

## **Agenda**

1. Call to Order & Pledge of Allegiance

**Rationale:**

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

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

3. Recognition of Visitors

**Rationale:** Teammates

4. Hearing

- 4.1. Public Hearing to discuss, consider and receive input on Student Fees Policy.

**Rationale:**

The Board President will declare the Hearing open.

1. Review of Student Fees Policy

2. Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fees policies of District #20 for the 2014-15 year.

3. Public comment, information, and input concerning Student Fees Policy.

The Board President will declare the Hearing closed.

- 4.2. Public Hearing to discuss, consider, and receive input on Parent Involvement Policy.

**Rationale:**

The Board President will declare the hearing open.

1. Review of Parent Involvement Policy (Policy 6400).

2. Public comment, information, and input concerning Parent Involvement Policy.

The Board President will declare the hearing closed.

5. Business Items

5.1. Action Items

5.1.1. Consent Agenda

**Rationale:**

1. Approval of Previous Minutes

2. Approval of the Treasurer's Report

3 - 8. Approval of the Warrants / Bills

9. Excuse Absent Board Members

Mr. Wyatt

10. Consider Option Enrollment Requests

None

5.1.2. Consider initial contract for certificated staff for the 2015-16 school year.  
(Executive Session Possible)

**Rationale:**

Miss Kaitlyn Mason will join our elementary staff after serving in this role at Hayes Center Public Schools for the past two years. Miss Mason is a graduate of UNK with a B.A. in Education with an endorsement in Early Childhood Education.

5.1.3. Consider contract for Superintendent. (Executive Session Possible)

**Rationale:**

The Personnel Committee of the Board, in consultation with school attorney Mr. Steve Williams, has proposed new contract language for the superintendent's contract. The Superintendent currently has a three-year contract that expires on June 30, 2017. At this time, the board should consider the revised contract language which would expire on June 30, 2018.

- 5.1.4. Consider approval of salaries for administrative and non-certificated staff for 2015-16 school year. (Executive Session Possible)

**Rationale:**

The Personnel Committee has met to discuss compensation for administrators and non-certificated staff and recommends an increase in total compensation of 3.95% for non-certificated staff and a 3.43% for administrative staff. Non-certificated compensation is based on job category subgroups with compensation being compared to others performing similar work. Administrator compensation is based on total compensation comparability with schools of similar size in a manner similar to other certificated staff compensation.

- 5.1.5. Consider approval of extra-duty assignments for 2015-16 year.

**Rationale:** Mr. Ryker has submitted a list of extra-duty assignments for 2015-16 school year.

- 5.1.6. Review of lunch program and consider proposal to set lunch prices for 2015-16.

**Rationale:**

LUNCH FUND

I have attached an expenditure history for the lunch program.

PRICES

Federal lunch program requires that districts eventually raise the price of their meals to a number equivalent to a reimbursable meal. I have also included a spreadsheet with 2014-15 lunch prices for the schools within the SWC as part of the proposal.

None of the SWC schools offer more than two entrée choices for lunch

5.2. Policy Review

**Rationale:**

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

### 5.3. Reports

#### 5.3.1. Board of Education Reports

**Rationale:** Personnel Committee  
Facilities Committee  
Special Committee (Traffic)

#### 5.3.2. Proposed Handbooks and Evaluation Instruments

**Rationale:**

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. Coach's 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. Administrator's Evaluation Instruments

A. Principal Evaluation Instrument

B. Activities Director Evaluation Instrument

## C. Superintendent Evaluation Instrument

### 7. Volunteer Handbook

#### 5.3.3. Administrative Reports

##### **Rationale:**

- a. Facilities (Mr. Holmes)
- b. Transportation (Mr. Holmes)
- c. Primary (Mrs. Jonas)
- d. Elementary (Mr. Widdifield)
- e. Junior High and Curriculum (Mr. Groene)
- f. Activities (Mr. Ryker)
- g. High School (Mr. Evans)
- h. Superintendent (Dr. Teahon)

#### 5.4. Action Item

- 5.4.1. Executive session to discuss strategy for potential real estate purchases.

##### **Rationale:**

##### Excerpts from Board Policy 9370 Closed Sessions

- The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.
- The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close.
- If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

(The presiding officer will declare the session closed after discussion is completed.)

#### 6. Discussion Items

##### **Rationale:**

7. Next Meeting - July 13, 2015 (Time TBD)

8. Adjournment

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 as 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 12th day of August, 2013, 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 2013-14 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: Aug. 12, 2013

GOTHENBURG PUBLIC SCHOOLS  
Gothenburg, Nebraska

Student Fees Fund

\$155.00	6/30/14	Ind. Tech	Projects/Supplies
\$10297.00	6/30/14	Athletics	Student Activity Ticket Sales
\$2130.00	6/30/14	FCS	Projects/Supplies
\$1010.00	6/30/14	FFA	Projects/Supplies
\$6.86	6/30/14	Interest	Interest on DDA Account
\$4800.00	6/30/14	Drivers Education	Driver Ed. Fees
<u>\$604.48</u>	6/30/14	Science Fair Boards	Projects/Supplies
\$19003.34		Total of Student Fees Revenue	
		9/1/14 through 6/30/15	

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

**Board of Education Regular Meeting**

May 11, 2015 5:30 PM  
School Dist. #20 Media 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.**

A copy of the open meetings law is posted on the wall of the Board Room and is available to the public.

Attendance Taken at 5:31 PM:

Present Board Members:

Devin Brundage  
Amber Burge  
Lisa Geiken  
Jon Hudson  
Jeremy Sitorius  
Nate Wyatt  
Mike Teahon, Superintendent  
Kay Streeter, Business Manager

Others Present:

Seth Ryker  
Allison Jonas  
Jim Widdifield  
Randy Evans  
Jay Holmes  
Beth Barrett-Times  
Lynnette Stevens

**Call to Order & Pledge of Allegiance**

5:33 P.M.

**Approve the Agenda**

**Motion Passed:** Motion to approve the agenda 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

**Recognition of Visitors**

Darin Colson and Emma Trip attended for their Speech class.  
Lynnette Stevens reported on TeamMates program for the 2014-2015 year.

**Consent Agenda**

**Motion Passed:** Motion to approve consent agenda as presented passed with a motion by Jon Hudson and a second by Devin Brundage.

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

- Approval of Previous Minutes
- Approve The Treasurer's Report
- Approve The Warrants/Bills
- Excuse Absent Board Members
- Consider Option Enrollment Request-Brooklyn Reiman-from Cozad
- Consider resignations of certificated staff (Executive Session Possible)

**Consider Resignation of Certificated Staff**

**Motion Passed:** Motion to accept the resignation of Mrs. Ann Foster 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**

May 11, 2015 5:30 PM  
School Dist. #20 Media Center  
Page 2

**Consider initial contract for certificated staff for the 2015-16 school year  
(Executive Session Possible)**

None at this time.

**Consider settlement for unused vacation (Executive Session Possible)**

**Motion Passed:** Motion to approve settlement of \$1.00 for unused vacation passed with a motion by Lisa Geiken and a second by Devin Brundage.

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

**Reports**

**Administrative Reports**

**Maintenance--Mr. Holmes**

A few items left on the punch list on the new classroom. Should be ready for use by next Board meeting. Playground rep. and concrete contractor have been on site to set time table for installation. Elementary HVAC replacement to begin around the 3rd week in July. Long jump area should be complete by the Jr. High State Championships.

**Primary--Mrs. Jonas**

Last week was Educator Appreciation week. QU wedding took place Friday. Track meet for grades 4-6 held today. Lower grades, K-3 will be tomorrow. SPED staff busy working on case loads and course loads for next year. Reminder that Jump Start and Summer School will be July 13-31.

**Elementary--Mr. Widdifield**

Elementary Track meet today. Thank you to Mr. Mueret and Mrs. Speck along with all staff that helped put on a great music program this year. The children did a great job. Congratulations to Mr. Belanger on another great band concert. The Elementary children have made great progress this year. Sixth grade attended Outdoor Education this week. Final AR numbers for the year. NeSA complete for another year.

**Activities--Mr. Ryker**

Spring activities coming to a close. Athletic program will be May 19 at 6:30 in the Performing Arts Center. Jack Logan and Dutch Zorn awards will be given as well as 12 sport awards and letter winners. Extra Duty assignments will be presented at the June Board Meeting. SWC Cup award goes to Ogallala Girls and Ogallala Boys this yaer.

**High School--Mr. Evans**

Graduation May 17 at 2:00. Still working on the 2015-2016 Student Handbook. Any changes will be addressed in June. Discipline Report. Summer School begins June 1-June 26 and will be facilitated by Roxanne Whiting.

**Superintendent--Dr. Teahon**

Facilities and Traffic Study committees met within the past month. Progress is being made by the traffic study committee and the City of Gothenburg. Continuing to monitor numerous bills in the current legislative session. Would encourage Board members to attend GNSA and STANCE meetings.

**Board of Education Regular Meeting**

May 11, 2015 5:30 PM  
School Dist. #20 Media Center

**Page 3**

**Discussion Items**

Board members thanked the staff and administration for another successful year at Gothenburg Schools.

**Next Meeting - June 8, 2015--7:00 P.M.**

**Adjournment**

**Motion Passed:** Motion to approve adjournment at 6:07 P.M. passed with a motion by Devin Brundage and a second by Lisa Geiken.

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

Kay Streeter, Recording Secretary/Business Manager

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2015**

**GENERAL FUND**

04/30/15	Balance from last month		\$	4,824,953.08
05/05/15	T. Miller 1220	\$		250.00
05/05/15	ESU #10 RBI- Team Self Assessment-D Anderson - 5690	\$		172.13
05/05/15	Esu #10 TIP Training-M Bell - 5690	\$		157.50
05/12/15	Dawson County Treasurer Direct Deposit	\$		1,782,994.50
05/15/15	Int CD xxx055 - 1910	\$		6,500.00
05/15/15	Custer County Treasurer Direct Deposit	\$		141,000.22
05/15/15	Fit Kids Building Rent	\$		150.00
05/15/15	Refund Gov Connection 1100-560-2	\$		1,116.78
05/15/15	Lincoln Co Treasurer - 20 -	\$		152,317.26
05/20/15	St. of Neb-Special Ed School Age Reimbursement 13-14 FFR	\$		49,775.00
05/21/15	Int CD xxx303 - 1910	\$		1,274.08
05/21/15	City of Gothenburg Tobacco/Liquor Licenses	\$		2,490.00
05/21/15	Lost Books 1100-420-2	\$		137.00
05/21/15	Crossing - Bldg Rent 1910	\$		200.00
05/21/15	St/Fed Withholding Taxes-May	\$		3,131.37
05/21/15	Laptop Purchase-5691	\$		817.00
05/21/15	Hot Lunch Payroll-May	\$		11,114.76
05/21/15	TeamMates 1100-318-0	\$		350.00
05/29/15	Widdifield 2410-690-1	\$		93.73
05/29/15	Fit Kids Copies 1100-410-1	\$		48.12
05/29/15	St. of Neb-State aid to education-May	\$		239,663.64
05/29/15	Interest DDA xxx063	\$		576.34
	<b>Total receipts for month</b>		<b>\$</b>	<b>2,394,329.43</b>
	<b>Dawson County transfers to</b>			
	<b>Special Building Fund</b>		<b>\$</b>	<b>128,287.46</b>
	<b>Bond Fund</b>		<b>\$</b>	<b>221,609.01</b>
	<b>Custer County transfers to</b>			
	<b>Special Building Fund</b>		<b>\$</b>	<b>10,852.56</b>
	<b>Bond Fund</b>		<b>\$</b>	<b>11,523.44</b>
	<b>Total Warrants paid</b>		<b>\$</b>	<b>788,460.87</b>
05/29/15	<b>Balance</b>		<b>\$</b>	<b>6,058,549.17</b>
05/29/15	First State Bank xxx101	\$		577,140.09
05/29/15	First State Bank xxx063	\$		2,796,232.82
	COD#xxx303 First State Bank 0.25% due 11-16-15	\$		1,027,708.90
	COD#xxx055 Gothenburg State Bank 0.65% due 5-16-15	\$		1,000,000.00
	COD#xxx839 Gothenburg State Bank 0.25% due 6-06-15	\$		234,300.35
	COD#xxx988 First State Bank 0.25% due 6-13-15	\$		20,705.98
	COD#xxx306 Gothenburg State Bank 0.25% due 7-8-15	\$		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
05/29/15	<b>Balance of investments and accounts</b>		<b>\$</b>	<b>6,058,549.17</b>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2015**

**SPECIAL BUILDING FUND**

04/30/15 Balance		\$	661,515.98
05/15/15 Lincoln County Treas	\$	14,052.51	
05/18/15 Dawson County Treas - transfer from General Fund	\$	128,287.46	
05/18/15 Custer County Treas - transfer from General Fund	\$	10,852.56	
05/29/15 Interest DDA xxx866	\$	167.30	
<b>Total receipts</b>		<b>\$</b>	<b>153,359.83</b>
<b>Total Warrants paid</b>		<b>\$</b>	<b>44,353.00</b>
<b>05/29/15 Balance</b>			<b><u>\$ 770,522.81</u></b>
05/29/15 First State Bank xxx866	\$	770,522.81	
05/29/15 First State Bank xxx321	\$	-	
<b>05/29/15 Balance of investments and accounts</b>			<b><u>\$ 770,522.81</u></b>

**EMPLOYEE BENEFIT ACCOUNT**

04/30/15 Balance		\$	86,295.58
05/05/15 City of Gothburg - Clymer Ins - May	\$	577.65	
05/21/15 Margritz Insur	\$	1,339.11	
05/21/15 City of Gothburg - Clymer Ins - June	\$	577.65	
05/21/15 Teacher Dues/Flex Plan	\$	9,898.03	
05/21/15 Boson - repay	\$	200.00	
<b>Total Receipts</b>		<b>\$</b>	<b>12,592.44</b>
<b>Total Warrants paid</b>		<b>\$</b>	<b>10,446.43</b>
<b>05/29/15 Balance</b>			<b><u>\$ 88,441.59</u></b>
05/29/15 First State Bank - xxx545	\$	88,441.59	
<b>05/29/15 Balance of investments and accounts</b>			<b><u>\$ 88,441.59</u></b>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
May 2015

**DEPRECIATION FUND**

04/30/15 Balance				\$ 519,034.31
05/29/15 Int CD#xxx266 1410	\$	58.45		
05/29/15 Interest DDA xxx515	\$	36.84		
<b>Total receipts</b>			\$ 95.29	
<b>Total Warrants paid</b>			\$ -	
<b>05/29/15 Balance</b>				<u>\$ 519,129.60</u>
05/29/15 Gothenburg State Bank xxx515	\$	309,206.96		
COD #xxx476 Gothenburg State Bank 0.25% due 8-20-15	\$	100,000.00		
COD#xxx266 First State Bank 0.40% due 8-24-15	\$	59,922.64		
COD#xxx477 Gothenburg State Bank 0.25% due 8-30-15	\$	50,000.00		
<b>05/29/15 Balance of investments and accounts</b>				<u>\$ 519,129.60</u>

**SCHOOL DISTRICT 20 BOND FUND**

04/30/15 Balance				\$ 361,065.43
05/15/15 Lincoln Co-K-8	\$	9,686.59		
05/15/15 Lincoln Co-9-12	\$	14,354.06		
05/18/15 Custer Co-transfer from General Fund K-8	\$	437.97		
05/18/15 Custer Co-transfer from General Fund 9-12	\$	11,085.47		
05/18/15 Dawson Co-transfer from General Fund K-8	\$	90,494.21		
05/18/15 Dawson Co-transfer from General Fund 9-12	\$	131,114.80		
05/29/15 Interest acct xxx753	\$	112.02		
<b>Total Receipts</b>			\$ 257,285.12	
<b>Total paid out</b>			\$ -	
<b>05/29/15 Balance</b>				<u>\$ 618,350.55</u>
05/29/15 First State Bank Acct xxx753	\$	618,350.55		
<b>05/29/15 Balance of Investments and accounts</b>				<u>\$ 618,350.55</u>
<b>05/29/15 TOTAL DEPOSITS OF THE DISTRICT</b>				<u>\$ 8,054,993.72</u>

Prepared by Randall G. Waskowiak, Treasurer Dist # 20 *RW*

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2015**

**First State Bank-total deposits**

DDA xxx101 General Fund	\$ 577,140.09
DDA xxx321 Special Building Fund	\$ -
DDA xxx753 Bond Fund	\$ 618,350.55
DDA xxx063 General Fund	\$ 2,796,232.82
DDA xxx866 Special Building Fund	\$ 770,522.81
DDA xxx545 Employee Benefit Account	\$ 88,441.59
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 agency securities

\$ 6,111,486.41

**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 S.D.#59 Muni Cusip: 259353DZ0	\$ 200,000.00	12/15/2031	100958
Douglas Cnty NE SID #404 Muni Cusip: 25932KCA1	\$ 125,000.00	1/15/2030	605757
Douglas Cnty NE SID #422 Muni Cusip: 25929TBR1	\$ 190,000.00	5/15/2026	107529
Douglas Cnty NE SID #441 Muni Cusip: 25930EBQ3	\$ 160,000.00	10/15/2025	107527
Douglas Cnty NE SID #464 Muni Cusip: 25928YAT8	\$ 100,000.00	2/15/2025	606309
Douglas Cnty NE SID #496 Muni Cusip: 25927LCK4	\$ 125,000.00	5/15/2032	605758
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 #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
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
Polk Cnty NE S.D. #15 Muni Cusip: 731304BW0	\$ 200,000.00	12/15/2030	100959
Sarpy Cnty NE SID #180 Muni Cusip: 803760CR6	\$ 100,000.00	12/15/2029	606313
Sarpy Cnty NE SID #192 Muni Cusip: 80377ABH6	\$ 100,000.00	8/15/2031	606314
Sarpy Cnty NE SID #202 Muni Cusip: 80377FCG6	\$ 100,000.00	1/15/2026	606311
Sarpy Cnty NE SID #215 Muni Cusip: 80378LAT6	\$ 145,000.00	10/15/2028	606910
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
Sarpy Cnty NE SID #264 Muni Cusip: 80377BBC5	\$ 160,000.00	10/15/2021	107526
Saunders Cnty NE S.D.#39 Muni Cusip: 80449RCJ8	\$ 100,000.00	12/15/2039	105580
Saunders Cnty NE S.D.#9 Muni Cusip: 80449PEB7	\$ 200,000.00	12/15/2033	105811
Scotts Bluff Cnty NE S.D.#032 Muni Cusip: 810181CX3	\$ 200,000.00	12/15/2029	102806
South Sioux City NE Muni Cusip: 840380BR9	\$ 200,000.00	6/15/2028	107531
<b>Total pledged</b>	<b>\$ 4,345,000.00</b>		

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**May 2015**

**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	\$ 309,206.96
COD#xxx477 Depreciation Fund	\$ 50,000.00
COD#xxx055 General Fund	\$ 1,000,000.00
<b>Total</b>	<b>\$ 1,943,507.31</b>

Reconciled by Kay Streeeter

05/29/15 DDA #xxx490 Hot Lunch Fund	\$ 54,761.12
05/29/15 DDA #xxx771 Student Activity Fund	\$ 183,636.83
05/29/15 DDA #xxx822 Petty Cash Fund	\$ 1,181.90
05/29/15 DDA #xxx852 Student Fees Fund	\$ 21,748.58

Total deposits to be covered by Insurance  
both FDIC and agency securities

**\$ 2,204,835.74**

**Collateral Pledged**

**Gothenburg State Bank, Gothenburg, Nebraska**

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
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
Firth NE Muni Cusip: 337635AF3	\$ 65,000.00	11/15/17	194021229
Firth NE Rural Fire Muni Cusip: 337635AG1	\$ 70,000.00	11/15/18	194021230
Firth NE Rural Fire Muni Cusip: 337635AH9	\$ 70,000.00	11/15/19	194021231
Firth NE Rural Fire Muni Cusip: 337635AJ5	\$ 75,000.00	11/15/20	194021232
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
Lincoln Cnty NE S.D. #6 Muni Cusip: 533290AQ5	\$ 60,000.00	12/15/15	280020398
Ord NE Rural Fire Protn Dist Muni Cusip: 68574TAF6	\$ 70,000.00	8/15/20	210003333
Tecumseh NE Muni Cusip: 878848FY1	\$ 100,000.00	12/15/17	194021346
Wallace Vlg NE Muni Cusip: 93239TAC8	\$ 119,000.00	10/1/29	210003511
<b>Total Pledged</b>	<b>\$ 3,274,000.00</b>		

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

ACCOUNT:  
 DOCUMENTS:

100101  
 115

PAGE: 1  
 05/29/2015

TELEPHONE: 308-537-3684

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SCHOOL DISTRICT 20  
 1322 AVENUE I  
 GOTHENBURG NE 69138

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[www.1stStateBank.com](http://www.1stStateBank.com)

*790,225.98 - fraud ck 54711  
 - 1,765.11 - not our charge  
 - 1,300.00*

PUBLIC FUNDS ACCOUNT 100101

*787,160.87*

MINIMUM BALANCE	512,383.38	LAST STATEMENT 04/30/15	586,066.01
AVG AVAILABLE BALANCE	616,020.29	4 CREDITS	781,300.06
AVERAGE BALANCE	616,020.29	119 DEBITS	790,225.98
		THIS STATEMENT 05/29/15	577,140.09

- - - - - DEPOSITS - - - - -			
REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT	
05/21 11,114.76			

- - - - - OTHER CREDITS - - - - -			
DESCRIPTION		DATE	AMOUNT
General Fund xfer-bills		05/18	111,418.39
reimbursement on fraudulent check #54711		05/19	1,765.11
General Fund xfer-payroll		05/20	657,001.80

- - - - - CHECKS - - - - -					
CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT			
100*05/15 14,789.86	52923*05/05 40.02	52937 05/18 236.79			
52731*05/19 2,075.66	52925*05/15 60.00	52938 05/19 1,080.00			
52797*05/08 28.00	52927*05/01 245.25	52939 05/28 305.88			
52833*05/26 900.00	52929*05/05 4,456.15	52940 05/15 837.73			
52858*05/14 2,397.75	52933 05/29 45.49	52941 05/14 428.32			
52896*05/08 23.52	52934 05/15 2,250.00	52942 05/18 225.77			
52920*05/08 172.13	52935 05/13 488.71	52943 05/18 857.47			
52922 05/01 1,215.68	52936 05/15 3,663.00	52944 05/19 220.01			

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

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

ACCOUNT:  
 DOCUMENTS:

100101  
 115

PAGE: 2  
 05/29/2015

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
52945	05/15	498.00	52975	05/14	21.60
52946	05/14	149.50	52976	05/15	245.25
52947	05/14	230.60	52977	05/14	1,557.09
52948	05/15	3,660.00	52978	05/15	280.00
52949	05/22	4,030.00	52979	05/15	235.37
52950	05/15	198.47	52980	05/18	127.50
52951	05/15	299.47	52981	05/29	199.00
52952	05/15	2,987.57	52982	05/14	1,587.89
52953	05/14	965.80	52983	05/14	141.92
52954	05/14	391.15	52984	05/18	8,868.75
52955	05/14	319.00	52985	05/15	14.36
52956	05/15	4,536.55	52986	05/18	167.11
52957	05/14	2,081.39	52987	05/20	2,589.40
52958	05/15	1,712.89	52988	05/14	322.18
52959	05/18	827.53	52989	05/18	500.54
52960	05/20	1,596.10	52990	05/15	3,625.00
52961	05/19	635.84	52991	05/19	420.37
52962	05/28	36.87	52992	05/19	271.25
52963	05/18	51.13	52993*05/15		668.00
52964	05/14	941.23	52995*05/18		91.06
52965	05/15	1,268.10	52997*05/18		50.00
52966	05/15	675.00	52999	05/20	88.00
52967	05/18	146.00	53000	05/18	65.00
52968	05/18	590.71	53001	05/14	10.00
52969	05/22	449.31	53002	05/18	254.21
52970	05/15	180.00	53003	05/15	183.24
52971	05/19	965.00	53004	05/20	595.68
52972	05/18	1,265.25	53005	05/14	19.51
52973	05/19	225.00	53006	05/15	130.00
52974	05/14	9,350.57	53007	05/20	4,000.00
			53008	05/20	23.44
			53009	05/18	399.52
			53010	05/19	85.70
			53011	05/18	208.86
			53012	05/19	150.00
			53013	05/15	9.40
			53014	05/14	25.30
			53015	05/18	80.85
			53016	05/21	500.00
			53017	05/18	5,400.00
			53018	05/18	42.00
			53019	05/20	31.24
			53020	05/26	257.50
			53021	05/19	1,390.00
			53022	05/27	5,450.30
			53023	05/26	95,390.60
			53024	05/26	6,074.13
			53025	05/22	89,783.14
			53026	05/29	156.99
			53027	05/21	817.00
			53028*05/21		10,098.03
			53030	05/27	1,414.84
			53031	05/26	7,023.33
			53032	05/26	1,571.36
			53033	05/22	350.00
			53034	05/22	525.25
			53035	05/26	76.00
			53036*05/26		704.28
			53039*05/27		17.10
			54711	05/14	1,765.11

(\* ) INDICATES A GAP IN CHECK NUMBER SEQUENCE

----- OTHER DEBITS -----

DESCRIPTION	DATE	AMOUNT
Best Price Tree Landscape 392990742 0274	05/12	1,300.00
Nebraska Revenue Neb Epay NB1DORXXXXX7798	05/20	14,370.11
IRS USATAXPYMT 220554095139318	05/20	111,448.65
GOTH SCHOOLS DEBIT 1	05/21	3,666.67
GOTH SCHOOLS DEBIT 1	05/21	323,982.78

