify us of any plans for moving so sufficient time is given for accumulating student records. Parental permission is needed before student records can be transferred or requested by schools. Immunization records need to be taken with you when moving to a new school.

HOMELESS STUDENT

Policy 5418 includes forms related to homeless students. Gothenburg Public School will ask for enrollment information and request for placement in accordance with policy 5418. District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian. District #20's designated Homeless Coordinator is the Superintendent of Schools. The duties of the Homeless Coordinator include the identification, enrollment and placement of homeless students, coordination of services, designing of activities, maintenance of student records and other required documentation.

WEATHER RELATED SCHOOL CLOSING

In severe weather, Gothenburg Public Schools will try to remain open. In the event schools are to be closed prior to the start of classes, the public will be notified through KGIN T.V. (Channel 11) and Radio Station KRVN (880 AM/93.1FM). The School Reach telephone system will be also used to contact the public about any decisions to change the school day because of weather. The decision to keep the schools closed will be made as early as possible.

It is important that parents do not call administrators or the radio stations as it makes it more difficult to call in emergency school closing announcements. It is the parent's responsibility to determine if they wish to send their children to school during inclement weather if school is not closed.

If the students are to be dismissed early, notification will be given on KRVN (880 AM/93.1FM) radio and called using our School Reach telephone system.

HEALTH SERVICES

The Gothenburg Public School System has a full time registered nurse who coordinates health services. She conducts health screening on students annually. Should you have any concerns about your child's hearing or vision, she can evaluate him/her at any time during the school year. A written health services referral will be sent to parents whenever a concern is found on any screening procedure.

When children are not well, they should not be sent to school. Children who have vomited or had diarrhea 12 hours prior to the starting time of school should not come. Children with the following conditions will be sent home:

- vomiting
- diarrhea
- a fever of 100 degrees or higher
- a suspicious rash
- head lice
- *any child showing any signs or symptoms of a contagious or infections disease.

Children excluded for a confirmed communicable disease should not be allowed to return to school until the minimum isolation period has elapsed, and all signs and symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever free for 24 hours without the use of fever reducing medication.

Emergency forms are sent out the first day of school. Please fill these out carefully and include any health problems specific to your child. These forms enable the school to efficiently handle any sudden illness or injury. Treatment of injury occurring outside of the school jurisdiction is not the responsibility of school employees. Home and emergency phone numbers are required.

Students that have a known medical diagnosis of an allergen or asthma need to provide an Asthma/Allergy Action Plan signed by a physician. Forms may be obtained from you physician or at the school. In the event of an anaphylactic reaction, Rule 59 per the state of Nebraska protocol will be followed if there is no action plan provided.

Evidence of a physical examination by a physician, a physician assistant, an advanced practice registered nurse within six (6) months prior to the entrance of the child into the beginner grade, seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination. Waivers are available in the nurse's office.

Evidence of a visual examination by a physician, a physician assistant, an advanced practice registered nurse within six (6) months prior to the entrance of the child into the beginner grade, seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual examination. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. Waivers are available in the nurse's office.

Medication of any type is to be administered by the school nurse or her designee. Written permission must be obtained in order to administer medication. **PARENTS** are required to bring medication to school in the original packaging. The only medication to be given at school is that which **cannot** be scheduled around school hours.

CONCUSSION

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

IMMUNIZATIONS

Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment. Exceptions are allowed based on: (1) written statement by health care provider that immunizations would be injurious to the student or a family member or (2) affidavit of a religious reason for non-immunizations have begun, and immunization is continued as rapidly as medically feasible and (3) written statement of parent or guardian that immunizations have been completed, where the child's parent is in the military, the child is enrolling following residence outside the state, and proof of immunization is given within 60 days. Refer to HHS regulations, 173 NAC 3.

The Nebraska Dept of Health and Human Services requires that all immunizations are reported. Students are required to have immunizations completed by October 15 or students will be excluded from school until immunizations are completed or waivers are provided.

ACADEMICS

ACCREDITATION

Gothenburg High School is a member of the North Central Accreditation Association and is accredited by the State of Nebraska. The school maintains rigid standards in order to meet requirements set for by the State of Nebraska Department of Education. The athletic classification is Class C-1 and the school is considered a Class III school in organization.

SCHOOLWIDE COMPACT

It is important that families and schools work together to help students achieve high academic standards. Representatives of Dudley Elementary have jointly developed this compact that promotes the sharing of responsibilities for improved student academic achievement and the ways that the school and parents can build a partnership to help children achieve the State's high standards and to be successful in school.

Staff Pledge-I agree to carry out the following responsibilities to the best of my ability:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet State academic achievement standards.
- Provide academic programs that are challenging and motivational.
- Continue providing research-based programs.
- Provide services for all students to achieve high standards.
- Communicate with parents on an on-going basis regarding students' academic progress.
- Continue to build a welcoming school environment in which all children and their families will be treated with respect.

Parent/Family Pledge-I agree to carry out the following responsibilities to the best of my ability:

- Respect the school, staff, students, and families.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Promote reading and math concepts with my child.
- Assist my child with their homework to the best of my ability.
- Regularly monitor my child's progress in school.
- Participate at school activities such as school decision making, volunteering, and /or attending parent-teacher conferences to discuss academic progress.

Student Pledge-I agree to carry out the following responsibilities to the best of my ability:

- Respect the school, staff, classmates, and families.
- Communicate with my parents and teachers about my school progress school experiences so that they can help me be successful at school.
- Work daily to the best of my ability.
- Attend school regularly, make every effort to be on time to school, follow all school rules, be cooperative and be respectful.
- Be prepared for school by having school materials, completing assignments, and asking for help when needed.

BOOKS

All basic texts are loaned for their use during the school year. Textbooks are to be kept clean and handled carefully. Students should write your name and grade on the book label in case the book is misplaced. Students will be required to pay for lost or damaged textbooks and library books.

STUDENT PLANNERS

Student planners are provided for students in third through sixth grade. They are designed to help students keep track of their assignments and school activities. Teachers will explain how to use planners in the classroom. The school provides the first planner each year. It is the student's responsibility to keep and take care of this. If a planner is lost, or destroyed then the student is expected to replace it at a \$7.50 fee.

PROGRESS REPORTS

Progress reports will be handed to students grades 3-6 at the midpoint of each quarter during the school year.

REPORT CARDS

Report cards are sent home following the close of each nine-week period. The report card is designed to aid you in determining your child's progress in school. For grades 4-6, midterm reports are sent home to keep the parents aware of their child's progress through the nine-week period. For information on-line please go to PowerSchool at <https://ps.gothenburgswedes.org/public>. If you have trouble accessing your account please contact the office.

PARENT-TEACHER CONFERENCES

The Gothenburg Elementary school will hold parent teacher conferences **twice** during the school year. These conferences will provide a two-way communication between home and school. Conferences are held during the first and third nine week quarter.

PROMOTION & RETENTION POLICY

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

PRIVACY OF STUDENT EDUCATION RECORDS

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

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

Family Policy Compliance.
U.S. Department of Education 400

Maryland Avenue, S.W.
Washington, DC 20202-4605

REQUEST OF INFORMATION

Parents in Title I schools (Dudley Elementary) may request and receive:

- Information regarding the professional qualifications of the student's classroom teacher.
- Information on policies regarding student participation in state or district assessments and on procedure to opt the child out of such assessments.
- Information for parents of English learners regarding how they can be involved in the education of their child and assist their child to attain English proficiency and achieve at high levels within a well-rounded education.

More detailed information concerning ESSA may be obtained by contacting the District Office.

COMPLAINT PROCEDURE

Step 1: Schedule a conference with staff member most directly involved in the matter.

Step 2: Address the concern to the Principal if the matter is not resolved in Step 1.

Step 3: Address the concern to the Superintendent if the matter is not resolved in Step 2.

Step 4: Address the concern to the Board of Education if the matter is not resolved in Step 3.

All information to be considered at each step should be placed in writing in order to be most effective.

Action or decisions will be expedited as quickly as possible. Parent/Patron Comment Forms are available in the office or on the school website in Policy 1030 and 1030A. Comment forms concerning personnel will be forwarded to the supervisor.

DIRECTORY INFORMATION

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

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

ACADEMIC INTEGRITY POLICY

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's

level of learning and progress, to provide a level playing field for all students, and develop appropriate values.

Cheating involves one or more of the following actions:

1. To use the work of another person as your own and/or copy information from another student's test, examination, theme, book report, or term paper.
2. To plagiarize - plagiarism means using another person's idea, expression or words without giving the original author credit.
3. To prepare for cheating in advance. Such as: (a) having in your possession a copy of a test to be given or having been given by a teacher (b) using the test or notes during a test or examination (c) talking while taking quizzes, tests or examinations.
4. To fail to follow test procedures/announced instructions (such as no talking, no turning around in seat, raise hand for questions, etc).

HOMEWORK POLICY

Dudley Elementary believes homework is intended to be an effective tool in the learning process. Homework promotes responsibility and reinforces and extends skills learned during the school day. Child growth and development requires different expectations at each grade level.

Kindergarten: Students will complete a weekly homework folder in the second semester that includes a word list consisting of consonant-vowel-consonant and site words.

First: Students will have daily assignments in math and word enrichment, which reinforce skills learned in the classroom.

Second: Students will correct work or finish assignments not completed during the school day.

Third: Students will correct work or finish assignments not completed during the school day.

Fourth: Students will do daily assignments, which are not completed during study time.

Fifth: Students will do assignments not completed in class during the school day. Special projects may also be assigned.

Sixth: Students will acquire the ability to identify what type of homework he/she will have: test preparation, creative, extension, practice, or leftover assignments.

GENERAL INFORMATION

LOCKERS

Students in some grades will be assigned lockers. It is important that these lockers are kept shut at all times in order to protect the articles inside the locker. The school cannot be responsible for books and other articles lost or stolen. It is wise to mark textbooks, coats, jackets and notebooks, so they may be easily identified.

Lockers are the property of the school and should be treated as such. Do not paste signs on or in lockers that will take off the paint. Do not mark in or on them with ink. They are provided only for student use and are not student property. **Students are not allowed to trade lockers without permission from their Principal/Teacher.** The school administrators reserve the right to inspect lockers any time if reasonable suspicion exists.

STUDENT VALUABLES - LOST AND FOUND

Students **SHOULD NOT** bring money or valuable items to school, as the school will assume **NO** responsibility for articles lost, stolen or damaged items. To help prevent lost articles, put your child's name in their belongings. If an article belonging to your child is missing, check the lost and found box near the south playground entrance.

BRUNCH/LUNCH PROGRAM

A brunch/lunch program is provided. Brunch price is \$1.30 per meal. For those that qualify for free lunch will also receive free brunch. For those that qualify for reduced price lunches will receive at brunch at \$.25 per meal. Children bringing sack lunches may purchase milk for \$.40. The drink in the cafeteria will be milk or juices (not pop). Lunch prices are \$2.30 per meal and \$11.50 per week for elementary students. Ala-Card price will be \$1.00. For those that qualify for reduced price lunches will receive at lunch at \$.40

per meal. Free or reduced lunch application forms are available in the office. Adult meals are \$3.00 per day.

Gothenburg Public Schools operates an electronic point of sale system in our cafeteria. All students will have a personal identification number (PIN) that will be used as they purchase a meal. With the electronic point of sale, students will pay in advance (to their family account) and the meal purchase is automatically deducted from the family account. The student enters the four-digit PIN number, the cashier verifies the student name, and the meal is deducted from the family account.

Students will not be allowed to charge against their account. We will not extend credit to families for purchases of meals. It is necessary to keep money in the family account so children can continue to purchase against it. When the family account balance is \$10.00 the automated phone system will call you. The amount shown on the computer screen is the correct balance before meals are charged against the account. Students can check it after they enter their pin. It is important for the student to communicate low balance warnings to parents.

Statements are also available upon request. These will be itemized with each child's name, number and date upon which they purchased a meal.

Parents will be asked to fill out a payment envelope with each child's name and grade. These envelopes were included in the mailing to each household and are available in each office or the cafeteria. These can be dropped off at the Elementary office, at the cafeteria, or mailed to the school. Payments must be made at the beginning of each day so they can be entered before lunchtime. Students going home for lunch should bring a signed parent note.

Please notify the school if your child has any food allergies. A Doctor's note is required if any modification is required in your child's meal plan.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

PARTY INVITATIONS

We believe that party invitations are an "out of school" activity and will not be delivered at school.

VISITOR'S PASS

Discretion should be used when bringing a visitor to school. Permission to visit a class must be obtained from the teacher. Regulations applying to our students also apply to visitors. A visitor's pass is to be obtained in the Principal's Office before attending any classes.

SCHOOL ACTIVITIES

Students are welcome to attend activities at the elementary and high school. Students are expected to be a courteous audience and display good sportsmanship. **Students who are not with a parent or guardian are required to sit in a reserved seating area at football, volleyball, and basketball games.**

NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT

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

EMERGENCY DRILLS

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clear the building by the prescribed route

as quickly as possible. Students will be instructed by their teachers concerning the proper procedures to be followed.

BUS POLICY

The Gothenburg Public School District will provide transportation for all district students who live beyond the 4-mile limit. Due to school insurance, no other riders will be allowed to ride the bus if they are not on the current route roster.

In the event the bus drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

STUDENT BEHAVIOR

Students are not to engage in conduct which causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff, or visitors.

BOYS TOWN MODEL

Dudley Elementary students will be accountable for the following 16 skills: following instructions, accepting criticism or consequence, accepting "NO" for an answer, greeting others, getting the teacher's attention, making a request, disagreeing appropriately, giving criticism, resisting peer pressure, making an apology, engaging in a conversation, giving/ accepting compliments, volunteering, reporting other youths' behavior and introducing yourself.

COURTESY RULES

1. No fighting, rough play, pushing or shoving—even in fun.
2. No throwing snowballs at school.
3. Do not grab or pull on other children's clothes.
4. No tackle football.
5. Use the slide and other playground equipment properly.
6. Respect other classes in session by being quiet at all times.
7. Conduct in the restrooms should be quiet at all times.
8. Walk, do not run, in the building.
9. Be especially kind to new pupils in our school.
10. Due respect must be shown at all times to all students and school personnel.
11. Proper language and manners are expected of all students. Foul language and spitting will not be tolerated.
12. Students are to leave the school ground promptly after they are dismissed from school.
13. No candy or gum is allowed in the classroom or on the playground. (Exception: birthdays and special occasions with the teacher's permission).
14. Electronic devices, hard balls, skateboards, roller skates, lasers, cell phones, knives, and toy guns are prohibited at school.
15. Good manners and quiet voices are required in the cafeteria.

DISCIPLINE

Board Policy 5101 (Student Discipline) states the superintendent will develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling, warning students, parent contacts, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling

upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval. For more information regarding student discipline please reference Board Policy 5101.

Level I—Minor misbehavior that impedes the orderly operation of school.

Consequence—Teacher discretion (may include missing recess or staying after school) following posted classroom rules, cafeteria, or recess rules.

Level II—Misbehavior that is frequent or serious enough to disrupt the learning climate of the school or endanger the well being of others. These acts do not represent a direct threat to the health and safety of others but need administrative corrective action.

Consequence—Teacher discretion and: 1st Offense-Parent call/After School Study Hall 2nd Offense—Parent call/2 After school study hall; 3rd Offense—Parent meeting to plan for other incidences/Possible Detention/In School Suspension. (After School study hall is 40 minutes after school in a supervised area).

Level III—Differentiated cases requiring unique consequences (possession or truancy).

Consequence—Detention or suspension.

Level IV—Serious acts, which require administrative action and result in removing the student, at least temporarily, from the classroom.

Consequence—Possible suspension or expulsion.

DETENTION/AFTER SCHOOL STUDY HALL

A detention room will be established to facilitate the consequences for Level II and Level III Misbehaviors. Rules for the detention room are as follows: students should be prepared to study/review homework and NO eating, drinking, or sleeping is allowed.

STUDENT SUSPENSION/EXPULSION

Nebraska Law provides the conditions under which students may be excluded from public schools. The statute provides:

1. Rules must be clear and definite to provide clear notice to students.
2. Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
3. Rules shall be posted in conspicuous places in each school during the school year.
4. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students/parents.

There are 6 types of exclusions which may be used in the Gothenburg Schools:

1. In-School suspension
2. Short term suspension (up to five school days)
3. Emergency Exclusion
4. Long term suspension (6 school days but less than 20 days)
5. Expulsion
6. Mandatory Reassignment

All due process procedures shall be followed and information sent to parents and students affected by any exclusion proceedings.

Due process will be in 3 parts:

1. Oral or written notice of the charges if he or she denies the allegation
2. An explanation of the evidence against the student
3. An opportunity to present his/her evidence

PRE-EXPULSION PROCEDURE

Prior to expelling a student, the district will convene a conference called by a school administrator and attended by: (a) a parent or legal guardian, (b) the student, (c) a school representative, and (d) a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The purpose of the conference will be to have the participants assist the district in the development of a written plan to be adopted by a school administrator and presented to the student and the parent/legal guardian. The plan will: (a) specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided; (b) identify educational objectives that must be achieved in order to receive credits toward graduation; (c) specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and d) require the

student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

EXPULSION

If the offense which warrants expulsion involves the knowing and intentional possession, use, or transmission of a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designate, or at a school-sponsored activity or athletic event, the pre-expulsion procedures do not apply.

WEAPON POLICY

It shall be the policy of the Gothenburg Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not to apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed. Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

CORPORAL PUNISHMENT

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

INITIATIONS, HAZING, SECRET CLUBS, and OUTSIDE ORGANIZATIONS

Gothenburg Public Schools Board Policy 6284 prohibits initiations by classes, clubs or athletic teams except with the approval of the administration. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. It is also unlawful for any person, whether a student of Gothenburg Public Schools or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Violation of the policy may result in consequences as defined within the school discipline policies and student handbooks.

VANDALISM

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. Vandalism may result in a discipline referral.

ANTI-BULLYING POLICY

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. **Students have the opportunity to use the online harassment form to notify school officials of any incidents of bullying.**

DATING VIOLENCE

Gothenburg Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff.

Dating violence means a pattern of behavior where one person uses threats of, or actually uses: physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. All dating violence incidents will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District 20's authority.

SEXUAL HARASSMENT

Gothenburg School District #20 prohibits sexual harassment of employees and students on any premise where the district has control or can otherwise lawfully exert jurisdiction. As a student, you have the right to protest and/or register a confidential complaint to the following people: your teacher, your counselor, your principal, your superintendent, or the board of education. We want you to know that you can attend school with security and dignity and without fear of insulting, degrading, or exploiting treatment of a sexual nature.

ELIMINATION of DISCRIMINATION

This school district hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

USE of CANINE UNITS

The district may use area law enforcement or private canine units in efforts to detect illegal drugs and other contraband. The administration may use the canine units at any time, during or outside school hours, announced or unannounced.

With the approval of the superintendent of schools, a building principal may arrange for the use of a canine unit in any area, building, or property on school grounds. This includes the school parking lot and other areas on and off school grounds where students park vehicles during or outside school hours. If a dog alerts on a student's vehicle, the student will be required to unlock the doors, trunk, and other locked compartments for inspection. If a student refuses to comply, the student will be disciplined under the district's student code of conduct and the matter may also be turned over to law enforcement authorities. If a student is found to possess or control any contraband, whether on the student's person or in a student's personal effects, desk, locker, vehicle, or other place, the administration will (1) seize the contraband, (2) notify the student's parent(s) or guardian(s), and (3) take such disciplinary action as is appropriate under district policies and rules. The administration shall turn illegal items over to law enforcement authorities.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District #20 property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate. Notice is hereby given that video surveillance may occur on District #20 property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

INTERNET SAFETY & ACCEPTABLE USE POLICY

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to

materials (visual or non-visual) that are harmful to minors. More information on procedures/policies/laws is found in Board Policy # 6800.

Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. Each student and parent/guardian must sign and return to the Principal's office the Student & Parent Agreement form called "Acceptable Use of Computers and Networks" before student access is allowed.

ELECTRONIC DEVICES

School Board policy 5101 states the District strongly discourages students from bringing and/or using electronic devices at school without administrative approval. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. "Electronic devices" include, but not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic and battery powered instruments which transmits voice, text, or data from one person to another. "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that displays sexual content or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02. Students shall not record others, (sexual content, sexually exploits a person, and/or displays sexually explicit message). Students shall not record others, (photograph, videotaping, sound recording, etc) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public. Students are not permitted to possess or use any electronic devices during class time or during class time or during passing time.

Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
- Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations. Therefore, shall be reported to the appropriate legal authorities and law enforcement.

Each student and parent/guardian must sign and return to the administration the student/parent agreement form called Acceptable use of Computer and Network form before a student access is allowed.

MISUSE OF COMPUTERS/NETWORK

The use of computers, whether stand-alone, or as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Gothenburg Public Schools.

Inappropriate use of computing facilities shall be defined as:

- The creating, display, access, transmission, reception, exchange, or distribution of any text, image, or sound that is indecent, obscene, racist, sexist, vulgar, defamatory, illegal, or that promotes harm to self or others or otherwise in violation of the Gothenburg Public Schools Internet Safety Policy.
- Using computing facilities to harass or threaten individuals or groups
- Vandalizing computing facilities (network/files or data)
- Plagiarizing computer-based copyright materials in reports/assignments
- Gaining or attempting to "hack" the system (network/files or data)
- Forgery of or interference with electronic mail messages
- Using computers or computer networks to commit, facilitate, encourage, or promote illegal acts.
- Giving a personal password to another individual or letting another individual use a personal account.

- Knowingly introducing materials forbidden by the Gothenburg Public Schools into the Gothenburg Public Schools computers and/or systems via any electronic storage media.

CONSEQUENCES

Minimum: Detention or Short term suspension.
Maximum: Long term suspension or expulsion.

POSSESSION of OBSCENE or PORNOGRAPHIC MATERIALS

Students are prohibited from possessing pornographic or obscene books, magazines, pictures, or material of any kind. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or texting, sexting, emailing, may constitute a crime under state and/or federal law.

Consequence: Short term or long term suspension, report to law enforcement, possible arrest

STUDENT APPEARANCE

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

DRESS CODE

Attire that will not be considered appropriate includes clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight to be seen through; shorts, skirts, or skorts that do not reach mid-thigh or longer; clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs; clothing or jewelry that could be used as a weapon or that would encourage "horse play" or that would damage property; head wear including hats, caps, bandannas, and scarves; clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double; clothing or jewelry that is gang related; visible body piercing other than facial areas. This list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting.

STUDENT FEES POLICY

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Extracurricular Activities.

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

6. Post secondary Education Costs.

Some students enroll in post secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post secondary courses.

7. Transportation Costs.

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

8. Copies of Student Files or Records.

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

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

The District will charge reasonable fees for participation in before-and-after-school or pre kindergarten services offered by the District pursuant to statute.

10. Participation in Summer School or Night School.

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

11. Charges for Food Consumed by Students.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Student Fee Fund.

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund that will not be funded by tax revenue, and that will serve a depository for all moneys

collected from students for (1) participation in extracurricular activities, (2) post secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students. Legal Reference:

Neb. Constitution, Article VII, section 1.

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

79-2,104

Student files or records

79-715 Eye-protective devices

79-737 Liability of students for damages to school books

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

79-1106 to 79-1108.03 Accelerated or differential curriculum

CERTIFICATION

The Board of Education of Gothenburg Public Schools annually holds a public hearing on the student fee policy. The hearing follows a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the current school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

EQUAL OPPORTUNITIES

District #20 supports equal educational opportunity for students free from limitations based upon ethnic or racial background, religious beliefs, sex, disabilities, marital status, or economic and social conditions. This concept of equal education opportunity serves as a guide for the school district and the staff in making decisions relating to school facilities, employment or personnel, selection of educational materials, equipment, curriculum, and regulations affecting students and their welfare.

DISCLAIMER

The administration retains the right and privilege to issue penalties for acts of discipline not specifically stated in the Gothenburg Discipline Plan and to alter any penalties as they consider necessary. Also, the administration reserves the right to amend any provision in this handbook which is necessary in the best interest of the school process.

With cause, the administration can search a student's person, locker, car, backpack or other personal effects. Also, the administration can search with reasonable cause, students' electronic communication-email or other messages sent from school computers, a students' personal data storage devices, (disks, CD's and portable flash drives).

Changes to Elementary Handbook

Academics

- Inserted last year the Schoolwide Compact (Title 1) to the Handbook. We will be up for our 3 year review. This documentation will be part of the documentation we will need this year.

General

- Playground closed until 4:00. We had a number of issues after school with students not playing appropriately on the playground. This statement was in the handbook previously.

Added to Homeless Students:

- The duties of the Homeless Coordinator include the identification, enrollment and placement of homeless students, coordination of services, designing of activities, maintenance of student records and other required documentation.

2016-2017

GOTHENBURG FACULTY HANDBOOK

PROFESSIONALISM

Despite recent criticisms aimed at public schools in this country, teaching is still considered one of the most noble professions. As such, teachers have an obligation to live up to this high standard. We can only do this by being professional. If we wish to be treated as professionals and compensated as professionals, then we must be professional in our attitudes and conduct.

In order to provide meaningful educational experiences for each of our students, it is necessary that the teaching staff, administration, and non-certified staff work together as a team. It is our professional responsibility to help one another and provide words of encouragement to our co-workers. Rather than criticize the faults and shortcomings of others, work hard to help them overcome these problems and to capitalize on their strengths. Nothing destroys staff morale more than to have the members of the staff criticizing one another and going behind each other's back to complain. On the other hand, constructive criticism is positive if it is offered openly and coupled with a better idea or the willingness to help bring about change.

Another area in which we can show our professionalism is by setting a desirable example for our students. Our personal appearance is often indicative of our attitude toward our job. Expecting students to get to school and class on time, to come to class with the necessary materials prepared to work, and to behave themselves as young ladies and gentlemen can best be encouraged if we get to school and class on time, if our lessons and activities are well planned, and if we behave in a professional manner both in and out of the classroom.

Turning reports and required information in on time, exhibiting a good command of the English language, accuracy in completing report cards, referral slips, notes to parents, and neatness all reflect on our professionalism.

The professional teacher is dedicated to his/her job and willing to put in whatever time and effort necessary to do the job. He/she adheres to rules, regulations, policies, and procedures set forth by the Board of Education and the administration. They are cooperative and always honest, sincere, courteous, friendly and tactful when working with others --- fellow teachers, students, parents, administrators, board members, or citizens of the district.

In summation, the difference between being professional and not being professional is our attitude. No one can argue that teaching is a most important job, but no more so than the attitude with which we do it and how we show that attitude. If we are happy with our job, we will be positive and do a good job.

PUBLIC RELATIONS

Public relations are one area in which we as educators can demonstrate our professionalism. Take pride in our profession and be loyal to our school. The school occupies a most important place in the life of the citizens of the district. It belongs to these people; they pay for its operation and provide the children. Avoid talking about the school, its programs, its staff and students in an unfavorable manner. Criticisms, concerns, and grievances should be handled in a professional manner. We must conduct ourselves as professionals so the citizens of the district will look up to us for leadership and guidance in educating their children. **Always be positive about our school, its programs, and staff.** Teachers are encouraged to be in attendance at school functions and activities. Sell our patrons on the idea that we have an excellent school system - one that is worthy of their support and one of which they can be proud.

PROBATIONARY CERTIFICATED EMPLOYEES

During the first three (3) years of employment with the School District, as determined and calculated in accordance with state law, a certificated employee shall be considered a probationary employee. A probationary employee's rights to continued employment status and non-renewal of a probationary employee's contract shall be determined according to law. (Policy #4120)

PERMANENT CERTIFICATED EMPLOYEES

A certificated employee who has been employed for the full probationary period as set forth in policy 4120 and in accordance with state law is a permanent certificated employee. A permanent certificated employee's rights to continued employment status and termination of said permanent certificated employee's contract shall be determined according to law. (Policy #4121)

ASSIGNMENT OF DUTIES

The Superintendent shall have the authority to assign and reassign teachers and other staff to extracurricular activities and other specific activities, including supervision of pupils in halls, study halls, playgrounds, work on faculty committees and staff activities, and other duties necessary for the operation of the school. (Policy #4130)

ABSENCE FROM BUILDING

Employees may not be absent from their respective assignments during duty hours except by permission from their immediate supervisor or Superintendent. (Policy #4006)

SAFE SCHOOLS POLICY

It is the mission of Gothenburg Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. Such regulations and actions may include, but not limited to, school security measures, such as use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs. The District will

maintain a Safe School Plan including procedures for fire, civil defense, and other emergencies. (Board Policy #6120)

DUTY HOURS of EMPLOYEES

- A) Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
- B) All other staff shall be on duty as determined by the Superintendent.
- C) No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district. (Policy #4004)
- D) On a limited basis, teachers may leave at, or after 3:00 p.m., for special circumstances without being charged leave if they arrange for their own coverage and they receive permission from the building administrator. The arrangements need to be made at least a day prior to the request. **(Note: Teachers covering for a colleague's uncharged leave will not be paid for covering the class as the colleague is not charged for leave.)**

Jr. & Sr. High staff members will be expected to work an active school day starting at 7:45 a.m. and ending at 3:45 p.m. Elementary staff members work day will be from 7:40 a.m. to 3:40 p.m. When it is necessary for teachers to leave school early or be absent from the school building during the active school day, **the teacher shall make prior arrangements with the building principal AND notify the office when leaving. Teachers are required to be in their classrooms or other assigned areas from 7:45 a.m. until the time school begins.** On Friday's and days of early dismissal, teachers may leave after all students have cleared the building.

Any time a teacher is ill and cannot make it to school for some unavoidable reason, please inform your principal or the designated secretary at the earliest possible time but no later than 7:00 a.m. When it is necessary for the teacher to be absent from the school building during the active school day, the teacher shall make prior arrangements with the building principal. If a teacher knows in advance that they would like to be absent from school for personal, professional, field trip, activity sponsorship, bereavement or medical reasons, they will need to fill out a "**Request for Leave**" green sheet found in the Principal's office. The principal will approve or deny the request and put a copy of the request in the teacher's mailbox. If a request is denied, the teacher may appeal the request to the superintendent. Certain days may be "closed" to requests for leave due to large numbers of staff already scheduled to be gone or the unavailability of substitute teachers. Please get your requests for any of the above purposes in to your building principal as soon as you know that you will need to be absent from school and preferably no later than two days in advance of the requested leave date.

LEAVE POLICIES FOR CERTIFIED STAFF

The school district provides a variety of leave polices for the certified employees. The leave policies include:

FAMILY & MEDICAL LEAVE POLICY

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The “leave year” for purposes of the FMLA shall be a “rolling” twelve-month period; measured backward from the date an employee uses any FMLA leave. (More information is in Board Policy #4007)

LEAVE OF ABSENCE - A one-year leave of absence may be granted by the Board of Education when requested by a permanent teacher and approved by the principal and superintendent. A leave of absence shall not be granted to probationary teachers. (Policy #4170)

LEAVE BENEFITS (from Negotiated Agreement)

A. Accumulated leave for all employees covered by the negotiated agreement for the 2015-2016 school-year will be grandfathered and carried into the 2016-2017 contract year.

a. For the 2016-2017 contract year, and each year thereafter each staff member covered by this negotiated agreement shall be granted up to twelve (12) days of leave accumulative to a maximum of seventy-five (75) days.

b. Part-time employees shall receive a prorated number of days based upon their individual full-time equivalency (FTE).

B. Accumulated leave may be used for sick leave or family emergency leave.

a. Sick leave is defined as an absence due to personal illness or injury or to take care of the employee’s spouse, son, or daughter with a serious health condition. Son or daughter, as defined by FMLA, is a biological, adopted or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.

b. Family emergency leave is defined as an absence to take care of the employee’s parents, parents-in-law, or siblings when the individual is incapable of self-care because of mental or physical disability. Family emergency leave is limited to five days per contract year.

C. A doctor’s verification of illness or injury may be required upon request by the superintendent. Any teacher who is absent for five (5) continuous contract days may be required to certify his or her illness, disability or ability to perform teaching duties with a physician’s statement, which shall be filed with the district office.

D. Adoption Leave - Accumulated leave days may be used for adoption leave. Adoption leave shall be granted to employees requesting such leave for a period not to exceed fifteen (15) days from the time custody of the child is received and is limited to 15 days per contract year. This leave does not apply to stepparent adoptions. Application for

adoption leave should be made to the superintendent and building principal at the earliest possible time.

E. Bereavement Leave - Accumulated leave days may be used for bereavement and limited in the following manner:

- a. Employees shall be provided a maximum of ten (10) days of leave per case in the event of a death in the immediate family. Immediate family shall be defined as husband, wife, or children.
- b. Employees shall be provided a maximum of five (5) days of leave per case in the event of a death of parents or parents in-law.
- c. Employees shall be provided a maximum of three (3) days of leave per case in the event of a death in other immediate family or exceptional cases.
- d. Employees shall be provided a maximum of one (1) day of leave per case in the event of a death in extended family.
- e. Leave to attend funerals of other relatives, friends, and acquaintances shall be regarded as personal leave.
- f. Travel days for bereavement may be provided upon review by the Superintendent or his/her designee.
- g. Professional leave for death of a teacher's student or student's parent may be provided upon review by the Superintendent or his/her designee.

F. Personal Leave - Accumulated leave days may be used for personal leave and limited in the following manner.

- a. Employees may be granted a maximum of two paid days annually for personal use.
- b. Personal leave shall not be granted during:
 - i. in-service days,
 - ii. parent-teacher conferences,
 - iii. semester examination periods,
 - iv. during the first five instructional days of each semester,
 - v. except for the purpose of attending:
 - 1. a district-sponsored school activity,
 - 2. a college or military ceremony or,
 - 3. moving a child to college for the first time.
- c. Requests for personal leave may be denied based upon availability of substitutes or for the purpose of maintaining the integrity of an instructional day.

d. Requests and approval for personal leave shall be reduced, to writing, made in advance of the absence, and acted upon by the Superintendent of Schools or his/her designee. Description of the nature of the leave is not required.

e. An appeal of the Superintendent's or designee's decision may be made to the Board of Education upon the written recommendation of the Education Association's P.R. &R. Committee.

f. When it is necessary for an employee to be absent additional days for reasons beyond their control, such additional days may be granted under policy sections 4171 (sub. dock) and 4172 (full pay deduction).

g. Each staff member covered by this negotiated agreement shall be reimbursed at the district-approved rate for a substitute teacher per day, or every quarter thereof, of unused personal leave. Reimbursement will be made in the July payroll.

MILITARY & FAMILY MILITARY LEAVE

Military leave and family leave will be granted to the extent required by state and federal law. Employees must notify the Superintendent as soon as they receive notification of activation.

(Policy #4022)

INTERNET SAFETY & ACCEPTABLE USE POLICY

It is the policy of Gothenburg Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors. More information on procedures/policies/laws is found in Board Policy # 6800.

Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use. Each student and parent/guardian must sign and return to the Principal's office the Student & Parent Agreement form called "Acceptable Use of Computers and Networks" before student access is allowed. The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and

students. All technology equipment shall be used under the supervision of the site administrator. (Policy #6800)

PROFESSIONAL GROWTH

Every six years the teachers in the Gothenburg Public Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment, educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of “professional growth”. (Policy #4140)

SUBSTITUTES

Persons employed, as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

The Board will set rates of compensation for all substitute teachers. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. (Policy #4133)

This makes it extremely important that teachers plan sufficient meaningful activities to keep the students constructively busy for the duration of each and every class period. Teachers must let the substitute know of seating charts, special rules for each class, the location of materials and other pertinent information. This will make the substitutes job easier, which means there will be less problem getting another substitute for you should the occasion arise. It also makes your job easier when you return. **Creating a substitute folder for your current assignment, which includes these and other materials, will be required by the end of the second week of school. HAVE A COPY OF YOUR UPDATED CLASS ROSTERS IN YOUR DESK!!**

CLASS COVERAGE

Teachers will be paid 1/8th of the district-approved daily rate for a substitute teacher for covering a class when coordinated by an administrator, if covering results in the loss of their only planning time. Payment for coverage will be made in the July payroll. Teachers covering for a colleague’s uncharged leave as described in Duty Hours of Employee” will not be paid for covering the class as the colleague is not charged for leave.

LESSON PLANS

Effective planning and good organizational skills are necessary to be a successful teacher. **To facilitate planning, teachers will be required to make lesson plans. Lesson plans will be required one week in advance.** When writing lesson plans, they must include the objective(s) to be taught, the activities necessary to attain the objective(s), the materials needed for these activities. Daily classes should be planned so

there is a minimum of wasted time and students are kept on task. Please make sure your substitute folder and appropriate materials are complete.

TECHNOLOGY

The goal of Gothenburg Public Schools is for all teachers to utilize technology to further enhance instruction. The district provides various devices and applications that may be used in instruction, production, research, and presentation. **Technology will be evaluated through the teacher evaluation form (Summative Certified Staff Appraisal Form).**

TITLES OF RESPECT

Students are expected to refer to adult personnel as Mr., Mrs., Ms., or Miss. Students are very quick to recognize differences between staff members and often the student is confused or takes advantage of the situation.

CLASSROOM CONTROL/SUPERVISION, AND GRADING

The importance of a teacher's responsibility in classroom control and student supervision cannot be understated. Proper classroom control and adequate student supervision are necessary for the effective and efficient day-to-day operation of the school. STAFF members will stand by their respective door before each bell. Classroom control is necessary if the teacher is to be effective and if the students within that class are to learn. Teachers should familiarize themselves with the rules and regulations in the Gothenburg Handbook. Teachers are also to develop specific rules for their individual classrooms. **These rules must be posted and discussed with the classes at the beginning of the school year so that each student will know what is expected.**

It is best for teachers to handle cases of discipline firmly and promptly in their own classrooms. Teachers should be firm and enforce the classroom rules consistently throughout the year. The principal will be available for consultation or help at any time a teacher has a discipline problem, but only in extreme cases should the pupil be brought to the principal's office. If you feel it is necessary to remove a misbehaving student from your classroom, send the pupil immediately to the principal's office and at the end of the period, come to the office to report the case. **Do not leave your classroom unattended.** Do not re-admit any student until you and the principal have reached a definite understanding about conditions of re-entry.

It is also a good idea to keep parents informed of any behavior problems. This can be done at conferences, on down slips or on the report card. Also, don't hesitate to send a note home or, better yet, call the parents. Be tactful, but be honest. Most parents want to know if their children are causing problems at school. **Teacher responsibility for student discipline is not limited to the classroom. All teachers are responsible for student supervision and control throughout the school building, on school grounds and at school activities.** If some teachers ignore this responsibility, it becomes difficult for those who are assuming the responsibility and puts them in a difficult situation with the students. This is why it is not only necessary for teachers to be consistent when dealing with student misbehavior, but also consistent from teacher to teacher. **All**

teachers will check their students' major quizzes and tests. Under NO circumstances will students or a student aide check major quizzes, tests and/or enter grades in the teacher's gradebook/computer.

CORPORAL PUNISHMENT

Corporal punishment is prohibited. No staff member or other agent of the District may use physical force with a student EXCEPT to the extent such is essential for self-defense, the protection of persons or the safe-guarding of property, and only such physical force as is reasonably necessary for such purposes shall be used.

SCHOOL DAY FOR STAFF

It shall be the responsibility of the Superintendent to determine duty hours for members of the professional staff to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall make arrangements to be available to students after school. (Board Policy #6113)

DRESS REGULATIONS & APPEARANCE

Teachers are expected to dress in such a manner as to reflect their status as professionals.

STANDARDS of ETHICAL & PROFESSIONAL PERFORMANCE

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards. (Policy #4190)

SCHOOL NURSE

A school nurse is available during school hours. Staff should use discretion when sending students to her office. Band-aids and other first aid supplies are available in the Supt.'s office, H.S. Principal's office and elementary classrooms. Injuries or illnesses of a more serious nature should be referred to the school nurse. **(Use proper judgment-some students want to leave every class period.) Unless it is an extreme emergency staff should NOT send more than one student at a time to the school nurse.**

STUDENT SUSPENSION AND EXPULSION

All student behavior in the Gothenburg Public Schools is based on respect and consideration for the rights of others. Students shall receive annually at the opening of school a publication listing the rules and regulations to which they are subject. Staff members will annually be advised of these rules and charged with their enforcement. Any restrictions on student behavior must be concerned with speech or action, which disrupts the work of the school or interferes with the rights of the students. Students have a responsibility to know and comply with the rules and regulations of the district. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. The Gothenburg Public Schools Discipline Plan will be used as

the district discipline code. All consequences will be enacted in accordance with policies of the Board and procedures established by State Laws. (Policy 5101)

DISCIPLINE COMMITTEE

Discipline committees have been formed at both the elementary and secondary levels of the school district to examine discipline situations and provide ideas to best benefit student needs. These committees will be utilized in an advisory capacity to analyze appropriate action for only 3rd offense level II misbehaviors and level IV misbehaviors. Consequences will be recommended to the school administration and/or Board of Education for implementation. These committees will serve one-year terms. The elementary committee will consist of the building principal, counselor or psychologist, and two teachers. The secondary committee will consist of the principals, counselor and three teachers.

ATTENDANCE APPEALS COMMITTEE

The Attendance Appeals Committee shall consist of the Principals, guidance counselor and four faculty members elected by the faculty. At least four members of the committee must be present at each meeting. The committee will meet at 3:45 p.m. on Mondays in May as necessary. The student's total absence record will be examined. The student and parent/guardian are responsible for showing justifiable reasons for all absences. The decision will be determined by a majority vote of the Appeals Committee members present at the meeting. A tie vote will result in a decision in the student's favor. A student may appeal the decision of the Appeals Committee to the Board of Education through the procedures established by law.

INTRUDER IN THE BUILDING PLAN

The first person to notice an intruder (person with a weapon or person who is upset or acting out of control) will notify the building principal. The principal or his/her representative will sound a preplanned announcement. **“Teachers, please go into lockdown at this time.”** The announcement means: lock the classroom door, do not allow students to leave the classroom, be seated on the floor next to an interior wall away from windows and doors until further notice. Teachers should be sure to take an accurate count of students. The staff will communicate to the office any information regarding the intruder. The principal will notify the police and the school superintendent of any emergency situation.

CHILD ABUSE/NEGLECT

When any school employee or other person has reasonable cause to believe that a child has been subjected to child abuse or neglect, or observes such child being subjected to conditions or circumstances which reasonably would result in abuse, or neglect, he or she shall report such incident to the proper law enforcement agency or to the toll-free child abuse hotline, 1-800-652-1999. The school employees shall follow up the report to authorities by notifying the building administrator that a report has been made.

Notification should be made to the superintendent if the building administrator is not available. (Board Policy #5402)

CLASSROOM MANAGEMENT

In your own classroom, with your own students, teaching your own subjects, **YOU ARE THE BOSS!** As an expert educator, your methods of instruction must be those that help your students learn. Teachers should begin classes promptly and dismiss classes promptly. Students are to be held for the full class period to which they are assigned. Please **DO NOT** dismiss your class before the bell rings. If a class is dismissed late, the teacher should notify the office and they will make the necessary announcement. Teachers are expected to meet all regularly scheduled classes regardless of the number present. **Teachers are not to move or dismiss a class without first getting permission from the building principal.** Students should come prepared to work with books, paper and pencils and any other supplies needed. **Students are to have their handbook to use as a pass for their destination.**

TEACHER MEETINGS

Regular teacher meetings will be held the **second Tuesday of each month at 7:30 a.m. in the MEDIA CENTER for secondary staff and elementary staff.** Other periodic meetings will be held if and when faculty or administration deem necessary. **All certified staff members are to attend these meetings unless excused by the building principal.**

FACULTY ADVISORY COMMITTEE

A committee of staff members and elementary principals will meet Wednesday mornings at 7:30 a.m. and Thursday mornings at 7:30 a.m. for the Jr./Sr. High administrators. Purpose of this committee is to promote communication between administration, staff members and students. If you have items to discuss, please share it with a committee member or your principal.

FACULTY LOUNGE

The faculty lounge is available to all faculty members during their free periods. The lounge provides a place to relax, have a cup of coffee or pop, and prepare for your classroom duties. However, a positive atmosphere in the faculty lounge is most important if staff members are going to feel welcome and free to use it. Complaining about the school or students and ridicule of others has no place in the faculty lounge or any place else for that matter. Professional discussions of the school and its programs, on the other hand, are welcome in the faculty lounge. **Students are not to be in the teacher's lounge.**

TRAVEL & TRANSPORTATION

SEAT BELTS-State regulations require that the operators of student transportation vehicles shall be required to wear lap belts whenever the vehicle is in motion. When seat belts are provided, in the student transportation vehicle, passengers shall wear them.

VAN CAPACITY-State regulations require that van capacity be limited to a maximum of (9) passengers plus the operator. The total passengers, including the driver, should not exceed (10).

TRANSPORTATION REQUEST-Any staff member wishing to use a school vehicle for any activity should fill out a transportation requisition form and turn it in to the principal's office at the same time as the leave form is turned in.

VAN INSPECTION-You should complete the inspection form found in the van prior to transporting students.

HEADLIGHTS- Student transportation vehicles shall operate with headlights on.

EXPENSES-Requests for budgeted mileage and/or expenses to attend professional meetings or school related meetings or events must be included on a professional leave request form and submitted to the building principal. If approved, the staff member is to return receipts for meals, lodging, and/or transportation for reimbursement. All trips should be made in school owned vehicles if possible. If one is not available, the staff member should use his/her personal vehicle and approved mileage will be reimbursed.

USE OF THE TELEPHONE

Teachers and students will not be called to the telephone during class unless in case of emergency. A message will be taken. Local calls can be made directly from the phone by first dialing 90 and then the number. Intercom numbers are listed by each phone. Students are never to be sent from class to make calls and are not allowed to use school phones (other than the phones located in the hallways) for personal use. **Any long distance number dialed must be followed by your personal three-digit code after dialing the number.** A personal telephone call should not take you away from class unless it is an emergency. We encourage staff to use a phone card when making personal long distance calls.

SCHEDULING ACTIVITIES

All Activities must be cleared by the Activity Director and scheduled through his office. Be sure to check on both the dates and facilities before you schedule activities. A monthly calendar of all the activities is included in the School Calendar and Student Handbook.

SCHOOL RELATED TRIPS

When planning a school related trip, sponsors should first secure permission for the trip from the building principal and place the activity on the school calendar at least three weeks prior to the date of the activity. Permission for the trip should be requested prior to discussing the trip with the group. By getting prior permission, you can avoid having to tell the group that they cannot go should the activity be denied. Sponsors should request transportation vehicles by filling out the transportation request sheets. Make students aware of what their responsibilities are and what is expected of them. Communicate information about the trip to the parents and secure the permission slips.

FUND RAISING

All teachers shall earnestly seek to educate students in the services performed by the humanitarian agencies, and shall encourage students to participate in their financial

support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities among the student population. Students may engage in raising funds, under the control of school officials, for certain approved student activities and provided the project has the approval of the building principal. **Adult Sponsors must be in attendance at all school-sponsored activities.**

SCHOOL EQUIPMENT

Each teacher is responsible for the school equipment in their department, in their classroom and in the school in general. The cleanliness and appearance of the classroom has a definite effect on the learning atmosphere. Please stress the students' responsibility in keeping the rooms neat and free of litter. It is also important that teachers cooperate with the custodial staff in keeping their rooms clean and neat appearing. If teachers have suggestions concerning the custodial staff work or need something special done in the classroom, they should notify the building principal through maintenance service request form.

ASSEMBLIES

All staff members are expected to attend all assemblies unless excused by the administration. There will be at least one assembly scheduled each semester. Additional assemblies, including the Renaissance awards assembly, will be scheduled during the school year.

SUPPLIES

Any employee who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered. (Policy #4015)

USE OF SCHOOL FACILITIES & EQUIPMENT BY SCHOOL EMPLOYEES

The Superintendent or designee, may approve use of school facilities, equipment and other resources by school employees, except for activities which result in personal or corporate gain and provided that such use is consistent with Policy 1100.

School vehicles shall not be available for personal use. (Board Policy #4016)

STUDENT AIDES

All student aides must check in each day and remain in the classroom or be fulfilling duties for their respective teacher. **Student aides are not allowed to be unsupervised. Student aides are not allowed to check major quizzes, tests and/or enter grades in the teacher's gradebook/computer.**

HARASSMENT

Gothenburg School District #20 prohibits sexual harassment of employees and students on any premise where the district has control of the premises or can otherwise lawfully exert its jurisdiction. As an employee, you have the right to protest and/or register a confidential complaint to the following people: your principal, your superintendent, or

the board of education. We want you to know that you can attend school with security and dignity and without fear of insulting, degrading, or exploiting treatment of a sexual nature.

DRUG FREE WORK PLACE

It is the policy of the Gothenburg Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. (Policy #4009)

SMOKING PROHIBITION

This policy is promulgated pursuant to authority granted to the Gothenburg Board of Education and in compliance with the Nebraska Clean Indoor Air Act.

Smoking shall be prohibited in the Gothenburg Public Schools buildings. Private, enclosed offices are not exempt from this policy. There shall be no designated smoking areas within any of the Gothenburg Public Schools buildings, for employees, students, visitors to the schools, and/or the general public. Smoking shall also be prohibited in the stands and bleachers at the football field. This policy shall apply at all times whether school is in session or not. (Policy #4010)

BLOODBORNE PATHOGEN COMPLIANCE PLAN

In December 1991, the Occupational Safety and Health Administration (OSHA) issued safety standard regulations for the handling of blood borne pathogens (Federal Register, 1910.1030) by entities subject to its control. It is the intent of Gothenburg Public Schools to eliminate or minimize occupational exposure to blood borne pathogens including, but not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). (Policy #4011)

EXPOSURE CONTROL PLAN

Gothenburg Public Schools establishes this written exposure control plan to eliminate or minimize occupational exposure to blood borne pathogens. The school district's exposure control officer is the building principal. A copy of the exposure control plan will be available and is located in the School offices. The exposure control plan will be reviewed annually and includes the following:

- A. Exposure Determination
- B. Training of Employees
- C. Hepatitis B Vaccination
- D. Occupational Exposure
- E. Post-exposure Evaluation and Follow-up
- F. Record Keeping
- G. Control Methods (Policy #4011)

ASBESTOS LOCATED IN SCHOOL BUILDINGS

It has been determined by the inspector that the school buildings do not contain asbestos. The EPA requires schools to notify employees regarding asbestos in the buildings. This notice is included as part of our compliance with EPA regulations. Please direct questions/concerns you may have about the contents of this notice to the Supt. of Schools (537-3651 ext. 4105) or Head of Maintenance (537-3651 ext, 5111).