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

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

PAGE: 3  
ACCOUNT: 100101 05/29/2015  
DOCUMENTS: 115

TELEPHONE: 308-537-3684

SCHOOL DISTRICT 20

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PUBLIC FUNDS ACCOUNT 100101

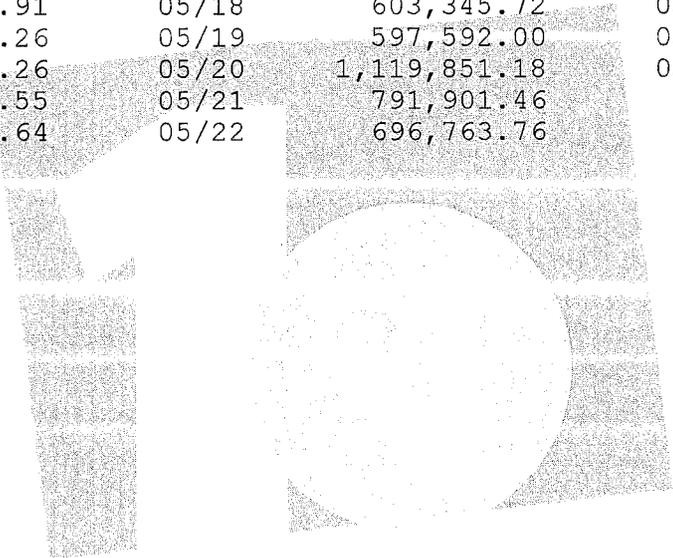
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- - - - - I N T E R E S T - - - - -

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

- - - - - D A I L Y B A L A N C E - - - - -

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
05/01	584,605.08	05/15	512,383.38	05/26	584,766.56
05/05	580,108.91	05/18	603,345.72	05/27	577,884.32
05/08	579,885.26	05/19	597,592.00	05/28	577,541.57
05/12	578,585.26	05/20	1,119,851.18	05/29	577,140.09
05/13	578,096.55	05/21	791,901.46		
05/14	555,390.64	05/22	696,763.76		



# Check Journal

Fiscal Year: 2015

Check Number Invoice Account Number	Date Invoice Date	Vendor ID Invoice Date PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
<b>Journal Number: 354      Check Journal</b>				<b>Posted: 05/18/2015</b>			
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00053011	05/13/2015	BLICKART	Blick Art Materials				
4450519	05/13/2015			05/13/2015	Supplies		
1-1100-410-2			Teaching Supplies-secondary			-208.86	208.86
					Invoice Total:	-208.86	208.86
					Check Total:	-208.86	208.86
00053012	05/13/2015	NCSA	Nebraska Council of School Administrators				
Workshop	05/13/2015			05/13/2015	Workshop		
1-2510-318-0			Purchased Services			-150.00	150.00
					Invoice Total:	-150.00	150.00
					Check Total:	-150.00	150.00
00053013	05/13/2015	RICHWELL	Richeson Well Service				
14328	05/13/2015			05/13/2015	Maintenance		
1-2620-318-0			Purchased Services			-9.40	9.40
					Invoice Total:	-9.40	9.40
					Check Total:	-9.40	9.40
00053014	05/13/2015	ROGEKOEH	Roger Koehler				
Mileage	05/13/2015			05/13/2015	Travel		
1-1480-670-2			Business Education Travel			-25.30	25.30
					Invoice Total:	-25.30	25.30
					Check Total:	-25.30	25.30
00053015	05/13/2015	TIMNEGL	Tim Negley				
Fuel	05/13/2015			05/13/2015	Fuel		
1-2750-336-0			Gas & Oil			-80.85	80.85
					Invoice Total:	-80.85	80.85
					Check Total:	-80.85	80.85
00053016	05/13/2015	TOTAHASL	Total Funds by Hasler				
6803	05/13/2015			05/13/2015	Postage		
1-2510-341-0			Postage			-500.00	500.00
					Invoice Total:	-500.00	500.00
					Check Total:	-500.00	500.00
00053017	05/13/2015	UNANIMOUS	Unanimous				
15381	05/13/2015			05/13/2015	April Website		
1-1100-318-0			Purchased Services-High Ability			-5,400.00	5,400.00
					Invoice Total:	-5,400.00	5,400.00
					Check Total:	-5,400.00	5,400.00
00053018	05/13/2015	DAYDONUT	Daylight Donut Shop				
628782	05/13/2015			05/13/2015	Supplies		
1-1100-690-1			Other Misc. Expense-elem.			-42.00	42.00
					Invoice Total:	-42.00	42.00
					Check Total:	-42.00	42.00
00053019	05/15/2015	JOSTENS	Jostens, Inc.				
17603345	05/15/2015			05/15/2015	Supplies		

# Check Journal

Fiscal Year: 2015

Check Number Invoice Account Number	Date Invoice Date	Vendor ID Invoice Date PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
1-2410-410-2			Supplies			-31.24	31.24
					Invoice Total:	-31.24	31.24
					Check Total:	-31.24	31.24
00053020	05/15/2015	JSPRINT	JS Printing, Inc.				
265885	05/15/2015			05/15/2015	Supplies		
1-1100-690-2			Other Misc. Expense-sec.			-257.50	257.50
					Invoice Total:	-257.50	257.50
					Check Total:	-257.50	257.50
00053021	05/15/2015	WEATCOMP	Weathercraft Company				
92383	05/15/2015			05/15/2015	Maintenance		
1-2620-318-0			Purchased Services			-1,390.00	1,390.00
					Invoice Total:	-1,390.00	1,390.00
					Check Total:	-1,390.00	1,390.00
					<b>1 - GENERAL FUND</b>	<b>-8,095.15</b>	<b>8,095.15</b>
					<b>Total of Computer Checks</b>	<b>-8,095.15</b>	<b>8,095.15</b>
Fund Summary							
1 - GENERAL FUND						-8,095.15	8,095.15
Payroll Summary							
					<b>Report Total:</b>	<b>-8,095.15</b>	<b>8,095.15</b>

# Check Journal

Fiscal Year: 2015

Check Number Invoice Account Number	Date Invoice Date	Vendor ID Invoice Date PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
<b>Journal Number: 345      Check Journal</b>				<b>Posted: 05/11/2015</b>			
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00052996	05/11/2015	BEEHGROV	Beech Grove FFA				
NRE CASE	05/08/2015			05/08/2015	Supplies		
1-1450-410-2			Vocational Ag Supplies			-2,500.00	2,500.00
					Invoice Total:	-2,500.00	2,500.00
					Check Total:	-2,500.00	2,500.00
00052997	05/11/2015	CASSKINN	Cassie Kinney				
Easel	05/08/2015			05/08/2015	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-50.00	50.00
					Invoice Total:	-50.00	50.00
					Check Total:	-50.00	50.00
00052998	05/11/2015	CITYGOTH	City Of Gothenburg				
April	05/08/2015			05/08/2015	Utilities		
1-2610-322-0			Electricity			-12,411.54	12,411.54
1-2610-323-0			Water/sewer			-868.12	868.12
1-2610-690-0			Other Expense			-1,510.20	1,510.20
					Invoice Total:	-14,789.86	14,789.86
					Check Total:	-14,789.86	14,789.86
00052999	05/11/2015	DEESFLOR	Dee's Floral & Gifts				
19541	05/08/2015			05/08/2015	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-88.00	88.00
					Invoice Total:	-88.00	88.00
					Check Total:	-88.00	88.00
00053000	05/11/2015	FLOUGIRL	Flour Girls				
812551	05/08/2015			05/08/2015	Supplies		
1-2410-410-1			Supplies			-65.00	65.00
					Invoice Total:	-65.00	65.00
					Check Total:	-65.00	65.00
00053001	05/11/2015	JANEEVAN	Janet Evans				
Supplies	05/08/2015			05/08/2015	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-10.00	10.00
					Invoice Total:	-10.00	10.00
					Check Total:	-10.00	10.00
00053002	05/11/2015	JSPRINT	JS Printing, Inc.				
265557	05/08/2015			05/08/2015	Supplies		
1-1100-690-2			Other Misc. Expense-sec.			-254.21	254.21
					Invoice Total:	-254.21	254.21
					Check Total:	-254.21	254.21
00053003	05/11/2015	KARALIBI	Kara Libich				
Lodging	05/08/2015			05/08/2015	Travel		
1-1100-670-1			Travel-elementary			-183.24	183.24
					Invoice Total:	-183.24	183.24
					Check Total:	-183.24	183.24

# Check Journal

Fiscal Year: 2015

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
00053004 4192 1-1181-410-2	05/11/2015 05/08/2015	KITTMUSI	Kittle's Music Instrumental Music Supplies	05/08/2015	Supplies	-595.68	595.68
					Invoice Total:	-595.68	595.68
					Check Total:	-595.68	595.68
00053005 Supplies 1-1100-420-2	05/11/2015 05/08/2015	MARYCLAR	Mary Clark Textbooks-secondary	05/08/2015	Books	-19.51	19.51
					Invoice Total:	-19.51	19.51
					Check Total:	-19.51	19.51
00053006 Admission 1-1100-318-1	05/11/2015 05/08/2015	NPACM	NPACM Purchased Services	05/08/2015	Admission	-130.00	130.00
					Invoice Total:	-130.00	130.00
					Check Total:	-130.00	130.00
00053007 117149 1-2620-318-0	05/11/2015 05/08/2015	ODYSINC	Odeys Inc. Purchased Services	05/08/2015	Maintenance	-4,000.00	4,000.00
					Invoice Total:	-4,000.00	4,000.00
					Check Total:	-4,000.00	4,000.00
00053008 55660014 1-1100-410-1	05/11/2015 05/08/2015	SHOPKO	Shopko Teaching Supplies-elementary	05/08/2015	Supplies	-23.44	23.44
					Invoice Total:	-23.44	23.44
					Check Total:	-23.44	23.44
00053009 Supplies 1-1450-410-2	05/11/2015 05/08/2015	TIMNEGL	Tim Negley Vocational Ag Supplies	05/08/2015	Supplies	-399.52	399.52
					Invoice Total:	-399.52	399.52
					Check Total:	-399.52	399.52
00053010 10471-150503 1-2510-350-0	05/11/2015 05/11/2015	WORLHERA	Omaha World-Herald Advertising/printing	05/11/2015	Advertising	-85.70	85.70
					Invoice Total:	-85.70	85.70
					Check Total:	-85.70	85.70
<b>1 - GENERAL FUND</b>						<b>-23,194.16</b>	<b>23,194.16</b>
<b>Total of Computer Checks</b>						<b>-23,194.16</b>	<b>23,194.16</b>
Fund Summary							
1 - GENERAL FUND						-23,194.16	23,194.16
Payroll Summary							
<b>Report Total:</b>						<b>-23,194.16</b>	<b>23,194.16</b>

# Check Journal

Fiscal Year: 2015

Check Number Invoice Account Number	Date Invoice Date	Vendor ID Invoice Date PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Payable	Direct Deposit Accrued Payment
<b>Journal Number: 372</b>			<b>Check Journal</b>		<b>Posted: 06/03/2015</b>		
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00053033	05/20/2015	LYNNSTEVE	Lynnette Stevens				
May	05/20/2015			05/20/2015	Purchased Services		
1-1100-318-0			Purchased Services-High Ability			-350.00	350.00
					Invoice Total:	-350.00	350.00
					Check Total:	-350.00	350.00
00053034	05/20/2015	MARCSPEC	Marcia Speck				
May	05/20/2015			05/20/2015	Vocal		
1-1180-318-2			Vocal			-525.25	525.25
					Invoice Total:	-525.25	525.25
					Check Total:	-525.25	525.25
00053035	05/21/2015	GOTHSTAT	Gothenburg State Bank				
May	05/21/2015			05/21/2015	May Payroll		
1-2510-660-0			Data Processing			-76.00	76.00
					Invoice Total:	-76.00	76.00
					Check Total:	-76.00	76.00
00053036	05/21/2015	JOHNDEER	John Deere Financial				
43621	05/21/2015			05/21/2015	Supplies/Maintenance		
1-1100-410-2			Teaching Supplies-secondary			-6.38	6.38
1-1450-410-2			Vocational Ag Supplies			-210.76	210.76
1-2610-410-0			Supplies			-318.96	318.96
1-2620-318-0			Purchased Services			-168.18	168.18
					Invoice Total:	-704.28	704.28
					Check Total:	-704.28	704.28
00053037	05/26/2015	DANJENSE	Dan Jensen				
DVD Purchase	05/26/2015			05/26/2015	Supplies		
1-1100-410-2			Teaching Supplies-secondary			-86.06	86.06
					Invoice Total:	-86.06	86.06
					Check Total:	-86.06	86.06
00053038	05/26/2015	HOTLUNCH	Hot Lunch Fund				
Meals	05/26/2015			05/26/2015	Meals		
1-2320-690-0			Other Expense			-281.50	281.50
1-2410-690-1			Other Expense			-330.00	330.00
1-2410-690-2			Other Expense			-325.00	325.00
					Invoice Total:	-936.50	936.50
					Check Total:	-936.50	936.50
00053039	05/26/2015	MIKETEAH	Mike Teahon				
Travel	05/26/2015			05/26/2015	Travel		
1-2320-670-0			Travel Expense			-17.10	17.10
					Invoice Total:	-17.10	17.10
					Check Total:	-17.10	17.10
00053040	05/26/2015	SMITLOCK	Smith's Lock				
512600/512578	05/26/2015			05/26/2015	Supplies		

# Check Journal

Fiscal Year: 2015

Check Number Invoice Account Number	Date Invoice Date	Vendor ID PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Direct Deposit	
						Payable	Accrued Payment
1-2620-318-0			Purchased Services			-329.28	329.28
					Invoice Total:	-329.28	329.28
					Check Total:	-329.28	329.28
00053041	05/26/2015	TIMNEGL	Tim Negley				
Travel	05/26/2015			05/26/2015	Travel		
1-1400-670-2			Industrial Arts Travel			-143.00	143.00
					Invoice Total:	-143.00	143.00
					Check Total:	-143.00	143.00
00053042	05/27/2015	LIGIPETE	Ligia Peterson				
Supplies	05/27/2015			05/27/2015	Supplies		
1-1100-410-2			Teaching Supplies-secondary			-109.48	109.48
					Invoice Total:	-109.48	109.48
					Check Total:	-109.48	109.48
00053043	05/27/2015	USBANK	U.S. Bank				
9190	05/27/2015			05/27/2015	Travel/Meals/Supplies/		
1-1100-410-1			Teaching Supplies-elementary			-107.30	107.30
1-1100-410-2			Teaching Supplies-secondary			-575.16	575.16
1-1100-530-2			Furn/equipment-secondary			-554.88	554.88
1-1100-560-2			Computer Hardware			-58.03	58.03
1-1100-670-2			Travel-secondary			-35.55	35.55
1-1221-410-1			Teaching Supplies			-37.44	37.44
1-2222-670-2			Library Travel			-22.01	22.01
1-2320-410-0			Office Supplies			-2.41	2.41
1-2320-670-0			Travel Expense			-33.35	33.35
1-2410-410-1			Supplies			-138.97	138.97
1-2410-410-2			Supplies			-90.88	90.88
1-2410-630-1			Dues & Fees			-1,409.00	1,409.00
1-2410-670-1			Travel Expense			-437.89	437.89
1-2410-690-1			Other Expense			-314.03	314.03
1-2410-690-2			Other Expense			-138.12	138.12
1-2610-410-0			Supplies			-225.58	225.58
1-2620-520-0			Building Improvements			-207.98	207.98
1-2750-336-0			Gas & Oil			-122.05	122.05
1-2750-690-0			Other Expense			-200.96	200.96
					Invoice Total:	-4,711.59	4,711.59
					Check Total:	-4,711.59	4,711.59
00053044	05/29/2015	ALLPOINTS	All Points Cooperative				
118600	05/29/2015			06/02/2015	Fuel		
1-2750-336-0			Gas & Oil			-958.81	958.81
					Invoice Total:	-958.81	958.81
					Check Total:	-958.81	958.81
00053045	05/29/2015	ASCENT	AS Central Services				
934612	05/29/2015			06/02/2015	Internet		
1-2510-382-0			Telephone-internet Line Usage			-236.79	236.79
					Invoice Total:	-236.79	236.79
					Check Total:	-236.79	236.79
00053046	05/29/2015	BUSITELE	Business Telecommunications				

# Check Journal

Fiscal Year: 2015

Check Number Invoice Account Number	Date Invoice Date	Vendor ID PO Number	Vendor Name Ereq Num Account Description	PO Date	Description	Direct Deposit	
						Payable	Accrued Payment
29028 1-2620-318-0	05/29/2015			06/02/2015	Maintenance Purchased Services	-4,916.41	4,916.41
					Invoice Total:	-4,916.41	4,916.41
					Check Total:	-4,916.41	4,916.41
00053047 May 1-2510-342-0	05/29/2015 05/29/2015	CENTLIBUS	Century Link Telephone	06/02/2015	Telephone	-117.71	117.71
					Invoice Total:	-117.71	117.71
					Check Total:	-117.71	117.71
00053048 May 1-2510-342-0	05/29/2015 05/29/2015	CENTLINK	CenturyLink Telephone	06/02/2015	Telephone	-783.67	783.67
					Invoice Total:	-783.67	783.67
					Check Total:	-783.67	783.67
00053049 0000229 1-2510-382-0	05/29/2015 05/29/2015	CHARCOMM	Charter Communications Telephone-internet Line Usage	06/02/2015	Internet	-220.01	220.01
					Invoice Total:	-220.01	220.01
					Check Total:	-220.01	220.01
00053050 1902279 1-2610-410-0	05/29/2015 05/29/2015	CHEMSEAR	Chemsearch Supplies	06/02/2015	Supplies	-906.06	906.06
					Invoice Total:	-906.06	906.06
					Check Total:	-906.06	906.06
00053051 243053 1-2620-530-0	05/29/2015 05/29/2015	COZASERV	Cozad Services, Inc. Building Equipment	06/02/2015	Maintenance	-3,552.83	3,552.83
					Invoice Total:	-3,552.83	3,552.83
					Check Total:	-3,552.83	3,552.83
00053052 1018702 1-2620-318-0	05/29/2015 05/29/2015	CULLIGAN	Culligan Purchased Services	06/02/2015	Maintenance	-57.40	57.40
					Invoice Total:	-57.40	57.40
					Check Total:	-57.40	57.40
00053053 May 1-1201-319-0 1-4400-318-1	05/29/2015 05/29/2015	DANEANDE	Danette Anderson Occupational Therapy (OPPT) Purchased Service	06/02/2015	OT	-1,204.75	1,204.75
					Invoice Total:	-1,860.50	1,860.50
					Check Total:	-1,860.50	1,860.50
00053054 5570344 1-2222-410-1	05/29/2015 05/29/2015	DEMCO	Demco Supplies	06/02/2015	Supplies	-474.72	474.72
					Invoice Total:	-474.72	474.72
					Check Total:	-474.72	474.72
00053055	05/29/2015	EAKEOFFI	Eakes Office Solutions				

# Check Journal

Fiscal Year: 2015

Check Number Account Number	Date Invoice	Vendor ID Invoice Date	Vendor Name PO Number	Ereq Num Account Description	PO Date	Description	Direct Deposit	
							Payable	Accrued Payment
6701267-1 1-2320-410-0	05/29/2015				06/02/2015	Supplies Office Supplies	-68.87	68.87
						Invoice Total:	-68.87	68.87
						Check Total:	-68.87	68.87
00053056 May 1-1100-410-2 1-1210-390-0 1-1221-319-1 1-2212-313-2	05/29/2015 05/29/2015	ESU #10		Esu #10	06/02/2015	Staff Dev/Supplies/SPED/Deaf E Teaching Supplies-secondary Hearing Conservation In-service Staff Development	-337.62 -1,803.34 -2,119.00 -20.00	337.62 1,803.34 2,119.00 20.00
						Invoice Total:	-4,279.96	4,279.96
						Check Total:	-4,279.96	4,279.96
00053057 735128 1-2620-318-0	05/29/2015 05/29/2015	FEEDSTORE		The Feed Store, Inc.	06/02/2015	Maintenance Purchased Services	-901.00	901.00
						Invoice Total:	-901.00	901.00
						Check Total:	-901.00	901.00
00053058 1180456 1-2222-530-1	05/29/2015 05/29/2015	FOLLSOLU		Follett School Solutions Inc.	06/02/2015	Equipment Elem Library Equipment	-249.86	249.86
						Invoice Total:	-249.86	249.86
						Check Total:	-249.86	249.86
00053059 125305/125120 1-2620-318-0	05/29/2015 05/29/2015	FRANINC		Franzen Inc.	06/02/2015	Maintenance Purchased Services	-208.40	208.40
						Invoice Total:	-208.40	208.40
						Check Total:	-208.40	208.40
00053060 candy 1-2320-670-0	05/29/2015 05/29/2015	GOTHSCHO		Gothenburg Schools	06/02/2015	Retreat Travel Expense	-22.50	22.50
						Invoice Total:	-22.50	22.50
						Check Total:	-22.50	22.50
00053061 May 1-1450-318-2 1-2310-350-0 1-2410-318-1	05/29/2015 05/29/2015	GOTHTIME2		Gothenburg Times	06/02/2015	Advertising/Supplies Voc Ag Purchased Services Advertising/printing Purchased Services	-82.80 -394.32 -145.00	82.80 394.32 145.00
						Invoice Total:	-622.12	622.12
						Check Total:	-622.12	622.12
00053062 67971 1-2520-337-0	05/29/2015 05/29/2015	GOTHTIRE		Gothenburg Tire & Service	06/02/2015	Tires/Parts Tires & Parts	-185.34	185.34
						Invoice Total:	-185.34	185.34
						Check Total:	-185.34	185.34
00053063 383002	05/29/2015 05/29/2015	HICKLUMB		Hicken Lumber Center	06/02/2015	Supplies		

# Check Journal

Fiscal Year: 2015

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
1-1100-410-2			Teaching Supplies-secondary			-28.93	28.93
1-2610-410-0			Supplies			-437.57	437.57
1-2620-318-0			Purchased Services			-90.18	90.18
					Invoice Total:	-556.68	556.68
					Check Total:	-556.68	556.68
00053064	05/29/2015	HOMELEAS	Hometown Leasing				
12784624	05/29/2015			06/02/2015	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
00053065	05/29/2015	HOUGMIFF	HM Harcourt Publishing Co.				
951405612	05/29/2015			06/02/2015	Supplies		
1-2120-410-2			Supplies			-941.70	941.70
					Invoice Total:	-941.70	941.70
					Check Total:	-941.70	941.70
00053066	05/29/2015	ISLASUPP	Island Supply Welding Co.				
136164	05/29/2015			06/02/2015	Supplies		
1-1450-410-2			Vocational Ag Supplies			-147.56	147.56
					Invoice Total:	-147.56	147.56
					Check Total:	-147.56	147.56
00053067	05/29/2015	KARLBRYA	Karla Bryant, Pt				
May	05/29/2015			06/02/2015	PT		
1-1201-319-0			Occupational Therapy (OPPT)			-992.47	992.47
1-4400-319-1			Pre School PT			-269.01	269.01
					Invoice Total:	-1,261.48	1,261.48
					Check Total:	-1,261.48	1,261.48
00053068	05/29/2015	KIMGRAFF	Kim Graff				
Postage	05/29/2015			06/02/2015	Postage		
1-2510-341-0			Postage			-34.06	34.06
					Invoice Total:	-34.06	34.06
					Check Total:	-34.06	34.06
00053069	05/29/2015	KSBSCHO	KSB School Law				
481	05/29/2015			06/02/2015	Legal Services		
1-2310-317-0			Legal Services			-82.50	82.50
					Invoice Total:	-82.50	82.50
					Check Total:	-82.50	82.50
00053070	05/29/2015	LANDIMPLE	Landmark Implement				
768617	05/29/2015			06/02/2015	Tires/Parts		
1-2520-337-0			Tires & Parts			-26.57	26.57
					Invoice Total:	-26.57	26.57
					Check Total:	-26.57	26.57
00053071	05/29/2015	MIDAMERAD	MidAmerica Administrative				
2006	05/29/2015			06/02/2015	Admin		
1-2510-318-0			Purchased Services			-99.99	99.99
					Invoice Total:	-99.99	99.99
					Check Total:	-99.99	99.99

# Check Journal

Fiscal Year: 2015

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
00053072	05/29/2015	MIKETEAH	Mike Teahon				
Travel	05/29/2015			06/02/2015	Mileage		
1-2320-670-0			Travel Expense			-217.80	217.80
					Invoice Total:	-217.80	217.80
					Check Total:	-217.80	217.80
00053073	05/29/2015	NSG	Nebraska Salt & Grain Co.				
27061	05/29/2015			06/02/2015	Maintenance		
1-2620-520-0			Building Improvements			-42.27	42.27
					Invoice Total:	-42.27	42.27
					Check Total:	-42.27	42.27
00053074	05/29/2015	ONESOUR	One Source				
20150531	05/29/2015			06/02/2015	Background		
1-2620-690-0			Other Expense			-45.00	45.00
					Invoice Total:	-45.00	45.00
					Check Total:	-45.00	45.00
00053075	05/29/2015	PAMGLODO	Pam Glodowski				
Supplies	05/29/2015			06/02/2015	Supplies		
1-2120-690-1			Guidance Other-Elementary			-221.17	221.17
					Invoice Total:	-221.17	221.17
					Check Total:	-221.17	221.17
00053076	05/29/2015	PAPE101	Paper101				
71084/81083	05/29/2015			06/02/2015	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-3,113.20	3,113.20
1-1100-410-2			Teaching Supplies-secondary			-3,113.20	3,113.20
					Invoice Total:	-6,226.40	6,226.40
					Check Total:	-6,226.40	6,226.40
00053077	05/29/2015	PAYFLEX	Pay Flex				
661986	05/29/2015			06/02/2015	Flex Plan		
1-2510-300-0			Flex Pay Contract			-245.25	245.25
					Invoice Total:	-245.25	245.25
					Check Total:	-245.25	245.25
00053078	05/29/2015	PERSCONC	Personnel Concepts				
9327684723	05/29/2015			06/02/2015	Supplies		
1-2320-410-0			Office Supplies			-839.14	839.14
					Invoice Total:	-839.14	839.14
					Check Total:	-839.14	839.14
00053079	05/29/2015	PETTCASH	Petty Cash Fund				
May	05/29/2015			06/02/2015	May Expenses		
1-1100-690-1			Other Misc. Expense-elem.			-90.00	90.00
1-1181-318-2			Purchased Services			-855.60	855.60
1-2320-410-0			Office Supplies			-8.00	8.00
1-2750-690-0			Other Expense			-7.50	7.50
					Invoice Total:	-961.10	961.10
					Check Total:	-961.10	961.10
00053080	05/29/2015	PONYEXPR	Pony Express Chevrolet				
134489/134951	05/29/2015			06/02/2015	Bus Maint/Repair		