EVALUATION

Teaching is the most important element in a sound educational program. Appraisals of teachers' performance of duty, competence, and professional conduct shall be made.

Appraisal of teaching service should serve these purposes,

1. To raise the quality of instruction and educational service to the children of our community.
2. To aid the individual teacher to grow professionally.
3. To make personnel decisions.

Evaluation of teacher performance must be a cooperative continuing process designed to improve the quality of instruction. The Administration with input from the teachers shall develop effective evaluation procedures and instruments. Teachers and Administrators shall have the responsibility for the maintenance of professional standards and attitudes regarding the evaluation process. All certified staff is involved in the evaluation process. Non-classroom certified staff members are also to be evaluated through a cooperative process. (Policy #4150)

CERTIFIED-EVALUATION INSTRUMENT

Pursuant to Gothenburg Public Schools Board of Education Policy #4150, this Evaluation Handbook is intended to provide staff with a ready reference to the rules, regulations, and procedures of the Gothenburg Public Schools Teacher Evaluation Program. A comprehensive evaluation program has two main purposes: (1) to provide opportunities for self-analysis and self-development so that the individual staff member can develop his/her professional skills and performance to the optimum level; and, (2) to provide for a formal systematic evaluation process to maintain a quality education program. (Policy #4150A)

PERSONNEL FILES

Any teacher, administrator, or full-time employee of any public school shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer that appears in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person. (Policy #4013)

REDUCTION IN FORCE

A reduction in force of certificated staff members may be determined to be appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs or procedures, a decline in the taxable value of property located within the school district, increased costs of operating the school district, resignations, retirement, school district contracting, school district reorganization, or another change or changes in circumstances. The Board of Education shall, in its sole discretion, determine whether such a change or changes have occurred and whether a reduction of certificated staff is necessary. The superintendent shall notify those certificated employees whose contracts may be reduced. (Policy #4160)

STANDARD FORMS AND REPORTS

- a) **PERIOD ABSENTEE (Sec. only):** Go to POWERSCHOOL to complete attendance and tardies. **Please record this information in POWERSCHOOL at the beginning of each period.**
- b) **STUDENT HANDBOOK:** Teachers **NEED TO** sign the student handbooks for restroom or locker purposes.
- c) **PARENTAL PERMISSION FORM:** All students taken on field trips out of town must have a signed parent permission form. All forms are to be given to the Supt. or Principal before leaving.
- d) **PURCHASE ORDERS:** Any teacher wishing to purchase an item will be responsible for filling out a purchase order and getting the principal's signature on it **before** any item is ordered. These can be found in any administrative office.
- e) **PERSONAL & PROFESSIONAL LEAVE FORMS:** Any staff member wishing to use a personal or professional leave day **or is planning to be gone for an athletic event, a field trip or an activity during the school day** is requested to fill out a leave form found in the office of the principal. These days must be used in accordance with the negotiated agreement.
- f) **TRANSPORTATION REQUISITION:** Any staff member wishing to use a school vehicle for any activity should fill out a transportation requisition and turn it in to the **PRINCIPAL'S office** at the same time as the leave form is turned in.
- g) **DISCIPLINE FORM:** Discipline forms should be filled out by the teacher and turned in to the Principal's office for every misbehavior that impedes the orderly operations of the school or disrupts the learning climate. This is required of all Level II, III and IV Misbehaviors.

EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of Gothenburg Public Schools to employ the best qualified applicant for each position without regard to race, color, religion, sex, age, marital status, physical or mental disability or national origin, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, age, marital status, disability, or national origin. There shall be no discrimination by school officials against any employee because of

membership or activity in an employee organization or because of protected free speech activities. (Policy # 4002)

ELIMINATION OF DISCRIMINATION

The Gothenburg Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Michael Teahon, Superintendent, 1322 Ave I, Gothenburg, NE 69138, (308) 537-3651 michael.teahon@goswed.es.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

COPYRIGHT LAW

According to the Federal Copyright Act, a public performance license is required for all showings of movies on home videocassette or videodisc for non-instructional purposes such as rewards, after-school care, during assemblies or any showings via closed circuit. However, schools do not need a license to show videos for "face-to-face" instruction, i.e. when the movie is related to the subject being taught.

HOMELESS STUDENT

District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian. District #20's designated Homeless Coordinator is the Superintendent of Schools. District #20's designated Homeless Coordinator is the Superintendent of Schools. The duties of the Homeless Coordinator include the identification, enrollment and placement of homeless students, coordination of services, designing activities, maintenance of student records and other required documentation. (Board Policy #5418)

Student Assistance Team (SAT) Procedures

1. Teacher, Parent, or Principal may refer a student to the SAT leader when they have academic, social, or behavioral concerns. The referring party then notifies the parent that their child has been referred to the SAT.
2. The teacher gathers pertinent information on the student, which may include but not be limited to classroom observations, health information, academic data, etc.

3. The SAT and referring individual meet and develop a plan of action for the student.
4. The SAT and referring teacher have a follow-up meeting after interventions strategies have been implemented for a minimum of two weeks and can either offer another plan of action or refer for testing through a multidisciplinary process.
5. If a child is referred for testing, then the SAT leader sends a request for evaluation to the school psychologist, who will then obtain parental permission.

JUNIOR/SENIOR H.S. FACULTY HANDBOOK ADDENDUM

BRUNCH

There will once again be a designated time for a mid morning brunch. Healthy snacks and juice will be served and students are encouraged to purchase these during the end of 1st period or the start of 2nd period on a rotation weekly basis. Students will also be allowed to bring healthy snacks and/or juice to 2nd period. Students will not be allowed to bring pop or any open containers into the school building. "Brunch" will be in the classrooms. Each individual teacher is responsible for supervision of his/her 1st/2nd period class. **Teachers MUST hold students accountable and work together if this project is to be a success.**

DETENTION

A detention room will be established to facilitate the consequences for Level II and Level III Misbehaviors. Rules for the detention room are as follows: students should be prepared to study/review homework and NO eating, drinking, talking or sleeping is allowed.

SATURDAY SCHOOL

Saturday School will begin at 8:30 a.m. and will end at 11:30 a.m. on the designated Saturday's of each month. Students who have been assigned to Saturday School **MUST ATTEND-NO EXCEPTIONS**. If a student fails to attend Saturday School or follow the rule stipulations, he/she will be issued a two-day out-of-school suspension and is assigned to the next Saturday School. Before the student is allowed back into school on the following Monday, a conference between the parent/student/principal must occur.

STUDENT ATTENDANCE REGULATIONS

Please refer to the Gothenburg Student Handbook for the complete student attendance policy. **All teachers are responsible for taking attendance each period. THIS IS A MUST!!** At the beginning of each period, teachers should record student absences on POWERSCHOOL immediately. This record is very important and will be indicated on the student's report card and permanent records. **High School teachers should check the absence list (hard copy located in Mrs. Clymer's office) for accuracy at the end of the day and notify the office if changes should be made. When a student returns after being absent from your class, he/she must have a make-up slip. If they do not, please send them to the office to get one.**

A "truant" is any student who is absent from class without the knowledge or permission of his/her parents, guardian, and the school. Make-up work and make-up time will be required following truancy. Students who are truant from school may be referred to the superintendent and Board of Education for possible expulsion. For students under 16 years of age, charges for violation of Nebraska Statute 79-201 may be filed with the County Attorney.

An "activity absence" is given only when a student is absent for participation in a school activity such as sports, music contests and speech. An "activity absence" is not recorded on a student's attendance record and he/she will be counted as present in all classes. Make-up work will be requested of all "activity" absences prior to each event. The sponsor in charge of any students who will miss class is responsible for informing the office of the names of these students at least two days in advance. Upon returning to school after an excused absence, the student is expected to take the responsibility to make up homework and assignments missed. If an assignment or project was due the day the student was absent, it will be expected to be turned in when the student returns to school. Students will have two school days for each day he/she was absent (up to a maximum of ten school days) to complete other schoolwork missed. Example: If a student is absent on Thursday and Friday, they will have Monday, Tuesday, Wednesday and Thursday to complete missed homework assignments.

TARDIES

A student is considered tardy if he/she arrives at class after the bell has rung. If he/she has a handbook pass from the previous period teacher, the tardy will be accepted and excused. Notes from parents concerning tardies for 1st & 6th periods WILL NOT be accepted, student will report to office to get a pass and then the student will need to serve immediately after school for one (1) hour. If student doesn't stay after school-2 hour detention will be served. A student is considered absent if they do not arrive at class within fifteen minutes after starting time. Every time a student is tardy, (periods 2-5 and 7-8) he/she will make up 15 minutes in the teacher's room where the tardy occurred. **If a student fails to serve this 15 minutes within the two days, the teacher should turn their name in to the office and that student will be required to serve a one-hour detention. On the second offense for failing to serve detention for a tardy, the student will serve 2 hours of detention. If they fail to serve a tardy for the third time-they will report to Saturday School. A student who is tardy seven (7) times from a semester class will also be required to serve Saturday School and IS NOT allowed to attend the next dance during the school year (Homecoming-Coronation-Prom). Any additional tardy-tardies could result in Saturday School again, in-school (WAS) and/or an out-of-school suspension.**

CRIME STOPPERS

A Crime Stoppers program is being established to allow students (and faculty) to give anonymous or confidential information *and* get a cash reward. This program addresses the two main reasons people sometimes don't come forward: 1.) Fear of Involvement and 2.) Apathy.

DROP AND ADD INFORMATION

Every effort has been made to place students in courses that are appropriate for their abilities and future educational or career interests. Students will be allowed to drop and add classes to their schedule on an emergency basis only. A student must have written permission from the teachers, guidance counselor and parents for a schedule change during this time. Students will be allowed to drop a class for a period of three weeks after the semester begins provided they have a full schedule and are willing to be an aide. During this time, a grade of Withdraw-Passing (W-P) or Withdraw-Failing (W-F) will be indicated by the teacher and no marks will be entered on the official transcript. Dropping a class after this three-week period will result in the drop grade becoming part of the student's permanent record and transcript. This means that drop grades have a direct effect upon grade point average and class rank. Students should take their time during registration and make sure their choices are correct.

MAKE-UP SLIPS

Make-up slips will be given to students when they return from being absent. **Teachers should not allow students to return to class unless they have a make-up slip.** Teachers should write the make-up assignments on the slip and sign the slip.

INCOMPLETE GRADES

When, in the estimation of the teacher, special conditions have been present which warrant an extension of time to complete course work, a teacher may give an "Incomplete" as a course grade. Generally, any student with one or more grades of "incomplete" will have **three weeks** to make up the work needed to change this to a passing grade. After this time, the incomplete will automatically be changed to a failing grade.

ELIGIBILITY - GRADES 7-12

All participants must have passed 20 credit hours of classes (NSAA Regulated) the previous semester to be eligible to participate in varsity events. Also, if they are not passing 20 hours, as reported by teachers every 3 weeks, they are ineligible and remain ineligible for 3 weeks or until such time as they have made up their work and are passing. This list should include all classes and will be compiled and given to each staff member.

SCHOOL SPONSORED ACTIVITIES

All students taking part in any school activity, which will take them out of their classes, should be included on a list provided by the sponsor of that activity. It is the responsibility of the student to make up the work before they leave for the activity.

STUDENT DRIVING REGULATIONS

Students are not to drive or ride in automobiles over the lunch hour or any time during the school day. Exceptions will be made for Work Release students going to their jobs. Students are not to be sitting in cars during lunch. A student violating the driving regulation will be given detention time or possible suspension from school.

CLASS AND ACTIVITY SPONSORSHIP

Each student activity will be provided with a faculty sponsor. Each high school class will be assigned one or more sponsors. Sponsors are responsible for the following duties:

General duties of sponsors:

1. The sponsor of any organization or class must be with the group at all times during the course of that organization's meeting or activity. Teachers who fail to constantly supervise pupils under their care must assume full responsibility for the consequences. Parents and other teachers are encouraged to assist in sponsoring, however, they do not replace the sponsor. Any change of sponsorship must be approved by the administration.
2. The sponsor shall be responsible for guiding the organization in the elections of responsible class officers, the determining of worthwhile group activities, and the coordination of the individuals in the group into a working unit.
3. The class meeting is an opportunity to practice democracy. The sponsor should set an example by insisting on an orderly, well-planned meeting. The meeting should follow most of the rules of parliamentary procedure.
4. Students do not mind being told what they can or cannot do during the course of their club or class activities if the sponsor will take the time to explain why and then assist the class in the selection of the activities. The experience they gain from a sponsor's guidance will prepare them for decision-making as adults.
5. The following class officers will be elected in the fall. President, Vice-President, Secretary/Treasurer. *****CLASS OFFICERS MUST HAVE PASSED ALL CLASSES FROM THE PREVIOUS SCHOOL YEAR & ALSO BE IN THE TOP 25% of HIS/HER CLASS.**
6. At the first meeting of the year, the sponsor will outline the following rules:
 - * No meeting is to be held without the approval of the sponsor or without sponsor in attendance.
 - * The year's activities are to be planned and the dates selected, if possible, for these activities. The sponsor must remember to record all dates with the activities director so that he may place them on the school calendar. Class /organizational meetings meet once a month only. No student is to order any supplies without the Principal's approval.
7. All class projects and parties must be presented to and approved by the principal in order to coordinate the various activities.
8. Fund-raising activities must be approved by the building principal.
9. Sponsors should pick up money earned by a class or organization the day the students earn the money. Students should not be permitted to carry this money with them for several days before turning it in. Sponsors should see that secretary/treasurers keep their records complete and up to date.

Proposed changes to Faculty Handbook for 2016-17

“Probationary Certified Employees” was changed to “*Probationary Certificated Employees*” on p. 2
“Permanent Certified Employees” was changed to “*Permanent Certificated Employees*” on p. 2

DUTY HOURS of EMPLOYEES (p.2)

- A. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
- B. All other staff shall be on duty as determined by the Superintendent.
- C. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district. (Policy #4004)
- D. *On a limited basis, teachers may leave at, or after 3:00 p.m., for special circumstances without being charged leave if they arrange for their own coverage and they receive permission from the building administrator. The arrangements need to be made at least a day prior to the request. (Note: Teachers covering for a colleague’s uncharged leave will not be paid for covering the class as the colleague is not charged for leave.)*

Leave Policy from Negotiated Agreement is updated. (p. 3)

Class Coverage (added after Substitutes on p. 5)

Teachers will be paid 1/8th of the district-approved daily rate for a substitute teacher for covering a class when coordinated by an administrator, if covering results in the loss of their only planning time. Payment for coverage will be made in the July payroll. Teachers covering for a colleague’s uncharged leave as described in Duty Hours of Employee” will not be paid for covering the class as the colleague is not charged for leave.

Homeless Students

The duties of the Homeless Coordinator include the identification, enrollment and placement of homeless students, coordination of services, designing activities, maintenance of student records and other required documentation.

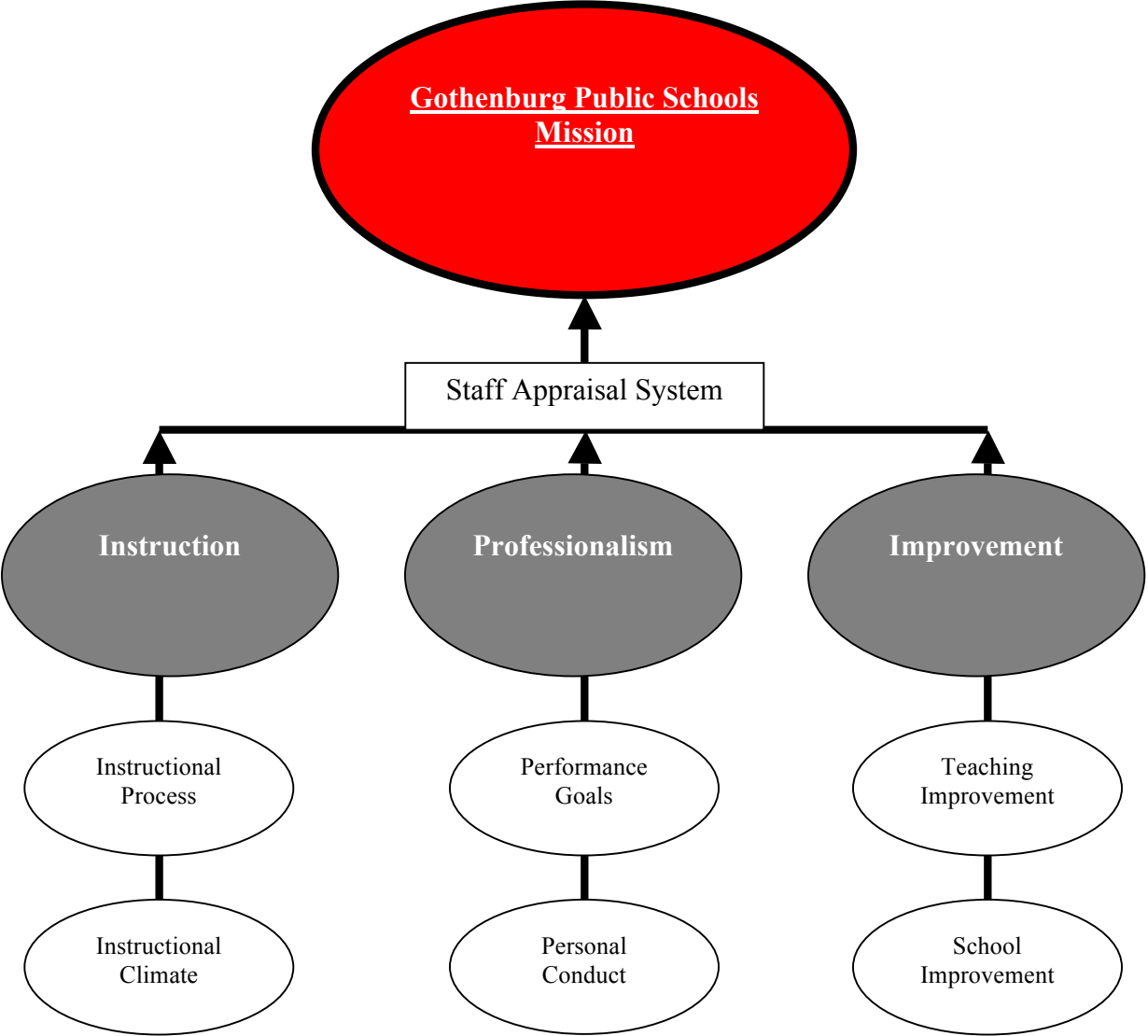
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Teacher: _____

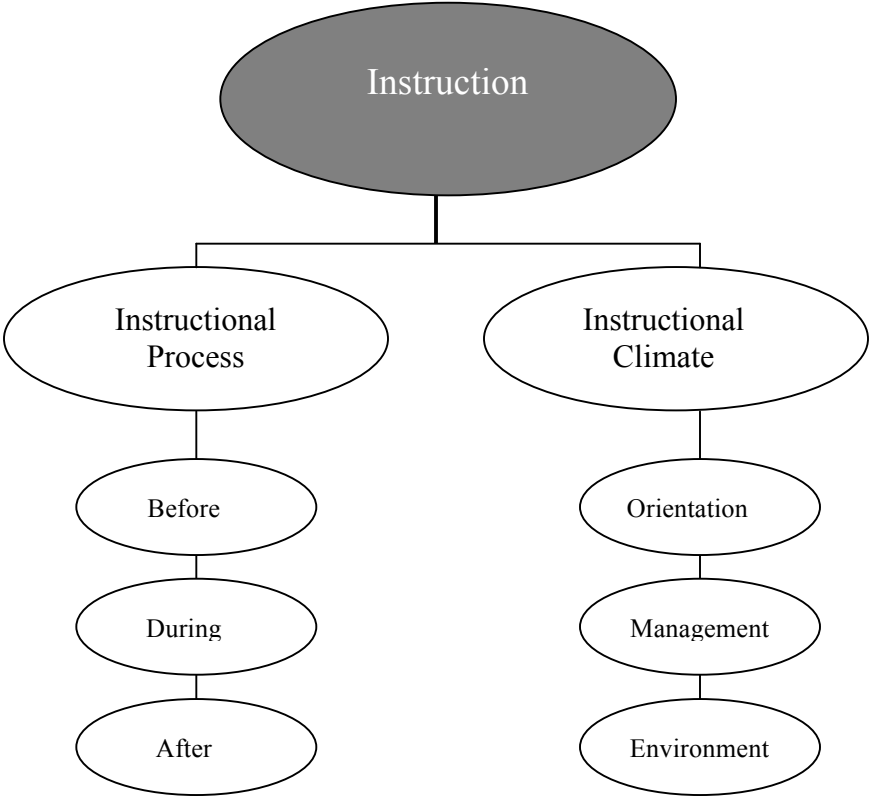
Date/Time: _____

Administrator: _____

Class Observed: _____



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I. Instruction

A. Instructional Process

Description	Standard	Development Rating
1. Before Instruction	a. Complete lesson plans on-time with accuracy b. Establish clear learning objectives c. Identify current level of student understanding d. Introduce content with meaningful and engaging techniques	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

Description	Standard	Development Rating
2. During Instruction	a. Explain new content using multiple modes of instruction b. Demonstrate application of new learning c. Engage students actively and meaningfully through guided practice	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

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Description	Standard	Development Rating
3. After Instruction	a. Through closure activities, determine if student learning objectives were met b. Provide prompt feedback on student performance c. Record student performance data frequently, promptly and accurately	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

B. Instructional Climate

Description	Standard	Development Rating
1. Task Orientation	a. Provide a predictable classroom routine for students to follow b. Provide maximum time for constructive educational activities c. Provide directions for smooth transitions in classroom routine d. Students are actively engaged throughout the class period	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

Description	Standard	Development Rating
2. Classroom Management	a. Posts clear rules and procedures	<input type="checkbox"/> (4) Advanced

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	b. Impartially enforces rules and procedures with consistency c. Regularly reinforce desirable behavior	<input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

Description	Standard	Development Rating
3. Classroom Environment	a. Maintain firm command of classroom activities/supervision b. Has a stimulating room environment c. Provide an orderly classroom d. Provide a physically safe classroom	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

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II. Professionalism

A. Performance Goals

Description	Standard	Development Rating
1. Preparation	a. Dressed and Groomed Appropriately b. Arrive and leave on-time c. Has needed materials for the days lesson	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

Description	Standard	Development Rating
2. Task Completion	a. Perform assigned duties accurately/punctually b. Keeps grades current and updated c. Complete professional goals related to teaching performance	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

Description	Standard	Development Rating
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3. Appropriate Responding	<ul style="list-style-type: none"> a. Consistently comply with <i>student handbook</i> regulations and procedures b. Consistently comply with <i>faculty handbook</i> regulations and procedures c. Consistently comply with administrator directives d. Consistently comply with state ethics guidelines 	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

B. Personal Conduct

Description	Standard	Development Rating
1. Respect	<ul style="list-style-type: none"> a. Demonstrate respect toward all students b. Demonstrate respect toward staff c. Demonstrate respect toward administrators d. Maintain staff and student confidentiality 	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

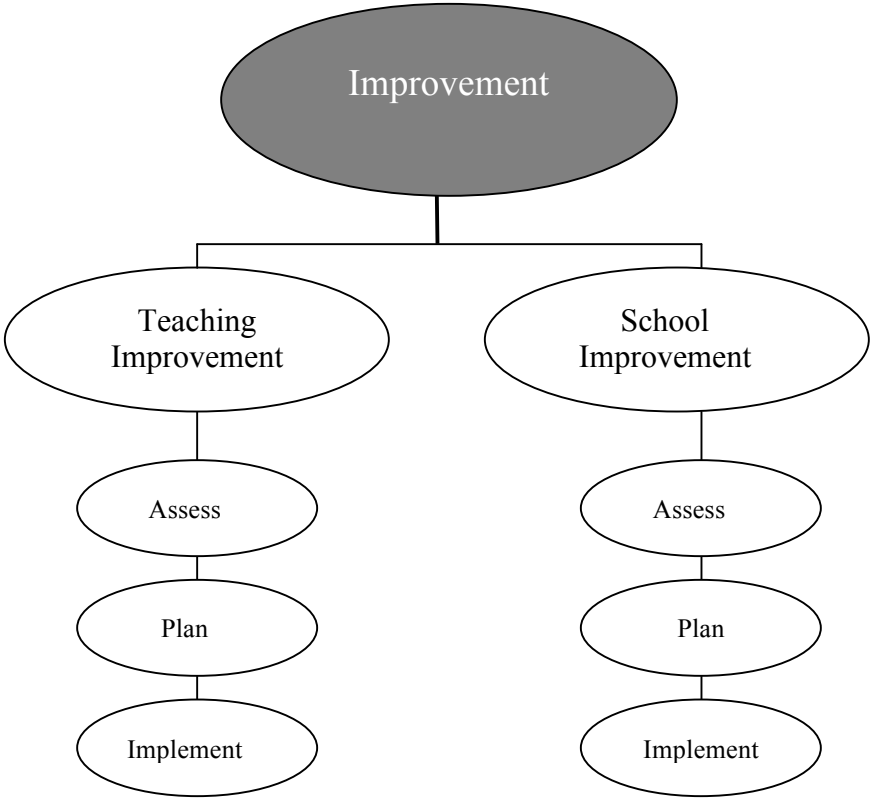
Description	Standard	Development Rating
2. Relationship Building	<ul style="list-style-type: none"> a. Collaborate constructively with staff b. Collaborate constructively with administrators 	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient

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	c. Collaborate constructively with parents and patrons	<input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

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III. Improvement

A. Teaching Improvement

Description	Standard	Development Rating
1. Assessment	a. Use assessment at multiple points to determine student progress toward instructional objectives b. Use assessment to determine areas of learning strength and weakness c. Use assessment results to determine areas for instructional improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

Description	Standard	Development Rating
2. Plan	a. Establish instructional plans based upon valid and current information b. Adjust instructional strategies in response to student learning strengths and weaknesses c. Adjust instructional strategies in response to improvement areas identified from classroom assessment results	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

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Description	Standard	Development Rating
3. Implement	a. Implement varies proven instructional strategies b. Implement instructional plans through technology c. Record student progress toward curriculum objectives and state standards	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

B. School Improvement		
Description	Standard	Development Rating
1. Assess	a. Involved in the alignment of curriculum with state standards b. Aware of methods used for school improvement data collection c. Is involved in the school improvement process	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

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Description	Standard	Development Rating
2. Plan	a. Attend ongoing professional training related to grade level/subject interventions b. Involved in the development or revision of specific parts of the school improvement action plan	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

Description	Standard	Development Rating
3. Implement	a. Implement grade level/subject interventions specified in the action plan b. Accurately records progress toward professional growth plans c. Accurately records student progress toward district/state standards	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> Meets District Standards <input type="checkbox"/> Does not meet District Standards
Narrative Comments:		

Mr/Mrs

- Please make any comments that you would like to make on the evaluation.
- Then schedule a time that you would like to come in and see me about the evaluations.

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- We will go over the scoring and any comments that you might have at that time.
- The teacher’s signature of this appraisal form does not necessarily imply agreement, but does indicate that he/she has read the evaluation and has had an opportunity to discuss it’s contents with the supervisor. Any rebuttal or response by the teacher is contained on the attached pages.

Summative Comments:

Administrator Signature _____
Date _____

Staff Signature _____
Date _____

Appraisal Feedback Summary Page



STATEMENT OF PHILOSOPHY

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music and related academic areas. Participation in these activities should provide students with a lifetime basis for personal values, for work and for leisure activities. Our job is to ensure a supportive and safe environment for student participation, which encourages the development of skills and the building of relationships.

Coaching leadership should provide participants with examples of exemplary behavior. Measurement of leadership success will emphasize character, courage and integrity as the major objectives of the program. This program should prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Coaches and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels (Sophomore, Junior Varsity) should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Best of luck,

Activities Director

Reference Guide

Practice Dates	pg. 2
NSAA Rules/Interpretations	pg. 3
Clinics (athletes)	pg. 4
Clinics (coaches)	pg. 4
Open Gym	pg. 4
Job Description	pg. 5,6
Expectations	pg. 6,7
Sportsmanship Code	pg. 8
Coaches Code of Conduct	pg. 8-12
LB 260 Concussion Legislation	pg. 13

VARSIITY SPORTS SEASONS – 2016-2017 N.S.A.A.

All interscholastic sports are divided into three seasons – fall, winter and spring. The division of sports, the date of the first allowed organized practice, and the closing date of the season shall be as follows. No individual may participate simultaneously in more than one sport per season. Athletes are not allowed to participate in activities outside the school while involved in the same activity in school, i.e. Football/Air It-Out, Cross-Country/Road Races are specific examples.

<u>FALL</u>	<u>FIRST DAY OF PRACTICE</u>	<u>CLOSE OF SEASON</u>
Football	August 8 th	Football Playoffs
Cross Country	August 15 th	State Meet
Volleyball	August 15 th	State Tournament
Golf – Girls	August 8 th	State Meet
Softball	August 8 th	State Tournament
<u>WINTER</u>		
Basketball	November 14 th	State Tournament
Wrestling	November 14 th	State Meet
<u>SPRING</u>		
Golf	February 27 th	State Meet
Track	February 27 th	State Meet

No organized practices may be held in any sport during the school year between the close of the season and the opening date of practice for the following season. An organized practice for each sport is defined as more than one group practicing at the same time and as defined below.

FOOTBALL: An organized practice shall mean more than seven players under the direct supervision of a coach.

BASKETBALL, SOFTBALL, WRESTLING AND VOLLEYBALL: An organized practice shall mean more than four players under the direct supervision of a coach.

TRACK, GOLF AND CROSS COUNTRY: An organized practice shall mean more than three players under the direct supervision of a coach.

CLINICS: Schools may organize a clinic in any sport beginning the Tuesday after Memorial Day and concluding no later than July 31st. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days.

CONDITIONING; A school may organize a general conditioning program that may include only exercise designed to promote physical fitness. It may include weight lifting, running and exercising. Conditioning shall be no longer than 60 minutes per day.

NEBRASKA SCHOOL ATHLETIC ASSOCIATION RULES AND INTERPRETATIONS REGARDING OFF-SEASON AND SUMMER ATHLETIC PROGRAMS

The intent of the rules pertaining to off season and summer athletic programs is to give students an opportunity to maintain and improve physical condition, develop individual skills and fundamentals, and to permit the use of school facilities for recreational purposes.

The participation in off season programs, specialized sports camps and clinics, leagues or conditioning programs should be voluntary and not a prerequisite for being permitted to participate on an athletic team the next school year. If a student elects to participate, the focus should be on the development of the individuals' ability and skills rather than the extension of the season or preparation of a team for the following year.

High School Athletes Participating in YMCA, YWCA, AAU, USVBA, or Other Tournaments Sponsored by Non-School Organizations, Summer Leagues, and Summer Camps and Clinics

When a sports season is completed, athletes are free to participate in non-school competition in a sport that is not in season. The restrictions are placed on the school and coaches.

During the school year if a member of the high school staff or an individual who has served as a head coach, assistant coach, or coaches' aide at school in a particular sport during the school year is involved as a coach or sponsor of a team, the number of athletes who may participate on the team from the school which employs the individual is governed by the organized practice rules for that sport. The number permitted before an activity becomes an organized practice is found in the NSAA Yearbook.

A school cannot be involved in any manner. This includes the raising of funds, providing financial support, providing uniforms, providing transportation, and providing practice facilities if the number of athletes from the school is greater than permitted on pg. 2 unless a facility rental or lease arrangement has been made with the sponsor.

Fees For Specialized Sport Camps and Clinics

When an individual attends a specialized sport camp or clinic, the individual or his/her parents are responsible for paying the expenses for attending the camp or clinic.

The fees cannot be paid by a letter club, booster club, merchants, interested individuals, or the school. If the individuals or a team wish to raise funds for the purpose of paying expenses or fees to a camp or clinic, the fund raising activities must be of their own volition.

The Gothenburg District has adopted a policy allowing coaches to use school vehicles to take athletes to clinics and camps. The District will not pay for the gas but only the use of the vehicles. Vehicles must be refueled by the participants after each use.

Professional Development

Coaches will be permitted to attend two professional development clinics annually. Priority should be given to the All-Sport NCA Coaches Clinic in July. Approval for all clinics will be subject to availability of substitutes and the cost of the clinic.

Clinics Sponsored By A School During The Summer

NSAA rules permit a school to conduct a clinic in any activity during the summer vacation period. Schools may organize a clinic in any sport beginning the Tuesday after Memorial Day and concluding no later than July 31st. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days.

The provisions for school-sponsored clinics were adopted so that the athletes would have an opportunity to receive instruction during the summer without having to pay a high fee to attend a collegiate or commercial camp.

Camps & Clinics held on School property can be handled in two different ways:

School sponsored camp: (i.e. camp sponsored by the wrestling program) (nonprofit)

- a. All money received and paid must go through the School via Athletic Department.
- b. School will cover postage, paper, copies & rent.

Coach/Individual sponsored camp

- a. Individual must show proof of insurance certificate.
- b. Must reimburse the school for paper, copies, postage etc.
- c. Must pay rental fee for use of facilities.

During the summer clinic, a coach may work with any number of athletes using the school facilities and equipment. The school may hire a clinician to provide the instruction. In Football, pads and helmets cannot be worn. The clinic may begin the Tuesday after Memorial Day and must conclude no later than July 31st. Such clinics can run for a maximum of 10 days within a period of 21 consecutive days

Open Gym

A School may open its gymnasium(s) for recreational activities. A coach or school employee may be present as a facility supervisor. He/she should not do any coaching, divide those in attendance for competition, or prescribe a set program of activity for a specific individual group. The following guidelines should be followed for an open gym:

1. The time and day(s) of the open gym shall be made known to the entire student body through announcements, bulletin board posting, newspaper articles, etc. If the general public is to be permitted to participate, they should be made aware of this option.
2. The gym must be open to anyone enrolled in the school or members of the community and must be on a voluntary basis.
3. The person in charge of supervising the open gym may not coach, organize or instruct students in any sport.

JOB DESCRIPTION: ASSISTANT COACH

1. Support the head coach in conducting the athletic program of that particular sport and the total athletic program of the Gothenburg Senior School in general.
2. Be loyal to the Head Coach and to the team.
3. Attend staff meetings when called by the Head Coach.
4. Assist with scouting of varsity games.
5. Assume any duties assigned by the Head Coach pertaining to the overall athletic program of the particular sport. Some of these duties might be: conducting portions of practice drills, handling equipment, determining eligibility, working with student managers, public relations and statistics.
6. In the absence of the Head Coach, he/she shall assume all responsibilities herein designated as those of the Head Coach.
7. Evaluation of Assistant Coaches: All assistant coaches will be evaluated by the Athletic Director. A written evaluation will be made at the end of the season and will be signed by the coach and the Athletic Director.

JOB DESCRIPTION: HEAD COACH

1. Be responsible for all matters pertaining to the organization and administration of the coaching of the team under his/her direction and shall enforce all rules of the Nebraska High School Athletic Association as they pertain to the respective sports.
2. Assign duties to all assistant coaches and evaluate the performance of these assistant coaches as they fulfill their duties and responsibilities.
3. Plan and conduct all practice sessions.
4. Be responsible for preparing public information released regarding their particular sport.
5. Maintain an accurate squad roster at all times, being sure that it is up-to-date and on file with the Athletic Office.
6. Cooperate with the Activities Director in verifying that no athlete is issued equipment or allowed to practice until he/she has received a physical clearance.
7. Assign someone to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all lights are turned off and all doors locked.
8. Prepare a detailed equipment and supply budget request to be submitted to the Activities Director.
9. Inspect all equipment, oversee the issuance and collection of equipment, maintain equipment inventory records, and direct activities of student managers. Also enforce rules regarding care of equipment.
10. Conduct all staff meetings and be in charge of all practices, team meetings and athletic contents when the team is involved.
11. Recommend, to the Activities Director, teams that may be scheduled and officials to be employed.
12. Serve as an advisor to the students on his/her squad and to help them, by advice or direction, with problems.
13. Instruct team members that equipment is to be worn only for the purpose for which it was purchased, namely for practice sessions and game competition for interscholastic athletics.

- They can be worn for special occasions, game days etc. Wearing a “Swede” jersey is something special.
14. Announce and enforce rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players.
 15. Report injuries of participants to the proper school officials.
 16. Be interested and loyal to the school’s program. He/She is expected to support the entire program and to be an active participant in striving to improve the activities program as well as the total educational program of the schools.
 17. Be expected, after decisions and policies have been established, to support and conform to them, both in fact and in spirit.
 18. Make decisions of a general nature that are in keeping with the established policies and procedures of the school. However, when decisions affect other coaches and other sports, or when the problem is one that clearly falls within the jurisdiction of the Activities Office, decision should be delayed until the matter has been discussed fully with the Activities Director.
 19. Submit to the Activities Director a year-end report, including the following information:
 - a. Squad members
 - b. Letter winners
 - c. Schedules played and results
 - d. New records (individual or team)
 - e. Special honors
 20. Acceptance of Money: Whenever a coach receives money from an athlete, never leave it in your desk; rather turn it into the appropriate office immediately. All fund raising projects must be cleared with the Athletic Director in advance and nothing shall be ordered without permission.
 21. Coaches Clinics: If a head coach and his/her assistants wish to attend a clinic, it should be made known to the Athletic Director. This notification should be made well in advance of the desired clinic.
 22. Evaluation of Coaches: All head coaches will be evaluated by the Athletic Director. Head coaches and the Athletic Director will evaluate assistant coaches throughout the season. A written evaluation will be made at the end of the season and will be signed by the coach and the Athletic Director.

EXPECTATIONS FOR AN ATHLETIC COACH AT GOTHENBURG PUBLIC SCHOOLS

1. Perform the coaching responsibilities of the assigned sport to the best of your ability, conducting yourself in a professional manner and adhering to high standards.
2. Know, understand, and comply with rules and regulations of our school, conference, and state governing bodies for athletics.
3. Maintain a working knowledge and understanding of the playing rules of your sport, teach these to your athletes and insist upon compliance.
4. Fulfill your assigned academic duties as well as athletic duties, adhering to policies governing all faculty.
5. Appreciate and promote all Gothenburg athletics, as well as your own sport. Volunteer to assist in various capacities in the total program.
6. Follow the chain of command in all athletic matters.
 - a. Consult and work with the activities director concerning:
 - (1) Budget
 - (2) Lettering requirements
 - (3) Practice schedules, dates and times
 - (4) Transportation

- (5) Scheduling of contests
- b. Consult building principal concerning:
 - (1) Your absence from scheduled classes because of activities
 - (2) Athletes absence from school because of activities
- 7. Constantly seek self-improvement through reading, workshops, clinics and through other appropriate endeavors associated with your sport.
- 8. Establish rapport with your athletes, treat them with respect and in a fair and professional manner. You are responsible for their health, safety and well being.
- 9. Establish and maintain a comfortable working relationship with fellow coaches, faculty, staff, administration and community.
- 10. Be a professional. Keep “in-house” problems in-house. Do not ridicule athletes, staff, coaches or faculty. Approach things from a positive point of view.

GPS Checklist for all (Junior High and Senior High) Coaches:

1. Students must not be allowed to practice until they have a current physical on record with Gothenburg Public School.
2. Promptly supply eligibility list of participants with names spelled correctly.
 3. Issue uniforms and keep accurate records for retrieving equipment.
 4. Promptly supply roster with correct numbers, grade and position.
 5. Promptly supply transportation (changes from bus schedule provided) and sub request.
 6. Clean and store equipment at the end of the season.
 7. Complete the end of season/year report.
 8. Complete all paper work on time.
 9. If you are going to be gone from a practice or activity, notify the Activities Director promptly. If you cancel a practice, please contact the Activities Director and also indicate the reason for the cancellation.
 10. Ensure that someone is assigned to be with the squad at all times. This includes locker room supervision until all squad members have left the building. Secure the facility at the conclusion of practice (lights off, doors locked.) After an away activity, stay until all athletes have a ride home.
 11. Handle all necessary media information. Getting results, preseason, end of the season and any necessary information to appropriate media outlets.
 12. Leave & Dismissal Times. Head Coaches dismissed 30 minutes prior to leave time; assistants and athletes dismissed 15 minutes prior to leave time. Exceptions can be made with prior approval.
 13. Changes in Schedules. If a change is requested, the coach and activities director will work together and the activities director will be the contact person. Changes during the season are to be avoided.
 14. Athletic Banquet. All athletic awards will be presented at the Athletic Banquet unless special permission is requested by the coach.

Gothenburg Athletic Program (Sportsmanship Code)

The athletic program of Gothenburg Public School is designed to provide opportunities for those students who desire competitive activity in athletics. It is our desire to instill in each participant the image of a true Swede athlete.

In accordance with the District 20 Spectator Code of Sportsmanship Behavior, Ethics, and Integrity each GPS activity participant must:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better-informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the extracurricular activity.

Additionally participants should:

9. Strive for victory through fair play according to the rules of the game.
10. Love the game for its own sake – not for what winning may bring them through publicity.
11. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches and fans.
12. Win without boasting and lose without excuses.
13. Do all within your power to make the entire athletic program something we will always be proud of.

Any boy or girl is welcome to try out for any of the interscholastic team available to them providing they meet the requirements established by the Nebraska State Activities Association and the school and they agree to follow the guidelines.

Code of Conduct for Coaches and Sponsors¹

Extracurricular activity participation should be fun and be a significant part of a sound educational program. Coaches have a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Further, ethical principals established by the NDE related to commitment to the school employer, student, community, and profession are equally applicable to coaching duties.

The expectations of persons designated as “sponsors” of extracurricular activity programs are exactly the same as coaches; so all references to coaches apply equally to sponsors. References to parents also includes “guardians.”

¹ To give credit and to explain the source of this Code of Conduct: the principles of this Code are drawn heavily from the CHARACTER COUNTS! Coalition as well as the ethical standards established by the Nebraska Department of Education for educators.

TRUSTWORTHINESS

Be worthy of trust in all you do. Teach students the importance of integrity, honesty, reliability and loyalty.

- *Integrity* — Model high ideals of ethics and sportsmanship.
- *Honesty* — Don't lie, cheat, steal or engage in or permit dishonest conduct.
- *Reliability* — Fulfill commitments; do what you say you will do. Be on time. Complete the season for which you have been assigned or hired.
- *Loyalty* — Be loyal to your school and team. Put the team above personal glory.
- *Candid* — Be candid with students and their parents about the student's likely level of participation, of getting an athletic scholarship or playing professionally.

RESPECT

Treat all people with respect and require the same of students.

- *Class* — Encourage students to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- *Taunting* — Don't engage in or allow trash talking, taunting, boastful celebrations, or other actions that demean individuals or the program.
- *Respect for Officials* — Treat game officials with respect. Assure that neither you nor your players publicly criticize an official in a manner that discredits the game, impugns the honor or the integrity of any official or subjects the referees to ridicule or hostility.
- *Respect for Parents* — Treat parents with respect. Be clear about your expectations, goals and policies and maintain open lines of communication.
- *Profanity* — Don't engage in or permit profanity or obscene gestures during practices, extracurricular activity events, team travel, or in any other situation where the behavior could reflect badly on the school, the extracurricular activity program, or your position as a role model.
- *Positive Coaching* — Use positive coaching methods to make the experience enjoyable and increase self-esteem. Refrain from physical or psychological intimidation, verbal abuse, and demeaning conduct. Use incentives and disincentives consistent with sportsmanship and character-building goals.
- *Effort and Teamwork* — Encourage students to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness.
- *Professional Relationships* — Maintain appropriate, professional relationships with students and others involved in extracurricular activities. Respect proper coach-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of students. Avoid conflicts of interest including financial or personal relationships that could be construed as exploitive of students or affect your impartiality.

RESPONSIBILITY

- *Life Skills* — Teach students positive life skills that will help them become well-rounded and responsible.
- *Advocacy of Education* — Advocate the importance of education beyond athletic eligibility standards. Assure that extracurricular activities do not unduly interfere with the ability and motivation of students to achieve their academic potential.
- *Good Character* — Foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship. Look for opportunities to state and reinforce positive messages.

- *Role-Modeling* — Be a worthy role-model. Be mindful of the high visibility and great influence you have as a coach. Conduct yourself in private and coaching situations in a manner that exemplifies all you want your students to be. Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of students or in other situations where your conduct could undermine your positive impact as a role model. Don't gamble or associate with professional gamblers.
- *Competence* — Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- *Knowledge of Rules* — Maintain a thorough knowledge of current game and competition rules and assure that your students know and understand the rules. Be familiar with applicable NSAA and school rules and regulations on eligibility, recruiting, seasons, practice time, and out-of season activities.
- *Self-Control* — Control your ego and emotions; avoid displays of anger and frustration; don't retaliate.
- *Enforcing Rules* — Enforce the codes of conduct consistently even when the consequences are high. Report rule violations or misconduct.
- *Access* — Help make extracurricular activity experiences available to students of diverse backgrounds. Do not treat students differently (worse) based on race, nationality, disability, gender, religion or on any other protected category.

FAIRNESS

Be fair in competitive situations, team selection, discipline and all other matters. Be open-minded and willing to listen and learn.

CARING

- *Safe Competition* — Put safety and health considerations above the desire to win. Never permit students to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
- *Safety and Health* — Establish standards and regulations that put the health of students above other considerations. Be informed about basic first aid principles and the physical capacities and limitations of the students. Educate students about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs and nutritional supplements. Be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
- *Caring Environment* — Demonstrate concern for students as individuals. Maintain an environment that is physically and emotionally safe.

CITIZENSHIP

- *Honoring the Spirit of Rules* — Observe and require students to observe the spirit and the letter of all rules including the rules of the game and those relating to extracurricular activity participation.
- *Promoting Sportsmanship* — Promote sportsmanship over gamesmanship. Resist temptations to gain competitive advantage through strategies (such as devious rules violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by negating or diminishing the impact of the core skills that define the sport. Establish and regularly practice pre- and post-game rituals and traditions that reinforce the principles of sportsmanship. Specially acknowledge acts of good sportsmanship.

COMMITMENT TO SCHOOL

Coaches shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the coach's responsibilities, the coach:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the coach is responsible.
- Shall not exploit relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall report to the Superintendent or supervisors any known violation of the ethical principles of the Code of Conduct.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

COMMITMENT TO THE STUDENT

Mindful that the coach's position exists for the purpose of serving the best interests of the school district's students and patrons, the coach shall perform coaching job duties with genuine interest, concern, and consideration for the student. The coach shall work to stimulate the formulation of worthy goals. In fulfillment of the obligation to the student, the coach:

- Shall make reasonable effort to protect the student from conditions which interfere with the academics or are harmful to health or safety.
- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

COMMITMENT TO THE PUBLIC

The responsibility inherent in working with students requires dedication to the principles of our democratic heritage. The coach bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public. In fulfillment of the obligation to the public, the coach:

- Shall not misrepresent an institution with which the coach is affiliated, and shall take added precautions to distinguish between the coach's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony.
- Shall, with reasonable diligence, attend to the duties of the coach's position.

COMMITMENT TO EMPLOYMENT AGREEMENT

The coach shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The coach shall believe that sound personnel relationships with administration and the board of education are built upon personal integrity, dignity, and mutual respect. In fulfillment of these obligations, the coach:

- Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- Shall give prompt notice to the school of any change in availability of service.
- Shall conduct job related business through designated procedures, when available, that have been approved by the school.
- Shall not assign to unqualified personnel tasks for which the coach is responsible.
- Shall permit no commercial or personal exploitation of his or her position.
- Shall use time on duty and leave time for the purpose for which intended.

COMMITMENT TO COMPETENT PERFORMANCE

Coaches must possess the abilities and skills necessary to accomplish the designated task. Therefore, coaches will:

- Keep records for which the coach is responsible in accordance with law, NSAA rules and school policies.
- Supervise others in accordance with law and school policies.
- Recognize the role and function of community agencies and groups as they relate to the school and to the coach's position, including but not limited to booster or parent organizations.
- Utilize and protect available materials and equipment necessary to accomplish the designated task.
- Adhere to and enforce administrative policies of the school.
- Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.
- Create an atmosphere which fosters interest and enthusiasm.
- In communicating, use language which reflects an understanding of the ability of the individual or group; assure that the designated task is understood; and use feedback techniques which are relevant to the designated task; consider the entire context of the statements of others when making judgments about what others have said; and encourage each individual to state his ideas clearly.
- Resolve discipline problems in accordance with law and school policies.
- Maintain consistency in the application of policy and practice.
- Develop and maintain positive standards of conduct.

Legislative Bill 260 – Concussion Awareness Act

REQUIREMENTS

- Make available training on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches.

This will be done annually at our in-service meeting and will also be available at nfhslearn.com. Click on the link Concussions in Sports – What You Need To Know.

- Make available concussion and brain injury information to students and parents.

This will be included in the handbook information.

- A student suspected of sustaining a concussion will be removed from the practice or contest and will not be allowed to return until they have been evaluated and cleared by a licensed health care professional. Written clearance will be required.
- If a student is suspected of sustaining a concussion parents shall be notified by the school of the date, time and extent of the injury suffered by the student. Notification will be made in writing.
- LEGISLATIVE BILL 260 TOOK EFFECT JULY 1, 2012. Gothenburg Public Schools is in full compliance.



GOTHENBURG PUBLIC SCHOOLS

NON-CERTIFICATED EMPLOYEE

HAND BOOK

July, 2016

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1. INTRODUCTION

Gothenburg Public Schools employs support personnel in order to carry out the operation of the School District. Non-certificated departments include: food service/cafeteria, para-educators, custodial/maintenance, secretarial, and bus drivers.