# Check Journal

Fiscal Year: 2015

Check Number	Date	Vendor ID		Vendor Name		PO Date	Description	Direct Deposit	
		Invoice	Invoice Date	PO Number	Ereq Num			Payable	Accrued
Account Number					Account Description				Payment
1-2750-337-0					Tires & Parts			-145.81	145.81
1-2750-338-0					Bus Repairs/main.			-193.60	193.60
							Invoice Total:	-339.41	339.41
							Check Total:	-339.41	339.41
00053081	05/29/2015		RICHWELL		Richeson Well Service				
14507	05/29/2015					06/02/2015	Maintenance		
1-2750-336-0					Gas & Oil			-38.40	38.40
							Invoice Total:	-38.40	38.40
							Check Total:	-38.40	38.40
00053082	05/29/2015		SCHASANI		Schaben Sanitation Inc.				
659239	05/29/2015					06/02/2015	Custodial		
1-2610-690-0					Other Expense			-20.00	20.00
							Invoice Total:	-20.00	20.00
							Check Total:	-20.00	20.00
00053083	05/29/2015		SETHRYKE		Seth Ryker				
May	05/29/2015					06/02/2015	Telephone		
1-2510-342-0					Telephone			-84.97	84.97
							Invoice Total:	-84.97	84.97
							Check Total:	-84.97	84.97
00053084	05/29/2015		SHARCORP		Share Corp.				
911210	05/29/2015					06/02/2015	Supplies		
1-2610-410-0					Supplies			-187.13	187.13
							Invoice Total:	-187.13	187.13
							Check Total:	-187.13	187.13
00053085	05/29/2015		SHREIT		Shred-It USA				
9405968427	05/29/2015					06/02/2015	Custodial		
1-2610-690-0					Other Expense			-121.71	121.71
							Invoice Total:	-121.71	121.71
							Check Total:	-121.71	121.71
00053086	05/29/2015		SMARAPPL		Smart Apple Media				
177126	05/29/2015					06/02/2015	Books		
1-2222-430-2					Books			-215.96	215.96
							Invoice Total:	-215.96	215.96
							Check Total:	-215.96	215.96
00053087	05/29/2015		STUDASSU		Student Assurance Services				
Insurance	05/29/2015					06/02/2015	Accident Insurance		
1-2310-341-0					Liability Insurance			-1,429.00	1,429.00
							Invoice Total:	-1,429.00	1,429.00
							Check Total:	-1,429.00	1,429.00
00053088	05/29/2015		TELEGRAP		North Platte Telegraph				
10353960	05/29/2015					06/02/2015	Supplies		
1-2410-410-2					Supplies			-161.20	161.20
							Invoice Total:	-161.20	161.20
							Check Total:	-161.20	161.20
00053089	05/29/2015		TESTRUCK		TES Truck & Equipment Sales, Inc.				
133395/133418	05/29/2015					06/02/2015	Bus Maint/Repair		

# Check Journal

Fiscal Year: 2015

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
1-2750-337-0			Tires & Parts			-446.64	446.64
1-2750-338-0			Bus Repairs/main.			-382.50	382.50
					Invoice Total:	-829.14	829.14
					Check Total:	-829.14	829.14
00053090	05/29/2015	TRI-CITY	Tri-city Tribune				
07034	05/29/2015			06/02/2015	Subscriptions		
1-1100-410-2			Teaching Supplies-secondary			-31.50	31.50
1-2222-440-2			Periodicals			-31.50	31.50
1-2320-410-0			Office Supplies			-31.50	31.50
					Invoice Total:	-94.50	94.50
					Check Total:	-94.50	94.50
00053091	05/29/2015	UNANIMOUS	Unanimous				
15380	05/29/2015			06/02/2015	Marketing		
1-1100-318-0			Purchased Services-High Ability			-575.00	575.00
					Invoice Total:	-575.00	575.00
					Check Total:	-575.00	575.00
					<b>1 - GENERAL FUND</b>	<b>-46,369.48</b>	<b>46,369.48</b>
					<b>Total of Computer Checks</b>	<b>-46,369.48</b>	<b>46,369.48</b>
Fund Summary							
1 - GENERAL FUND						-46,369.48	46,369.48
Payroll Summary							
					<b>Report Total:</b>	<b>-46,369.48</b>	<b>46,369.48</b>

GOTHENBURG PUBLIC SCHOOL DIST. #20  
Depreciation Fund  
May, 2015

#167	Liminex Inc.	Inv. #3963	\$3,120.00
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AMOUNT	CHECK #	DATE	TO WHOM ISSUED	DIVISION
\$11,068.40		5/20/2015	Payroll	Labor
\$11,114.76	12433	5/20/2015	First State Bank	Labor
\$9.00	12434	5/21/2015	Scott McPheeters	Meal Refund
\$244.34	12435	5/27/2015	US Bank	Supplies
\$300.00	12436	5/28/2015	NE School Nutrition Assoc.	Registration
\$4,398.15	12437	5/28/2015	Cash-Wa Dist.	Food/Supplies
\$62.37	12438	5/28/2015	Ecolab Pest Elimin	Misc.
\$3,307.06	12439	5/28/2015	Hiland Dairy	Milk
\$109.73	12440	5/28/2015	Joni Jacobsen	Supplies
\$4,234.37	12441	5/28/2015	NE Food Dist. Program	Food
\$185.76	12442	5/28/2015	Peterson's Supermarket	Food
\$6,908.96	12443	5/28/2015	The Thompson Co.	Food/Supplies
\$60.00	12444	5/28/2015	Dawson Co. Attny	Misc.
<b>\$42,002.90</b>				
Balance				\$ 36,425.47
<u>Receipts</u>				
Maint/Repairs		\$	-	
Food Sales		\$	1,551.44	
Food		\$	-	
Milk		\$	-	
Ticket Sales		\$	16,566.86	
Supplies		\$	-	
Equip. Sales		\$	-	
Miscellaneous		\$	-	
Interest		\$	2.65	
Fed. Reimbursement		\$	23,365.28	
St. Reimbursement		\$	-	
<b>Total Receipts</b>		\$	<b>41,486.23</b>	<b>\$ 41,486.23</b>
<u>Expenditures</u>				
Food		\$	15,193.57	
Freight on Food		\$	-	
Equipment		\$	-	
Frt. On Equipment		\$	-	
Supplies		\$	887.74	
Milk		\$	3,307.06	
Labor		\$	22,183.16	
Maint/Repairs		\$	-	
Miscellaneous		\$	422.37	
Food Storage		\$	-	
Meal Refunds		\$	9.00	
<b>Total Expenditures</b>		\$	<b>42,002.90</b>	<b>\$ 42,002.90</b>
Balance May 31, 2015				<b>\$ 35,908.80</b>

# Monthly Expense Report

ALL Data

Date Range: YTD thru 05/31/2015

Arranged by:  
Account Number

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>1</b>	<b>GENERAL FUND</b>						
1-1100-110-1	Teachers Salaries Elementary	1,402,186.00	115,671.89	1,046,899.32	0.00	355,286.68	25.33
1-1100-110-2	Teachers Salaries Secondary	1,295,568.00	109,108.75	972,420.45	0.00	323,147.55	24.94
1-1100-112-1	High Ability Learner	27,722.00	2,310.00	20,790.00	0.00	6,932.00	25.00
1-1100-120-1	Sub Salaries Elementary	50,000.00	5,269.25	38,252.50	0.00	11,747.50	23.49
1-1100-120-2	Sub Salaries Secondary	35,000.00	3,015.00	36,260.25	0.00	-1,260.25	-3.60
1-1100-140-1	Aides & Supervisory-elem.	24,300.00	2,491.88	26,215.65	0.00	-1,915.65	-7.88
1-1100-140-2	Aide-secondary	0.00	2,163.75	17,191.50	0.00	-17,191.50	0.00
1-1100-210-1	Fica-elementary	113,000.00	9,211.98	83,220.41	0.00	29,779.59	26.35
1-1100-210-2	Fica-secondary	106,500.00	8,357.86	75,206.34	0.00	31,293.66	29.38
1-1100-212-1	Social Secirity -high Ability	2,100.00	0.00	0.00	0.00	2,100.00	100.00
1-1100-220-1	Retirement-elementary	140,000.00	12,028.85	108,058.43	0.00	31,941.57	22.81
1-1100-220-2	Retirement-secondary	130,000.00	11,022.36	98,268.84	0.00	31,731.16	24.40
1-1100-222-1	Retirement-high Ability Learn	2,800.00	0.00	0.00	0.00	2,800.00	100.00
1-1100-230-1	Health Insurance-elementary	407,000.00	31,983.43	299,626.08	0.00	107,373.92	26.38
1-1100-230-2	Health Insurance-secondary	327,000.00	21,887.42	219,454.44	0.00	107,545.56	32.88
1-1100-232-1	Health Insurance-high Ability	8,900.00	24.84	862.41	0.00	8,037.59	90.31
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	32,000.00	5,975.00	29,219.59	0.00	2,780.41	8.68
1-1100-318-1	Purchased Services	15,000.00	130.00	11,330.75	0.00	3,669.25	24.46
1-1100-318-2	Purchased Services	30,000.00	0.00	16,743.99	0.00	13,256.01	44.18

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2015

Account	Description	Budget	May 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	0.00	0.00	0.00	0.00
1-1100-410-1	Teaching Supplies-elementary	40,000.00	3,343.82	18,332.03	0.00	21,667.97	54.16
1-1100-410-2	Teaching Supplies-secondary	50,000.00	4,497.19	44,181.00	0.00	5,819.00	11.63
1-1100-420-1	Textbooks-elementary	40,000.00	0.00	4,478.45	0.00	35,521.55	88.80
1-1100-420-2	Textbooks-secondary	35,000.00	-117.49	21,543.41	0.00	13,456.59	38.44
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	7,500.00	0.00	2,871.38	0.00	4,628.62	61.71
1-1100-530-2	Furn/equipment-secondary	7,500.00	554.88	4,536.23	0.00	2,963.77	39.51
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	24,363.24	0.00	15,636.76	39.09
1-1100-560-2	Computer Hardware	75,000.00	-1,058.75	2,006.26	0.00	72,993.74	97.32
1-1100-670-1	Travel-elementary	1,500.00	183.24	350.78	0.00	1,149.22	76.61
1-1100-670-2	Travel-secondary	2,500.00	35.55	1,308.48	0.00	1,191.52	47.66
1-1100-690-1	Other Misc. Expense-elem.	5,000.00	132.00	625.68	0.00	4,374.32	87.48
1-1100-690-2	Other Misc. Expense-sec.	15,000.00	511.71	10,803.30	0.00	4,196.70	27.97
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	131,596.00	10,966.00	98,694.66	0.00	32,901.34	25.00
1-1160-120-1	Poverty Subs	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-1160-140-1	Poverty Para	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2015

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1160-210-1	Poverty FICA	10,500.00	811.43	7,304.64	0.00	3,195.36	30.43
1-1160-220-1	Poverty Retirement	13,200.00	1,083.20	9,748.86	0.00	3,451.14	26.14
1-1160-230-1	Poverty Health	33,300.00	1,960.76	17,646.84	0.00	15,653.16	47.00
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	5,000.00	525.25	3,312.75	0.00	1,687.25	33.74
1-1180-410-1	Vocal Supplies-elementary	500.00	0.00	0.00	0.00	500.00	100.00
1-1180-410-2	Vocal Supplies-secondary	7,500.00	0.00	6,599.69	0.00	900.31	12.00
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	14,024.28	0.00	-14,024.28	0.00
1-1180-690-1	Vocal Other-elementary	500.00	0.00	78.04	0.00	421.96	84.39
1-1180-690-2	Vocal Other-secondary	500.00	0.00	452.04	0.00	47.96	9.59
1-1181-318-1	Instrumental Purchased Service	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-1181-318-2	Purchased Services	1,000.00	855.60	2,590.85	0.00	-1,590.85	-159.08
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	7,500.00	595.68	3,592.01	0.00	3,907.99	52.10
1-1181-530-2	Instrumental Music Equipment	5,000.00	0.00	6,783.00	0.00	-1,783.00	-35.66
1-1181-690-2	Instrumental Music Other	1,000.00	0.00	329.00	0.00	671.00	67.10
1-1201-319-0	Occupational Therapy (OPPT)	30,000.00	2,197.22	33,454.43	0.00	-3,454.43	-11.51

# Monthly Expense Report

ALL Data

Date Range: YTD thru 05/31/2015

Arranged by:  
Account Number

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1210-390-0	Hearing Conservation	18,000.00	1,803.34	15,959.24	0.00	2,040.76	11.33
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	14,892.00	1,088.00	10,047.00	0.00	4,845.00	32.53
1-1212-210-0	Fica	1,200.00	76.46	704.66	0.00	495.34	41.27
1-1212-220-0	Retirement	1,500.00	107.47	992.42	0.00	507.58	33.83
1-1212-230-0	Health Insurance	3,400.00	21.87	206.39	0.00	3,193.61	93.92
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	2,500.00	0.00	3,115.53	0.00	-615.53	-24.62
1-1212-319-0	Inservice	500.00	0.00	-629.40	0.00	1,129.40	225.88
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	49,992.00	4,166.00	37,494.00	0.00	12,498.00	25.00
1-1214-210-0	Fica	3,800.00	276.76	2,720.34	0.00	1,079.66	28.41
1-1214-220-0	Retirement	5,000.00	411.51	3,703.59	0.00	1,296.41	25.92
1-1214-230-0	Health Insurance	13,250.00	911.31	10,172.07	0.00	3,077.93	23.22
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	994.02	0.00	-494.02	-98.80
1-1216-110-0	Speech Therapy Salary	56,780.00	4,732.00	42,588.00	0.00	14,192.00	24.99
1-1216-120-0	Substitute Speech Therapy	1,000.00	0.00	1,475.00	0.00	-475.00	-47.50
1-1216-140-0	Salary-aid	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-210-0	Fica	4,300.00	328.50	3,069.33	0.00	1,230.67	28.62

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2015

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1216-220-0	Retirement	5,600.00	467.42	4,206.78	0.00	1,393.22	24.87
1-1216-230-0	Health Insurance	11,720.00	748.56	8,349.41	0.00	3,370.59	28.75
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	832.30	0.00	-332.30	-66.46
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	0.00	216.72	0.00	33.28	13.31
1-1221-110-1	Sped Sal.	53,063.00	4,291.08	39,219.08	0.00	13,843.92	26.08
1-1221-110-2	Sped Sal.-sec.	139,619.00	11,307.88	103,597.74	0.00	36,021.26	25.79
1-1221-120-1	Sub-salaries Elem	6,000.00	600.00	4,150.00	0.00	1,850.00	30.83
1-1221-120-2	Sub-salaries Sec	7,000.00	550.00	4,750.00	0.00	2,250.00	32.14
1-1221-140-1	Aide	152,526.00	9,000.91	82,792.91	0.00	69,733.09	45.71
1-1221-140-2	Aide	40,719.00	2,680.09	24,349.22	0.00	16,369.78	40.20
1-1221-210-1	Fica	16,927.00	975.11	9,001.63	0.00	7,925.37	46.82
1-1221-210-2	Fica	15,000.00	1,017.96	9,308.06	0.00	5,691.94	37.94
1-1221-220-1	Retirement	22,000.00	1,278.35	11,886.56	0.00	10,113.44	45.97
1-1221-220-2	Retirement	18,700.00	1,381.70	12,617.42	0.00	6,082.58	32.52
1-1221-230-1	Health Insurance	50,000.00	3,373.04	31,563.85	0.00	18,436.15	36.87
1-1221-230-2	Health Insurance	58,000.00	4,149.05	38,602.96	0.00	19,397.04	33.44
1-1221-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-319-1	In-service	250.00	2,119.00	3,082.00	0.00	-2,832.00	-1,132.80

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2015

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1221-319-2	In-service	250.00	0.00	1,223.00	0.00	-973.00	-389.20
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	37.44	273.59	0.00	726.41	72.64
1-1221-410-2	Teaching Supplies	1,000.00	0.00	362.47	0.00	637.53	63.75
1-1221-420-1	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-420-2	Textbooks	0.00	0.00	74.18	0.00	-74.18	0.00
1-1221-530-1	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00
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	304.86	0.00	-204.86	-204.86
1-1221-670-2	Travel-secondary	100.00	0.00	0.00	0.00	100.00	100.00
1-1221-690-2	SPED Other	50.00	0.00	114.94	0.00	-64.94	-129.88
1-1232-313-0	Occupational Therapy	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-1232-318-0	SPED Purchsed Services (SRS)	0.00	0.00	0.00	0.00	0.00	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	30,000.00	0.00	12,938.50	0.00	17,061.50	56.87
1-1330-110-2	Drivers Education Salary	6,000.00	546.91	4,922.19	0.00	1,077.81	17.96
1-1330-210-2	Fica	500.00	41.08	369.72	0.00	130.28	26.05
1-1330-220-2	Retirement	700.00	54.02	486.18	0.00	213.82	30.54
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
1-1330-420-2	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-110-2	Ind.Tech. Sal.	58,116.00	4,793.00	43,537.00	0.00	14,579.00	25.08

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Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1400-120-2	Sub. Salaries	500.00	250.00	1,300.00	0.00	-800.00	-160.00
1-1400-210-2	Fica	4,500.00	378.67	3,365.63	0.00	1,134.37	25.20
1-1400-220-2	Retirement	5,700.00	473.44	4,300.48	0.00	1,399.52	24.55
1-1400-230-2	Health Insurance	6,500.00	481.48	4,361.52	0.00	2,138.48	32.89
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	12,500.00	0.00	19,966.20	0.00	-7,466.20	-59.72
1-1400-420-2	Industrial Arts Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-530-2	Industrial Arts Equipment	1,000.00	0.00	20,509.15	0.00	-19,509.15	-1,950.91
1-1400-531-2	Industrial Arts Equip. Repair	500.00	0.00	0.00	0.00	500.00	100.00
1-1400-670-2	Industrial Arts Travel	0.00	143.00	143.00	0.00	-143.00	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	81,785.00	6,940.25	62,462.25	0.00	19,322.75	23.62
1-1450-120-2	Sub. Salaries	3,000.00	700.00	5,050.00	0.00	-2,050.00	-68.33
1-1450-210-2	Fica	6,500.00	574.91	5,078.50	0.00	1,421.50	21.86
1-1450-220-2	Retirement	8,000.00	685.54	6,169.86	0.00	1,830.14	22.87
1-1450-230-2	Health Insurance	18,000.00	1,598.98	17,788.89	0.00	211.11	1.17
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	4,000.00	82.80	342.80	0.00	3,657.20	91.43
1-1450-410-2	Vocational Ag Supplies	10,000.00	3,257.84	16,038.32	0.00	-6,038.32	-60.38
1-1450-420-2	Vocational Ag Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-530-2	Vocational Ag Equipment	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-1450-531-2	Vocational Ag Equip Repair	500.00	0.00	0.00	0.00	500.00	100.00

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1-1450-670-2	Vocational Ag Travel	5,000.00	0.00	8,041.26	0.00	-3,041.26	-60.82
1-1450-690-2	Vocational Ag Other	500.00	0.00	0.00	0.00	500.00	100.00
1-1460-110-2	Home Ec. Salaries	58,116.00	4,843.00	43,429.93	0.00	14,686.07	25.27
1-1460-120-2	Sub. Salaries	1,200.00	200.00	1,875.00	0.00	-675.00	-56.25
1-1460-210-2	Fica	4,500.00	376.22	3,394.69	0.00	1,105.31	24.56
1-1460-220-2	Retirement	5,700.00	478.38	4,299.78	0.00	1,400.22	24.56
1-1460-230-2	Health Insurance	13,264.00	895.87	10,025.16	0.00	3,238.84	24.41
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	447.96	0.00	52.04	10.40
1-1460-410-2	Home Economics Supplies	1,000.00	0.00	907.04	0.00	92.96	9.29
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	1,098.00	0.00	-1,098.00	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	79.00	0.00	-79.00	0.00
1-1480-110-2	Bus Ed Sal.	124,916.00	10,410.00	93,690.00	0.00	31,226.00	24.99
1-1480-120-2	Sub. Salaries	2,500.00	500.00	2,200.00	0.00	300.00	12.00
1-1480-210-2	Fica	9,500.00	781.05	6,959.28	0.00	2,540.72	26.74
1-1480-220-2	Retirement	12,500.00	1,028.28	9,264.40	0.00	3,235.60	25.88
1-1480-230-2	Health Insurance	35,500.00	2,239.86	25,079.13	0.00	10,420.87	29.35
1-1480-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-318-2	Purchased Services	1,000.00	0.00	280.00	0.00	720.00	72.00
1-1480-410-2	Business Education Supplies	1,000.00	0.00	196.78	0.00	803.22	80.32

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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	0.00	0.00	0.00	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	25.30	315.23	0.00	-65.23	-26.09
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	12,000.00	0.00	0.00	0.00	12,000.00	100.00
1-1490-410-2	Revisions-Supplies	0.00	0.00	2,243.58	0.00	-2,243.58	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	127,272.00	10,606.00	95,454.00	0.00	31,818.00	25.00
1-2120-210-2	Fica	10,000.00	776.44	6,987.96	0.00	3,012.04	30.12
1-2120-220-2	Retirement	12,500.00	1,047.65	9,428.85	0.00	3,071.15	24.56
1-2120-230-2	Health Insurance	26,832.00	2,758.24	24,824.16	0.00	2,007.84	7.48
1-2120-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-318-2	Purchased Services	3,000.00	0.00	2,321.64	0.00	678.36	22.61
1-2120-410-1	Supplies	1,500.00	0.00	1,418.54	0.00	81.46	5.43
1-2120-410-2	Supplies	1,500.00	941.70	941.70	0.00	558.30	37.22
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	32.01	0.00	467.99	93.59

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1-2120-690-1	Guidance Other-Elementary	500.00	221.17	221.17	0.00	278.83	55.76
1-2120-690-2	Other Expense	500.00	0.00	764.00	0.00	-264.00	-52.80
1-2130-140-0	Nurse Salary	40,000.00	3,166.66	28,499.94	0.00	11,500.06	28.75
1-2130-210-0	Fica	3,200.00	242.25	2,180.25	0.00	1,019.75	31.86
1-2130-220-0	Retirement	4,000.00	312.80	2,815.20	0.00	1,184.80	29.62
1-2130-230-0	Health Insurance	16,000.00	1,435.61	12,920.49	0.00	3,079.51	19.24
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	0.00	0.00	0.00	0.00
1-2130-410-0	Supplies	1,500.00	0.00	1,534.46	0.00	-34.46	-2.29
1-2130-690-0	Nurse-Other	0.00	0.00	630.00	0.00	-630.00	0.00
1-2150-319-0	Safe & Secure Purchased Servi	1,000.00	0.00	315.00	0.00	685.00	68.50
1-2150-410-0	Safe & Secure Supplies	0.00	0.00	0.00	0.00	0.00	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	340,000.00	30,793.32	258,435.87	0.00	81,564.13	23.98
1-2190-120-2	Activities Sub Salaries	12,500.00	1,550.00	9,211.00	0.00	3,289.00	26.31
1-2190-140-2	Clerical Aide	7,446.00	753.10	5,462.10	0.00	1,983.90	26.64
1-2190-210-2	Fica	27,000.00	2,448.01	20,267.28	0.00	6,732.72	24.93
1-2190-220-2	Retirement	35,000.00	2,486.94	22,158.60	0.00	12,841.40	36.68
1-2190-230-2	Health Insurance	1.00	4,580.42	48,030.79	0.00	-48,029.79	-4,802,979.00
1-2190-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2190-318-2	Activity-Purchased Services	2,500.00	0.00	3,502.00	0.00	-1,002.00	-40.08
1-2190-410-2	Supplies	20,000.00	0.00	0.00	0.00	20,000.00	100.00

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1-2212-313-1	Staff Development	1,500.00	0.00	2,104.00	0.00	-604.00	-40.26
1-2212-313-2	Staff Development	1,500.00	20.00	1,815.00	0.00	-315.00	-21.00
1-2222-110-1	Salary-library	40,468.00	3,374.00	30,366.00	0.00	10,102.00	24.96
1-2222-110-2	Salary-library	59,849.00	4,987.00	44,236.04	0.00	15,612.96	26.08
1-2222-140-1	Teacher Aide	4,052.00	0.00	219.08	0.00	3,832.92	94.59
1-2222-140-2	Teacher Aide	2,063.00	192.86	1,696.85	0.00	366.15	17.74
1-2222-210-1	Fica	3,600.00	252.08	2,285.48	0.00	1,314.52	36.51
1-2222-210-2	Fica	5,000.00	364.72	3,312.11	0.00	1,687.89	33.75
1-2222-220-1	Retirement	4,500.00	333.28	3,021.16	0.00	1,478.84	32.86
1-2222-220-2	Retirement	6,200.00	511.66	4,537.20	0.00	1,662.80	26.81
1-2222-230-1	Health Insurance	19,000.00	0.00	0.00	0.00	19,000.00	100.00
1-2222-230-2	Health Insurance	18,500.00	1,071.60	11,913.00	0.00	6,587.00	35.60
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	1,288.51	0.00	-788.51	-157.70
1-2222-318-2	Purchased Service	8,500.00	0.00	7,778.50	0.00	721.50	8.48
1-2222-410-1	Supplies	1,500.00	474.72	828.84	0.00	671.16	44.74
1-2222-410-2	Supplies	1,500.00	0.00	574.36	0.00	925.64	61.70
1-2222-430-1	Books	5,000.00	0.00	2,571.53	0.00	2,428.47	48.56
1-2222-430-2	Books	5,000.00	215.96	4,470.20	0.00	529.80	10.59
1-2222-440-1	Periodicals	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-2222-440-2	Periodicals	1,000.00	31.50	566.10	0.00	433.90	43.39
1-2222-530-1	Elem Library Equipment	500.00	249.86	249.86	0.00	250.14	50.02