It is important to remember that non-certificated employees have an impact on the lives of our students, just as teachers and other professional members of the staff. The children in our community will not receive a quality education without the proper completion of tasks by the non-certificated employees

The purpose of this booklet is to provide the non-certificated employees with a set of guidelines concerning the benefits and procedures of Gothenburg Public Schools. This handbook is not a contract, and it is not intended as a set of binding rules and obligations as might be defined in a legal contract. Rather, it provides useful information that will contribute to the harmonious and efficient operation of Gothenburg Public Schools.

Should questions arise, please feel free to contact the Superintendent's Office or Business Manager's Office for additional information (537-3653).

2. TIME CARDS AND PAY DATES

Each non-certificated employee paid on an hourly rate must use time clock (if available) or fill out a time card (if time clock is not available) for each week. The pay period is one month in length with payment occurring on the 20th day of the following month. The district office will deposit the payment electronically on the 20th of each month.

The employee shall receive a copy of "Time Sheet" for review. All discrepancies **MUST** be reported to district office **PRIOR** to payment. In addition, all time sheets must be approved by a supervisor and submitted to district office. Failure to get approval may result in delay of payment until the next time period.

Time Cards (used only if Time Clock system is not available)

It is possible that some employees may not have access to the Time Clock program. Employees will complete a time card with name, school/position and the days worked on the time card. Only hours that are actually worked are to be included, just as if the time clock was used. The Business Manager will calculate the time worked for compensation purposes.

Hourly employees are not to "volunteer" time in any circumstance. They are to "clock-in" when they arrive and "clock out" when they leave while remaining within the predetermined number of hours.

The time spent traveling between cities is counted as hours worked when an employee takes a one-day job related trip. However, time spent traveling between home and other public conveyance is considered the equivalent of travel between home and work, and is not compensable. Time spent traveling to and from another city is counted as hours

worked only to the extent that it falls within the employee's regular work hours, including days that are not normal workdays if the travel requires an overnight stay.

Time Sheets and Time Cards are to be **accurate, approved** by your supervisor, and submitted to Business Manager according to the schedule.

A staff absence report must be filed if leave is used.

Please use either blue or black ink, reserving red for Payroll use. Direct any questions regarding your paycheck to the Business Manager (537-3653).

3. EMPLOYMENT

All non-certificated employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment. Employees are expected to give two weeks notice of intention to terminate employment if possible. Written notice of resignation should be addressed to the appropriate administrator or supervisor.

4. COMPLAINT PROCEDURES

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the superintendent.

5. INCLEMENT WEATHER CONDITIONS

Non-certificated employees who do not report for work on days of inclement weather will not be paid for the time missed.

6. MEAL/LUNCH BREAKS

Non-certificated employees who work an entire day will have at least a 30-minute lunch break per day. Custodians shall have a one-hour lunch break. Lunch breaks will be compensated if:

- A) Employees are not relieved of their duties.
- B) Employees are not free to leave their posts.

The lunch break is to be scheduled so as not to disrupt building or departmental functions.

Rest breaks are subject to departmental needs and are not guaranteed on a day-to-day basis. If rest breaks are approved, the breaks should be not longer than **15 minutes** for each half-day worked.

7. MILEAGE AND EXPENSES

All conventions, conferences, meetings, clinics and school business trips shall be reimbursed at the current approved rate per mile if a private car is used IF previously **approved** by the Superintendent and/or Board of Education. All normal expenses will also be allowed.

8. WORKERS COMPENSATION INSURANCE

All employees of the School District are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law.

A report of every accident occurring on the job must be completed in the building where the employee is based, and filed with the Business Manager within 24 hours of the accident. Worker's Compensation Insurance claims should only be made on reported accidents.

9. NON-CERTIFICATED PERSONNEL BENEFITS

Employees filling regularly scheduled positions are eligible for benefits when specific criteria are met per benefit. Temporary employees are not eligible for benefits. Leave and insurance benefits are determined by the FTE of the employee. See Appendix B.

10. RETIREMENT BENEFITS

The district is required to make monthly deductions from earnings for any employee working at least fifteen hours per week and submit them to the Nebraska Public Employees Retirement System (NPERS). The District will contribute an additional amount equivalent to 101% of the contribution. Retirement funds may be recovered if the employee leaves the school system. Employees under 21 years of age may elect not to join. A member who terminates employment with Gothenburg Public Schools may:

- A) Leave the account on an inactive basis in order to draw a retirement benefit (the employee must have five years of creditable service).

or

- B) Receive a refund of the account. An application must be filed with the Nebraska Retirement System.

Nebraska School Retirement System
P.O. Box 94816
Lincoln, NE 68509

1-800-245-5712 or 1-402-471-2053

11. 403(b) ELIGIBILITY

If an employee chooses to participate in the school's 403(b) plan, the district will withhold employee elected deferrals from the employee's paycheck at a participation rate determined by the employee. A variety of investment options may exist based upon current plan information. The district does not match employee contributions in this plan.

Eligibility to participate is determined by current plan rules. Paperwork to begin deferrals is available in the district office.

12. HOLIDAY PAY

Full time, 12-month employees shall be compensated for 7 holidays with pay each year. The holidays include New Year's Day, Easter (Good Friday), Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. A "day" for vacation and holiday leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight-hour day. The rate of pay for holiday pay shall be the regular hourly rate. The hours are not considered to be overtime.

13. OVERTIME PAY

All overtime hours must be pre-approved by the supervisor. In addition, overtime pay for hourly employees whose duties are split among multiple assignments with varying rates of pay will be prorated.

14. VACATION

Each employee who is employed by the Gothenburg Public Schools on a regular twelve month basis will be eligible for 5 days of vacation with pay at the conclusion of one 12 month period of employment and 10 days of vacation with pay at the conclusion of a 24 month period of employment and each 12 month period thereafter (seasonal or temporary employees shall not be eligible for vacation or holiday leave).

A day for vacation leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight-hour day.

Vacation schedules shall be arranged with the immediate supervisor and approved by the Superintendent. The use of vacation on student days may be limited due to the impact on students.

15. LEAVE

a. Personal Leave

All non-certificated persons who are considered full time will be allowed two personal days for the amount of time that they are regularly scheduled. Reasons for personal leave are not required.

b. Sick Leave

Each employee of the Gothenburg School District shall be eligible for one day of leave for personal illness or injury each month worked with a maximum

accumulation of 10 days of leave annually without loss of pay. Unused leave may accumulate to a maximum of 45 days per employee.

A “Day” of such leave with pay shall be defined as the average number of hours worked by the employee not to exceed 8 hours. i.e. an employee normally working 4 hours daily would receive 4 hours of pay at the regular hourly rate for each day of leave. An individual shall not be eligible for the full 10 days of leave or any portion thereof until such time as it becomes “earned”. i.e. (An employee sick two days after the first month of employment would be eligible for one “day” of leave with pay. The second “day” would be regarded as a day without pay.)

Seasonal or temporary employees shall not be eligible for such leave.

Accumulated Leave may be used for serious illness or death in the employee’s immediate family. Immediate family shall mean husband, wife, or children.

Leave for family is limited in the following manner:

- 15 days per contract year - immediate family (spouse, children),
- 5 days per contract year - parents and in-laws,
- 2 days per contract year - siblings and grandparents,
- 1 day - other family.

c. Military and Family Military Leave

Military leave shall be granted as defined in Board Policy 4022. A copy of this policy is available in the district office.

d. Leave for Jury Duty

Salaried employees selected to serve on jury duty will be paid the difference daily from what the courts allow them and what they would have earned in a regular working day. All employees paid on an hourly basis may keep all money allowed them by the courts for daily duties and expenses and mileage. Hourly employees will not be paid for the time missed from work.

All School district employees shall report back to their school as soon as it is practically possible. Example: If jury members are dismissed in the middle of the day they should report back to their school on that day within a short time after they have been dismissed.

e. Other Leave

Employees who wish leave to attend meetings pertaining to their school position must receive prior approval from their supervisor.

f. Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The “leave year” for purposes of the FMLA shall be the School District’s fiscal year.

Substitution of accrued paid leave for otherwise unpaid FMLA leave may be required in the discretion of the Superintendent of the Board of Education. Employees shall be required to submit medical certification to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board of Education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent's or the School Board's discretion, be required. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employees serious health condition or from sick leave taken by reason of the employee illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board of Education based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of non-certificated employees or positions, be a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board of Education.

16. INSURANCE

Any employee considered full time would qualify for Health and/or Dental Insurance with the District's share of the premium prorated by F.T.E. percentage. If insurance selections are not made prior to 30 days of employment, it may either carry stipulations or not be available.

17. COBRA BENEFITS

Consolidated Omnibus Budget Reconciliation Act
Public Law 99-272

Continuation of health coverage for 18 months is available to:

1. Employees terminated for reasons other than gross misconduct.
2. Employees who are laid off for economic reasons.
3. Employees with reduced work hours.
4. Employees who voluntarily quit.

Continuation of health coverage for 36 months is available to:

1. Surviving spouses and children of deceased employees.
2. Separated or divorced spouses and children of current employees.
3. Eligible dependents of current employees who would lose their coverage because of age.

Each covered employee or eligible dependent/spouse should notify the Gothenburg Public Schools Business Office of a qualifying event, within 30 days of the event triggering the continuation offer. Gothenburg Public School will send a notice explaining the person's rights within ten days. The person eligible for continuation coverage has 60 days from the later of: A) receipt of the notice or B) the date on which Plan coverage terminates because of the qualifying event, in which to elect to continue coverage under the Plan. The person electing continuation coverage has 45 days from the date of the election to pay for the coverage during the period preceding the election. The person electing the continuation coverage shall pay the premium.

The continuation coverage shall expire at the earliest of the following:

1. At the end of the Specified Period (Cobra coverage 18 or 36 months).
2. On the date coverage ceases because of the person's failure to pay the premium.
3. On the date the person becomes eligible for Medicare.
4. On the date the person remarries and qualifies for another group health plan.
5. On the date the person becomes covered under another group health plan.
6. On the date the employer terminates the group health plan.
7. On the date the person exercises a conversion privilege.

When the continuation coverage expires because the maximum time has expired, the Plan will provide the option of enrollment under a conversion health plan then available under the Plan.

**A EMPLOYMENT AGREEMENT Form A - Indefinite Term
NON-CERTIFICATED STAFF**

This employment agreement is made by and between Gothenburg Public Schools, (Dawson County School District 20), hereinafter referred to as the "District," and _____, "Employee." hereinafter referred to as the Employee."

WITNESSETH: Gothenburg Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

SECTION 1. Term of Contract. This contract shall commence on the ____ day of _____, _____.

SECTION 2. Duties of Employee. The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

SECTION 3. Days and Hours of Employment. The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

SECTION 4. Compensation. The wage of the Employee shall be \$_____ per hour, payable in the following manner: on the 20th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

SECTION 5. Fringe Benefits. The Employee shall receive the following fringe benefits:

SECTION 6. Policies, Rules and Regulations. The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

SECTION 7. Termination of Employment. This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

SECTION 8. Compensation Upon Termination. The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

SECTION 9. Deductions. The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

SECTION 10. Entirety of Agreement and Amendments. The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

SECTION 11. Applicable Law. This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

Employee

Superintendent

Executed this _____ day of
_____, 20____.

Executed this _____ day of
_____, 20____.

Gothenburg Public Schools
1322 Avenue I
Gothenburg, NE 69138

NAME:

LETTER OF INTENT FOR NON-CERTIFICATED PERSONNEL

The Gothenburg Public Schools Board of Education considered salaries for non-certificated staff at the regular board meeting which was held on . This action set your rate of pay at:

Hourly Rate:
Job Classification

beginning on . Please indicate your intent by returning this form to the Superintendent by .

_____ I plan to remain employed by the district.

_____ I DO NOT plan on continuing employment with the district.

Date

Gothenburg Public Schools

NAME:

LETTER OF INTENT FOR NON-CERTIFICATED PERSONNEL

The Gothenburg Public Schools Board of Education considered salaries for non-certificated staff at the regular board meeting which was held on . This action set your rate of pay at:

Salary:
Job Classification

beginning on . Please indicate your intent by returning this form to the Superintendent by .

_____ I plan to remain employed by the district.

_____ I DO NOT plan on continuing employment with the district.

_____ Date

TO: All new non-certificated employees of Gothenburg Public Schools
FROM: Superintendent of Schools

Please take care of the following when signing an employment contract.

- _____ Application form signed.
- _____ Copy of signed contract on file in the office.
- _____ Fringe benefits description.
- _____ Retirement number on file or application filled out for one (15 hours or more).
- _____ Application or waiver for Blue Cross Blue Shield health/dental ins. if applicable.
- _____ Job description received and accepted.
- _____ Drug test completed if applicable. (drivers)
 - _____ Level I course completed (good for five years).
 - _____ Pre-service check list bus driving maneuvers.
 - _____ Physical.
 - _____ Alcohol and Drug Testing Policy For Bus Drivers sign off complete.
- _____ Data sheet filled out for all statistical information.

- _____ Form I-9 (Employment Eligibility Verification Form) on file with a copy of Social Security card & driver's license.
- _____ Drug abuse awareness policy understood and signed form on file. (revised 2008)
- _____ W-4 (withholding) filled out and returned to the office.
- _____ Background check on all non-certificated staff-reported to the State Directory of New Hires.
- _____ Cobra sample packet received.

Signature of staff member

Signature of verifying staff member

BENEFITS FOR SALARIED EMPLOYEES

Salaried 12-month employee

- Insurance - Insurance at level for which qualified.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – 10 days annually, NOT cumulative or reimbursable.
- Holidays - 7 days annually (New Years Day, Friday before Easter, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas.)

Salaried school year employee (9 or 10 months)

- Insurance - Single insurance.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – None.
- Holidays – None.

BENEFITS FOR HOURLY EMPLOYEES

Full-time 12-month hourly employee (at least 40 hours/week for 12 months)

- Insurance - Insurance at level for which qualified.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – 10 days annually, NOT cumulative or reimbursable.
- Holidays - 7 days annually (New Years Day, Friday before Easter, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas.

Full-time extended school year hourly employee as REQUIRED by DISTRICT (at least 40 hours/week for more than 10 months but less than 12 months)

- Insurance - Single insurance.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – prorated based upon 50-week year.
- Holidays – prorated based upon 50-week year.

Full-time school year (>24 hours/week for 9 or 10 months)

- Insurance - Single insurance.
- Sick Days – 10 days annually cumulative to 45 days.
- Personal Leave – 2 days annually.
- Bereavement – 3 days annually.
- Vacation – None.
- Holidays – None.
- (EMPLOYEE REQUEST- Employees in this category may request additional days beyond the position's 9 or 10-month duties. The request will be evaluated by the Superintendent on multiple areas including, but not limited to, available tasks, employee performance level, budgetary concerns, etc. ***Benefits remain the same.***)

Route Bus Driver

- Insurance –Single insurance.

Part-time or temporary hourly employee (<25 hours/week or seasonal)

- No benefits.

**A EMPLOYMENT AGREEMENT Form A - Indefinite Term
NON-CERTIFICATED STAFF**

This employment agreement is made by and between Gothenburg Public Schools, (Dawson County School District 20), hereinafter referred to as the "District," and _____, "Employee." hereinafter referred to as the Employee."

WITNESSETH: Gothenburg Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

SECTION 1. Term of Contract. This contract shall commence on the ____ day of _____, _____.

SECTION 2. Duties of Employee. The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

SECTION 3. Days and Hours of Employment. The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

SECTION 4. Compensation. The wage of the Employee shall be \$_____ per hour, payable in the following manner: on the 20th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

SECTION 5. Fringe Benefits. The Employee shall receive the following fringe benefits:

SECTION 6. Policies, Rules and Regulations. The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

SECTION 7. Termination of Employment. This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

SECTION 8. Compensation Upon Termination. The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

SECTION 9. Deductions. The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

SECTION 10. Entirety of Agreement and Amendments. The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

SECTION 11. Applicable Law. This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

Employee

Superintendent

Executed this _____ day of
_____, 20____.

Executed this _____ day of
_____, 20____.

PERSONNEL EVALUATION

NAME:

DATE:

1. Punctuality and Attendance

	Above	Average	Poor	Unacceptable
* Arrives at work, and leaves work, on time				
*Absences are acceptable				
*Begins duties promptly				
*Informs Supervisor of problems				

Comments:

2. Ability and Willingness to Follow Instructions

	Above	Average	Poor	Unacceptable
*Does work needing to be done without constant supervision				
*Has basic skills necessary				
*Has knowledge of what to do				
*Has sufficient interest				
*Follows procedures/techniques for maintaining/operating assigned tools/equipment				
*Follows safety/guidelines				
*Follows instructions given by immediate supervisor				

Comments:

3. Responsibility and Initiative

	Above	Average	Poor	Unacceptable
*Able to handle most situations				
*Able to take initiative				
*Work is well done				
*Seeks guidance when necessary				
*Follows established rules and procedures				
*Dependable in demonstrating all assigned responsibilities				
*Demonstrates initiative in tasks approved by the immediate supervisor				
*Maintains confidentiality in matters pertaining to district				

Comments:

4. Policies and Procedures

	Above	Average	Poor	Unacceptable
*Understands and observes school district's policies and procedures				
*Understands and observes the necessary local, state, and federal laws				
*Understands and observes confidentiality of tasks performed				

Comments:

5. Organizational Skills

	Above	Average	Poor	Unacceptable
*Organizes tasks assigned to ensure an effective and efficient operation				
*Completes tasks on time				
*Asks to help others, when the employee's workload is complete				

Comments:

6. Rapport with others

	Above	Average	Poor	Unacceptable
*Interacts and relates well with staff, students, and the general public				
*Demonstrates cooperation				
*Demonstrates courtesy for others				

Comments:

7. Attitude and Pride

	Above	Average	Poor	Unacceptable
*Appreciates help and correction				
*Respects school and position				
*Gets along well with others				
*Demonstrates a positive attitude				
*Consistently supports district goals				
*Consistently supports program/building goals				

Comments:

8. Personal Standard

	Above	Average	Poor	Unacceptable
*Dresses appropriately with assigned duties				
*Takes pride in appearance				
*Clean and neat				
*Bright outlook				
*Demonstrates a desirable standard of personal hygiene				
*Communicates (verbally, written, and gesture) in appropriate manner				

Comments:

Signature of Staff Member

Date

Signature of Evaluator

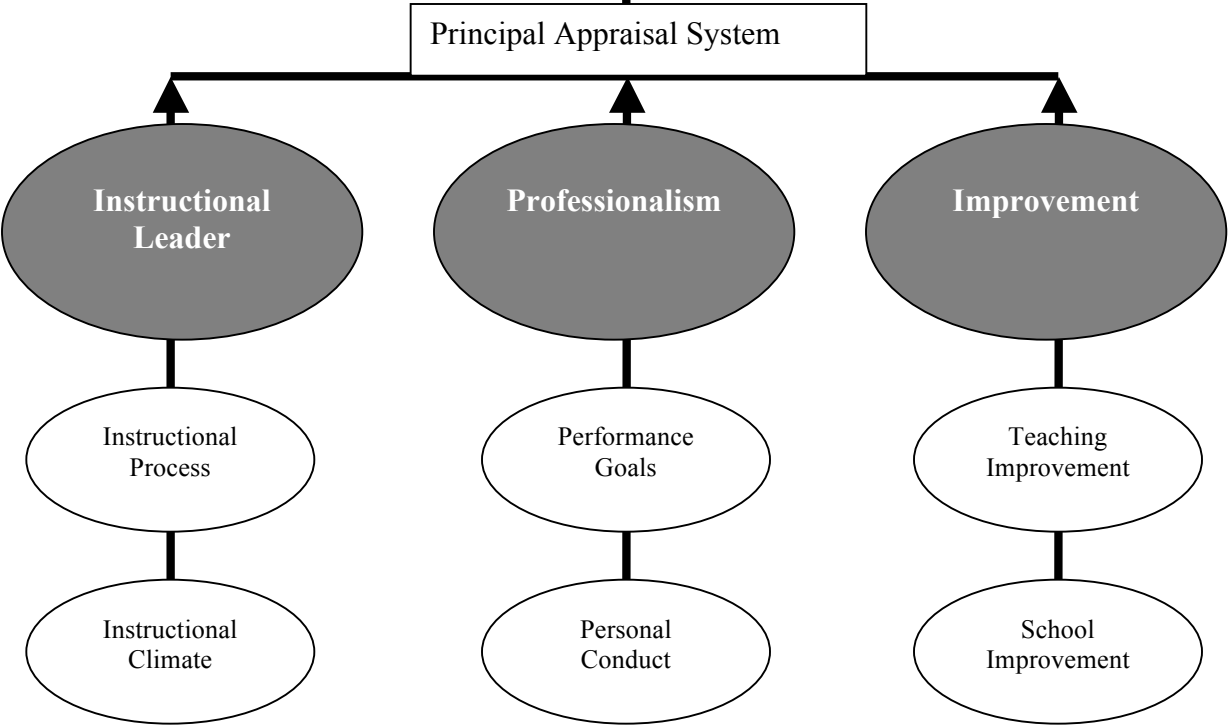
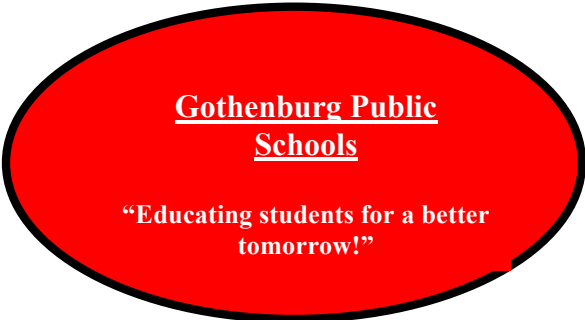
Date

Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

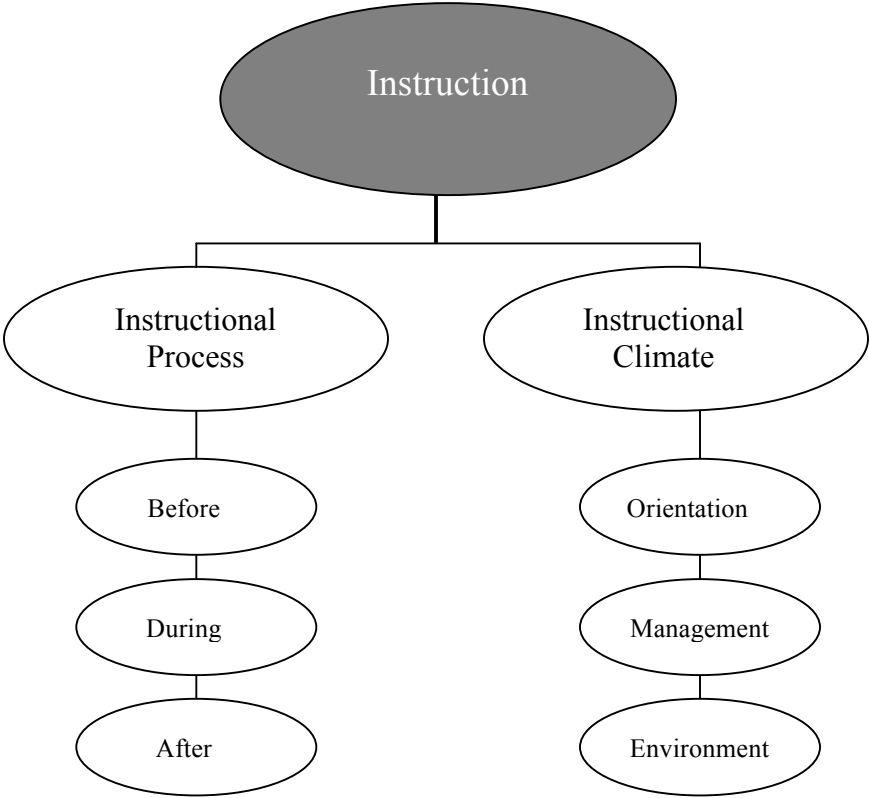
Principal:

Review Date:

Superintendent:



Gothenburg Public Schools
Summative Principal Appraisal Form-ADI



Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

I. Instruction

A. Instructional Process

Description	Standard	Development Rating
1. Before Instruction	a. Identify clear teaching standards b. Identify how mastery of each standard will be demonstrated	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. During Instruction	a. Explain teacher appraisal method to staff b. Explain how to demonstrate mastery of each teaching standard c. Explain the importance of the teaching standards and steps taken when mastery is not acquired/maintained	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. After Instruction	a. Summarize expected teacher actions b. Provide prompt feedback on teacher performance c. Record teacher performance data promptly and accurately	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

B. Instructional Climate

Description	Standard	Development Rating
1. Orientation	a. Communicate a predictable school day routine for teachers and students to follow b. Communicate a predictable school calendar for teachers and students to follow c. Communicate maximum time for constructive educational activities through class schedule preparation d. Communicate directions for smooth transitions when changes to the school day/calendar routine occur	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

Narrative Comments:

Description	Standard	Development Rating
2. Management	a. Post clear school safety rules and procedures b. Post clear administrative rules and procedures c. Impartially enforce rules and procedures with consistency	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

Narrative Comments:

Description	Standard	Development Rating
3. Environment	a. Provide consistent certified staff, non-certified staff, and substitute teacher supervision b. Provide clear criteria for teacher re-hire and/or selection processes c. Provide clear criteria for student teacher assignments d. Provide an orderly set of office procedures for staff (ex. leave requests, recordkeeping, grades, transcripts, maintenance requests, etc.) e. Provide a physically safe school facility and grounds f. Provide classroom materials as necessary	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

Narrative Comments:

Gothenburg Public Schools
Summative Principal Appraisal Form-ADI



Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

II. Professionalism

A. Performance Goals

Description	Standard	Development Rating
1. Preparation	a. Dress and groom appropriately b. Arrive and leave on-time c. Arrive with required materials	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Task Completion	a. Perform assigned duties accurately b. Perform assigned duties punctually c. Participate actively in job-related meetings and activities d. Organize and supervise school events and activities as assigned	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Appropriate Responding	a. Enforce <i>student</i> and <i>teacher handbook</i> regulations and procedures b. Comply with superintendent and school board directives c. Systematically facilitate school response to data (academic, behavior, etc.) d. Consistently comply with state ethics guidelines	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

B. Personal Conduct

Description	Standard	Development Rating
1. Respect	a. Demonstrate respect toward students b. Demonstrate respect toward staff c. Demonstrate respect toward superintendent and school board d. Demonstrate respect toward community members e. Maintain staff and student confidentiality f. Command respect by planning, preparation, and facilitation of staff meetings	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

Narrative Comments:

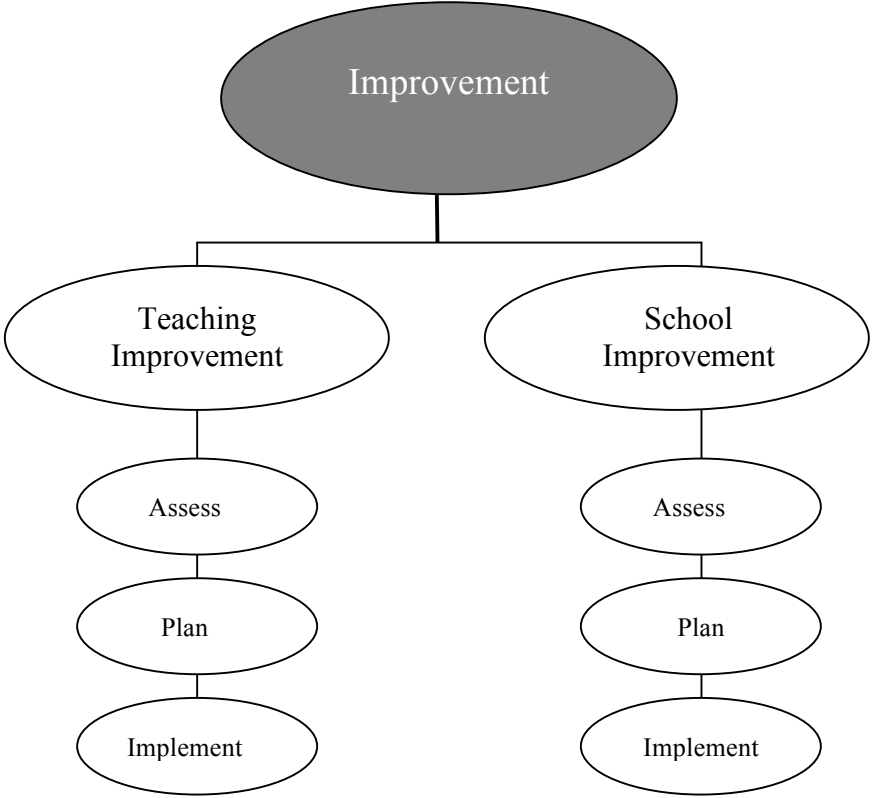
Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with superintendent and school board c. Collaborate constructively with parents	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

Narrative Comments:

Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with staff and students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

Narrative Comments:

Gothenburg Public Schools
Summative Principal Appraisal Form-ADI



Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

III. Improvement

A. Teaching Improvement

Description	Standard	Development Rating
1. Assessment	a. Use certified staff appraisal system to assess the level of mastery of instructional process b. Use certified staff appraisal system to assess the level of mastery of instructional climate c. Use certified staff appraisal system to systematically identify areas for instructional improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Plan	a. Plan instructional process training in response to identified area(s) of improvement b. Plan instructional climate training needs in response to identified area(s) of improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Implement	a. Implement proven instructional training plan b. Record progress toward certified staff appraisal goals	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

B. School Improvement

Description	Standard	Development Rating
1. Assess	a. Monitor the alignment of curriculum with state standards b. Provide methods to be used for school improvement data collection c. Systematically provide a method of decision making for school improvement through the use of data	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

Narrative Comments:

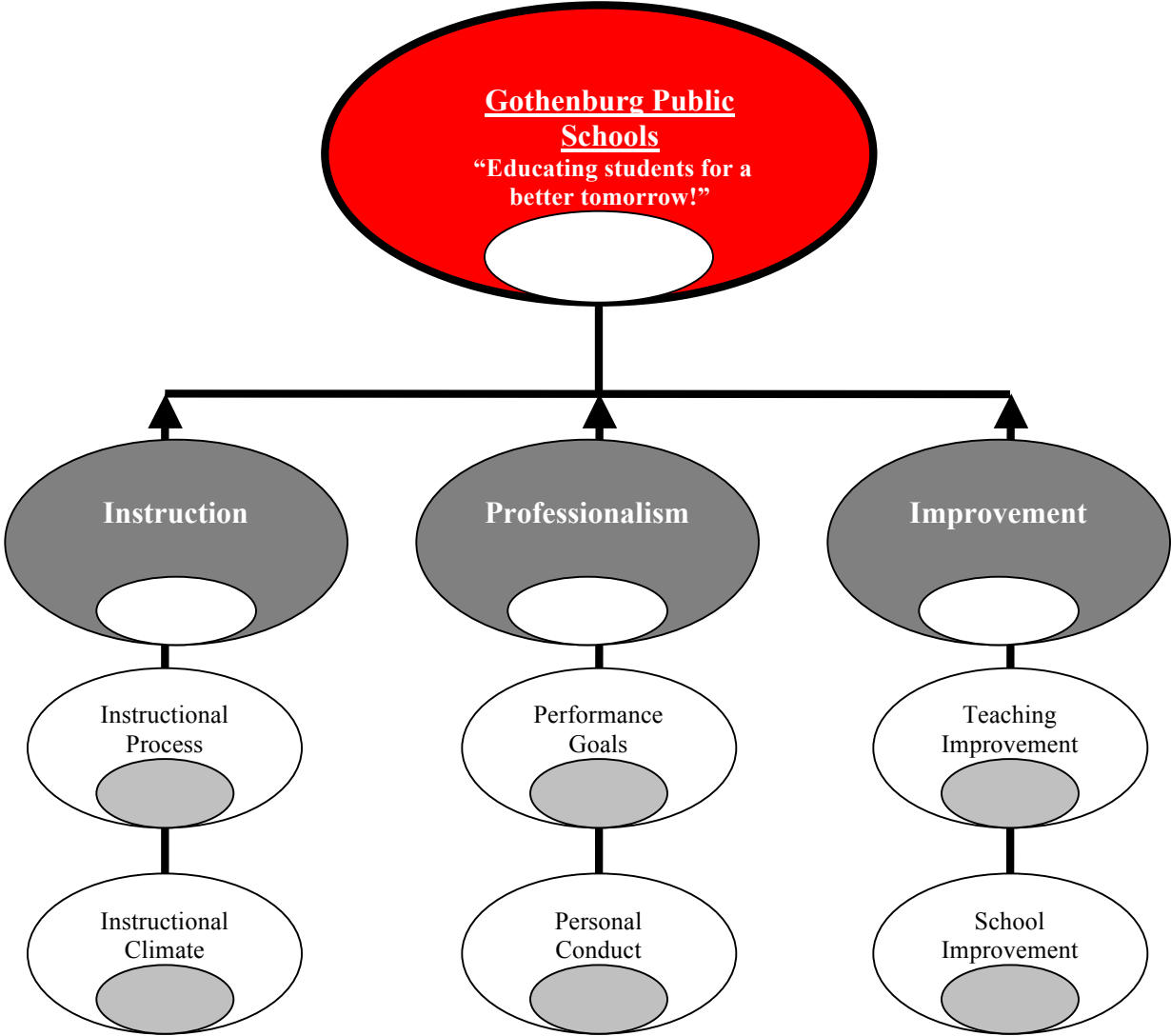
Description	Standard	Development Rating
2. Plan	a. Organize professional training days related to school improvement grade level and/or subject interventions/strategies/activities b. Collect and respond to feedback from teachers regarding school improvement grade level/subject interventions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

Narrative Comments:

Description	Standard	Development Rating
3. Implement	a. Monitor implementation of school improvement interventions/strategies/activities b. Record progress of school improvement interventions/strategies/activities	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

Narrative Comments:

Gothenburg Public Schools
Summative Principal Appraisal Form-ADI
Appraisal Feedback Summary Page



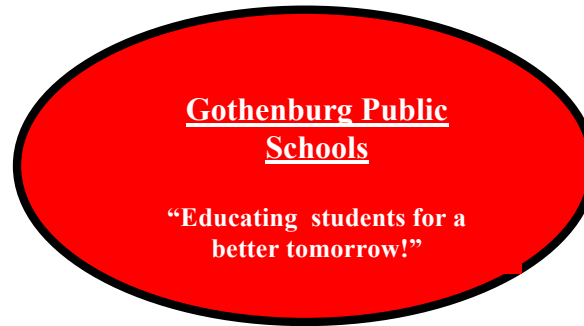
Gothenburg Public Schools
Summative Principal Appraisal Form-ADI

Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

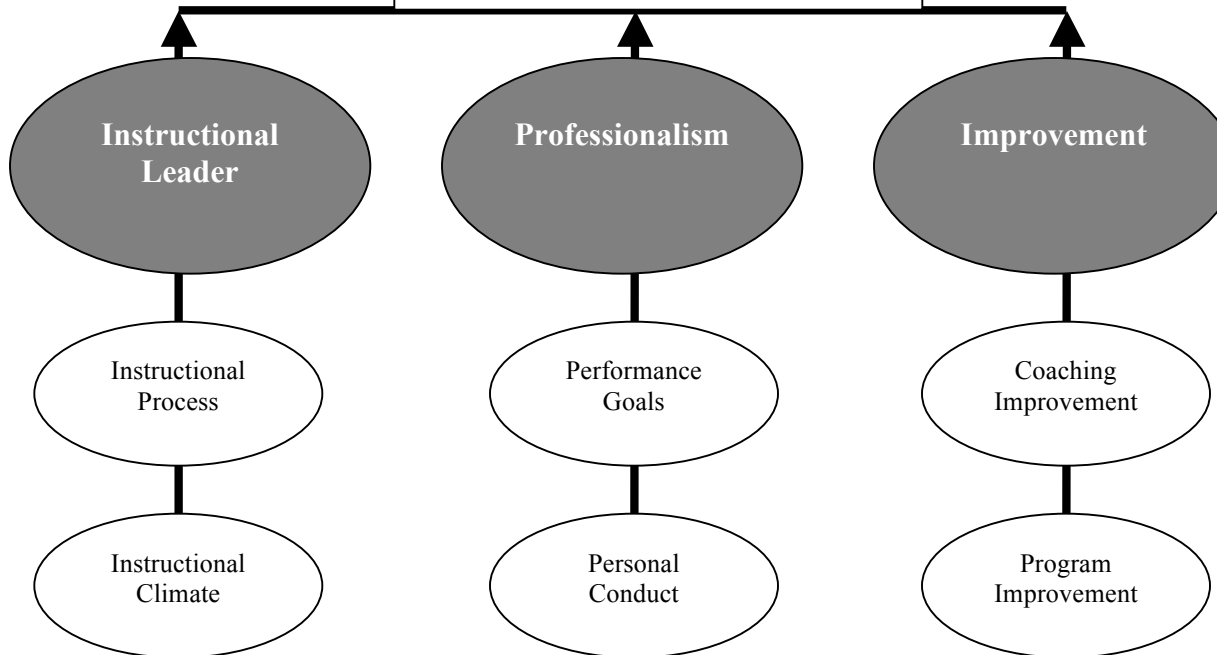
Athletic Director:

Review Date:

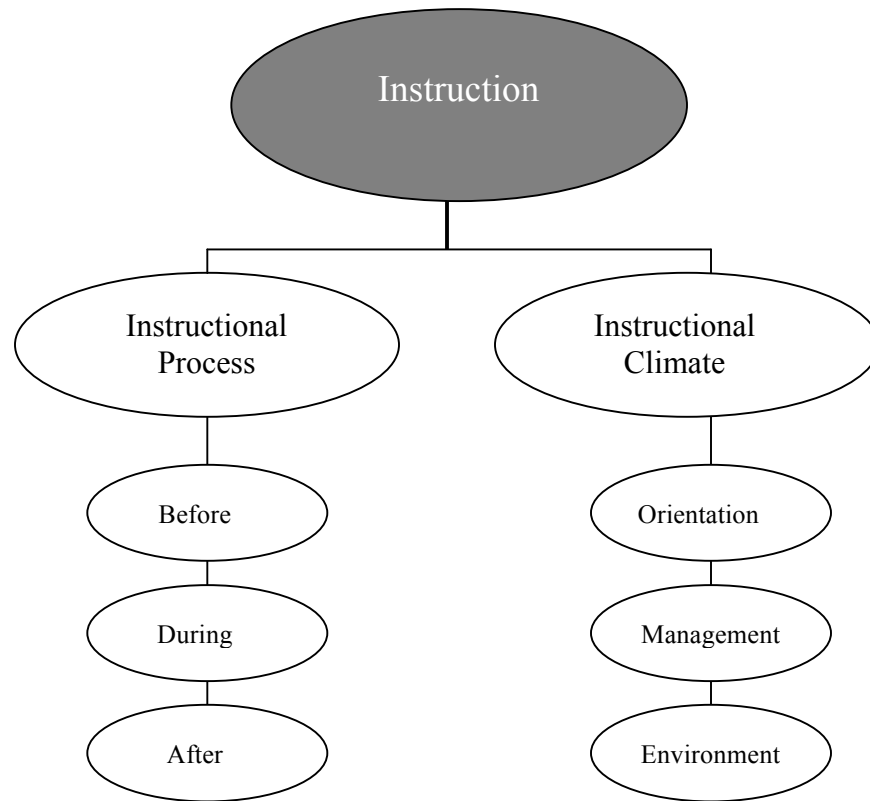
Superintendent:



Athletic Director Appraisal System



Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI



Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

I. Instruction

A. Instructional Process

Description	Standard	Development Rating
1. Before Instruction	a. Identify clear coaching standards b. Identify how mastery of each standard will be demonstrated	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. During Instruction	a. Explain coach appraisal method to staff b. Explain how to demonstrate mastery of each coaching standard c. Explain the importance of the coaching standards and steps taken when mastery is not acquired/maintained	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. After Instruction	a. Summarize expected coach actions b. Provide prompt feedback on coach performance c. Record coach performance data promptly and accurately	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

B. Instructional Climate

Description	Standard	Development Rating
1. Orientation	a. Communicate a predictable activity routine for coaches and students to follow b. Communicate a predictable activity calendar for coaches and students to follow c. Provide maximum time for constructive educational activities through activity schedule preparation d. Communicate directions for smooth transitions when changes to the activity routine occur	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Management	a. Post clear school safety rules and procedures b. Post clear administrative rules and procedures c. Impartially enforce rules and procedures with consistency	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Environment	a. Provide consistent coach supervision b. Provide clear criteria for coach re-hire and/or selection processes c. Provide clear criteria for student coach assignments d. Provide an orderly set of office procedures for staff (ex. leave requests, recordkeeping, grades, transportation requests, maintenance requests, etc.) e. Provide a physically safe school facility and grounds f. Provide activity materials as necessary	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI



Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

II. Professionalism

A. Performance Goals

Description	Standard	Development Rating
1. Preparation	a. Dress and groom appropriately b. Arrive and leave on-time c. Arrive with required materials	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Task Completion	a. Perform assigned duties accurately b. Perform assigned duties punctually c. Participate actively in job-related meetings and activities d. Organize and supervise school events and activities as assigned	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Appropriate Responding	a. Enforce <i>student</i> and <i>teacher handbook</i> regulations and procedures b. Comply with superintendent and school board directives c. Systematically facilitate school response to school (academic, behavior, etc.) d. Consistently comply with state ethics guidelines	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

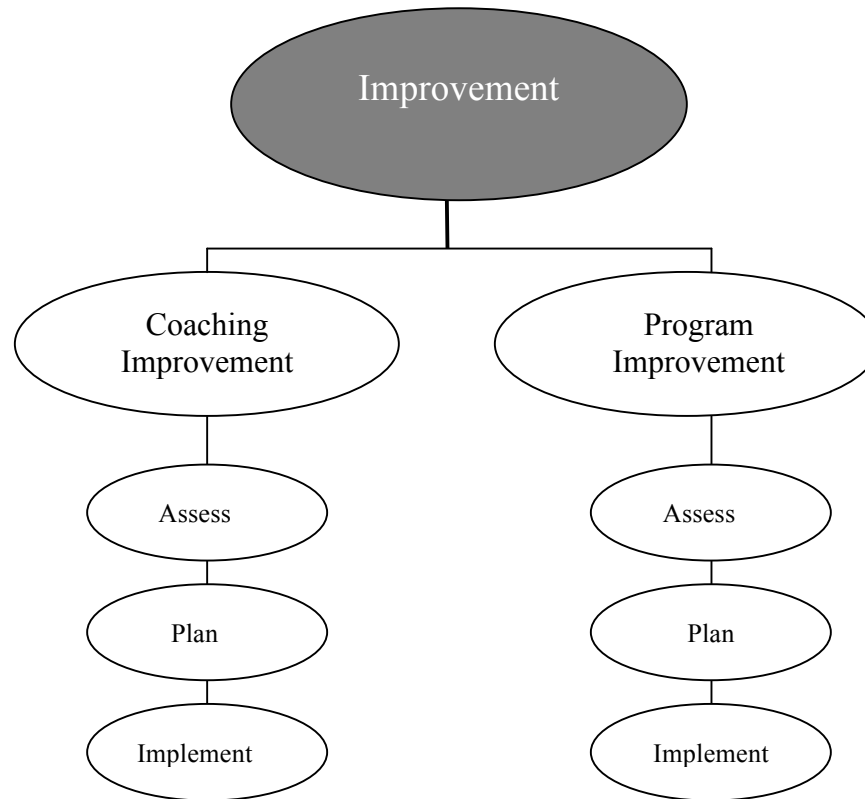
B. Personal Conduct

Description	Standard	Development Rating
1. Respect	a. Demonstrate respect toward students b. Demonstrate respect toward staff c. Demonstrate respect toward superintendent and school board d. Demonstrate respect toward community members e. Maintain staff and student confidentiality f. Command respect by planning, preparation, and facilitation of staff meetings	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with superintendent and school board c. Collaborate constructively with parents	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with staff and students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI



Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

III. Improvement

A. Coaching Improvement

Description	Standard	Development Rating
1. Assessment	a. Use coaching appraisal system to assess the level of mastery of instructional process b. Use coaching appraisal system to assess the level of mastery of instructional climate c. Use coaching appraisal system to systematically identify areas for instructional improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Plan	a. Plan instructional process training in response to identified area(s) of improvement b. Plan instructional climate training needs in response to identified area(s) of improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Implement	a. Implement proven instructional training plan b. Record progress toward coaching appraisal goals	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI

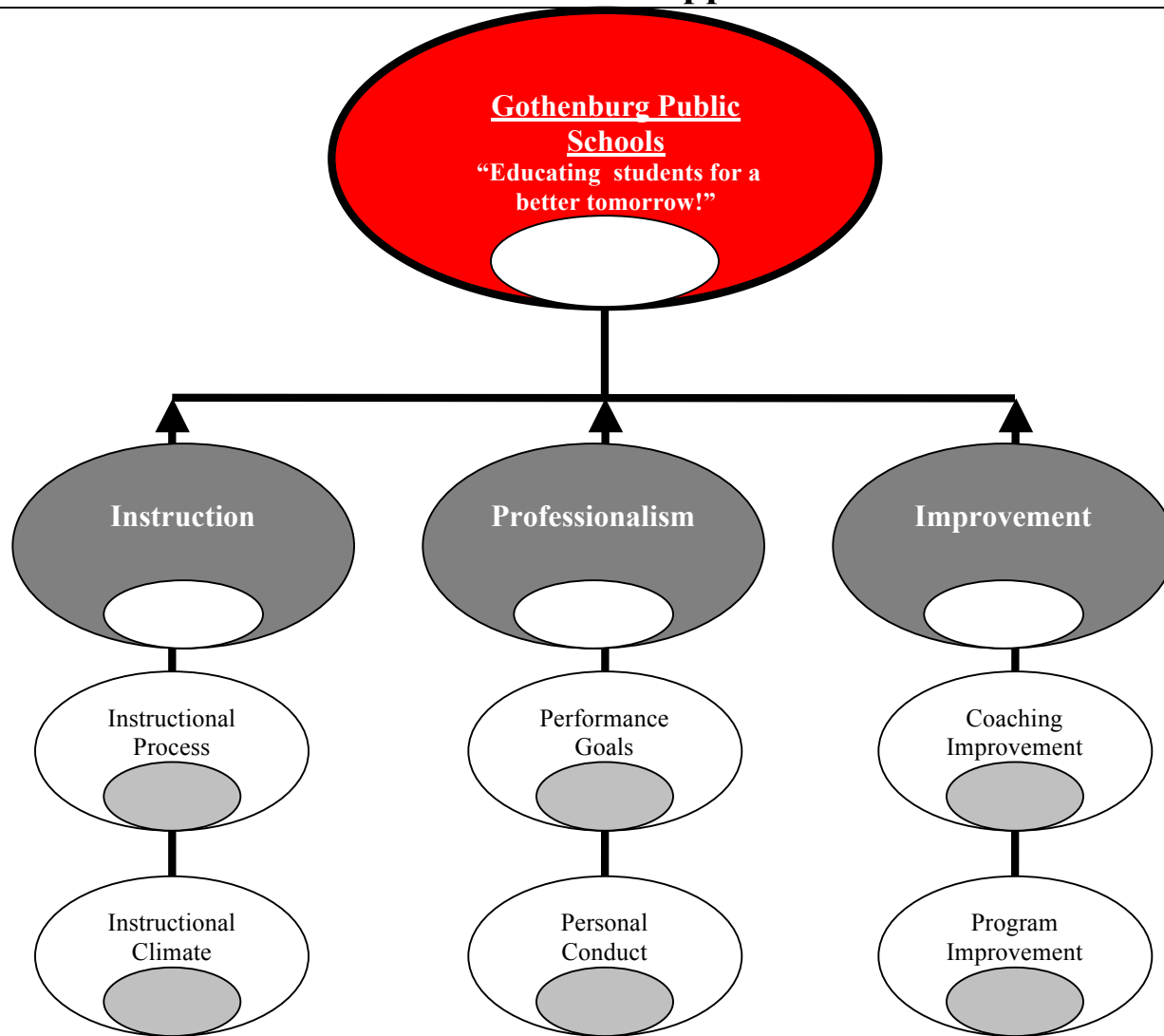
B. Program Improvement		
Description	Standard	Development Rating
1. Assess	a. Monitor the alignment of program goals to school mission b. Provide methods to be used for activity data collection c. Systematically provide a method of decision making for program improvement through the use of data	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
2. Plan	a. Organize professional training days related to program improvement interventions/strategies/activities b. Collect and respond to feedback from coaches regarding school improvement grade level/subject interventions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Description	Standard	Development Rating
3. Implement	a. Monitor implementation of program improvement interventions/strategies/activities b. Record progress of program improvement interventions/strategies/activities	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
Narrative Comments:		

Appraisal Feedback Summary Page

Gothenburg Public Schools
Summative Athletic Director Appraisal Form-ADI



**GOTHENBURG PUBLIC SCHOOLS
DISTRICT 20**

**Superintendent Performance Assessment / Evaluation
2016 – 2017**

The superintendent evaluation is designed to ensure the superintendent is successful in meeting the expectations of the school board, provides the board with a sound basis for rewarding satisfactory performance or for taking corrective action in the event of unsatisfactory performance; and generates the best possible performance from both the school board and superintendent.

The emphasis of this Performance Assessment / Evaluation is future-oriented and always on improvement. The standards included in this instrument will provide a clear idea of what is evaluated and ensures growth of the district.

Performance Standards include:

Board / Superintendent Relations
Communications and Community Relations
Staff Relations
Educational Development
Financial Management
Facilities Management
Values and Ethics of Leadership

Standard 1: Board / Superintendent Relations

- 1.1 Informs and advises the Board about the programs, practices, and problems of the school, and keeps the Board informed of activities under the Board's authority.
- 1.2 Offers professional advice to the Board on items requiring Board actions, with appropriate recommendations based on thorough study and analysis.
- 1.3 Administers the policies, either personally or by assuring the implementation of policies and regulations through delegation to appropriate staff.
- 1.4 Has a harmonious working relationship with the Board.
- 1.5 Accepts his/her responsibility for maintaining liaison between the Board and personnel, working toward a high degree of understanding and respect between the staff and the Board as well as the Board and staff.
- 1.6 Is responsive to questions and concerns expressed by members of the Board.
- 1.7 Collaborates with the Board to establish and sustain long- and short-term operational and achievement goals.
- 1.8 Reports to the Board the status of goals established to meet the District's vision and mission.