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1-2222-530-2	H.s. Media Equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-670-1	Library Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-670-2	Library Travel	250.00	22.01	303.23	0.00	-53.23	-21.29
1-2222-690-1	Library Other	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-690-2	Library Other	500.00	0.00	125.00	0.00	375.00	75.00
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	158.40	0.00	-158.40	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	5,500.00	0.00	5,150.00	0.00	350.00	6.36
1-2310-317-0	Legal Services	5,000.00	82.50	7,496.70	0.00	-2,496.70	-49.93
1-2310-341-0	Liability Insurance	33,500.00	1,429.00	16,679.00	0.00	16,821.00	50.21
1-2310-350-0	Advertising/printing	6,000.00	-2,290.68	4,459.05	0.00	1,540.95	25.68
1-2310-630-0	Dues & Fees	8,000.00	0.00	7,380.00	0.00	620.00	7.75
1-2310-641-0	Workers Comp Pool	30,000.00	0.00	24,452.48	0.00	5,547.52	18.49
1-2310-670-0	Travel Expense	2,500.00	0.00	1,895.51	0.00	604.49	24.17
1-2310-690-0	Other Expense	1,000.00	0.00	379.28	0.00	620.72	62.07
1-2320-110-0	Salary-administrative Staff	166,500.00	13,875.00	124,875.00	0.00	41,625.00	25.00
1-2320-140-0	Salary-clerical Ass't.	7,446.00	753.10	7,374.60	0.00	71.40	0.95
1-2320-210-0	Fica	13,400.00	1,101.35	7,150.25	0.00	6,249.75	46.63
1-2320-220-0	Retirement	17,500.00	1,444.93	13,063.29	0.00	4,436.71	25.35

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1-2320-230-0	Health Insurance	1,700.00	540.47	4,878.86	0.00	-3,178.86	-186.99
1-2320-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-410-0	Office Supplies	7,500.00	949.92	2,716.19	0.00	4,783.81	63.78
1-2320-411-0	Subscriptions	0.00	0.00	1,750.00	0.00	-1,750.00	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	2,804.14	0.00	-304.14	-12.16
1-2320-670-0	Travel Expense	5,000.00	290.75	3,040.94	0.00	1,959.06	39.18
1-2320-690-0	Other Expense	5,000.00	281.50	4,601.86	0.00	398.14	7.96
1-2410-110-1	Salaries	170,083.00	14,174.00	127,566.00	0.00	42,517.00	24.99
1-2410-110-2	Salaries	192,093.00	10,254.00	122,461.00	0.00	69,632.00	36.24
1-2410-140-1	Clerical Salaries	27,560.00	2,120.00	19,080.00	0.00	8,480.00	30.76
1-2410-140-2	Clerical Salaries	20,160.00	1,820.70	16,749.00	0.00	3,411.00	16.91
1-2410-210-1	Fica	15,900.00	1,165.81	10,499.77	0.00	5,400.23	33.96
1-2410-210-2	Fica	17,000.00	907.75	10,427.23	0.00	6,572.77	38.66
1-2410-220-1	Retirement	20,000.00	1,609.49	14,485.42	0.00	5,514.58	27.57
1-2410-220-2	Retirement	22,500.00	1,192.72	13,725.35	0.00	8,774.65	38.99
1-2410-230-1	Health Insurance	24,500.00	1,907.41	18,118.57	0.00	6,381.43	26.04
1-2410-230-2	Health Insurance	24,500.00	837.40	17,776.86	0.00	6,723.14	27.44
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	1,000.00	145.00	145.00	0.00	855.00	85.50
1-2410-318-2	Purchased Services	2,000.00	0.00	3,241.00	0.00	-1,241.00	-62.05
1-2410-410-1	Supplies	2,500.00	203.97	963.03	0.00	1,536.97	61.47

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1-2410-410-2	Supplies	2,500.00	283.32	922.47	0.00	1,577.53	63.10
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	2,000.00	1,409.00	2,494.00	0.00	-494.00	-24.70
1-2410-630-2	Dues & Fees	2,500.00	0.00	1,344.10	0.00	1,155.90	46.23
1-2410-670-1	Travel Expense	3,000.00	437.89	2,426.41	0.00	573.59	19.11
1-2410-670-2	Travel Expense	3,000.00	0.00	2,359.91	0.00	640.09	21.33
1-2410-690-1	Other Expense	1,500.00	550.30	1,157.26	0.00	342.74	22.84
1-2410-690-2	Other Expense	2,500.00	463.12	3,454.50	0.00	-954.50	-38.18
1-2510-140-0	Salary-Business Manager-Kay	44,000.00	3,667.00	33,003.00	0.00	10,997.00	24.99
1-2510-210-0	Fica	3,500.00	267.95	2,411.55	0.00	1,088.45	31.09
1-2510-220-0	Retirement	4,300.00	362.22	3,259.98	0.00	1,040.02	24.18
1-2510-230-0	Health Insurance	300.00	52.14	469.26	0.00	-169.26	-56.42
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	5,000.00	245.25	2,544.60	0.00	2,455.40	49.10
1-2510-310-0	Prog. Service Agreements	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-318-0	Purchased Services	5,000.00	249.99	5,161.54	0.00	-161.54	-3.23
1-2510-341-0	Postage	12,000.00	534.06	10,128.29	0.00	1,871.71	15.59
1-2510-342-0	Telephone	15,000.00	986.35	2,672.96	0.00	12,327.04	82.18
1-2510-350-0	Advertising/printing	0.00	85.70	85.70	0.00	-85.70	0.00
1-2510-382-0	Telephone-internet Line Usage	15,000.00	456.80	6,661.35	0.00	8,338.65	55.59
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

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2015

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2510-660-0	Data Processing	4,500.00	76.00	610.80	0.00	3,889.20	86.42
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	39.48	0.00	-39.48	0.00
1-2520-337-0	Tires & Parts	1,500.00	211.91	6,105.03	0.00	-4,605.03	-307.00
1-2520-338-0	Repairs & Maintenance	1,000.00	0.00	100.00	0.00	900.00	90.00
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	234,489.00	18,792.18	169,402.14	0.00	65,086.86	27.75
1-2610-150-0	Custodial Overtime Salary	60,000.00	6,084.76	50,625.18	0.00	9,374.82	15.62
1-2610-210-0	Fica	23,000.00	1,827.97	16,266.18	0.00	6,733.82	29.27
1-2610-220-0	Retirement	30,000.00	2,457.31	21,733.94	0.00	8,266.06	27.55
1-2610-230-0	Health Insurance	75,000.00	6,168.91	54,783.73	0.00	20,216.27	26.95
1-2610-321-0	Fuel	40,000.00	0.00	45,954.99	0.00	-5,954.99	-14.88
1-2610-322-0	Electricity	175,000.00	12,411.54	129,787.98	0.00	45,212.02	25.83
1-2610-323-0	Water/sewer	7,500.00	868.12	6,322.06	0.00	1,177.94	15.70
1-2610-410-0	Supplies	45,000.00	2,075.30	36,009.15	0.00	8,990.85	19.97
1-2610-641-0	Workers Comp. Pool	14,000.00	0.00	7,874.15	0.00	6,125.85	43.75
1-2610-690-0	Other Expense	15,000.00	1,651.91	12,864.35	0.00	2,135.65	14.23
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	0.00	0.00	0.00	0.00	0.00	0.00
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	12,070.25	114,782.39	0.00	35,217.61	23.47

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2015

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2620-520-0	Building Improvements	150,000.00	250.25	10,163.05	0.00	139,836.95	93.22
1-2620-530-0	Building Equipment	50,000.00	3,552.83	29,135.93	0.00	20,864.07	41.72
1-2620-641-0	Property Insurance	76,000.00	0.00	74,307.40	0.00	1,692.60	2.22
1-2620-690-0	Other Expense	250.00	45.00	45.00	0.00	205.00	82.00
1-2750-140-0	Drivers Salaries	65,000.00	8,542.50	64,965.04	0.00	34.96	0.05
1-2750-140-2	Activity Drivers Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-210-0	Fica	5,000.00	651.13	4,940.43	0.00	59.57	1.19
1-2750-220-0	Retirement	6,000.00	418.94	3,990.50	0.00	2,009.50	33.49
1-2750-230-0	Drivers Health Insurance	15,000.00	1,235.27	11,594.96	0.00	3,405.04	22.70
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	2,388.80	0.00	-2,388.80	0.00
1-2750-333-0	Mileage To Parents	500.00	0.00	0.00	0.00	500.00	100.00
1-2750-335-0	Lease Vehicles	0.00	0.00	9,621.26	0.00	-9,621.26	0.00
1-2750-336-0	Gas & Oil	65,000.00	1,200.11	40,852.26	0.00	24,147.74	37.15
1-2750-337-0	Tires & Parts	25,000.00	592.45	21,934.74	0.00	3,065.26	12.26
1-2750-338-0	Bus Repairs/main.	25,000.00	576.10	16,958.32	0.00	8,041.68	32.16
1-2750-540-0	Bus Acquisition/replace	50,000.00	0.00	0.00	0.00	50,000.00	100.00
1-2750-641-0	Vehicle Insurance	7,500.00	0.00	8,603.82	0.00	-1,103.82	-14.71
1-2750-690-0	Other Expense	3,000.00	208.46	2,722.49	0.00	277.51	9.25
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

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2015

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
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	0.00	0.00	0.00	0.00
1-3500-410-0	St. Categorical Programs-Tree Grant	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-110-1	Title I Pt. A-Salary	117,568.00	10,010.04	90,211.82	0.00	27,356.18	23.26
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
1-4200-210-1	Title I Pt. A-FICA	9,000.00	735.65	6,627.07	0.00	2,372.93	26.36
1-4200-220-1	Title I Pt. A-Retirement	11,500.00	988.77	8,910.94	0.00	2,589.06	22.51
1-4200-230-1	Title I Pt. A-Health Ins.	36,000.00	2,815.28	25,630.14	0.00	10,369.86	28.80
1-4200-318-1	Title I Pt. A -Purchased Services	0.00	0.00	505.00	0.00	-505.00	0.00
1-4200-410-1	Title I Pt. A-Supplies	1,000.00	0.00	640.00	0.00	360.00	36.00
1-4200-420-1	Textbooks	0.00	0.00	582.36	0.00	-582.36	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	55,444.00	4,620.00	41,580.00	0.00	13,864.00	25.00
1-4310-120-1	Title II Pt. A-Class Red. Sub	500.00	0.00	0.00	0.00	500.00	100.00
1-4310-210-1	Title II Pt. A -Class Red.-FICA	4,200.00	353.43	3,180.87	0.00	1,019.13	24.26
1-4310-220-1	Title II Pt. A-Class Red.-Retiremen	5,500.00	456.35	4,107.15	0.00	1,392.85	25.32
1-4310-230-1	Title II Pt. A-Class Red. Health	9,200.00	1,480.81	13,327.29	0.00	-4,127.29	-44.86
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

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2015

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
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
1-4400-318-1	Purchased Service	7,500.00	655.75	8,047.52	0.00	-547.52	-7.30
1-4400-319-1	Pre School PT	5,000.00	269.01	2,238.41	0.00	2,761.59	55.23
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	726.74	0.00	-226.74	-45.34
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	72.13	0.00	-72.13	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	34,228.00	2,852.00	25,668.00	0.00	8,560.00	25.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2015

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4404-210-0	IDEA Base FICA	2,700.00	208.64	1,886.28	0.00	813.72	30.13
1-4404-220-0	IDEA Base Retirement	3,400.00	281.72	2,535.48	0.00	864.52	25.42
1-4404-230-0	IDEA Base Pre-School	9,900.00	680.45	7,605.65	0.00	2,294.35	23.17
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
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	3,049.00	254.00	2,286.00	0.00	763.00	25.02
1-4406-210-0	SPED IDEA-FICA	250.00	16.97	152.73	0.00	97.27	38.90
1-4406-220-0	SPED IDEA-Retirement	350.00	25.08	225.72	0.00	124.28	35.50
1-4406-230-0	SPED IDEA	1,000.00	78.93	710.40	0.00	289.60	28.96
1-4406-410-0	Pre School	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-110-0	IDEA Poverty	83,834.00	4,620.00	41,580.00	0.00	42,254.00	50.40
1-4410-140-0	IDEA Poverty-Para	0.00	2,310.00	20,790.00	0.00	-20,790.00	0.00
1-4410-210-0	IDEA Poverty FICA	6,500.00	517.43	4,657.82	0.00	1,842.18	28.34
1-4410-220-0	IDEA Poverty Retirement	8,300.00	684.53	6,160.76	0.00	2,139.24	25.77
1-4410-230-0	IDEA Poverty Health	26,500.00	2,154.05	19,176.00	0.00	7,324.00	27.63
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

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2015

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
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	500.00	0.00	0.00	0.00	500.00	100.00
1-4700-210-2	Carl Perkins-FICA	1.00	0.00	0.00	0.00	1.00	100.00
1-4700-410-2	Carl Perkins Grant-Supplies	1,000.00	0.00	1,297.66	0.00	-297.66	-29.76
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
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	-754.82	0.00	15,754.82	105.03
1-6000-110-2	Summer School	1,500.00	0.00	0.00	0.00	1,500.00	100.00
1-6000-120-1	Jump Start/Summer School-Subs	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	-55.97	0.00	55.97	0.00
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.	0.00	0.00	-74.57	0.00	74.57	0.00
1-6000-220-2	Summer School-Retire.	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 05/31/2015

Account	Description	Budget	May Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-6000-230-1	Summer School Health	0.00	0.00	-13.60	0.00	13.60	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	30,000.00	0.00	0.00	0.00	30,000.00	100.00
1-8000-752-0	Transfers To Activity Fund	20,000.00	0.00	0.00	0.00	20,000.00	100.00
1-8000-760-0	General Transfers	50,000.00	0.00	0.00	0.00	50,000.00	100.00
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
<b>1 Current Year Account Totals:</b>		<b>9,906,995.00</b>	<b>730,229.96</b>	<b>7,100,906.81</b>	<b>0.00</b>	<b>2,806,088.19</b>	<b>28.32</b>
<b>1</b>	<b>FUND Totals:</b>	<b>9,906,995.00</b>	<b>730,229.96</b>	<b>7,100,906.81</b>	<b>0.00</b>	<b>2,806,088.19</b>	<b>28.32</b>

TO WHOM ISSUED	AMOUNT	
Linda Grabenstein	\$ 100.00	
Kelli Flesch	\$ 133.60	
Donna Hamilton	\$ 268.00	
Jenna McKain	\$ 254.00	
Kaitlyn Clark	\$ 100.00	
UNL-CCFL	\$ 90.00	
Jim Franzen	\$ 7.50	
Daylight Donut	\$ 8.00	
<b>TOTAL</b>	<b>\$961.10</b>	
Beginning Balance		\$ 2,000.00
Receipts		<u>\$ 961.10</u>
		\$ 2,961.10
Expenditures		<u>\$ 961.10</u>
		\$ 2,000.00
Statement Balance	\$ 1,181.90	
Outstanding Deposits	<u>\$ 961.10</u>	
Total	\$ 2,143.00	
Outstanding Checks		\$ 143.00
		<u>\$ -</u>
Balance May 31, 2015		<b>\$ 2,000.00</b>

# Current Cash Balance Report

ALL Data

Date: 05/01/2015 thru 05/31/2015

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A Athletics</b>					
1000 Activities Account	178,138.36	0.00	0.00	0.00	178,138.36
1010 Activity Tickets	101,329.76	0.00	0.00	0.00	101,329.76
1015 Gates	529,438.08	560.00	0.00	0.00	529,998.08
1020 Sale of Equipment	10,745.85	255.00	0.00	0.00	11,000.85
1025 Meals/Lodging	-143,999.92	140.00	2,341.15	0.00	-146,201.07
1030 Officials	-232,867.98	0.00	0.00	0.00	-232,867.98
1035 Football Equipment	-85,419.65	0.00	0.00	0.00	-85,419.65
1040 Basketball Equipment	-46,876.19	0.00	0.00	0.00	-46,876.19
1045 Track Equipment	-106,949.71	0.00	248.83	0.00	-107,198.54
1050 Wrestling Equipment	-36,996.86	0.00	0.00	0.00	-36,996.86
1055 Golf Equipment	-13,205.58	0.00	149.90	0.00	-13,355.48
1060 Softball Equipment	-20,643.13	0.00	0.00	0.00	-20,643.13
1065 Misc. Athletic	-53,101.65	16,574.40	6,208.16	0.00	-42,735.41
1070 Entry Fees	22,749.76	500.00	100.00	0.00	23,149.76
1075 Volleyball Equipment	-24,222.38	0.00	0.00	0.00	-24,222.38
1080 Cross Country Equip.	-11,158.51	0.00	0.00	0.00	-11,158.51
1085 Supplies/Equipment	-70,445.19	0.00	0.00	0.00	-70,445.19
<b>A Athletics Totals:</b>	<b>-3,484.94</b>	<b>18,029.40</b>	<b>9,048.04</b>	<b>0.00</b>	<b>5,496.42</b>
<b>B Adult Ed.</b>					
1100 Adult Ed.	1,988.41	0.00	0.00	0.00	1,988.41
<b>B Adult Ed. Totals:</b>	<b>1,988.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,988.41</b>
<b>C School</b>					
1200 Yearbook	9,670.04	1,260.00	0.00	0.00	10,930.04
1210 Helping Hands	4,688.25	0.00	68.38	0.00	4,619.87
1215 History Grant	1,435.07	0.00	0.00	0.00	1,435.07
1220 FCS	-634.60	0.00	505.14	0.00	-1,139.74
1225 Industrial Tech	15,734.68	4,056.75	512.52	0.00	19,278.91
1229 Life Skills	162.04	0.00	0.00	0.00	162.04
1230 Renaissance	10,405.98	0.00	289.15	0.00	10,116.83
1240 Band	6,650.74	116.86	157.26	0.00	6,610.34
1241 Flag Corp	275.85	0.00	0.00	0.00	275.85
1245 Vocal	6,694.83	0.00	0.00	0.00	6,694.83
1246 Special Music	2,723.93	0.00	0.00	0.00	2,723.93
1250 Art Club	2,948.31	0.00	85.28	0.00	2,863.03
1251 Jr. Hi. Art Club	719.12	102.00	350.56	0.00	470.56
1255 Pop/Lounge	-652.59	24.67	240.96	0.00	-868.88
1260 General	19,614.01	1,176.00	1,880.00	0.00	18,910.01
1261 Chromebook Repair	7,236.10	410.00	48.09	0.00	7,598.01
<b>C School Totals:</b>	<b>87,671.76</b>	<b>7,146.28</b>	<b>4,137.34</b>	<b>0.00</b>	<b>90,680.70</b>
<b>D Candy</b>					
1300 Candy Fund	-7,424.87	3,884.36	2,625.43	0.00	-6,165.94
<b>D Candy Totals:</b>	<b>-7,424.87</b>	<b>3,884.36</b>	<b>2,625.43</b>	<b>0.00</b>	<b>-6,165.94</b>
<b>E Classes</b>					
1400 Senior Class	2,960.23	0.00	0.00	0.00	2,960.23
1410 Junior Class	-896.05	250.00	170.25	0.00	-816.30
1415 Sophomore Class	702.00	450.00	0.00	0.00	1,152.00
1420 Freshmen Class	1,000.00	0.00	0.00	0.00	1,000.00
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
<b>E Classes Totals:</b>	<b>3,766.18</b>	<b>700.00</b>	<b>170.25</b>	<b>0.00</b>	<b>4,295.93</b>

# Current Cash Balance Report

ALL Data

Date: 05/01/2015 thru 05/31/2015

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>F Clubs</b>					
1500 Cheerleaders	6,468.07	1,463.79	306.58	0.00	7,625.28
1505 Elem. Circle of Friends	-23.29	0.00	-31.81	0.00	8.52
1506 H.S. Circle of Friends	-726.87	0.00	95.00	0.00	-821.87
1510 Drama	0.00	0.00	0.00	0.00	0.00
1512 Entrepreneurship	901.32	176.13	31.06	0.00	1,046.39
1515 FFA	12,870.98	3,957.00	4,007.84	0.00	12,820.14
1516 Fit Kids	0.00	5,367.50	1,698.12	0.00	3,669.38
1520 Sr. Hi Quiz Bowl	634.47	0.00	0.00	0.00	634.47
1521 Jr. Hi Quiz Bowl	623.31	0.00	72.08	0.00	551.23
1522 Media Production	3,718.38	0.00	0.00	0.00	3,718.38
1525 NFL	1,247.09	49.00	135.00	0.00	1,161.09
1530 NHS	658.60	0.00	0.00	0.00	658.60
1531 One Act	-626.16	0.00	21.94	0.00	-648.10
1535 D.I.	-219.58	0.00	0.00	0.00	-219.58
1540 SPB	1,458.38	0.00	0.00	0.00	1,458.38
1545 SADD	1,755.33	100.00	700.00	0.00	1,155.33
1550 Student Council	1,011.08	0.00	480.00	0.00	531.08
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.	-1,155.02	0.00	0.00	0.00	-1,155.02
1580 Media	2,516.22	1,413.28	0.00	0.00	3,929.50
1585 Post Prom	0.00	0.00	0.00	0.00	0.00
1590 Science Club	165.59	0.00	0.00	0.00	165.59
1595 Walk Fit	105.00	0.00	0.00	0.00	105.00
1647 C.Country Club	170.98	0.00	0.00	0.00	170.98
<b>F Clubs Totals:</b>	<b>35,611.62</b>	<b>12,526.70</b>	<b>7,515.81</b>	<b>0.00</b>	<b>40,622.51</b>
<b>G Sports</b>					
1600 Boys Future B.Ball	2,784.19	4,285.00	2,221.26	0.00	4,847.93
1610 Football Club	4,805.21	0.00	0.00	0.00	4,805.21
1620 Girls Future B.Ball	3,718.08	2,760.00	1,371.26	0.00	5,106.82
1625 Boys Golf	2,440.81	0.00	98.02	0.00	2,342.79
1626 Girls Golf	2,760.84	0.00	0.00	0.00	2,760.84
1627 Gothenburg B.Ball Club	1,685.36	0.00	1,105.85	0.00	579.51
1628 Jr. Hi Football Club	49.28	1,955.00	467.91	0.00	1,536.37
1630 Softball	335.61	0.00	0.00	0.00	335.61
1635 Mat Maids	219.56	0.00	0.00	0.00	219.56
1640 VolleyBall	847.06	5,568.80	1,273.65	0.00	5,142.21
1643 7-8th Volleyball	-16.17	0.00	0.00	0.00	-16.17
1645 Youth Volleyball	1,527.37	0.00	0.00	0.00	1,527.37
1650 Wrestling Boosters	818.39	0.00	416.66	0.00	401.73
<b>G Sports Totals:</b>	<b>21,975.59</b>	<b>14,568.80</b>	<b>6,954.61</b>	<b>0.00</b>	<b>29,589.78</b>
<b>H Elementary</b>					
1700 Elem. Book Fair	5,210.85	17.99	0.00	0.00	5,228.84
1710 Elem. Fund Raising	24,937.51	4,126.41	1,216.71	0.00	27,847.21
1711 1st Grade	2,796.93	0.00	157.05	0.00	2,639.88
1712 2nd Grade	1,235.02	0.00	0.00	0.00	1,235.02
1713 4th Grade	580.30	0.00	100.00	0.00	480.30
1714 5th Grade	6,405.12	0.00	4,266.00	0.00	2,139.12
1715 Elem. Lounge	2,413.27	0.00	0.00	0.00	2,413.27

ALL Data

# Current Cash Balance Report

Date: 05/01/2015 thru 05/31/2015

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1716 3rd Grade	812.07	0.00	27.18	0.00	784.89
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
<b>H Elementary Totals:</b>	<u>44,575.50</u>	<u>4,144.40</u>	<u>5,766.94</u>	<u>0.00</u>	<u>42,952.96</u>
<b>I Interest</b>					
1800 DDA Interest	3,479.97	6.72	0.00	0.00	3,486.69
1810 CD Interest	8,060.79	0.00	0.00	0.00	8,060.79
<b>I Interest Totals:</b>	<u>11,540.76</u>	<u>6.72</u>	<u>0.00</u>	<u>0.00</u>	<u>11,547.48</u>
<b>J Scholarships</b>					
1900 Athletics Count	210.75	0.00	0.00	0.00	210.75
1910 Alberts Memorial	161.84	0.00	0.00	0.00	161.84
1915 Alumni	0.00	0.00	0.00	0.00	0.00
1920 Greene Memorial	2,359.42	0.00	0.00	0.00	2,359.42
1925 Uehling Scholarship	-2,257.30	44.91	0.00	0.00	-2,212.39
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
<b>J Scholarships Totals:</b>	<u>579.71</u>	<u>44.91</u>	<u>0.00</u>	<u>0.00</u>	<u>624.62</u>
<b>Report Totals:</b>	<u>196,799.72</u>	<u>61,051.57</u>	<u>36,218.42</u>	<u>0.00</u>	<u>221,632.87</u>

# Check Summary Report

Date: 05/01/2015 thru 05/31/2015

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
018037	V	05/15/2015	Heather Franzen		Elem. Circle of Friends	-57.50
018041	C	05/04/2015	Subway Sandwiches & Salads		Elem. F.R.	38.75
018042	C	05/04/2015	Bluestem Graphics		Jr. Hi Art Club	334.60
018043	C	05/04/2015	Loper Legacy		Wrestling Camp	150.00
018044	C	05/04/2015	Loper Legacy		Wrestling Camp	50.00
018045	C	05/05/2015	Ampride		Stu. Co.	80.00
018046	C	05/05/2015	Omaha's Henry Doorly Zoo		General-Field Trip	1,270.00
018047	C	05/05/2015	Morrill Hall		Elem. F.R.	294.00
018048	C	05/05/2015	Omaha's Henry Doorly Zoo		Elem. F.R.	423.00
018049	O	05/07/2015	Hailey Maline		Student Council	200.00
018050	O	05/07/2015	Tanner Borchardt		Student Council	200.00
018051	C	05/08/2015	ASPi Solutions, Inc.		Athletic	120.00
018052	C	05/08/2015	Awards Unlimited, Inc.		Athletic	1,476.50
018053	C	05/08/2015	CollegeBoard AP		General-AP Exam	410.00
018054	C	05/08/2015	Deb Miller		Elem F.R.	41.95
018055	C	05/08/2015	Dee's Floral & Gifts		Wrestling Boosters	149.80
018056	C	05/08/2015	Gothenburg Schools		Fit Kids	150.00
018057	C	05/08/2015	Gothenburg Times		FFA/Athletic	355.95
018058	C	05/08/2015	Jonathan Meyer		Elem. F.R.	10.68
018059	C	05/08/2015	KMADQ, LLC		Entrepreneurship	28.37
018060	C	05/08/2015	Minden High School		Athletic-Jr Hi Track	100.00
018061	C	05/08/2015	National Speech		NFL	135.00
018062	C	05/08/2015	NE FFA Association		FFA	2,323.00
018063	O	05/08/2015	Nebraska School Activities		Athletic	1,010.00
018064	C	05/08/2015	Peterson's Supermarket		Meals/FFA/Band/Art/Entr/	1,474.40
018065	O	05/08/2015	Samuel French Inc.		One Act	21.94
018066	C	05/08/2015	The Thompson Co.		Pop/Lounge	240.96
018067	C	05/08/2015	University of Nebraska-Lincoln		FFA	353.00
018068	C	05/11/2015	Daylight Donut		FFA	80.00
018069	C	05/13/2015	Chantelle Krepcik		Cheerleaders	118.80
018070	C	05/13/2015	Coca-Cola Enterprises, Inc.		Candy	1,456.18
018071	C	05/13/2015	Daylight Donut		Athletic	28.80
018072	C	05/13/2015	Jonathan Meyer		Gothenburg B.Ball Club	35.90
018073	C	05/13/2015	Shopko		Helping Hands	41.38
018074	C	05/13/2015	Varsity Spirit Fashions		Cheerleaders	162.50
018075	C	05/13/2015	Amanda Diltz		Athletic-NE Championships	30.00
018076	O	05/13/2015	Amanda Rossell		Athletic-NE Championships	15.00
018077	O	05/13/2015	Ashleigh Brown		Athletic-NE Championships	15.00
018078	C	05/13/2015	Barb Hicken		Athletic-NE Championships	45.00
018079	C	05/13/2015	Becky Gibbens		Athletic-NE Championships	15.00
018080	C	05/13/2015	Black Squirrel Timing		Athletic-NE Championships	953.70
018081	C	05/13/2015	Cathy Larson		Athletic-NE Championships	15.00

# Check Summary Report

Date: 05/01/2015 thru 05/31/2015

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
018082	C	05/13/2015	Cindy Moore		Athletic-NE Championships	90.00
018083	O	05/13/2015	Jim Crosby		Athletic-NE Championships	225.00
018084	C	05/13/2015	Justin Dowdy		Athletic-NE Championships	15.00
018085	C	05/13/2015	Ron Laux		Athletic-NE Championships	225.00
018086	C	05/13/2015	Sharon Andres		Athletic-NE Championships	30.00
018087	C	05/13/2015	Wild Horse Golf Course		Athletic-SWC Golf	91.50
018088	C	05/13/2015	Brittany Jesseph		1st Grade	157.05
018089	C	05/14/2015	Nebraska State 4-H Camp		5th Grade	4,176.00
018090	C	05/15/2015	Heather Franzen		Elem. Circle of Friends	25.69
018091	C	05/15/2015	Laura Lauer		SADD	700.00
018092	C	05/15/2015	CASH		Athletic-St. Track	720.00
018093	O	05/15/2015	Dan VanAckeren		Athletic-NE Championships	15.00
018094	V	05/20/2015	Deb Roland		Athletic-NE Championships	0.00
018095	C	05/15/2015	Gothenburg Schools		Athletic-Sr. Pix	40.00
018096	C	05/15/2015	NE FFA Association		FFA	1,000.00
018097	C	05/18/2015	Pizza Hut		5th Grade	90.00
018098	O	05/19/2015	Aurora Boys Basketball		Boys Future B.Ball	150.00
018099	C	05/19/2015	CASH		Athletic-St. Track	96.00
018100	O	05/19/2015	Grand Island Central Catholic		Boys Future B.Ball	600.00
018101	C	05/19/2015	Gothenburg Schools		Renaissance	65.00
018102	O	05/19/2015	Lexington Boys Basketball		Boys Future B.Ball	100.00
018103	C	05/20/2015	The Thompson Co.		Summer V.Ball	830.98
018104	C	05/21/2015	Jonathan Meyer		Fit Kids	1,500.00
018105	C	05/21/2015	Bonnie Cizek		Athletic-NE Championships	150.00
018106	C	05/21/2015	Ken Lefever		Athletic-NE Championships	100.00
018107	C	05/21/2015	Mark Cizek		Athletic-NE Championships	150.00
018108	C	05/21/2015	Orscheln's		Athletic-NE Championships	41.88
018109	O	05/21/2015	Suzie Pierce		Athletic-NE Championships	100.00
018110	C	05/26/2015	Amy Harrison		Elem. F.R.	303.63
018111	O	05/26/2015	Bluestem Graphics		Wrest Boost	221.00
018112	C	05/26/2015	Cindy Fickenscher		3rd Grade	27.18
018113	C	05/26/2015	Dan Scherer		Athletic-Meals	30.00
018114	O	05/26/2015	Gothenburg Schools		Fit Kids	48.12
018115	C	05/26/2015	Lakeside Bowl		Elem. F.R.	24.50
018116	C	05/26/2015	Suann Hubbard		Helping Hands	27.00
018117	O	05/26/2015	Sun Theatre		4th Grade	100.00
018118	O	05/26/2015	Travis Coe		Art Club	54.78
018119	O	05/27/2015	US Bank		Supplies/Travel/Meals	6,064.36
018121	O	05/28/2015	Awards Unlimited, Inc.		Athletic	264.35
018122	O	05/28/2015	Cash-Wa Disbributing		Candy/Athletic	1,375.94
018123	O	05/28/2015	Dan Scherer		Boyd Golf/Athletic	1,184.38
018124	O	05/28/2015	Gothenburg Times		Band/JrHi F.Ball/Athletic	108.94
018125	O	05/28/2015	Graphic Edge		Jr. Hi Football Club	426.51

ALL Data

## Check Summary Report

Arranged by:  
Check Number

Date: 05/01/2015 thru 05/31/2015

Check Number	Check / Status	Void Date	Vendor Name	PO Number	Description	Amount
018126	O	05/28/2015	Hicken Lumber		Ind. Tech	76.97

**Report Total:** 36,218.42

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
<b>FUND: 1</b>					
1-1100-100	Instructional Salaries	2,834,776.00	240,030.52	2,158,029.67	76.13
1-1100-200	Instructional Benefits	1,237,300.00	94,516.74	884,696.95	71.50
1-1100-400	Instructional Supplies	180,500.00	8,319.20	98,726.59	54.70
1-1100-500	Capital Outlay	95,000.00	-503.87	30,221.15	31.81
1-1100-600	Other Expenditures	26,000.00	862.50	13,947.32	53.64
		<u>4,373,576.00</u>	<u>343,225.09</u>	<u>3,185,621.68</u>	<u>72.83</u>
1-1200-100	Special Education	522,091.00	38,415.96	350,462.95	67.13
1-1200-200	Special Education	230,897.00	17,644.07	151,410.47	65.57
1-1200-300	Spec. Ed. Purchased	79,500.00	4,000.56	61,722.77	77.64
1-1200-400	Special Education	3,000.00	37.44	2,536.56	84.55
1-1200-500	Spec. Ed. Capital Outlay	1,000.00	0.00	0.00	0.00
1-1200-600	Spec. Ed. Other	450.00	0.00	521.58	115.91
		<u>836,938.00</u>	<u>60,098.03</u>	<u>566,654.33</u>	<u>67.70</u>
1-1300-100	Other Special Salaries	6,000.00	546.91	4,922.19	82.04
1-1300-200	Other Special Benefits	1,200.00	95.10	855.90	71.33
		<u>7,200.00</u>	<u>642.01</u>	<u>5,778.09</u>	<u>80.25</u>
1-1400-100	Vocational Salaries	330,133.00	28,636.25	253,544.18	76.80
1-1400-200	Vocational Benefits	130,164.00	9,992.68	100,087.32	76.89
1-1400-400	Vocational Supplies	24,500.00	3,257.84	37,108.34	151.46
1-1400-500	Vocational Capital	3,000.00	0.00	21,607.15	720.24
1-1400-600	Vocational Other	6,500.00	168.30	8,578.49	131.98
		<u>494,297.00</u>	<u>42,055.07</u>	<u>420,925.48</u>	<u>85.15</u>
1-2100-100	Pupil Support Salaries	527,218.00	46,869.08	397,062.91	75.31
1-2100-200	Pupil Support Benefits	134,533.00	16,088.36	149,613.58	111.21
1-2100-300	Pupil Supp. Purchased	1,000.00	0.00	315.00	31.50
1-2100-400	Pupil Support Supplies	24,500.00	941.70	3,894.70	15.90
1-2100-600	Pupil Support Other	1,000.00	0.00	796.01	79.60
		<u>688,251.00</u>	<u>63,899.14</u>	<u>551,682.20</u>	<u>80.15</u>
1-2200-100	Inst. Support Salaries	106,432.00	8,553.86	76,517.97	71.89
1-2200-200	Inst. Support Benefits	56,800.00	2,533.34	25,068.95	44.14
1-2200-300	Inst. Supp. Purchased	3,000.00	20.00	4,077.40	135.91
1-2200-400	Inst. Support Supplies	15,000.00	722.18	9,011.03	60.07
1-2200-500	Inst. Support Capital	1,000.00	249.86	249.86	24.99
1-2200-600	Inst. Support Other	1,250.00	22.01	428.23	34.26
		<u>183,482.00</u>	<u>12,101.25</u>	<u>115,353.44</u>	<u>62.86</u>
1-2300-100	General Adm. Salaries	173,946.00	14,628.10	132,249.60	76.03
1-2300-200	General Adm. Benefits	32,600.00	3,086.75	25,092.40	76.97
1-2300-300	Gen. Adm. Purchased	50,000.00	-779.18	33,784.75	67.57
1-2300-400	General Adm. Supplies	7,500.00	949.92	4,466.19	59.55
1-2300-500	Gen. Adm. Capital	500.00	0.00	0.00	0.00
1-2300-600	General Adm. Other	24,000.00	572.25	20,101.73	83.76
		<u>288,546.00</u>	<u>18,457.84</u>	<u>215,694.67</u>	<u>74.75</u>
1-2400-100	School Adm. Salaries	409,896.00	28,368.70	285,856.00	69.74
1-2400-200	School Adm. Benefits	124,400.00	7,620.58	85,033.20	68.35
1-2400-400	School Adm. Supplies	5,000.00	487.29	1,885.50	37.71

# 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	14,500.00	2,860.31	13,236.18	91.28
		<u>554,796.00</u>	<u>39,336.88</u>	<u>386,010.88</u>	<u>69.57</u>
1-2500-100	Business Support	44,000.00	3,667.00	33,003.00	75.01
1-2500-200	Business Support	8,100.00	682.31	6,140.79	75.81
1-2500-300	Bus.support Purchased	49,500.00	2,520.07	28,337.41	57.25
1-2500-400	Business Support	500.00	0.00	0.00	0.00
1-2500-600	Business Support Other	9,500.00	76.00	610.80	6.43
		<u>111,600.00</u>	<u>6,945.38</u>	<u>68,092.00</u>	<u>61.01</u>
1-2600-100	Bldg. & Grounds	296,489.00	24,876.94	220,027.32	74.21
1-2600-200	Bldg. & Grounds	128,000.00	10,454.19	92,783.85	72.49
1-2600-300	Bldg. & Grounds Pur.	222,500.00	13,279.66	182,065.03	81.83
1-2600-400	Bldg. & Grounds	45,000.00	2,075.30	36,009.15	80.02
1-2600-500	Bldg. & Grounds Cap.	200,000.00	3,803.08	39,298.98	19.65
1-2600-600	Bldg. & Grounds Other	91,250.00	1,696.91	87,216.75	95.58
		<u>983,239.00</u>	<u>56,186.08</u>	<u>657,401.08</u>	<u>66.86</u>
1-2700-100	Pupil Transportation	65,000.00	8,542.50	64,965.04	99.95
1-2700-200	Pupil Transportation	26,000.00	2,305.34	20,525.89	78.95
1-2700-300	Pupil Trans. Pur.	115,500.00	2,368.66	91,755.38	79.44
1-2700-500	Pupil Trans. Capital	50,000.00	0.00	0.00	0.00
1-2700-600	Pupil Trans. Other	10,500.00	208.46	11,326.31	107.87
		<u>267,000.00</u>	<u>13,424.96</u>	<u>188,572.62</u>	<u>70.62</u>
1-4200-100	Chapter I Salaries	117,568.00	10,010.04	90,211.82	76.73
1-4200-200	Chapter I Benefits	56,500.00	4,539.70	41,168.15	72.86
		<u>174,068.00</u>	<u>14,549.74</u>	<u>131,379.97</u>	<u>75.47</u>
1-4700-400	Carl Perkins Grant	1,000.00	0.00	1,297.66	129.77
		<u>1,000.00</u>	<u>0.00</u>	<u>1,297.66</u>	<u>129.76</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>
<b>FUND: 1</b>		<u>9,063,993.00</u>	<u>670,921.47</u>	<u>6,494,464.10</u>	<u>71.65</u>
		<u>9,063,993.00</u>	<u>670,921.47</u>	<u>6,494,464.10</u>	<u>71.65</u>

# Summary Statement of Receipts

Account	Description	Total Budget (Pub) + Adj.	Receipts	Receipts	Balance (Pub)	Percentage (%)
<b>FUND: 1</b>						
1-1110	Local District Taxes	5,400,000.00	1,635,626.09	4,690,448.43	709,551.57	86.86
1-1125	Motor Vehicle Taxes	400,000.00	31,959.24	343,289.65	56,710.35	85.82
1-1220	Tuition-individual	0.00	250.00	250.00	-250.00	0.00
1-1410	Interest	15,000.00	8,350.42	15,925.75	-925.75	106.17
1-1610	Local Licenses	2,500.00	2,490.00	2,490.00	10.00	99.60
1-1910	Rental And Sale Of Junk	500.00	350.00	1,125.00	-625.00	225.00
		<u>5,818,000.00</u>	<u>1,679,025.75</u>	<u>5,053,528.83</u>	<u>764,471.17</u>	<u>86.86</u>
1-2110	County Fines & Fees	60,000.00	17,110.40	53,223.34	6,776.66	88.71
1-2120	Local Fines	0.00	60.00	310.00	-310.00	0.00
		<u>60,000.00</u>	<u>17,170.40</u>	<u>53,533.34</u>	<u>6,466.66</u>	<u>89.22</u>
1-3130	Homestead Ppt	0.00	11,916.41	35,749.23	-35,749.23	0.00
1-3180	Pro-rata Motor Vehicle	20,000.00	7,367.37	11,264.08	8,735.92	56.32
1-3110	State Aid	2,396,636.00	239,663.64	2,156,972.76	239,663.24	90.00
1-3120	Special Education	420,000.00	49,775.00	325,756.00	94,244.00	77.56
1-3125	Spec. Ed. Trans.-school	1,500.00	0.00	0.00	1,500.00	0.00
1-3135	High Ability Learners	8,000.00	0.00	8,541.00	-541.00	106.76
1-3200	State Apportionment	125,000.00	0.00	138,441.95	-13,441.95	110.75
1-3512	Dist. Ed. Incentive	4,000.00	0.00	4,000.00	0.00	100.00
		<u>2,975,136.00</u>	<u>308,722.42</u>	<u>2,680,725.02</u>	<u>294,410.98</u>	<u>90.10</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	25,000.00	0.00	0.00	25,000.00	0.00
1-4410	IDEA	120,000.00	0.00	25,753.00	94,247.00	21.46
1-4450	Mips	15,000.00	0.00	14,033.85	966.15	93.56
1-4404	IDEA Base	50,000.00	0.00	7,851.00	42,149.00	15.70
1-4455	MAAPS-Medicaid	50,000.00	0.00	20,877.00	29,123.00	41.75
1-4406	SPED IDEA	4,500.00	0.00	0.00	4,500.00	0.00
1-4700	Carl Perkins Grant	3,000.00	0.00	12,999.90	-9,999.90	433.33
		<u>382,500.00</u>	<u>0.00</u>	<u>81,514.75</u>	<u>300,985.25</u>	<u>21.31</u>
1-5300	Insurance Adjustments	0.00	0.00	2,193.80	-2,193.80	0.00
1-5690	Other Non-revenue	25,000.00	1,146.63	9,032.85	15,967.15	36.13
		<u>25,000.00</u>	<u>1,146.63</u>	<u>11,226.65</u>	<u>13,773.35</u>	<u>44.90</u>
<b>FUND: 1</b>		<u>9,260,636.00</u>	<u>2,006,065.20</u>	<u>7,880,528.59</u>	<u>1,380,107.41</u>	<u>85.09</u>
		<u>9,260,636.00</u>	<u>2,006,065.20</u>	<u>7,880,528.59</u>	<u>1,380,107.41</u>	<u>85.09</u>

**COACHING ASSIGNMENTS 2015-16 GOTHENBURG PUBLIC SCHOOLS**

**Volleyball**

Head Coach Bryson Mahlberg  
Asst. Coach Jim Clark  
9<sup>th</sup>/Asst. Rebecca Costello

Head 8th Cindy Moore  
Asst. TBD  
Head 7<sup>th</sup> Kris Epke  
Asst. Nicole Rubenthaler

**Cross Country**

Head Coach Steve Reeves  
Asst. Coach Claudine Kennicutt

**Football**

Head Coach Craig Haake  
Asst. Coach Ken Rigler  
Asst. Coach K.C. Lathrop  
Asst. Coach Tom Scott  
Asst. Coach Jessie Kincheloe  
Asst. Coach Justin Dowdy

**Junior High**

Asst. Coach Dan Scherer  
Asst. Coach Jerry Wiggins  
Asst. Coach Jonathon Meyer

**Wrestling**

Head Coach Tom Scott  
Asst. Coach Tim Negley  
Junior High Jerry Wiggins  
Asst. Craig Haake

**Girls Golf**

Head Coach Tara Foster

**Boys Golf**

Head Coach Dan Scherer  
Asst. Don Graham

**Track**

Head Coach Steve Reeves  
Asst. Coach K.C. Lathrop  
Asst. Coach Roger Koehler  
Asst. Coach Tim Peterson  
Asst. Coach Bryson Mahlberg  
Asst. Coach Dan Yilk  
Asst. Coach Jillian Dowdy

**Junior High**

JH Coach Jim Clark  
JH Coach TBD  
JH Asst coach Michelle Stienike  
JH Asst coach Jonathan Meyer

**Girls Basketball**

Head Coach Marcus Messersmith  
Asst. Coach Dan Yilk  
9<sup>th</sup>/Asst. Tony Neels  
Head 8th Bryan Bazata  
Asst. Bryson Mahlberg  
Head 7th Jonathan Meyer  
Asst. Jami Fowler

**Boys Basketball**

Head Coach Roger Koehler  
Asst. Coach Kent Koehn  
9<sup>th</sup> Head Coach Don Graham

Head 8th Jonathan Meyer  
Asst. Dustin Walker  
Head 7th Justin Dowdy  
Asst. Joe Weaver

**Cheerleading Sponsor**

Head Sharon Andres  
Head Chantelle Krepcick

**Play Production**

Head Lori Long  
Assistant Erin Feather

**Speech**

Head Dan Jensen  
Co-Assistants Angela Piper/Heather Franzen  
Assistant Kaitlyn Clark

**Softball**

Head Roger Neujahr  
Assistant Maggie Tiller

**Musical**

Head Kaitlyn Clark  
Assistant Tyler Meuret  
Co-Assistants Erin Feather/TBD

**Quiz Bowl**

Co-Head Claudine Kennicutt  
Cindy Moore

Lunch Fund History as of 6/08/2015

	Sept. 1 2010	Sept. 1, 2011	Sept. 1, 2012	Sept. 1, 2013	Sept. 1, 2014		
<b>Beg Fund Balance</b>	<b>59,469</b>	<b>35,578</b>	<b>13,058</b>	<b>19,815</b>	<b>42,175</b>		<b>PROJECTED</b>
	2010-11	2011-12	2012-13	2013-14	2014-15	Jun/July/Aug	
<b>Receipts</b>					<b>CURRENT</b>	<i>*Estimated*</i>	
Break/Lunch	168,177	186,653	218,091	222,716	245,385	26,582	271,967
Milk	81					0	0
Other sales	11,403	4,606	6,808	7,196	6,641	0	6,641
Federal	181,274	189,193	183,054	203,167	194,318	14,472	208,790
State	4,831	5,061	4,131	5,560	3,957	0	3,957
Interest	391	152	14	20	23	2	25
Other Receipts	1,547	152	28	822	27	0	27
General Fund Transfer		30,000	30,000	50,000			
<b>Total Receipts</b>	<b>367,704</b>	<b>415,817</b>	<b>442,126</b>	<b>489,481</b>	<b>450,351</b>	<b>41,056</b>	<b>491,407</b>
<b>Disbursements</b>					<b>CURRENT</b>		
Food Purchase	160,006	180,864	183,558	199,939	207,023	20,743	227,766
Furn/Equip	3,485	2,070	50	184			0
Milk Purchase	42,006	55,694	48,353	47,384	52,687	4,169	56,856
Freight on Food	6,224	5,122	5,850	3,485	868	236	1,104
Sal / Ben	160,000	172,925	169,825	199,568	183,183	26,875	210,058
Supplies	12,167	14,811	14,360	9,144	10,643	4,210	14,853
Maint/ Repair	1,072	4,142	2,436	1,524	1,214	1,597	2,811
Other	6,635	2,709	10,937	5,881	1,179	6,366	7,545
<b>Total Disbursements</b>	<b>391,595</b>	<b>438,337</b>	<b>435,369</b>	<b>467,109</b>	<b>456,796</b>	<b>64,196</b>	<b>520,992</b>
	Aug. 31, 2011	Aug. 31, 2012	Aug. 31, 2013	Aug. 31, 2014	June 1, 2015		
<b>Ending Fund Balance</b>	<b>35,578</b>	<b>13,058</b>	<b>19,815</b>	<b>42,187</b>	<b>35,730</b>		<b>12,590</b>
<b>Net for Year (without Transfer)</b>	<b>-23,891</b>	<b>-52,520</b>	<b>-23,243</b>	<b>-27,628</b>	<b>-6,445</b>		<b>-29,585</b>
		(net removes transfer.)					

Proposal for Lunch prices for 2015-16

After a review of the lunch fund and a comparison with SWC schools, the following changes are proposed:

	<b>2013-14</b>	<b>2014-15</b>	<b>Proposed 2015-16</b>	<b>Change</b>	<b>SWC AVE</b>
Adult	\$3.00	\$3.00	\$3.00	no change	\$3.10
High School	\$2.25	\$2.35	\$2.45	\$0.10	\$2.55
Junior High	\$2.25	\$2.35	\$2.45	\$0.10	\$2.45
Elementary	\$1.90	\$2.00	\$2.10	\$0.10	\$2.30
Breakfast	\$1.00	\$1.15	\$1.25	\$0.10	\$1.30

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

# 2015-2016

## GOTHENBURG JR/SR HIGH SCHOOL STUDENT - PARENT HANDBOOK

**WELCOME** to Gothenburg Jr/Sr High School for the 2015-2016 school year. We look forward to providing you with excellent educational opportunities. The curriculum is broad, challenging and offers each student the opportunity to master the skills that will be needed for the career path you select. The extracurricular program allows for the interest of every student.

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. It will be expected that you work and live within the guidelines outlined 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 Principal*

*Ryan Groene  
Jr. High School 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 2014-15 school year, 290 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 2015-2016 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)**

"My Other Ride is a Scholarship" T-shirt or "Renaissance" 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)**

"My Other Ride is a Scholarship" T-shirt or "Renaissance" 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.

## **2015-2016**

## **GHS STAFF**

### **Administration:**

Mr. Mike Teahon, Superintendent/SPED Director  
Mr. Randy Evans, High School Principal  
Mr. Ryan Groene, Junior High Principal/Curriculum Director  
Mr. Seth Ryker, Activities Director

Jerry Wiggins  
Pam Glodowski  
Danielle Nguyen  
Mrs. SueAnn Hubbard

High School Counselor  
Middle School Counselor  
School Psychologist Intern  
School Nurse

### **Faculty:**

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

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

### ***Secretaries:***

Lori Clymer, Barb Franzen and Kay Streeter

### ***Cafeteria:***

Joni Jacobsen, Jill Jorgenson, Mary Moon, Erika Pfeifer, Micki Hueftle, Mary Sabin, Arlie Herrick, Jackie Headley, Amanda Diltz and Rich Krzycki

### ***Paraprofessionals/Job Coach***

Sue Finke, Katherine Middleton, Terri Nordin

### ***Bus Drivers:***

Cliff Block, Marty Leidal, Jim Franzen, Mitch Golter and Dave Cheetsos

## **2015-2016**

## **ACTIVITY SPONSORS/COACHES**

### ***Fall Athletic Season***

Head Football - Craig Haake

Assistant Football - Justin Dowdy, K.C. Lathrop, Ken Rigler, Tom Scott, Jesse Kincheloe

Girls Golf – Tara Foster

Cross Country - Steve Reeves    Assistant Cross Country-Claudine Kennicutt

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 - Jonathan Meyer/Jerry Wiggins

8th Volleyball – Cindy Moore    Asst.- TBA

7th Volleyball – Kris Epke    Asst.-Nicole Rubenthaler

### ***Winter Athletic Season***

Head Boys Basketball -Roger Koehler

Head Girls Basketball –Marcus Messersmith

Assistant Boys BB – Kent Koehn    Assistant Girls BB-Dan Yilk

Head Wrestling –Tom Scott    Assistant Wrestling –Tim Negley

9th Girls Basketball- Tony Neels    9th Boys Basketball- Don Graham

Jr. High Wrestling-Jerry Wiggins    Asst.Craig Haake

8th Boys: Jonathan Meyer    Girls Basketball-Bryan Bazata

Asst 8<sup>th</sup> B: Dustin Walker    Asst 8<sup>th</sup> G: Bryson Mahlberg

7th Boys: Justin Dowdy    Girls Basketball –Jonathan Meyer

Asst 7<sup>th</sup> B: Joe Weaver    Asst 7<sup>th</sup> G: Jami Fowler

### ***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

Assistants: Michelle Stienike & Jonathan Meyer

Boys Golf – Dan Scherer    Asst-Don Graham

## ***Other Activities***

Chorus – Tyler Meuret Musical: Kaitlyn Clark Asst: Tyler Meuret  
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/Speech – Dan Jensen  
Assistant Speech-Kaitlyn Clark, Heather Franzen, Angela Piper  
Junior High Student Council-Pam Glodowski  
Quiz Bowl-Claudine Kennicutt & Cindy Moore  
Student Council - Mary Meisinger/Randy Evans  
Cheerleaders –Sharon Andres & Chantelle Krepcik  
Seniors- Mr. Wiggins & Mrs. Whiting & Mr. Koehler  
Juniors - Mrs. Scherer & Mrs. Weaver & Mr. Lecher  
Sophs.- Mrs. Tiller & Ms. Epke & 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. During the high school noon hour (depending on inclement weather) students will be outside. No supervision will be available prior to 7:45 a.m. and after school at 3:45 p.m. in the academic building.