Prior Year's Performance:

Future Areas of Focus:

Standard 2: Communications and Community Relations

- 2.1 Cooperates with other community agencies, while representing the best interest of the District
- 2.2 Solicits and gives attention to problems and opinions of all groups and individuals.
- 2.3 Maintains accessibility and visibility in the community; participates in community functions.
- 2.4 Is open and sensitive to community concerns and desires about the educational system.
- 2.5 Strives to build a strong, positive community attitude toward the school system.
- 2.6 Promotes and supports parent/student/community involvement in the school.
- 2.7 Maintains a sound working relationship with the media.
- 2.8 Speaks well in front of large and small groups, expressing his/her ideas in a logical and forthright manner.

Prior Year's Performance:

Future Areas of Focus:

Standard 3: Staff Relations

- 3.1 Has organized the staff so that appropriate decision-making may take place at various levels.

- 3.2 Periodically reviews and reorganizes staff duties and/or responsibilities to take full advantage of the staff's special competencies.
- 3.3 Recognizes, develops, and utilizes the leadership abilities of staff.
- 3.4 Provides for the systematic evaluation of all principals, other administrators and teaching professionals by appropriate administrators.
- 3.5 Delegates authority to staff members appropriate to the position each holds.
- 3.6 Maintains communications with staff by various well-defined and periodic means so as to promote understanding of, and support for, District policies.
- 3.7 Strives to create open and honest relations among staff members.
- 3.8 Deals with personnel matters in a forthright, objective, and professional manner.
- 3.9 Provides motivation and resources for staff members to engage in professional development activities.

Prior Year's Performance:

Future Areas of Focus:

Standard 4: Educational Development

- 4.1 Understands and keeps informed regarding all aspects of the instructional program.
- 4.2 Organizes a planned program of curriculum evaluation and improvement.
- 4.3 Exemplifies the skills and attitudes of a master teacher and inspires others to highest professional standards.
- 4.4 Takes an active leadership role in the development and improvement of the program of instruction.
- 4.5 Promotes an educational philosophy that emphasizes students.

Prior Year's Performance:

Future Areas of Focus:

Standard 5: Financial Management

- 5.1 Keeps informed on needs of the school program – plant, facilities, equipment, and supplies.
- 5.2 Evaluates financial needs and makes recommendations for adequate financing.
- 5.3 Oversees the detailed District budget and its interpretation and presentation to the Board for adoption.
- 5.4 Identifies and pursues grants at both the State and Federal level to supplement the finances of the District.
- 5.5 Maintains accountability and a systematic method to ensure proper expenditures; authority and allegiance is sustained in all financial operations of the District.

Prior Year's Performance:

Future Areas of Focus:

Standard 6: Facilities Management

- 6.1 Keeps informed, evaluates and reports to the Board on the progress of building projects.
- 6.2 Makes the day-to-day decisions necessary to keep the building project on schedule.
- 6.3 Works closely with the Board as a whole or with the Building Committee in making major decisions.
- 6.4 Oversees the budget for the building project.
- 6.5 In cooperation with the Board, maintains and updates a short- and long-range plan that includes (a) a schedule for the routine maintenance of all school properties, (b) a schedule for the repair and/or replacement of school equipment, and (c) a facilities needs assessment for future renovation or construction.

Prior Year's Performance:

Future Areas of Focus:

Standard 7: Values and Ethics of Leadership

- 7.1 Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
- 7.2 Earns respect and standing among his/her professional colleagues.
- 7.3 Demonstrates his/her ability to work well with individuals and groups.
- 7.4 Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
- 7.5 Maintains his/her professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting with other superintendents.

Prior Year's Performance:

Future Areas of Focus:

2016 Goals for the Superintendent

2017 Goals for the Superintendent

Gothenburg



2016

2017

Volunteer Handbook

STATEMENT OF PHILOSOPHY

A comprehensive and balanced, activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music and related academic areas. Participation in these activities should provide students with a lifetime basis for personal values, for work and for leisure activities. Our job is to ensure a supportive and safe environment for student participation, which encourages the development of skills and the building of relationships.

Coaching leadership should provide athletes with examples of exemplary behavior. Measurement of leadership success will emphasize character, courage and integrity as the major objectives of the program. This program should prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Coaches and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels (Sophomore, Junior Varsity) should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Best of luck,



Activities Director

Reference Guide

Professional Development Opportunities	pg. 2
Certification	pg. 2
Job Description	pg. 3
Expectations	pg. 3
Sportsmanship Code	pg. 4
Coaches Code of Conduct	pg. 5-9

Professional Development

Non-staff coaches might be eligible to obtain certification with expenses reimbursed by Gothenburg Public Schools.

Coaching Certification Steps

NSAA By-Law 2.12.2: Head Coach, Assistant Coach, or Sponsor. In order to serve as a head or assistant coach or sponsor of any activity sponsored by the NSAA, the individual must possess a valid NE Teaching Certificate or NE Administrative and Supervisory Certificate and have a written contract of employment as a coach or sponsor with the school in which he/she is to perform these duties.

NSAA By-Law 2.12.2.1: Individuals who possess a Special Services Certificate endorsed in coaching may be employed by a school district as a head or assistant coach in NSAA sponsored activities.

1. Complete a course in NFHS Fundamentals of Coaching. The NFHS link for this approved course can be found at:
<http://www.nfhslearn.com/CourseDetail.aspx?courseID=1000>
2. Complete a course in NFHS First Aid for Coaches. The NFHS link for this approved course can be found at:
<http://www.nfhslearn.com/CourseDetail.aspx?courseID=1001>
3. Complete a Human Relations Course at a four-year college. A list of approved courses can be found on the NSAA Coaching Accreditation page.
<http://www.education.ne.gov/TCERT/pdfs/Approved%20HRT.pdf>
4. On-line application for a Special Services Certificate for Coaching from Nebraska Department of Education
https://datacenter.education.ne.gov/tcert/tcert_newapp.dll or (402) 471-0739.
5. Submit application and payment to the Nebraska Department of Education with the original certificates indicating completion of the NFHS Fundamentals of Coaching and NFHS First Aid for Coaches as well as a copy of a transcript showing completion of a Human Relations Course.

Restrictions for Non-Certified Coaches

Head Coach, Assistant Coach, or Sponsor. In order to serve as a head or assistant coach or sponsor of any activity sponsored by the Nebraska School Activities Association, the individual must possess a valid Nebraska Teaching Certificate or Nebraska Administrative and Supervisory Certificate and have a written contract of employment as a coach or sponsor with the school in which he/she is to perform these duties.

Coaches' Aides

Coaches' Aides. Schools may contract non-certificated personnel to assist with their activities programs, but such personnel shall be coaches' aides.

1. The individuals must have a job description.
2. The individual shall not initiate nor change instruction given by the head coach and must carry out specific directions given by the head coach.2.12.3.3 The individual may assist in starting, executing, and completing the specific plan of the learning experience

as defined and directed by the head coach.

3. The aide should be specifically prepared for duties assigned, to include the handling of emergency situations that arise in the course of his/her work.
4. Coaches' aides are not to be given the sole responsibility of directing or supervising students during practice. The head coach should be in the immediate practice area.
5. When traveling to and from and participating in interschool competition, the team or individuals are to be accompanied by the head coach/sponsor, assistant coach/sponsor, or in case of an emergency, a certificated faculty member

JOB DESCRIPTION: COACHES' AIDE

1. Support the head coach in conducting the athletic program of that particular sport and the total athletic program of the Gothenburg Senior School in general.
2. Be loyal to the Head Coach and to the team.
3. Attend staff meetings when called by the Head Coach.
4. Assist with scouting of varsity games.
5. Assume any duties assigned by the Head Coach pertaining to the overall athletic program of the particular sport. Some of these duties might be: conducting portions of practice drills, handling equipment, determining eligibility, working with student managers, public relations and statistics.

EXPECTATIONS FOR AN ATHLETIC COACH AT GOTHENBURG PUBLIC SCHOOLS

1. Perform the coaching responsibilities of the assigned sport to the best of your ability, conducting yourself in a professional manner and adhering to high standards.
2. Know, understand, and comply with rules and regulations of our school, conference, and state governing bodies for athletics.
3. Maintain a working knowledge and understanding of the playing rules of your sport, teach these to your athletes and insist upon compliance.
4. Fulfill your assigned academic duties as well as athletic duties, adhering to policies governing all faculty.
5. Appreciate and promote all Gothenburg athletics, as well as your own sport. Volunteer to assist in various capacities in the total program.
6. Follow the chain of command in all athletic matters.
 - a. Consult and work with the activities director concerning:
 - (1) Budget
 - (2) Lettering requirements
 - (3) Practice schedules, dates and times
 - (4) Transportation
 - (5) Scheduling of contests
 - b. Consult building principal concerning:
 - (1) Your absence from scheduled classes because of activities
 - (2) Athletes absence from school because of activities
7. Constantly seek self-improvement through reading, workshops, clinics and through other appropriate endeavors associated with your sport.
8. Establish rapport with your athletes, treat them with respect and in a fair and professional manner. You are responsible for their health, safety and well being.

9. Establish and maintain a comfortable working relationship with fellow coaches, faculty, staff, administration and community.
10. Be a professional. Keep "in-house" problems in-house. Do not ridicule athletes, staff, coaches or faculty. Approach things from a positive point of view.

GOTHENBURG ATHLETIC PROGRAM (Sportsmanship Code)

The athletic program of Gothenburg Public School is designed to provide opportunities for those students who desire competitive activity in athletics. It is our desire to instill in each participant the image of a true Swede athlete.

In accordance with the District 20 Spectator Code of Sportsmanship Behavior, Ethics, and Integrity each GPS activity participant must:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better-informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the extracurricular activity.

Additionally participants should:

9. Strive for victory through fair play according to the rules of the game.
10. Love the game for its own sake – not for what winning may bring them through publicity.
11. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches and fans.
12. Win without boasting and lose without excuses.
13. Do all within your power to make the entire athletic program something we will always be proud of.

Any boy or girl is welcome to try out for any of the interscholastic team available to them providing they meet the requirements established by the Nebraska State Activities Association and the school and they agree to follow the guidelines.

Code of Conduct for Coaches and Sponsors¹

Extracurricular activity participation should be fun and be a significant part of a sound educational program. Coaches have a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Further, ethical principals established by the NDE related to commitment to the school employer, student, community, and profession are equally applicable to coaching duties.

The expectations of persons designated as “sponsors” of extracurricular activity programs are exactly the same as coaches; so all references to coaches apply equally to sponsors. References to parents also includes “guardians.”

¹ To give credit and to explain the source of this Code of Conduct: the principles of this Code are drawn heavily from the CHARACTER COUNTS! Coalition as well as the ethical standards established by the Nebraska Department of Education for educators.

TRUSTWORTHINESS

Be worthy of trust in all you do. Teach students the importance of integrity, honesty, reliability and loyalty.

- *Integrity* — Model high ideals of ethics and sportsmanship.
- *Honesty* — Don't lie, cheat, steal or engage in or permit dishonest conduct.
- *Reliability* — Fulfill commitments; do what you say you will do. Be on time. Complete the season for which you have been assigned or hired.
- *Loyalty* — Be loyal to your school and team. Put the team above personal glory.
- *Candid* — Be candid with students and their parents about the student's likely level of participation, of getting an athletic scholarship or playing professionally.

RESPECT

Treat all people with respect and require the same of students.

- *Class* — Encourage students to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- *Taunting* — Don't engage in or allow trash talking, taunting, boastful celebrations, or other actions that demean individuals or the program.
- *Respect for Officials* — Treat game officials with respect. Assure that neither you nor your players publicly criticize an official in a manner that discredits the game, impugns the honor or the integrity of any official or subjects the referees to ridicule or hostility.
- *Respect for Parents* — Treat parents with respect. Be clear about your expectations, goals and policies and maintain open lines of communication.
- *Profanity* — Don't engage in or permit profanity or obscene gestures during practices, extracurricular activity events, team travel, or in any other situation where the behavior could reflect badly on the school, the extracurricular activity program, or your position as a role model.
- *Positive Coaching* — Use positive coaching methods to make the experience enjoyable and increase self-esteem. Refrain from physical or psychological intimidation, verbal abuse, and demeaning conduct. Use incentives and disincentives consistent with sportsmanship and character-building goals.
- *Effort and Teamwork* — Encourage students to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness.
- *Professional Relationships* — Maintain appropriate, professional relationships with students and others involved in extracurricular activities. Respect proper coach-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of students. Avoid conflicts of interest including financial or personal relationships that could be construed as exploitive of students or affect your impartiality.

RESPONSIBILITY

- *Life Skills* — Teach students positive life skills that will help them become well-rounded and responsible.
- *Advocacy of Education* — Advocate the importance of education beyond athletic eligibility standards. Assure that extracurricular activities do not unduly interfere with the ability and motivation of students to achieve their academic potential.
- *Good Character* — Foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship. Look for opportunities to state and reinforce positive messages.

- *Role-Modeling* — Be a worthy role-model. Be mindful of the high visibility and great influence you have as a coach. Conduct yourself in private and coaching situations in a manner that exemplifies all you want your students to be. Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of students or in other situations where your conduct could undermine your positive impact as a role model. Don't gamble or associate with professional gamblers.
- *Competence* — Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- *Knowledge of Rules* — Maintain a thorough knowledge of current game and competition rules and assure that your students know and understand the rules. Be familiar with applicable NSAA and school rules and regulations on eligibility, recruiting, seasons, practice time, and out-of-season activities.
- *Self-Control* — Control your ego and emotions; avoid displays of anger and frustration; don't retaliate.
- *Enforcing Rules* — Enforce the codes of conduct consistently even when the consequences are high. Report rule violations or misconduct.
- *Access* — Help make extracurricular activity experiences available to students of diverse backgrounds. Do not treat students differently (worse) based on race, nationality, disability, gender, religion or on any other protected category.

FAIRNESS

Be fair in competitive situations, team selection, discipline and all other matters. Be open-minded and willing to listen and learn.

CARING

- *Safe Competition* — Put safety and health considerations above the desire to win. Never permit students to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
- *Safety and Health* — Establish standards and regulations that put the health of students above other considerations. Be informed about basic first aid principles and the physical capacities and limitations of the students. Educate students about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs and nutritional supplements. Be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
- *Caring Environment* — Demonstrate concern for students as individuals. Maintain an environment that is physically and emotionally safe.

CITIZENSHIP

- *Honoring the Spirit of Rules* — Observe and require students to observe the spirit and the letter of all rules including the rules of the game and those relating to extracurricular activity participation.
- *Promoting Sportsmanship* — Promote sportsmanship over gamesmanship. Resist temptations to gain competitive advantage through strategies (such as devious rules violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by negating or diminishing the impact of the core skills that define the sport. Establish and regularly practice pre- and post-game rituals and traditions that reinforce the principles of sportsmanship. Specially acknowledge acts of good sportsmanship.

COMMITMENT TO SCHOOL

Coaches shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the coach's responsibilities, the coach:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the coach is responsible.
- Shall not exploit relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall report to the Superintendent or supervisors any known violation of the ethical principles of the Code of Conduct.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

COMMITMENT TO THE STUDENT

Mindful that the coach's position exists for the purpose of serving the best interests of the school district's students and patrons, the coach shall perform coaching job duties with genuine interest, concern, and consideration for the student. The coach shall work to stimulate the formulation of worthy goals. In fulfillment of the obligation to the student, the coach:

- Shall make reasonable effort to protect the student from conditions which interfere with the academics or are harmful to health or safety.
- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

COMMITMENT TO THE PUBLIC

The responsibility inherent in working with students requires dedication to the principles of our democratic heritage. The coach bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public. In fulfillment of the obligation to the public, the coach:

- Shall not misrepresent an institution with which the coach is affiliated, and shall take added precautions to distinguish between the coach's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony.
- Shall, with reasonable diligence, attend to the duties of the coach's position.

COMMITMENT TO COMPETENT PERFORMANCE

Coaches must possess the abilities and skills necessary to accomplish the designated task. Therefore, coaches will:

- Adhere to and enforce administrative policies of the school.
- Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.
- Create an atmosphere which fosters interest and enthusiasm.
- In communicating, use language which reflects an understanding of the ability of the individual or group; assure that the designated task is understood; and use feedback techniques which are relevant to the designated task; consider the entire context of the statements of others when making judgments about what others have said; and encourage each individual to state his ideas clearly.
- Resolve discipline problems in accordance with law and school policies.
- Maintain consistency in the application of policy and practice.
- Develop and maintain positive standards of conduct.

STUDENT FEES POLICY

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

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

A. Definitions.

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

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Extracurricular Activities.

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

6. Postsecondary Education Costs.

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

7. Transportation Costs.

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

8. Copies of Student Files or Records.

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

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

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

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

10. Participation in Summer School or Night School.

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

11. Charges for Food Consumed by Students.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Student Fee Fund.

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

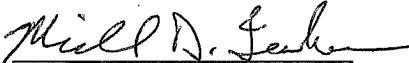
Legal Reference:

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation
79-2,104 Student files or records
79-715 Eye-protective devices
79-737 Liability of students for damages to school books
79-1,104 Before-and-after-school or prekindergarten
services.
79-1106 to 79-1108.03 Accelerated or differential curriculum

CERTIFICATION

On the 13th day of June, 2016, the Board of Education of Gothenburg Public Schools held a public hearing on the student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2015-16 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.


Superintendent

Policy Adopted: July 8, 2002
Policy Amended: July 14, 2003
Renumbered: December 10, 2007
Policy Reaffirmed: July 11, 2016

GOTHENBURG PUBLIC SCHOOLS
Gothenburg, Nebraska

STUDENT FEES ADMINISTRATIVE REGULATION

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

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

MAXIMUM POSSIBLE Fees Charged Within the District:

- Prior to the commencement of the school year, the school district publishes a listing of personal and consumable supplies that elementary students in each grade must provide for his/her use.
- Students in middle school and high school must provide their own personal and consumable supplies including paper, pens, erasers, computer discs, calculators and the like.
- Non-academic field trips \$30.00
- Student activity card \$35.00
Covers admission to all extracurricular events
- Student participation fee \$35.00
Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.
- Student individual activity admission \$5.00 maximum
- Summer School students must pay the summer school tuition set by the district
- Dual Credit Courses students must pay the tuition fees set by the post-secondary institution

LAB Classes

- Industrial Technology Classes \$25.00
- Art Classes \$25.00
- Family and Consumer Science Classes \$25.00
- Physical Education Classes \$25.00
- Science Classes \$25.00

Organizations or activities

- Band students must provide their own instruments, shoes, personal and consumable supplies.

- Cheerleading students must purchase uniforms and shoes selected by the sponsor and/or student group

- Football students must provide their own shoes and undergarments

- Softball students must provide their own shoes, undergarments, and gloves

- Golf students must provide their own shoes, undergarments, and clubs

- Track, Volleyball, Wrestling, Basketball and Cross Country students must provide their own shoes and undergarments

- Swing Choir students must purchase outfits and shoes selected by the sponsor/group

- Future Farmers of America student must purchase jackets. \$25.00 dues
- National Honor Society \$25.00
- Sigma Phi Beta \$25.00
- DI \$25.00
- Spanish Club \$25.00
- Student Council \$25.00
- Thespians / NFL \$25.00
- Speech \$25.00
- Art Club \$25.00

Lunch Program

- Breakfast Program
 - Regular Price \$1.30
 - Reduced Price \$.25
- Lunch Program – Grades K-8
 - Regular Price 7-12 \$2.60
 - Regular Price K-6 \$2.30
 - Reduced Price \$0.40

Regulation Adopted: July 8, 2002
Regulation Amended: Annually (Jul 2016)
Renumbered: December 10, 2007

GOTHENBURG PUBLIC SCHOOLS
Gothenburg, Nebraska

InstructionParental/Community Involvement in Schools

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

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

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

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

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

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

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

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

Date of Adoption: February 11, 2008

StudentsAnti-Bullying Policy

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

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

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

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

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

Date of Adoption: July 14, 2008

Internal Board Policies - Methods of OperationFormulation of Policies

It shall be the policy of Gothenburg Public Schools that the Board of Education, representing the people of the Gothenburg School District, will be the governing body which determines all questions of general policy to be employed in the governance of the Gothenburg Public Schools.

Proposals regarding school district policies and operation may be initiated by any of several sources: a parent, a taxpayer, a professional employee, a school board member, a non-professional employee, a professional consultant, a civic group, etc. Ordinarily policies will be developed for presentation to the Board of Education by the Superintendent.

Formal action on policy proposals, whatever their source, will be taken by the Board of Education in accordance with its bylaws. Ordinarily, the Board of Education shall take action on such matters upon the basis of recommendations presented to the Board of Education by the Superintendent.

Legal Reference: §79-554
 §79-520

Date of Adoption: April 14, 2008

Internal Board Policies - Methods of OperationAdoption, Amendment or Suspension of Policies

- A. Proposed policies introduced and recommended to the Board shall require a majority vote of the Board for adoption and if so passed shall take effect immediately.
- B. Any policy of the Board may be suspended for an agreed upon period of time by a majority vote of the members of the Board.
- C. The Superintendent of Schools, in case of emergency or to comply with legal requirements, may suspend any part of these policies and regulations as it pertains to administration of schools provided, however, that the Superintendent shall report the fact and the reason for such suspension at the next meeting of the Board of Education and, provided further that the suspension shall expire at the time of said report unless continued in effect by action of the Board of Education.

Date of Adoption: April 14, 2008

Bylaws of the Board - Bylaws, Policies and Regulations

Formulation, Adoption, Amendment of Policies

Policy proposals and suggested amendments to or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments, or revisions thereof shall be read and discussed.

Policies will typically be introduced at one meeting and approved at the next meeting of the Board of Education. However, policy may be approved in a single meeting if necessary. The agenda and minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by majority vote of all members of the Board of Education and the actions shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Policies shall be reviewed at least every three (3) years or at such other periodic time periods as may be required by law.

Adoption and Amendment of Bylaws

Proposed new bylaws and suggested amendments to or revisions of existing bylaws may be adopted by a majority vote of ALL members of the Board during the second of two (2) regularly scheduled meetings of the Board not less than four (4) weeks apart in the calls for which meeting the proposed additions, amendments or revisions shall have been described in writing.

Approval and Amendment of Administrative Regulations

The Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent, or as required by negotiated agreements with employee organizations, in which case, any such regulation shall become a part of any such agreement and shall be subject to amendment as provided in any such agreement.

The Board reserves the right to review and demand revisions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Suspension of Policies, Bylaws and Regulations

Policies and rules may be suspended unless in conflict with state law by a unanimous vote of all Board members in attendance at any regular or special meeting.

Legal Reference: §79-526
Reference: Robert's Rules of Order

Date of Adoption: May 12, 2008

Business Operations

Sale and Disposal of School Property

The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations. Any sale of school property is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting.

Such disposal may be by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via school newsletter, a weekly memo, a bulletin posting, a newspaper advertisement, or other means suitable to the value and nature of the property.
2. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
3. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate. No school employee shall take such property for their personal use, even if the item has been placed in the trash, without the express approval of the administration.

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Legal Reference: Neb. Rev. Stat. § 79-10,114

Date of Adoption: [Insert Date]

Business Operations

Purchasing Policies

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

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$40,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$40,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

Credit Card Purchasing Program

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

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

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

Date of Adoption: [Insert Date]

Business OperationsESSA

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

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

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

(iii) meet the challenging State academic standards expected of all students.

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

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Legal Reference: ESSA

Date of Adoption: [Insert Date]

Personnel - All EmployeesProhibition on Aiding and Abetting Sexual Abuse

A school employee, contractor, or agent of the school district is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law.

“Assisting” does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act (for example, where the matter has been investigated by law enforcement and the person has been exonerated and approved by the Superintendent or designee.)

Legal Reference: **ESSA sec. 8038, § 8546**

Date of Adoption: [Insert Date]

Personnel - All EmployeesWorkplace Privacy Policy

1. The District will abide by the Nebraska Workplace Privacy Act and will not:
 - a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
 - b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee's or applicant's personal Internet account or provides the District access to the employee's or applicant's personal Internet account;
 - c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
 - d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.
 - e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District's technology policies, procedures and guidelines, including the District's Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

- a. Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District's network, to the extent permissible under applicable laws;
- b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
- c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee's personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
- d. Any other reason permitted by the Workplace Privacy Act.

Legal Reference: Laws 2016, LB 821

Date of Adoption: [Insert Date]

Students

Drug and Substance Use and Prevention

Drug-Free Schools

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

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING [NAME] PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE

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STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

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Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled

substance when such activity constitutes a substantial interference with school purposes.

- 6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

- 1. Violation of these standards may result in suspension or expulsion.
- 2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
- 3. The student may be referred for counseling or treatment.
- 4. Parents or legal guardian will be notified.
- 5. Law enforcement will be notified.
- 6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The [Name] Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Date of Adoption: [Insert Date]

Students

Academic Progress

The Superintendent will be responsible for implementing a uniform system for appraising and reporting the development of students' academic and behavioral skills.

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held in both the elementary and junior-senior high school each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

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Date of Adoption: [Insert Date]

StudentsHomeless Students

This School District will comply with the federal and state law related to homeless students.

A “homeless child” for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students.

An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District’s designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
 - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
 - i. homeless children are identified by school personnel;
 - ii. homeless children enroll in, and have a full and equal opportunity to succeed in school;
 - iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
 - iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
 - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;
 - vi. enrollment disputes are mediated in accordance with law; and
 - vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
 - b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
 - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A

homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.

- d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
 - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
 - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
 - g. Notice. [The District shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the Homeless Coordinator, and shall annually provide to NDE the identity of the District's Homeless Coordinator.](#)
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
 - c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.

- i. The placement shall be at either:
 1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
 2. The school of the attendance area in which the child is actually living.
 - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
 - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
 - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
 - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
4. Transportation: Transportation will be provided to homeless students to the extent required by law.
- a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless

Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.

- c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.

5. Dispute Resolution Process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:

- a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:
 - i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
 - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.
 - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the District.
 - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
 - v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.

- b. time such complaint or dispute is brought. In the case of an unaccompanied youth, the District liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;
- c. The District will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and
- d. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.

6. Right to Appeal.

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- a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.
- b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

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

Date of Adoption: [Insert Date]

Homeless Education Program

**HOMELESS STUDENT ENROLLMENT INFORMATION
& PLACEMENT REQUEST**

Child's Name: _____ Birth Date: _____ Grade _____
(Last Name) (First Name) (M.I.)

Parent/Guardian Name _____ Unaccompanied Youth _____
(Last Name) (First Name) (M.I.) ("Yes" or "No")

Current Address _____

Telephone Number: _____
(If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- _____ sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
- _____ in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
- _____ in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
- _____ have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
- _____ in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- _____ None of the above.

b. How long do you anticipate living in current location? _____

2. School Most Recently Attended

School: _____
(School Name) (City) (State)

Dates of Attendance: _____ to _____

Grade level when last attended: _____

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided : _____

- English Language Learners (ELL) Gifted Vocational Education
- Other _____

4. Possible Barriers to Education

- No Birth Certificate No immunizations or other medical records
- No School Records Transportation School Selection
- Other issues/barriers _____

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation Clothing to meet a school requirement School supplies
- Early childhood program Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling Addressing needs related to domestic violence
- Staff professional development/awareness
- Other _____

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth:

b. Reason(s) for Request: _____

c. Name of "School of Origin" _____
(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date _____

Has student been withdrawn? _____

If so, what was the withdraw date? _____

d. Distance from:

i. Residence to the school of origin (miles): _____

ii. Residence to the school requested (if not school of origin): _____

Parent or Guardian or Unaccompanied Youth's signature

Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

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**WRITTEN NOTIFICATION OF
ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT**

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:

- _____ Child does not qualify under the homeless student program.
- _____ Child qualifies under the homeless student program. This determination was based upon: _____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the state coordinator:
Education Specialist & Homeless Education / NCLB Programs
Nebraska Department of Education
<http://www.education.ne.gov/federalprograms/Title%20X.html>
Telephone: (402) 471-1419 Facsimile: (402) 742-2371
- You may seek the assistance of advocates or attorneys.

Administrator

Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____

Persons who have information to support my position (include contact information): _____

I request that the following action be taken on this dispute: _____

Parent or Guardian or Unaccompanied Youth's signature _____ Date _____

-----For School Use-----

Date received by Homeless Coordinator _____

-----Determination of Homeless Coordinator-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: _____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact the state coordinator:

Education Specialist & Homeless Education / NCLB Programs
Nebraska Department of Education
<http://www.education.ne.gov/federalprograms/Title%20X.html>
Telephone: (402) 471-1419 Facsimile: (402) 471-0117

Administrator

Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

Students

Student Privacy Protection Policy

It is the policy of [Name] Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District=s policies in this regard include the following:

A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties

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

B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive

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

C. Right of Parents to Inspect Instructional Materials

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials, for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator=s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations

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or Screenings

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

E. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent=s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

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

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Legal Authorities: Every Student Succeeds Act
Protection of Pupil Privacy Amendment, 20 U.S.C. Sec. 1232h and 34 CFR Part 98;
Family Educational Rights and Privacy Act, 20 U.S.C. Sec. 1232g;
Neb. Rev. Stat. Sec. 79-530 to 79-533

Date of Adoption: [Insert Date]

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Instruction

The Program of Instruction

The minimum program of instruction in the schools shall be that prescribed by the statutes. The statutory curriculum may be augmented and extended to provide for the educational needs of individual pupils and differing areas in the School District.

| The District shall educate staff and students about the harms of copyright piracy.

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| Legal Reference: Rule 10; ESSA

Date of Adoption: [Insert Date]

Instruction

Assessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in ~~September, 2015~~;
- Science standards that were adopted by the State Board in November, 2010; and
- Social Studies standards that were adopted by the State Board in December, 2012.

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Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: [Insert Date]

Instruction

Initiations, Hazing, Secret Clubs and Outside Organizations

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

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Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference: Neb. Rev. Stat. §§ 79-2,101 to 79-2,103
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07

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Date of Adoption: [Insert Date]

Instruction

Activities

Return to Learn From Cancer

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

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Legal Reference: [Neb. Rev. Stat. §§ 79-2,148](#)

Date of Adoption: [Insert Date]

Instruction

Title I Parental and Family Involvement Policy

This Parental and Family Involvement Policy is established in compliance with Title I. [Name] Public Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of [Name] Public Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental Involvement

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

- A. Involving parents and family members in the joint development of the District’s Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- C. Building the schools’, parents’ and family’s capacity for strong parental and family involvement.
- D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
- E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I

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program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

- F. Involving parents and family members in the activities of the schools served under Title I.

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Policy Involvement

Each school served under the Title I program shall:

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

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Shared Responsibilities for High Student Academic Achievement

As a component of the District’s parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State’s high standards. Such

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compact shall—(1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents and family members on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

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Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who

are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

Accessibility

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

Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District’s Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: [Insert Date]

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InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

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

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

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- 4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
- 5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
- 6. Parental Consent. ~~The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.~~
- 7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

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

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

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

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3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

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

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

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

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

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information

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accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

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

Legal Reference: Children's Internet Protection Act, 47 USC § 254
[Children's Online Privacy Protection Act, 15 U.S.C. § 6501](#)
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: [Insert Date]

[Name] Public Schools
Addition to Employee Code of Conduct
Appendix "I"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

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

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

Employee's Name _____

Employee's Signature _____ Date: _____

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

[Name] Public Schools
Addition to Student Code of Conduct
Appendix "2"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

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

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

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

Student's Name _____

Student's Signature _____ Date: _____

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

[Name] Public Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT’S AGREEMENT

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

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

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

Student's Name _____

Parent's Signature _____ Date: _____

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

InstructionStudent Self-Management of Asthma, Anaphylaxis, and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

- (1) written request of the student's parent or guardian;
- (2) authorization of the student's physician [or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition](#);
- (3) receipt of a signed no liability statement from the parent or guardian; and
- (4) development of an asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

Legal Reference: Neb. Rev. Stat. §§ 79-224 and 79-225

Date of Adoption: [Insert Date]

Plan For _____ (Student) Dated: _____

ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN

I. CONTACT AND PLAN INFORMATION

Student's Name: _____ Date of Birth: _____ / _____ / _____

(Month) (Day) (Year)

Health Condition: Asthma Anaphylaxis (For this Plan "Health Condition" means the condition(s) checked)

Mother/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Father/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Student's Doctor/Health Care Provider: _____

Address: _____

Telephone: _____ Emergency Number: _____

Other Emergency Contacts: _____

Relationship: _____

Telephone: Home _____ Work _____ Cell _____

**II. PARENT OR GUARDIAN
AUTHORIZATION, APPROVAL AND LIABILITY WAIVER**

The parents or guardians (hereinafter "Parent") request that [Name] Public Schools allow the Student to self-manage the health condition and accept and agree to this Medical Management Plan. The Guidelines for Asthma or Anaphylaxis Medical Management Plan are incorporated into and are a part of this Plan.

Parents understand and agree that if the Student injures school personnel or another student as the result of the misuse of necessary asthma or anaphylaxis medical supplies, Parents shall be responsible for any and all costs associated with such injury. Parents acknowledge that (a) the school and its employees and agents are not liable for any injury or death arising from the Student's self-management of the Student's Health Condition and Parents release same from any such claims and (b) Parents shall and do hereby agree to indemnify and hold harmless the school and its employees and agents against any claim arising from the Student's self-management of Student's Health Condition. This release, indemnification and hold harmless agreement shall take effect immediately and shall stay in effect for as long as the Student is provided permission to self-administer medication.

Parent/guardian signature: _____ Date: _____

Parent/guardian signature: _____ Date: _____

III. STUDENT AGREEMENT

I will use the prescription asthma or anaphylaxis medication only as prescribed and as permitted by the Plan. I will not share the medication with others and I will not create an unnecessary distraction to others. I have been instructed how to self-administer this medication and understand the side effects of improper use and will promptly report self-administration and follow the Guidelines. I understand that if I do not abide by these terms, I may be disciplined and that this Plan will be re-evaluated. I release the school and its employees of any liability in any way related to this Plan or my use of the medication.

Student signature: _____ Date: _____

IV. MEDICAL MANAGEMENT PLAN

A. Health care services the Student may receive at school relating to Student's Health Condition: See Guidelines (Part V).

B. Evaluation of Student's understanding of and ability to self-manage Student's Health Condition.

The parents/guardians and the Physician certify that the Student has a sufficient level of understanding and ability to self-manage the Student's Health Condition as follows:

1. Access to Prescription Asthma/Anaphylaxis Medication
 - May have medication in Student's possession at any time.
 - May have medication in Student's possession when the health office is not accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities) but should otherwise be maintained in the health office.
 - May not have medication in Student's possession except for emergency use.

2. Self-Administration of Prescription Asthma/Anaphylaxis Medication
 - May self-administer independently and without supervision. The Student has had training and is proficient in self-administering medication.
 - May self-administer when the health office or school staff authorized to administer medication are not readily accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities); but should otherwise have medication administered by the health office or authorized school staff.
 - May not self-administer except for emergency use.

C. It is agreed that this Plan permits regular monitoring of Student's self-management of Student's Health Condition by an appropriately credentialed health care professional.

D. Name, purpose and dosage of prescription asthma or anaphylaxis medication prescribed for Student: See Student Asthma/Anaphylaxis Action Plan (Part IV(F)).

E. Procedures for storage and access to backup supplies of such prescription medication for Student's Health Condition:

1. The Student, when permitted to be in possession of medication, will have only the prescription medication that might be needed for the Student's own use. For example, the Student may have one inhaler, but not two, unless the first is nearly empty
2. The school will store any backup supply needed in accordance with its medication storage procedures.
3. The student may have access to the backup supply when necessary by requesting such from the health office.

F. Student Asthma/Anaphylaxis Action Plan

Student Name: _____ **Date of Birth:** ____/____/____
 (Month) (Day) (Year)

EXERCISE PRECAUTION - Administer inhaler 15-30 minutes before exercise (eg, gym class, recess)

Albuterol inhaler (Proventil, Ventolin) 2 inhalations

ASTHMA TREATMENT

Give or self-administer **quick relief medication** when Student experiences asthma symptoms such as, coughing, wheezing, or tight chest.

Quick relief medication:

- Albuterol inhaler (Proventil, Ventolin) 2 inhalations
- Pirbuterol inhaler (Maxair) 2 inhalations
- Albuterol inhaled *by nebulizer* (Proventil, Ventolin)
 - 0.63 mg/3 mL
 - 1.25 mg/3 mL
- Levalbuterol inhaled *by nebulizer* (Xopenex)
 - 0.31 mg/3 mL
 - 0.63 mg/3 mL
 - 1.25 mg/3 mL
- May carry and self-administer metered-dose inhaler per Part IV(B) of Medical Management Plan.

IF SCHOOL STAFF INVOLVED-- CLOSELY OBSERVE STUDENT AFTER QUICK RELIEF ASTHMA MEDICATION IS ADMINISTERED

If after 10 minutes:

- Symptoms are improved, student may return to classroom after notifying parent/guardian.
- If no improvement in symptoms, repeat the above medication and notify parent/guardian immediately and determine student's ability to remain in school for the day.
- ***If student continues to worsen CALL 911 and INITIATE Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Asthma).***

ANAPHYLAXIS TREATMENT

Give or self-administer **epinephrine** when Student experiences allergy symptoms, such as hives, difficulty breathing (chest or neck "sucking in"), lips or fingernails turning blue, or trouble talking (shortness of breath).

The Student has severe allergies to the following:

Epinephrine injection (please specify):

- EpiPen 0.3 mg Twinject 0.3 mg
- EpiPen Jr. 0.15 mg Twinject 0.15 mg
- May carry and self-administer epinephrine injection per Part IV(B) Medical Management Plan.

IF SCHOOL STAFF INVOLVED--CLOSELY OBSERVE STUDENT AFTER EPINEPHRINE IS ADMINISTERED

• CALL 911 and closely observe the student.

- Notify parent/guardian immediately.
- Even if student improves, the student should be observed for recurrent symptoms of anaphylaxis in an emergency medical facility.
- *If student does not improve or continues to worsen, INITIATE Nebraska's schools Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Anaphylaxis).*

Possible adverse reactions to be reported to physician _____

Special instructions _____

I am the Student's Physician [or other health care professional who prescribed the medication for treatment of the student's condition](#). Student has Asthma Anaphylaxis and has been prescribed the medication referenced above. Student has the ability to safely and responsibly self-manage Student's Health Condition in accordance with this Asthma or Anaphylaxis Medical Management Plan. I approve the Medical Management Plan and the Student Asthma/Anaphylaxis Action Plan and authorize Student to self-manage Student's Health Condition at school in accordance with the Plan.

Physician signature: _____ Date: _____

**V. GUIDELINES FOR
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

Term of Plan: The plan is effective for the current school year. A new plan must be established each school year or more often if changes occur to the student’s health or prescribed treatment or student’s ability to self-manage.

Medications: The parents or guardians are responsible for supplying any and all prescription asthma/anaphylaxis medications required under the Plan; the school is not responsible for providing the medications. Prescribed asthma/anaphylaxis medications to be used by the Student under this Plan must be furnished in a current original container from the pharmacy with the student's name and the name of the medication, and where applicable, the strength and the dosage to be given. Inhalers must have a label attached to the inhaler itself, not on the packaging. If the prescribed medication, dosage or time of medication changes, the parents or guardians must promptly submit to the school nurse or designee the new prescription and as necessary a new asthma/anaphylaxis action plan. Any non-prescription medication must be furnished in the original container from the manufacturer. The school will store any backup supply needed in accordance with its medication storage procedures. The student may have access to the backup supply when necessary by requesting such from the health office.

Health care services the Student may receive at school relating to Student’s Health Condition.

1. Standard health services available to all students.
2. Storage of backup asthma or anaphylaxis medication supplies.
3. Recording of student self-administration reports.

Consultations: The school may consult with a registered nurse or other health care professional employed by such school during development of the plan.

Permitted Self-Management: Pursuant to the Asthma or Anaphylaxis Medical Management Plan the Student shall be permitted to self-manage the Student’s asthma or anaphylaxis condition in the classroom or any part of the school or on school grounds, during any school-related activity, or in any private location specified in the plan.

Student Reports of Self-Administration: The Student shall promptly notify the school nurse, the school nurse’s designee, or another designated adult at the school when the Student has self-administered prescription asthma or anaphylaxis medication pursuant to the Plan.

Responses to Student Misuse: The possession of medications by Students is a violation of the school’s drug and student conduct policies and may result in an expulsion from school. To the extent this Asthma or Anaphylaxis Medical Management Plan permits the Student to be in possession of prescribed asthma/anaphylaxis medications, the Plan allows the Student an exception to the school drug and student conduct policies. However, this exception only extends to the extent provided in the Plan. In the event the Student uses his or her prescription asthma or anaphylaxis medication other than as prescribed, or possesses medication other than as permitted by the Plan, the Student is subject to disciplinary action by the school, up to and including an expulsion. The school will promptly notify the parent or guardian of any disciplinary action imposed. The disciplinary action will not include a limitation or restriction on the student’s access to such medication; however, it is agreed that in the event of any such misuse, a re-evaluation of the Student’s understanding of and ability to self-manage Student’s Health Condition will occur and the re-evaluation may result in a modification or termination of this Plan.

Sharing Plan: It is agreed that this Asthma or Anaphylaxis Medical Management Plan may be shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g. staff need to know that the Student is authorized to have the medication on the

Student's person so the Student is not reported for a violation of the school's drug policies). The school officials who may be informed of the Plan thus include: administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the Student, and the coaches and sponsors of extracurricular activities in which the Student participates.

Filing of Plan: This Asthma or Anaphylaxis Medical Management Plan is to be kept on file at the school where the Student is enrolled.

**VI. SCHOOL NURSE ACKNOWLEDGEMENT OF
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

- Parent Request and Liability Waiver signed Student Agreement signed.
- Management Plan (including Action Plan) signed by Physician.
- Guidelines reviewed with the Student and Parent/Guardian.
- Copy of Guidelines and Student Agreement received by Parent/Guardian for reference.

School Nurse or designee signature: _____ Date: _____

Asthma/Allergy Self-Management Log

Student Name _____

Student Date of Birth _____

Date Started	Medication	Dosage	Time	Frequency	Physician	Phone #

Date/time of report	Date/time administration	Observation/Complications	Employee Recording Student Report	Parent Notification
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
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				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form

Parents/Guardian _____ Phone _____
 Teacher _____ Grade _____

Internal Board Policies

Conflict of Interest—Other Than Contracts or Employment

1. Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (A) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,
- (B) Deliver a copy of the statement to the Secretary of the Board of Education, who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.

- 4. The Superintendent, or the Superintendent's designee, shall provide:
 - (A) Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.
 - (B) When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

Gregory Perry 1/6/16 1:48 PM
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5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

Legal Reference: Neb. Rev. Stat. § 49-1425; § 49-14,101; § 49-14,102; § 49-14,103; § 49-14,103.01; § 49-14,103.02; § 49-14,103.03; § 49-14,103.04; § 49-14,103.05; § 49-14,103.06; § 79-818; § 79-544 and § 49-1499.

Date of Adoption: [Insert Date]

Bylaws of the Board - MeetingsRegular Meetings

The Board shall meet in regular session on the second Monday of each calendar month, unless otherwise designated by the president with the approval of the Board. All meetings shall be held in the boardroom at the Gothenburg Schools unless otherwise designated by the president with the approval of the Board. In each odd-numbered year, the January meeting will be held on or after the first Thursday after the first Tuesday.

Legal Reference: §79-554 §79-555 §84-1401

Special Meetings

A special meeting of the Board may be called by the president when in his opinion it is necessary, or upon recommendation of the Superintendent of Schools, or any two (2) Board members. No business shall be transacted at any special meeting, which does not come within the purpose, or purposes set forth in the call for the meeting unless it is of an emergency nature. Special Board sessions may be adjourned to a definite date and time.

Legal Reference: §79-520 §79-554 §79-555 §84-1401

Advance Delivery of Meeting Materials

The Board shall require the Superintendent to prepare an agenda which, with the minutes, shall be mailed or delivered to the Board members on Friday or prior to each regular monthly Board meeting.

Items not placed on the regular agenda may be tabled until the regular meeting on the following month to provide the Board adequate time to research the item in question. All citizens in the district boundary are permitted to place an item on the agenda. Those persons outside the district may place an item on the agenda by permission of the President of the Board or the Superintendent of Schools.

Order of Business

The following shall be the order of business for the regular meetings. The order of business may be changed by consent of all members present.

Meeting call to order, Pledge of Allegiance, Approval/Changes to Agenda, Recognition of Visitors, Business Items (Consent Agenda, Action Items, Policy Review, and Reports), Discussion Items, Time/Date of Next Meeting, Adjournment.

Parliamentary Procedure

The rules of parliamentary procedures as embodied in Robert's Rules of Order shall govern the school Board in its deliberation when the issue in question is not covered by these policies and bylaws.

Minutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved. The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

Legal Reference: §79-577 §79-555 §§ 84-1408-1414

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirement of a roll call or viva voce vote may be satisfied by used of an electronic voting device, which allows the yeas and nays of each member of the board to be readily seen by the public.

Date of Adoption: May 12, 2008

Date of Revision: August 8, 2016

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend Gothenburg Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Gothenburg Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline:

The application deadline will be waived by the School Board for applications to option into the Gothenburg Public School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School Board to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.
2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on a timely basis and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the "one-time" rule is applicable to the student's circumstance.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School Board determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Gothenburg Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Gothenburg Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School Board will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building or in any special education programs operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and availability of appropriate special education programs, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared.

E. Releases for Options Out

Provisions for Release:

A request for release of a resident student of the Gothenburg Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be

Terri Gibbs 6/7/16 4:30 PM

Deleted: Option 1 (No Release):

granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School Board and the School District, subject to subsequent ratification by the School Board.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Gothenburg Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Gothenburg Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Gothenburg Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. §§ 79-232 to 79-246
Date of Adoption: [Insert Date]

Administrative Report

Meeting: July Board Meeting

Date: 7/11/16

Mrs. Allison Jonas

Topics:

Training – *First year teachers will attend a “bootcamp” at ESU 10 in Kearney on August 2nd – 3rd. In addition, all new staff will attend two days of orientation on August 8th & 9th. All staff will report on August 10th.*

Summer School – Summer School has 63 students attending (same as 2015). We’re focusing on individualized small-group instruction to help kick-off learning for the new year.

Primary – At last count we had 46 registered for Jump Start out of 60 anticipated kindergarteners. Twelve children identified on the census as being kindergarten age have not yet registered for Kindergarten despite multiple contacts from the district.

Staff – A big thank you to our Jump Start and Summer School helpers. They’ve spent long hours preparing and kids arrived today. We could not provide these programs without their help!

Administrator Report

Meeting: July Board Meeting

Date: 7/11/16

Mr. Widdifield

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Topics:

Summer School: Summer School started today and will go for the next 3 weeks. We currently have 70 students in summer school. We will be working on reading and math skills with each class having a theme they will study around.

Elementary Building: A big thank you to the maintenance staff on the fine job they did preparing the rooms and hallways prior to Summer School and Kindergarten Jump Start.

Playground: We will start the playground project soon. We had a trucking problem that delayed our equipment. We hope that we can start this week.

NAESP: I was able to attend the national conference in DC last week and gained a lot of information.

Administrator Report

Date: 7/11/16

Mr. Seth Ryker, Activities Director

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Topics:

Coaches Clinic

Concussion Testing

I. Coaches Clinic

1. Coaches Clinic – 13 GPS coaches have registered for the clinic

A) NCA All-Sport Coaches Clinic, which runs from July 26-28

1. Sport specific drills
2. Safe training practices
3. Leadership

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

II. Concussion Baseline Testing

Gothenburg Public School is very fortunate to have Dr. Matzke working with our coaching staff to ensure the safety of our athletes.

- As in the past we will conduct baseline tests for Softball, Volleyball and Football athletes this fall. We follow-up with baseline testing for Basketball and Wrestling in the winter. This baseline test assists in determining the severity of injury and allows for a safe return to competition. Dr. Matzke covers the cost of the baseline testing.
- This is something that IS NOT required by the NSAA and NOT part of the concussion protocol. It is an additional method for helping to ensure our athletes are safe.

Administrator Report

Meeting: July Board Meeting

Date: 7/11/16

Mr. Randy Evans, Sr. High Principal

Topics:

1) Credit Recovery

9 students were in our Summer School program from June 1-28. They have recovered their credits (either 1 semester or 2 semesters). Majority of these students are back on track with their respective classmates.

1st session: 8:00 a.m. to 11:00 a.m.

2nd session 11:15 a.m. to 2:15 p.m.

2) Student/Parent Handbook

I'm requesting board approval of the Student/Parent Handbook for the 2016-2017 school year.

Administrator Report

Meeting: July Board Meeting

Date: 7/11/16

Dr. Michael Teahon, Superintendent

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Summer: This summer has been exceedingly busy and it has been difficult to keep up. The later release from school seemed to complicate administrative schedules as we lost the week before Memorial Day pushing everything back into June.

Definition of Roles: The administrative and counseling teams are meeting during the first week in August to finalize roles. It will initially be challenging, as we will be working with one less administrator. However, it will also be exciting as we redefine our leadership process.

Budget: Budget development continues as we attempt to put together our plan for next year. We are equalized for 2016-17 as our calculated needs in the TEOSSA formula were just slightly above our calculated resources. Our calculated needs increased due to the fact that we had to increase our levy to the 94.5 cent minimum to make up for the huge loss in state aid thus eliminating our \$1.4 million minimum levy adjustment. I look for us only to be equalized for one year, as our projected increase in valuation will result in a higher value for calculated resources.