## **Important Phone Numbers**

### ***Gothenburg Public Schools***

Mike Teahon, Supt./SPED Director	537-3653 ext.4105
Randy Evans, Sr. High Principal	537-3651 ext.4122
Ryan Groene, Jr. High Principal	537-3652 ext.4121
Seth Ryker, Activities Director	537-7501 ext.6122
Jerry Wiggins, H.S. Guid Coun.	537-7501 ext.4124
Pam Glodowski, M.S. Guid Coun.	537-7501 ext.4127
Allison Jonas, Elem. Principal	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 City Offices</i>	537-3677
<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:**

<b>English</b> .....	40
(English 9,10,11,12 )	
<b>Social Studies</b> .....	30
(American History & Government)	
<b>Math</b> .....	30
(Algebra I or Pre-Algebra)	
<b>Science</b> .....	30
<b>Physical Education</b> .....	10
(Physical Education/First Aid)	
<b>Computer</b> .....	5
<b>Speech</b> .....	5

<b>Electives</b> .....	100
<b>Total Credits Needed</b> .....	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:

<b>A</b>	<b>=</b>	<b>95.0-100%</b>	<b>(4.0)</b>
<b>A-</b>	<b>=</b>	<b>93.0-94.0%</b>	<b>(3.7)</b>
<b>B+</b>	<b>=</b>	<b>91.0-92.0%</b>	<b>(3.3)</b>
<b>B</b>	<b>=</b>	<b>87.0-90.0%</b>	<b>(3.0)</b>
<b>B-</b>	<b>=</b>	<b>85.0-86.0%</b>	<b>(2.7)</b>
<b>C+</b>	<b>=</b>	<b>83.0-84.0%</b>	<b>(2.3)</b>
<b>C</b>	<b>=</b>	<b>79.0-82.0%</b>	<b>(2.0)</b>
<b>C-</b>	<b>=</b>	<b>77.0-78.0%</b>	<b>(1.7)</b>
<b>D+</b>	<b>=</b>	<b>75.0-76.0%</b>	<b>(1.3)</b>
<b>D</b>	<b>=</b>	<b>72.0-74.0%</b>	<b>(1.0)</b>
<b>D-</b>	<b>=</b>	<b>70.0-71.0%</b>	<b>(0.7)</b>
<b>F</b>	<b>=</b>	<b>0-69%</b>	<b>(0.0)</b>

**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 **2015-2016** 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 intend 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.

**HOW TO FIGURE YOUR GRADE POINT AVERAGE:**

The example below is intended to help the student in figuring their GPA:

<b>Course</b>	<b>Grade</b>	<b>=</b>	<b>Mark Points</b>	<b>x</b>	<b>Credit Hours</b>	<b>=</b>	<b>Points</b>
Geometry	A		4.00		5		20.00
Physics	B+		3.30		5		16.50
St. Aide	P				3		00.00
CP English 12	B-		2.70		5		13.50

Total Credits = 15 (18) Total Mark Points = 50.00 **50.00/15 = 3.33 G.P.A.**

Although the student above is given credit for taking 18 credit hours, it should be noted that only 15 credit hours are used when determining this G.P.A. because Student Aide is not a course used when computing GPAs.

**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. Membership is an honor. 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.

## 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 1<sup>st</sup> & 6<sup>th</sup> 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**.
6. 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		
<b>ACCESS TIME</b>	<b>7:45</b>	-	<b>8:12</b>

Access time will be assigned to students that do not complete their homework from the previous day. Any 7-12 student may take advantage of this access time to talk to their respective teachers.

<b>1</b>	<b>8:15</b>	-	<b>9:03</b>
<b>2</b>	<b>9:06</b>	-	<b>9:54</b>
<b>3</b>	<b>9:57</b>	-	<b>10:45</b>
<b>4</b>	<b>10:48</b>	-	<b>11:36</b>
<b>LUNCH-Jr. High</b>	<b>11:36</b>	-	<b>12:06</b>
<b>5-Jr. High</b>	<b>12:09</b>	-	<b>12:57</b>
<b>5- Sr. High</b>	<b>11:39</b>	-	<b>12:27</b>
<b>LUNCH Sr. High</b>	<b>12:27</b>	-	<b>12:57</b>
<b>6</b>	<b>1:00</b>	-	<b>1:48</b>
<b>7</b>	<b>1:51</b>	-	<b>2:39</b>
<b>8</b>	<b>2:42</b>	-	<b>3:30</b>
<b>DETENTION</b>	<b>3:30</b>	-	<b>4:30</b>

**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 12:27.** 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 \$5.75 per week or \$1.15 per day for full price students and .25 a day or \$1.25 for those students who qualify for reduced lunches. All 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.

## CHANNEL 1

During the 2015-2016 school year, Gothenburg students will again be given the opportunity to see and experience **Channel 1** (educational broadcast) will again be shown at 8:00 every morning.

## 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:

<b>SENIORS</b>	<b>Fall' 15</b>	<b>FRESHMEN</b>	<b>Fall' 15</b>
<b>8TH GRADERS</b>	<b>3rd Quarter</b>	<b>7TH GRADE</b>	<b>2nd Qtr</b>

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.

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

### **ACT TEST DATES**

September 12, 2015  
October 24, 2015  
December 12, 2015  
February 6, 2016  
April 9, 2016  
June 11, 2016

### **REGISTRATION DEADLINES**

August 7, 2015  
September 18, 2015  
November 6, 2015  
January 8, 2016  
March 4, 2016  
May 8, 2016

## 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. 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.

### 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 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.

### 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.

### 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 (\$2.35 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 12:27.**

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/BOOM BOXES/ROLLER BLADES

**Skateboards, boom boxes 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

## 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.

## **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.

**BOYS TOWN MODEL**

GHS 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.

# **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 force, coercion, threat, intimidation, repeated harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- 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) Truancy or failure to attend assigned classes or assigned activities
- 11) 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 distracting 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 statutes 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 2015/2016 school year the following dates have been announced for Saturday school:**

Aug. 29	Sept. 12, 26	October 3, 17	Nov. 7, 21	Dec. 5, 12
Jan. 9, 23	Febr. 6, 20	March 5, 19	April 9, 23,30	May 7, 14

### **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
- 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:

**1<sup>st</sup> offense-Student will be confronted and directed to cease.**

**2<sup>nd</sup> 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

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.

## SEMESTER TESTS

**At the end of each semester, students may be required to take semester tests during the class period.**

## 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, and monitoring by medical or 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**

<b>FALL</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Softball	August 10, 2015	State Tournament
Football	August 10, 2015	Football playoffs
Cross Country	August 17, 2015	State Meet
Volleyball	August 17, 2015	State Tournament
Girls Golf	August 10, 2015	State Meet
<b>WINTER</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Wrestling	November 16, 2015	State Meet
Basketball (B/G)	November 16, 2015	State Tournament
<b>SPRING</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Boys Golf	February 29, 2016	State Meet
Track (B/G)	February 29, 2016	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 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. 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 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 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 and 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

# **CLASS SCHEDULE**

***Class***

***Teacher***

***1st***

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***2nd***

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***3rd***

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***4th***

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***5th***

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***6th***

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***7th***

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***8th***

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## Changes to Elementary Student Handbook

### Health Services

- Added October 15th as a cutoff for immunizations according to DHHS guidelines.
- Aligned verbiage to align our updated communicable diseases policy.
- Asthma/Allergy Action Plan to be signed by a physician.

### Academics

- Added the Schoolwide Compact (Title 1) to the Handbook. A number school add this to their handbook, the Schoolwide program is part of the school's daily activities and saves printing another piece of paper for parent to look at.

### General

- Teacher Qualifications Notice for Schoolwide Title. Dudley Elementary is a Schoolwide Title program, federal regulations require us to put in a notice that says teachers are qualified under NCLB.
- Brunch price changed to \$1.15.

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**2015-2016**

## **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 CERTIFIED 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 CERTIFIED 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)

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 Barb (537-3453) 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**

All employees covered by the negotiated agreement for the 1999-2000 school year will be grand fathered and granted seventy-five (75) days of leave under the guidelines established in this policy for 1999-2000. After the 1999-2000 school year employees grand fathered by this policy will be eligible to accumulate up to twelve (12) days per year to maintain their total leave at a maximum of seventy-five (75) days.

For the 2000-2001 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.

**Personal Illness** - A certificated teacher shall be granted accumulated leave days to the extent stated when they are absent from work due to their own illness or injury. A doctor’s verification of illness or injury may be required upon request by the superintendent.

**Family Leave** - Accumulated leave days may be used for family emergency leave to care for individual(s) in the employee’s immediate family when said individual(s) are ill or injured. This leave shall be deducted from the accumulated leave and 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 & grandparents (in-laws)
- 1 day - other family members

A doctor’s verification of illness or injury may be required upon request by the superintendent.

**Adoption Leave** - Accumulative leave days may be used for adoption leave and deducted from accumulated 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.

**Bereavement Leave** - Accumulated leave days may be used for bereavement and deducted from the accumulated leave and is limited in the following manner:

Each regularly employed certificated employee (teacher, supervisor, and administrator) 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, children or grandchildren.

Leave for death in other than the immediate family shall be defined as parents and spouse's parents, and other exceptional cases. A maximum of five (5) days of leave per case shall be permitted with full pay.

Leave for death of brothers, sisters, and grandparents (includes in-laws) shall be a maximum of 2 days per case.

One day of leave shall be allowed for other family members (including in-laws), per case. Example: aunts/uncles, niece, nephew, cousins.

Leave to attend funerals of other relatives, friends, and acquaintances shall be regarded as personal leave.

Personal Leave - Accumulated leave days may be used for personal leave and limited in the following manner. Certificated teachers and administrators may be granted a maximum of two paid days annually for the purpose of attending to matters which, cannot be cared for except during duty hours.

Staff may take a personal day before or after a holiday/break and during the last 5 instructional days of the school year. Staff may also take personal days during the first 5 days of school only for the purposes of: district sponsored activity, a college or military ceremony, or moving a child to college for the first time. Staff may NOT use personal days during the first 5 days (unless it falls under the umbrella of the previous statement), during parent teacher conferences, and during in service days. **Requests for personal leave may be denied based upon availability of subs or for the purpose of maintaining the integrity of an instructional day.**

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.

An appeal of the Superintendent 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.

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).

Each staff member covered by this negotiated agreement shall be reimbursed \$50.00 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!!**

### **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 (12th grade students ONLY) 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.esd.k12.ne.us

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. (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 HIGH SCHOOL HANDBOOK**

### **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 1<sup>st</sup> 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 1<sup>st</sup>/2<sup>nd</sup> 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 1<sup>st</sup> & 6<sup>th</sup> 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.

Faculty Handbook Changes:

- Leave Policy
- Technical Clean-up (ex. spelling, spacing, changes to procedures)
- Removed Semester Test Schedule
- Removed Saturday School procedures

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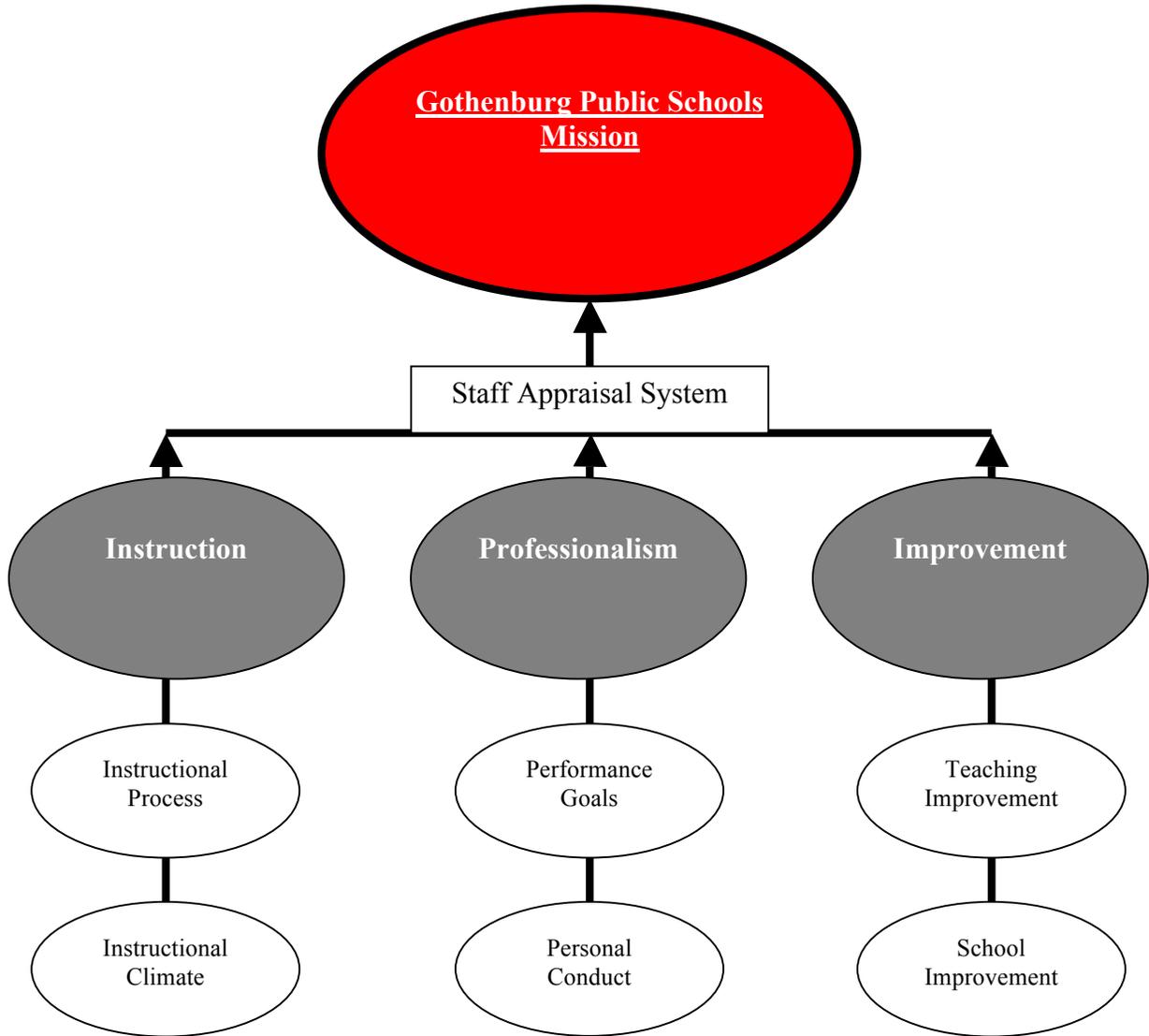
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Teacher: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Administrator: \_\_\_\_\_

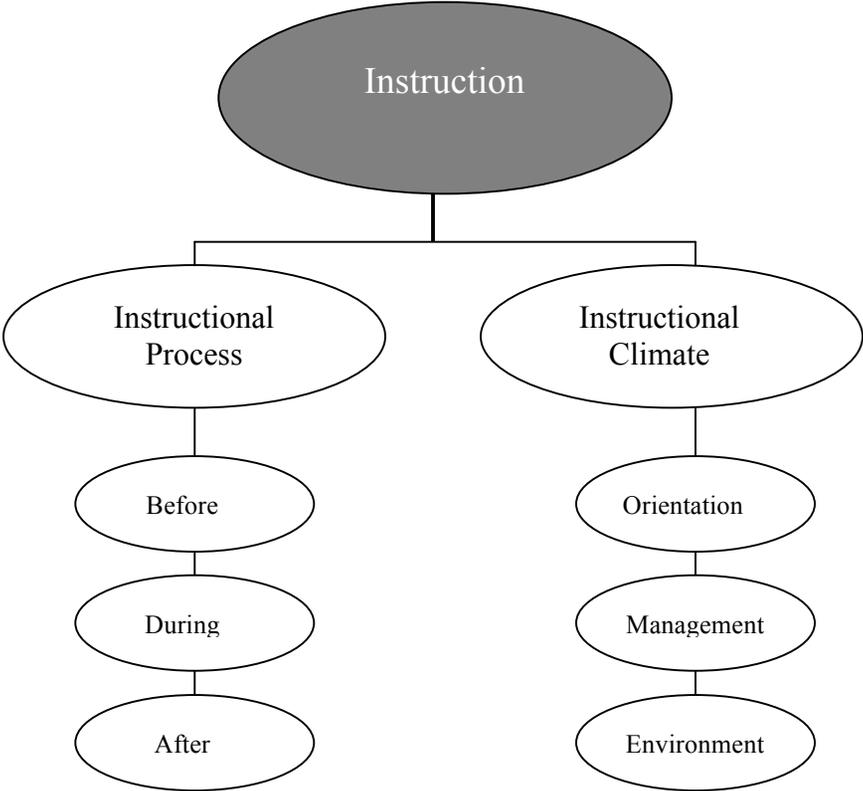
Class Observed: \_\_\_\_\_



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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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

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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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Classroom Management	a. Posts clear rules and procedures	<input type="checkbox"/> (4) Advanced

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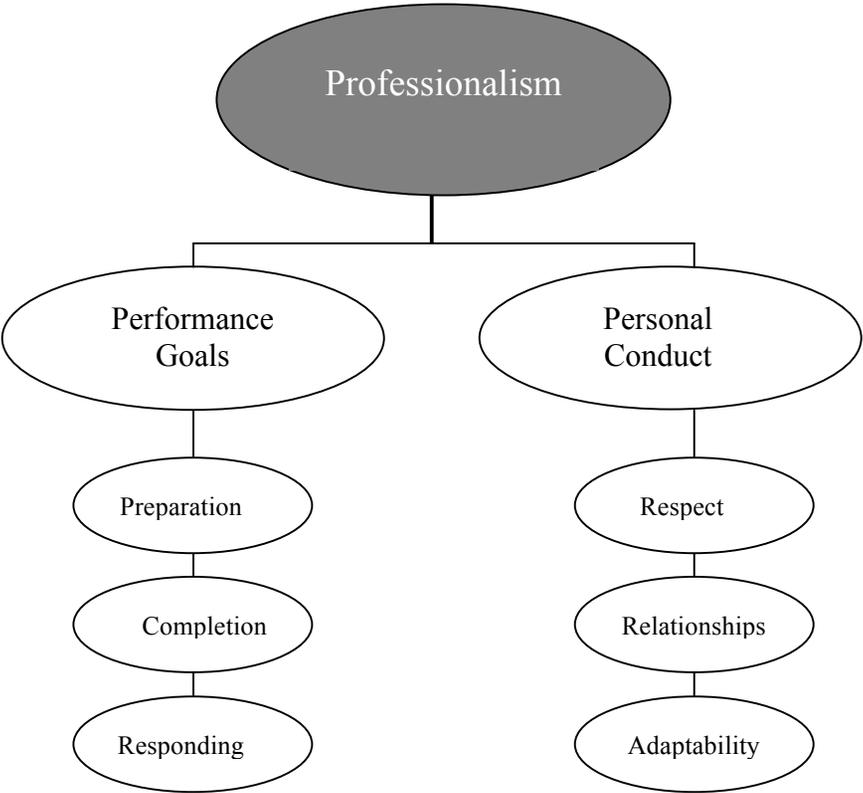
	b. Impartially enforces rules and procedures with consistency c. Regularly reinforce desirable behavior	<input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

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**II. Professionalism**

**A. Performance Goals**

<b>Description</b>	<b>Standard</b>	<b>Development Rating</b>
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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

<b>Description</b>	<b>Standard</b>	<b>Development Rating</b>
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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

<b>Description</b>	<b>Standard</b>	<b>Development Rating</b>
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3. Appropriate Responding	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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**B. Personal Conduct**

Description	Standard	Development Rating
1. Respect	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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with administrators	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient

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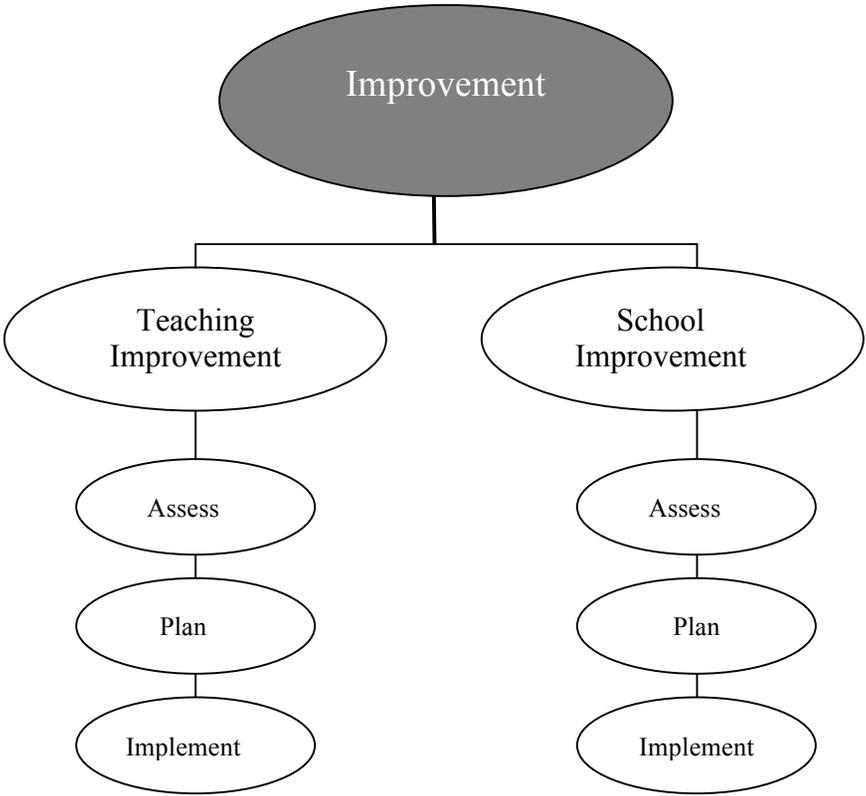
	c. Collaborate constructively with parents and patrons	<input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning <input type="checkbox"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

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**III. Improvement**

**A. Teaching Improvement**

<b>Description</b>	<b>Standard</b>	<b>Development Rating</b>
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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

<b>Description</b>	<b>Standard</b>	<b>Development Rating</b>
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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

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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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

<b>B. School Improvement</b>		
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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

**Gothenburg Public Schools  
Certified Summative Staff Appraisal Form**

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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

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"/> <b>Meets District Standards</b> <input type="checkbox"/> <b>Does not meet District Standards</b>
<b>Narrative Comments:</b>		

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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**Gothenburg Public Schools**  
**Certified Summative Staff Appraisal Form**

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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**



# Gothenburg



2015

2016

# Coaches 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

<b>Practice Dates</b>	<b>pg. 2</b>
<b>NSAA Rules/Interpretations</b>	<b>pg. 3</b>
<b>Clinics (athletes)</b>	<b>pg. 4</b>
<b>Clinics (coaches)</b>	<b>pg. 4</b>
<b>Open Gym</b>	<b>pg. 4</b>
<b>Job Description</b>	<b>pg. 5,6</b>
<b>Expectations</b>	<b>pg. 6,7</b>
<b>Sportsmanship Code</b>	<b>pg. 8</b>
<b>Coaches Code of Conduct</b>	<b>pg. 9-13</b>
<b>LB 260 Concussion Legislation</b>	<b>pg. 15</b>
<b>Evaluation Form</b>	<b>pg. 16,17</b>
<b>Evaluation Rubric</b>	<b>pg. 18-25</b>

## VARSIITY SPORTS SEASONS – 2015-2016 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 10 <sup>th</sup>	Football Playoffs
Cross Country	August 17 <sup>th</sup>	State Meet
Volleyball	August 17 <sup>th</sup>	State Tournament
Golf – Girls	August 10 <sup>th</sup>	State Meet
Softball	August 10 <sup>th</sup>	State Tournament
<u>WINTER</u>		
Basketball	November 16 <sup>th</sup>	State Tournament
Wrestling	November 16 <sup>th</sup>	State Meet
<u>SPRING</u>		
Golf	February 29 <sup>th</sup>	State Meet
Track	February 29 <sup>th</sup>	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 31<sup>st</sup>. 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 31<sup>st</sup>. 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 31<sup>st</sup>. 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 Sponsors<sup>1</sup>**

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.

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<sup>1</sup> 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.

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.”

## 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](http://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 COACH EVALUATION FORM

Name of Coach:

Sport:

Year:

4= Excellent 3= Satisfactory 2= Needs Improvement 1= Unsatisfactory

I. Professional & Personal Relationships	4	3	2	1	Not Applicable	Score	Comment Number
Follows NSAA / School District Policies.							
Provides clear rules & expectations to team members.							
Develops rapport with his/her sport's coaching staff.							
Is appropriately dressed at practices & games.							
Participates in Parent's Night, team functions, other events.							
Shows interest in athletes in classroom efforts and off-season activities.							
Develops rapport with teachers, coaches, & administrators.							
Supports and promotes all sports in the athletic program.							
Develops rapport, cooperates & communicates with parents.							
Works cooperatively with Activities Director.							
Keeps Activities Director informed about unusual events.							

II. Coaching Performance	4	3	2	1	Not Applicable	Score	Comment Number
Develops & shows respects by example in appearance, behavior, language, & conduct during contests & practices.							
Provides proper supervision & administration of locker room & on bus trips.							
Is well-versed & knowledgeable in matters pertaining to the sport.							
Demonstrates individual/team discipline & control.							
Develops or supports a well-organized practice schedule which utilizes staff & team to maximum potential.							
Fundamental skills & techniques are effectively established.							
Is fair, understanding, & patient with team members.							
Is innovative using new coaching techniques & ideas in addition to sound, proven methods of coaching.							
Demonstrates proper time management skills.							
Maintains and displays appropriate sideline conduct at games with respect to players, officials and other workers.							
Delegates authority with responsibility while remaining accountable for such delegations.							
Provides an atmosphere of cooperation in being receptive to suggestions & giving credit to those responsible for success.							
Team performance consistent with quality athletes available.							

III. Related Coaching Responsibilities	4	3	2	1	Not Applicable	Score	Comment Number
Effectively manages proper care and use of equipment including issue, inventory and storage.							
Effectively manages, completes & submits paperwork in a timely fashion.							
Is cooperative in sharing facilities.							
Displays enthusiasm & exhibits interest in coaching.							
Encourages all potential athletes to participate in sport programs or other activities.							
Follows proper procedures for purchase of equipment.							
Operates sport within the financial parameters established by AD.							
Completes all end-of-season responsibilities as designated by Activities Director.							
Develops sound public relations. Cooperates with media, booster club and other interested parties.							

**Comments:** See Attachment

**Signatures:**

\_\_\_\_\_

Coach

\_\_\_\_\_

\_\_\_\_\_

Athletic Director

\_\_\_\_\_

## Gothenburg High School Coaches Evaluation Rubric

Criteria	Evidence	Unsatisfactory	Needs Improvement	Satisfactory	Excellent
<b>Professional &amp; Personal Relationships</b>	<p>Follows and meets NSAA/School District Policies and Deadlines.</p>	<p>No evidence that the coach understands or follows NSAA/School District Policy. Does not meet deadlines.</p>	<p>The coach demonstrates a basic knowledge of NSAA and School District policy. Evidence that rules have been circumvented. Some missed deadlines.</p>	<p>Understands and abides by the NSAA rules and School District Policy. Meets deadlines.</p>	<p>Understands and abides by the NSAA rules and School District Policy. Ensures other coaches, athletes and parents understand the policies. All deadlines effectively met.</p>
	<p>Provides clear rules &amp; expectations to team members.</p>	<p>No evidence that the coach communicates and enforces rules and expectations to team members.</p>	<p>Provides some rules and expectations but is inconsistent in their application.</p>	<p>Provides clear rules and expectations to team members and parents. Is consistent in enforcing those rules and expectations.</p>	<p>The coach seeks to consistently provide clear rules and expectations through frequent communications with team members and consistent enforcement.</p>
	<p>Develops rapport with his/her sport's coaching staff.</p>	<p>No evidence that the coach develops rapport, nor has the respect of his/her coaching staff. Evidence that staff does not follow his/her lead.</p>	<p>The coach struggles to develop/maintain rapport with the coaching staff. Some evidence that the staff does not follow the lead of the head coach.</p>	<p>The coach has developed a good rapport with and in the sport's coaching staff.</p>	<p>The coach has developed an excellent rapport with and is highly respected by them. The coach and the coaching staff consistently support each other.</p>
	<p>Is appropriately dressed at practices and games.</p>	<p>No evidence that the coach dresses appropriately or professionally at games or practices.</p>	<p>The coach is inconsistent in dressing appropriately or professionally at games or practices.</p>	<p>The coach is dressed appropriately and professionally at games and practices.</p>	<p>The coach is consistently dressed appropriately and professionally at games and practices. The coach models appropriate dress and holds others to those same standards.</p>
	<p>Participates in parent's night, team functions and other events.</p>	<p>The coach does not attend events such as parents night, team functions or other events requested of them.</p>	<p>The coach is inconsistent in attending events such as parents night, team functions or other events requested of them. May demonstrate lack of preparation for such events.</p>	<p>The coach attend events such as parents night, team functions and other events requested of them.</p>	<p>The coach consistently attends events such as parents night, team functions and other events requested of them. The coach actively participates in these events and demonstrates evidence of planning and preparation.</p>

## Gothenburg High School Coaches Evaluation Rubric

Criteria	Evidence	Unsatisfactory	Needs Improvement	Satisfactory	Excellent
<b>Professional &amp; Personal Relationships</b>	Shows an interest in athletes in classroom efforts and off season activities.	The coach does not demonstrate an effort to support athletes or to provide off-season opportunities outside of the sport season.	The coach demonstrates some interest in athletes' classroom efforts during their season but loses touch with the athletes outside of the season.	The coach demonstrates an interest in athletes' classroom activities. May attend some of their athletes' other events. Provides some off-season opportunities for skill development.	The coach shows a genuine interest in their athletes both in and out of the season. Maintains communication with athletes through out the year. Is often seen at their athletes' other outside activities. Develops an effective off-season program that enhances skill development.
	Develops rapport with teachers, fellow coaches, & other school personnel.	No effort is made to develop rapport with teachers, fellow coaches or other school personnel.	Develops rapport with some teachers, some fellow coaches and other school personnel, but is inconsistent.	The coach develops good rapport with most teachers, coaches, and other school personnel	The coach has excellent rapport all with teachers, coaches, and other school personnel. Goes out of their way to interact with teachers that have their athletes in class. Interacts with coaches and other school personnel regularly.
	Supports and promotes all sports in the athletic program.	No effort is made to promote other sports. Does not encourage other sport participation. Does not attend other sporting events or other events. Does not encourage school spirit.	Little effort is made to promote other sports. May or may not encourage other sport participation. Attends few events. Does not always cooperate with other coaches of those programs.	Promotes other sports and programs by attending events and encourages participation in other activities. Encourages their own team members to attend to promote school spirit. Coach works cooperatively with other coaches of those programs.	Promotes all other sports and programs by attending many events. Consistently encourages students to participate in those programs. Makes the effort to congratulate other teams on their victories to foster school spirit. Coach always works cooperatively with other programs.
	Develops rapport, cooperates and communicates with parents.	Does not cooperate or communicate with parents. Does not develop rapport and avoids parents.	Cooperation and communicates with parents is minimal and inconsistent. Rapport with parent is inconsistent.	The coach maintains communication with parents as necessary and is cooperative with parents. Develops rapport with parents.	Communicates with parents on a regular basis. Coach encourages communication and is proactive in maintaining a positive relationship with parents.

## Gothenburg High School Coaches Evaluation Rubric

Criteria	Evidence	Unsatisfactory	Needs Improvement	Satisfactory	Excellent
<b>Professional &amp; Personal Relationships</b>	<p>Works cooperatively with Activities Director</p>	<p>Does not work cooperatively with the Activities Director. Communication is at a minimum. Does not accept decisions made. No effort to get paperwork completed in a timely fashion.</p>	<p>Seldom works cooperatively with Activities Director. Communication is inconsistent. Paperwork often not completed in a timely fashion.</p>	<p>Works cooperatively with the Activities Director. Lines of communication are open. Accepts decisions made. Paperwork is completed in a timely fashion.</p>	<p>Coach always works in cooperation with the Activities Director and maintains open lines of communication. Works in cooperation to solve issues that may arise. Paperwork is usually completed in advance of any deadlines.</p>
	<p>Keeps Activities Director informed about unusual events.</p>	<p>Does not communicate unusual events to the Activities Director. Activities Director hears from other sources first.</p>	<p>Coach is inconsistent in informing the Activities Director about unusual events. Activities Director often has to go to the coach for information.</p>	<p>Coach usually informs the Activities Director about unusual events, particularly bigger issues.</p>	<p>Always keeps the Activities Director informed about unusual events. Communicates issues that may not first appear to be big issues.</p>
	<p>Develops and leads by example in appearance, behavior, language and conduct during contests and practices.</p>	<p>The coach demonstrates lack of respect by example. Uses disrespectful language and conduct. Uses profanity around players and fellow coaches.</p>	<p>The coach inconsistently shows respect by example during practices and contests. Sometimes uses profanity.</p>	<p>The coach demonstrates and sets an example of respect by using appropriate language and conduct toward fellow coaches and players at practices and games.</p>	<p>Shows respect and sets an excellent example to those around by using positive language and appropriate conduct in both practices and contests. Expects players and coaches to conduct themselves in this same manner.</p>
<b>Coaching Performance</b>	<p>Provides proper supervision and administration of locker room and on bus trips.</p>	<p>Does not provide proper supervision in the locker room or on bus trips. Issues have occurred and are not properly dealt with.</p>	<p>Supervision of the locker room and/or on bus trips is inconsistent. Some issues have occurred in the locker room or on bus trips.</p>	<p>Supervises locker room and bus activity consistently. Appropriately addresses situations when necessary.</p>	<p>Always ensures supervision of the locker room and on bus trips. Addresses situations when necessary. Frequent communication of locker room and bus trip expectations for behavior.</p>
	<p>Is well-versed and knowledgeable in matters pertaining to the sport.</p>	<p>No evidence that the coach understands the sport. Demonstrates difficulty teaching the fundamental skills of the sport.</p>	<p>The coach demonstrates a basic knowledge of the sport and fundamental skills but has difficulty teaching the game. The coach needs to expand their knowledge of the sport.</p>	<p>The coach demonstrates a good understanding of their sport. The coach is capable of teaching the proper skills to the players.</p>	<p>The coach demonstrates a strong knowledge of the sport in fundamentals and strategies. The coach effectively communicates this knowledge to players and coaches and this knowledge is demonstrated through performance.</p>

## Gothenburg High School Coaches Evaluation Rubric

Criteria	Evidence	Unsatisfactory	Needs Improvement	Satisfactory	Excellent
<p style="text-align: center;"><b>Coaching Performance</b></p>	<p>Demonstrates individual and team discipline and control.</p>	<p>The coach does not demonstrate individual and team discipline and control. Players do not respect the coach or do not perform what is asked of them. Coach struggles to maintain discipline.</p>	<p>The coach demonstrates some individual/team discipline and control but lacks consistency.</p>	<p>The coach usually demonstrates individual and team discipline and control. Individuals and the team know the expectations for behavior. There are consequences for not following expectations.</p>	<p>The coach consistently maintains individual and team discipline and control. Expectations are taught, consistently communicated, and enforced.</p>
	<p>Develops and supports a well-organized practice schedule which utilizes staff and team to maximum potential.</p>	<p>Practices lack structure and consistency. Drills lack organization. Staff and players' involvement at a minimum. Lack of skill progression.</p>	<p>Practices have some organization but are inconsistent. Practices do not maximize participation of staff or players. Skill progression lacks consistency.</p>	<p>Practices are organized and structured. Players and coaches are utilized appropriately. Evidence of appropriate skill progression.</p>	<p>Practices are always well organized and maximize player and coach participation. Skill progression maximizes learning.</p>
	<p>Maintains and displays appropriate sideline conduct at games with respect to players, officials, and others.</p>	<p>The coach does not maintain appropriate behavior on the sidelines towards players, officials and/or others. Evidence would include the use of profanity, yelling or berating of others or other inappropriate actions .</p>	<p>The coach is inconsistent in maintaining and displaying appropriate sideline conduct at games. Evidence would include the use of profanity, yelling or berating of others or other inappropriate actions .</p>	<p>Coach maintains and displays appropriate sideline conduct. Uses appropriate language and comments are constructive, keeps body language simple and respectful.</p>	<p>Coach consistently maintains and displays excellent sideline conduct. Goes out of his or her way to positively interact with players, coaches, officials, and others. Uses positive language and demonstrates respect towards others. Sets an excellent example to those around.</p>
	<p>Fundamental skills and techniques are effectively established.</p>	<p>The coach lacks understanding of the fundamental philosophy, skills and techniques that need to be taught.</p>	<p>The coach has a general concept of the fundamental philosophy, skills and techniques that need to be taught. Coach is inconsistent in teaching the skills and techniques.</p>	<p>The coach understands and successfully teaches skills and techniques. Players demonstrate the ability to perform fundamentals of the game.</p>	<p>The coach demonstrates a strong understanding of the fundamental skills and techniques and successfully teaches these skills,utilizing a variety of drills. Evidence is apparent in games.</p>

## Gothenburg High School Coaches Evaluation Rubric

Criteria	Evidence	Unsatisfactory	Needs Improvement	Satisfactory	Excellent
<p style="text-align: center;"><b>Coaching Performance</b></p>	<p>Is fair, understanding, and patient with team members.</p>	<p>The coach does not demonstrate fairness, understanding, or patience with team members. The coach lacks the effort to communicate to understand. Coach is easily frustrated with performance.</p>	<p>The coach attempts to be fair, understanding, and patient with team members, but may be inconsistent. Demonstrates selectiveness with whom they are understanding of.</p>	<p>The coach is fair, understanding, and patient with team members most of the time. The coach does not demonstrate favoritism with team members, attempting to understand all players.</p>	<p>The coach is always fair, understanding, and patient with team members. The coach demonstrates consistency with all players. Players feel comfortable talking to their coach because they know the coach is going to listen and treat them fairly.</p>
	<p>Is innovative using new coaching techniques and ideas in addition to sound, proven methods of coaching.</p>	<p>The coach does not attempt new coaching techniques or ideas. Utilizes outdated methods of coaching. Not willing to hear or try new ideas.</p>	<p>The coach may use a few new techniques but prefers outdated methods. Not always open to new thoughts or ideas.</p>	<p>The coach uses new and innovative coaching techniques in addition to proven methods. Open to new ideas.</p>	<p>The coach not only uses new and innovative coaching techniques but seeks out new techniques from other coaches, programs and clinics. Builds upon proven methods. Welcomes feedback on new ideas.</p>
	<p>Demonstrates proper time management skills.</p>	<p>Consistently late to practices and games. Other coaches and team members usually have to wait to begin. Usually late with deadlines.</p>	<p>The coach is inconsistent on timeliness, sometimes leaving others waiting for their arrival. Some deadlines are not met in a timely fashion.</p>	<p>The coach is normally on time for practice and games. Deadlines are met in a timely fashion.</p>	<p>The coach is consistently early to every practice and game. Practices begin on time. The coach understands the value of timeliness and has these same expectations for his coaches and players. Deadlines are consistently met early.</p>
	<p>Delegates authority with responsibility while remaining accountable for such delegations.</p>	<p>Coach rarely delegates authority to others. If coach does delegate authority, is quick to blame when things don't go as planned. Assistants may resent not having any responsibility.</p>	<p>The coach may delegate some responsibilities but tend to do most themselves. Assistants are not utilized to their potential.</p>	<p>The coach delegates authority with responsibility and holds them accountable. Assistants have a sense of contributing.</p>	<p>The coach does not fear delegating authority with responsibility. Holds them accountable when doing so. Allows delegations to build ownership within the program. Encourages leadership through delegation.</p>

## Gothenburg High School Coaches Evaluation Rubric

Criteria	Evidence	Unsatisfactory	Needs Improvement	Satisfactory	Excellent
<b>Coaching Performance</b>	<p>Provides an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible for success.</p>	<p>Is not open or receptive to suggestions. Takes credit for all successes and blames others for failures.</p>	<p>Sometimes creates an atmosphere where people can voice their opinion but is inconsistent in being receptive, so athletes and other coaches may not voice all suggestions. Gives some credit to those that deserve it however takes most of the credit for successes.</p>	<p>The coach provides an atmosphere where athletes and coaches know they can suggest new ideas. The coach gives credit to those that deserve it.</p>	<p>The coach not only provides an atmosphere of cooperation in being receptive to suggestions but seeks new ideas from other coaches and players. The coach gives full credit to those responsible for successes.</p>
	<p>Team performance consistent with the quality of athletes available.</p>	<p>Team performance is not consistent with the quality of athletes that are available. The coach's ineffectiveness results in poor team performance.</p>	<p>Team performance is sometimes consistent with the athletes available. Coach struggles to successfully develop the athletes that are available.</p>	<p>Team performance is consistent with the athletes that are available. The coach is able to successfully develop the athletes.</p>	<p>Team performance often times exceeds the quality of the athletes available. Team is always competitive and the coach maximizes each player's potential.</p>
<b>Related Coaching Responsibilities</b>	<p>Is concerned about the care of equipment including inventory and storage.</p>	<p>Equipment is not properly maintained. Doesn't maintain inventory or store properly. Equipment is often lost or not collected at the conclusion of the season.</p>	<p>Equipment is not consistently maintained or accounted for. Inaccurate inventory maintained. Some equipment is not collected at the conclusion of the season.</p>	<p>Concerned about the care and maintenance of equipment. Maintains an accurate inventory and issues/collects items properly.</p>	<p>Concerned about the care of equipment and stresses the importance of taking care of the equipment to both athletes and other coaches. Keeps an excellent inventory and issues/collects items properly and effectively.</p>
	<p>Is cooperative in sharing facilities.</p>	<p>Does not cooperate in sharing facilities. Demonstrates lack of flexibility when changes arise.</p>	<p>Is mostly cooperative in sharing facilities, but may not demonstrate flexibility when changes arise.</p>	<p>Is normally cooperative in sharing facilities. Willing to be flexible when changes arise.</p>	<p>Is always very cooperative in sharing facilities. Is flexible to changes and willing to work with others to make things work.</p>
	<p>Displays enthusiasm and exhibits interest in coaching.</p>	<p>The coach is not enthusiastic nor is interested in coaching. Outwardly displays their lack of desire to be there.</p>	<p>Enthusiasm and interest is inconsistent depending upon the situation.</p>	<p>Usually enthusiastic and shows interest in coaching. Has a positive attitude while at games and practices.</p>	<p>Always enthusiastic and shows a high level of interest in coaching during practice, games and outside of the sport. Has a positive attitude and encourages the other coaches and players to match that same level of energy.</p>

## Gothenburg High School Coaches Evaluation Rubric

Criteria	Evidence	Unsatisfactory	Needs Improvement	Satisfactory	Excellent
<b>Related Coaching Responsibilities</b>	<p>Encourages all potential athletes to participate in sport programs.</p>	<p>The coach does not encourage potential athletes to participate in sports programs. Discourages athletes from participating in other programs.</p>	<p>Usually encourages potential athletes to participate in sports programs but may not encourage all sports.</p>	<p>The coach encourages athletes to participate in other sports programs.</p>	<p>The coach encourages all potential athletes to participate, regardless of ability or the sport. Coach also encourages athletes to participate in multiple sports.</p>
	<p>Follows proper procedures for purchase of equipment.</p>	<p>Doesn't follow proper procedure to purchase equipment. Often makes purchases without approval.</p>	<p>Usually follows proper procedure to purchase equipment. May still make purchases without approval.</p>	<p>Follows proper purchasing procedures, seeking approval before purchasing.</p>	<p>Always follows proper purchasing procedures. Purchases are well thought out and the coach always gets prior approval.</p>
	<p>Operates sport within the budget as designated by the Activities Director.</p>	<p>Does not operate the sport within the established budget. Is not cooperative in budget development.</p>	<p>The coach is inconsistent in operating within the budget. May or may not be cooperative in budget development.</p>	<p>Operates the sport within budget and works cooperatively in its development.</p>	<p>The coach always operates within the sport's budget. Works collaboratively in its development and builds a vision for future budgets.</p>
	<p>Completes all end-of-season responsibilities as designated by Activities Director.</p>	<p>Doesn't complete end-of-season responsibilities. Unfinished items not completed in a timely fashion.</p>	<p>Attempts to complete the end-of-season responsibilities, but needs to be reminded to complete some items.</p>	<p>Completes end-of-season responsibilities as requested and in a timely manner.</p>	<p>Completes all end-of-season responsibilities without being reminded. Items are completed quickly at the close of the season.</p>
	<p>Develops sound public relations. Cooperates with media, booster club and interested parties</p>	<p>Poor public relations skills. Demonstrates lack of cooperation with media and other interested parties. Does not represent the school or program in a positive manner.</p>	<p>inconsistent public relations skills. Not always cooperative with those outside of the program. At times, may not represent the school or program in a positive manner.</p>	<p>The coach possesses sound public relation skills. Is willing to cooperate with the media and other interested parties.</p>	<p>The coach maintains excellent public relations skills. Maintains a positive image of the program and school in the public eye. Always cooperative with media and booster club. Welcomes interested parties.</p>



GOTHENBURG PUBLIC SCHOOLS

NON-CERTIFICATED EMPLOYEE

HAND BOOK

July, 2015

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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:

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**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\_\_\_\_.



## Appendix C



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.

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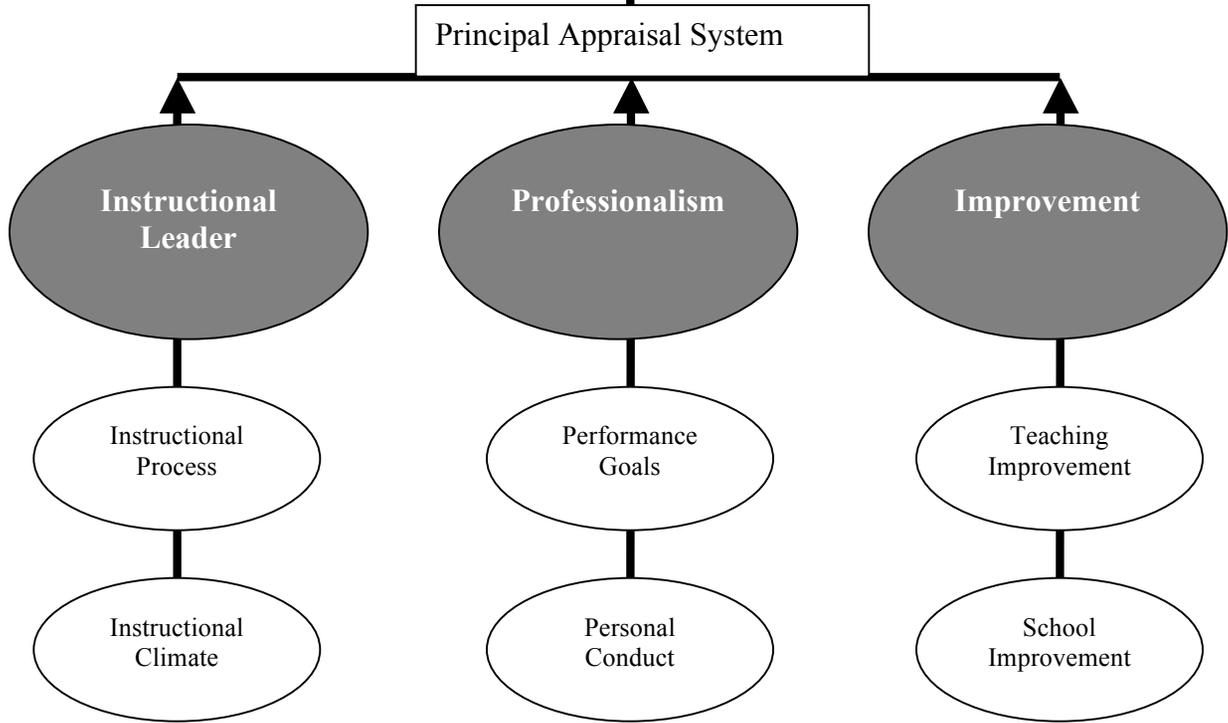
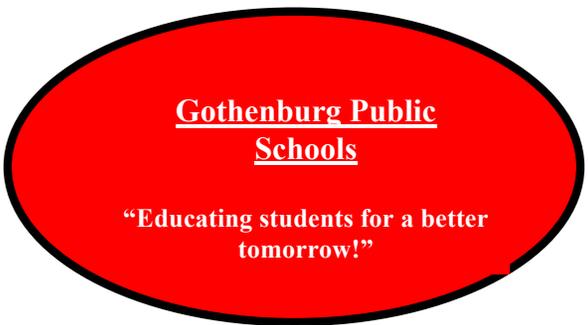
**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

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Principal: \_\_\_\_\_

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

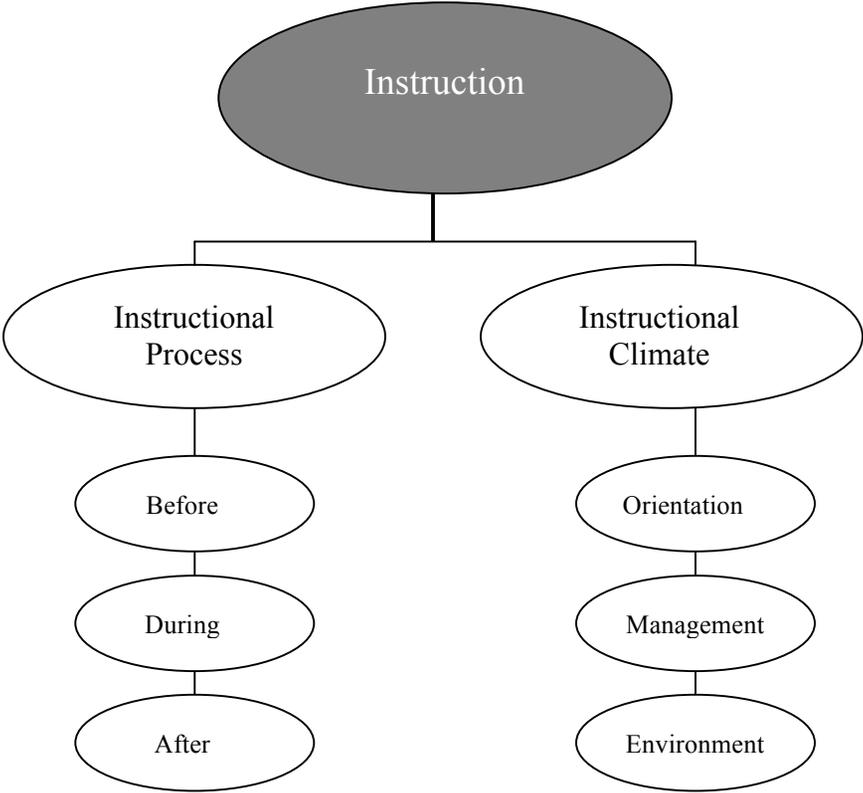
Superintendent: \_\_\_\_\_



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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

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**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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

**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:**

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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

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**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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

**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:**

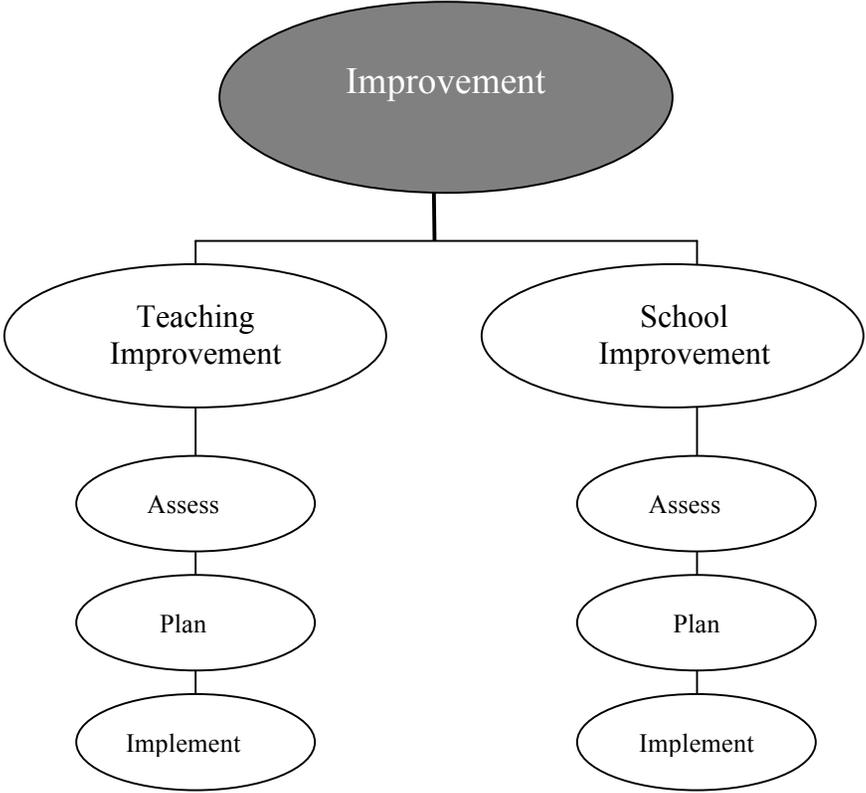
Description	Standard	Development Rating
3. Adaptability	a. Maintain professional distance with staff and students b. Exhibit patience and good judgment c. Respect the viewpoints and differences of others d. Support team/administrative decisions	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

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**Gothenburg Public Schools**  
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**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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
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**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:**

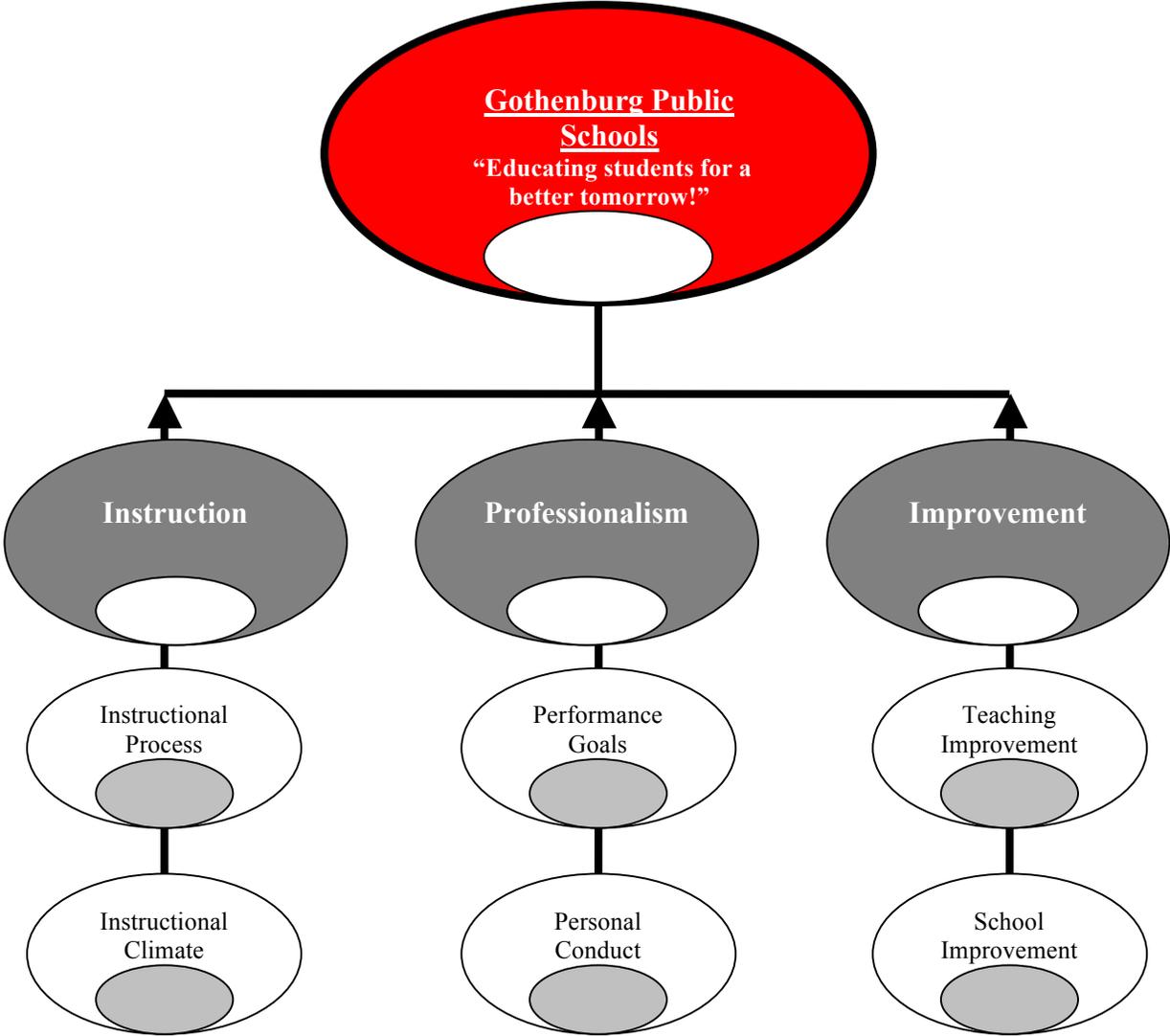
Description	Standard	Development Rating
3. Implement	a. Monitor implementation of school improvement interventions/strategies/activities b. Record progress of school improvement interventions/strategies/activities	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**  
**Appraisal Feedback Summary Page**

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**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

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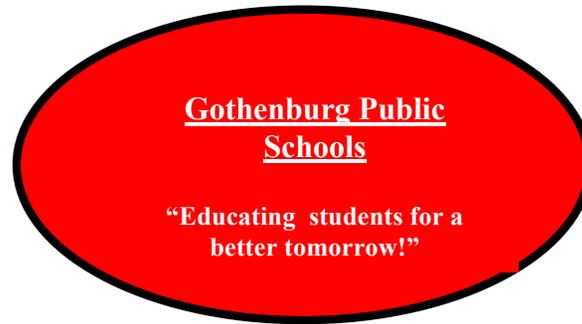
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**Summative Athletic Director Appraisal Form-ADI**

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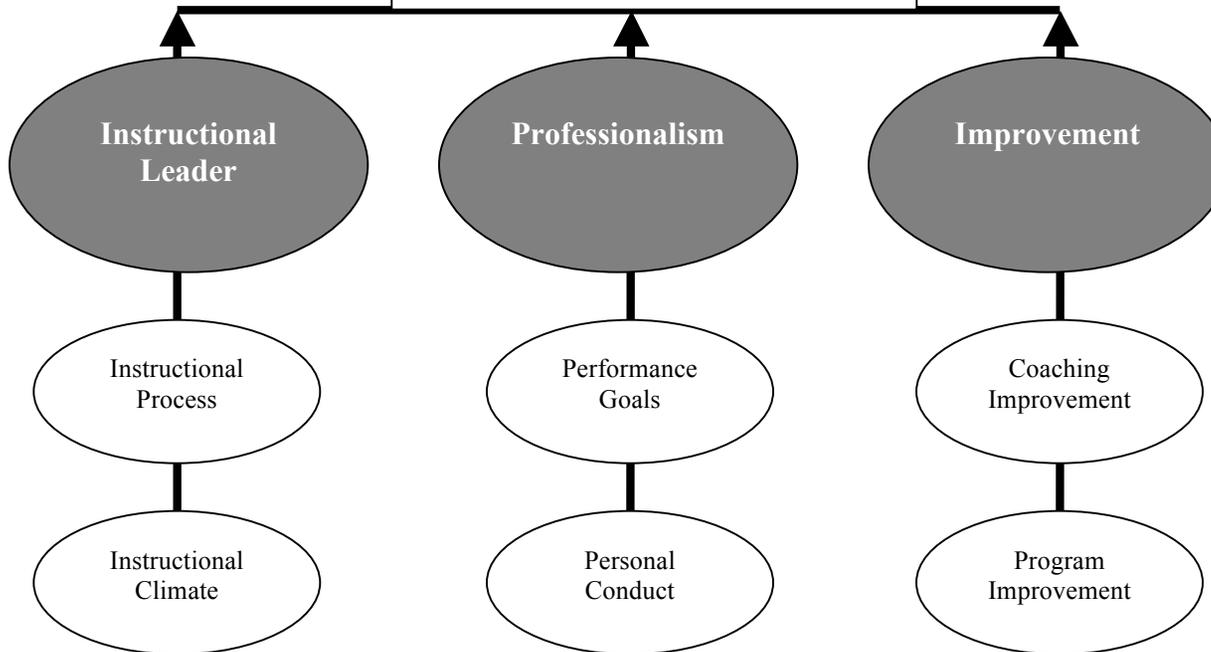
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Review Date:

Superintendent:



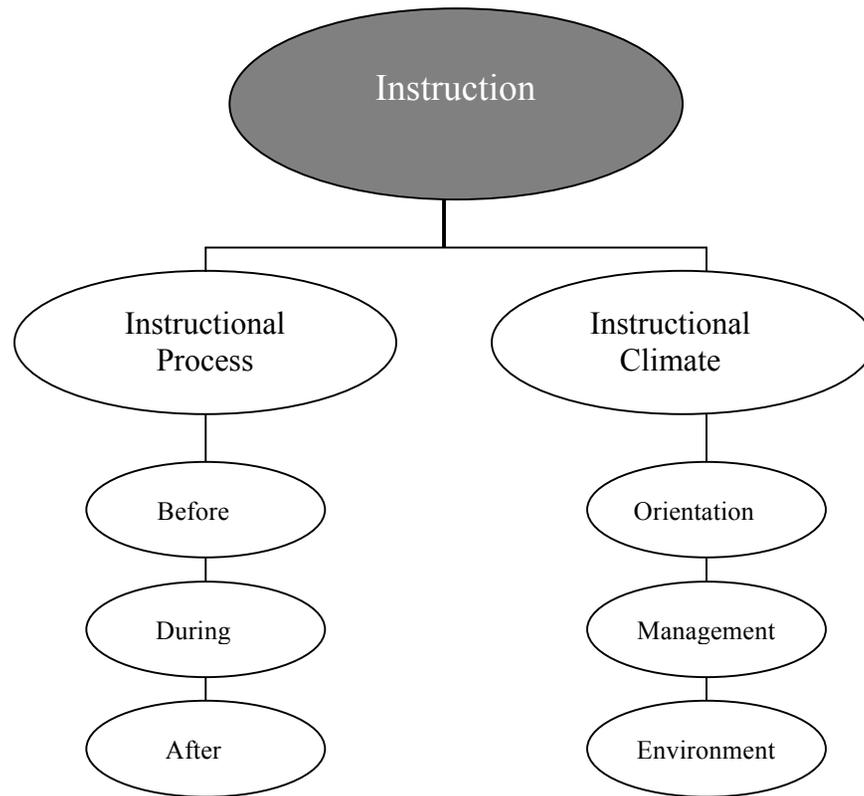
Athletic Director Appraisal System



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**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

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**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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

**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:**

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**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

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**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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

**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
<b>Narrative Comments:</b>		

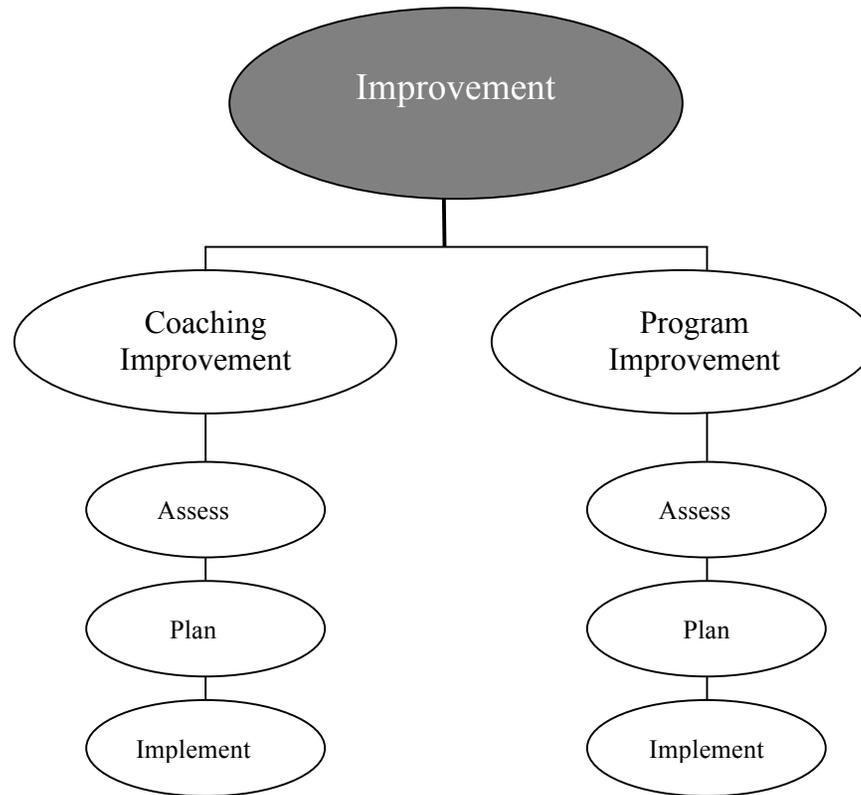
Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with superintendent and school board c. Collaborate constructively with parents	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

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**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

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**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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

**Gothenburg Public Schools**  
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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
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

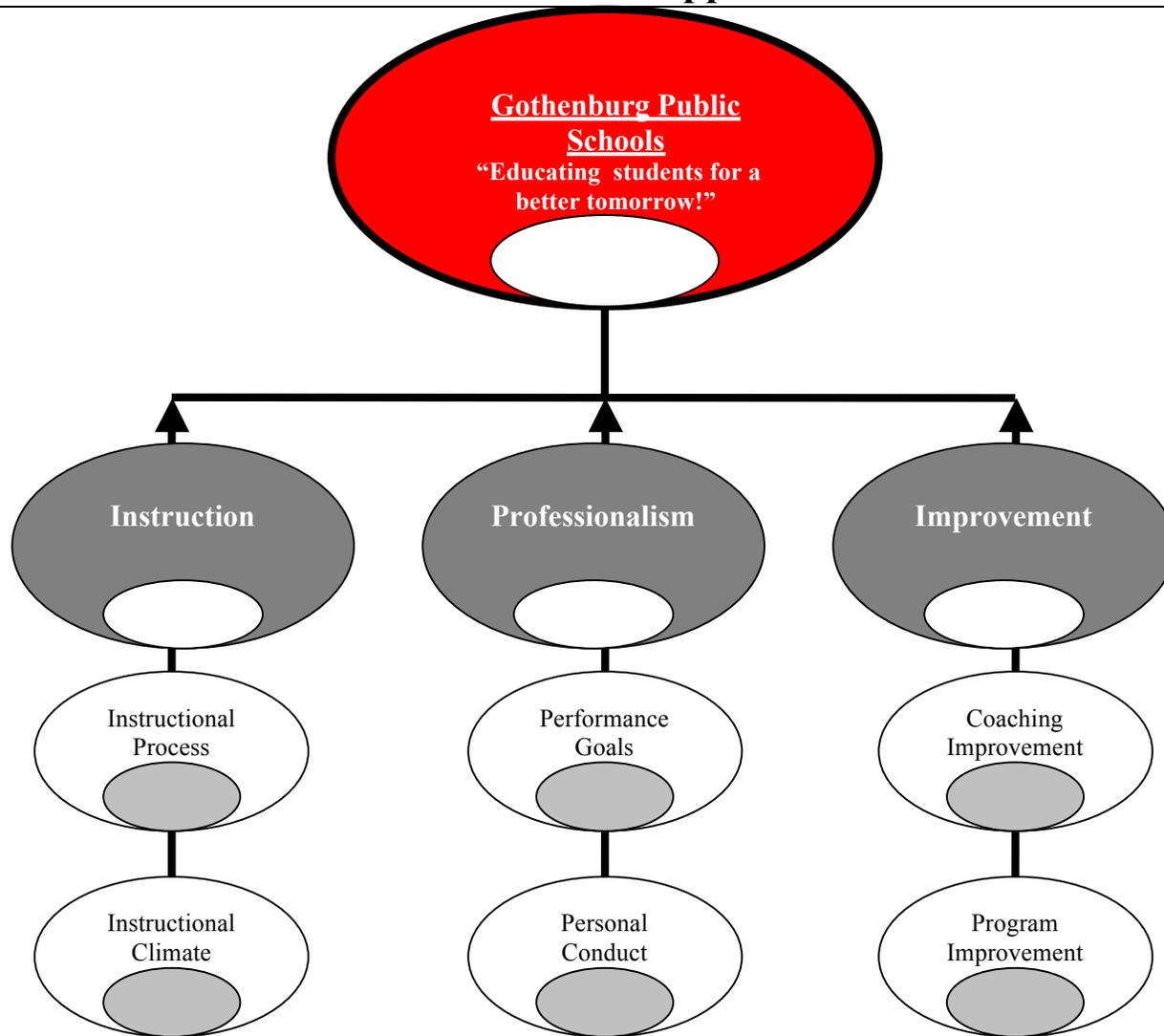
Description	Standard	Development Rating
3. Implement	a. Monitor implementation of program improvement interventions/strategies/activities b. Record progress of program improvement interventions/strategies/activities	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

**Appraisal Feedback Summary Page**

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**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

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**GOTHENBURG PUBLIC SCHOOLS  
DISTRICT 20**

**Superintendent Performance Assessment / Evaluation  
2015 – 2016**

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

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**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:*

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## 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:*

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## 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:*

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#### 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:*

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## 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:*

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## 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:*

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## 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:*

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2015 Goals for the Superintendent

2016 Goals for the Superintendent

# Gothenburg



2015

2016

# 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

<b>Professional Development Opportunities</b>	<b>pg. 2</b>
<b>Certification</b>	<b>pg. 2</b>
<b>Job Description</b>	<b>pg. 3</b>
<b>Expectations</b>	<b>pg. 3</b>
<b>Sportsmanship Code</b>	<b>pg. 4</b>
<b>Coaches Code of Conduct</b>	<b>pg. 5-9</b>

## 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](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 Sponsors<sup>1</sup>**

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.”

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<sup>1</sup> 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.



## **Administrator Report**

Meeting: June Board Meeting

Date: 6/8/15

Jay Holmes, Maintenance Supervisor

### **Summer Projects -**

**Concrete projects** - Start date 3rd week in June.

**Elementary Playground ADA remodel** - Playground Representative and Concrete contractor have been on site to set time table for installation.

**Elementary HVAC replacement** - As of last week, start date is still 3rd week in July, planning to be done by end of July.

**Long Jump Area** - Rain has really slowed down progress, but 75% wall is completed.

## **Administrative Report**

Meeting: June Board Meeting

Date: 6/8/15

Mrs. Allison Jonas

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### **Topics:**

**School Improvement** – We're currently working on training schedules for both new and existing staff members. We have a lot of great opportunities and plan to include training for Program Specific Instruction, Marzano, and Corrective Reading among others.

**Jump Start & Summer School** – Summer School and Jump Start will run July 13<sup>th</sup> – 31<sup>st</sup>. We are fortunate to have a great staff that is willing to assist with this. We couldn't do it without them.

**Primary** – Handbook Updates

**Special Education** – I'm currently working on submitting our Targeted Improvement Plan that aligns our school improvement goals to that of serving children with a disability. A team of teachers created this plan based on student data. The plan has been approved by our MTSS, Administrative, Special Education, and ILCD teams.

**Administrator Report**

Meeting: June Board Meeting

Date: 6/8/15

Mr. Widdifield

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**Topics:**

Playground: North and South playgrounds are scheduled for their renovation the week of July 6<sup>th</sup>. I think both playgrounds will have a significant improvement with multiple play structures for all kids. I want to thank the committee, Suzie Wahlgren, Tara Foster, Danette Anderson, and Maria Andersen on their work to help design the playground.

NAESP Meeting: I am part of the NAESP Executive Board for the next 3 years and will be the President Elect for NAESP. This is a great opportunity to be part of a state association and be a part of changes that all associations in NCSA are making for better education policy. I will be in DC is month to visit with our Senators and Congressmen about current and potential legislation.

Changes to the Handbook: Some policy changes made to the handbook this year. Summary has been provided.

## **Administrator Report**

Date: 6/8/15

Mr. Seth Ryker, Activities Director

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### **Topics:**

I am hosting the Nebraska State Athletic Administrators Association Board meeting tonight so I will not be in attendance at the Board Meeting.

#### Extra Duty Assignments 2015-16

1. The list of extra duty assignments is included in the agenda. Listed below are the changes from last year.

- \* Head Varsity Volleyball – Bryson Mahlberg
- \* Head 8<sup>th</sup> Volleyball – Cindy Moore
- \* Head 7<sup>th</sup> Volleyball – Kris Epke
- \* Assistant 7<sup>th</sup> Volleyball – Nicole Rubenthaler
- \* Head Varsity Girls Basketball – Marcus Messersmith
- \* Assistant Varsity Girls Basketball – Dan Yilk
- \* Head 9<sup>th</sup> Girls Basketball – Tony Neels
- \* Head 8<sup>th</sup> Girls Basketball – Bryan Bazata
- \* Assistant 8<sup>th</sup> Girls Basketball – Bryson Mahlberg
- \* Head 7<sup>th</sup> Girls Basketball – Jonathan Meyer
- \* Assistant 7<sup>th</sup> Girls Basketball – Jami Fowler
- \* Head 8<sup>th</sup> Boys Basketball – Jonathan Meyer
- \* Co-Assistant Speech – Angela Piper
- \* Head Musical – Kaitlyn Clark
- \* Assistant Musical – Tyler Meuret
- \* Co-Assistant Musical – Erin Feather

## **Administrator Report**

Meeting: June Board Meeting

Date: 6/8/15

Mr. Ryan Groene, Jr. High Principal/Curriculum Director

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### **Topics:**

#### Curriculum:

- It's great to be back – thank you for all of the support!
  - I really appreciate all the help while I was gone.
  - Being gone helped me realize how much I appreciate my job and the community of Gothenburg.
  
- NeSA – Reading, Math and Science
  - Scores will be released in August

## **Administrator Report**

Meeting: June Board Meeting

Date: 6/8/15

Mr. Randy Evans, Sr. High Principal

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### **Topics:**

#### **1) Credit Recovery**

13 students in grades 7-12 are attending Credit Recovery/Summer School for the month of June. June 1-26. Hopefully, on June 26<sup>th</sup> two (2) Seniors can receive their diploma.

#### **2) Staff Handbook-1<sup>st</sup> Reading**

#### **3) Student Handbook 1<sup>st</sup> Reading**

#### **4) Seat belt survey on April 16<sup>th</sup>**

Done by Khris Jinks / Monsanto and they checked our students to see if they were using their seat belts at school dismissal. Following data:

# Number of vehicles:	62
# of drivers wearing seat belts:	39
	63% wearing seat belts
# of passengers	42
# of passengers wearing seat belts	18
	43% wearing seat belts

Plan on doing another survey in the fall.

**5) THANKS** to Mrs. Burge, Mr. Hudson and Mr. Sitorius on assisting with 2015 graduation ceremony.

**Administrator Report**

Meeting: June Board Meeting

Date: 6/08/15

Dr. Michael Teahon, Superintendent

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**Reports:** This is a busy month with many end-of-the-year reports being filed with the state.

**Board Finance Workshop:** I would like to have a workshop to discuss general finance issue this summer prior to our August budget work session.

**Upcoming Meetings:** Board members are invited and encouraged to attend GNSA and STANCE meetings

- **GNSA meeting dates:** June 17
- **STANCE meeting dates:** May 27, June 24, and July 28 / 29.
- **NCSA Executive Board meeting dates:** June 10
- **GNS Meeting Dates:** June 18-19.

Bylaws of the Board - MeetingsClosed Sessions

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) strategy sessions with respect to collective bargaining, real estate purchases, or litigation; (b) discussion regarding deployment of security personnel or devices; (c) investigative proceedings regarding allegations or misconduct; or (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; provided, however a closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reasons stated in the original motion to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The term "closed session" as used in the policies, regulations and Bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations and Bylaws, all of said terms being interchangeable.

Legal Reference: §§84-1407 to 84-1414

Date of Adoption: November 13, 2006