

## **Board of Education Regular Meeting**

Monday, July 9, 2018 5:00 PM

Gothenburg Public Schools Discovery Center (Greenhouse Classroom)  
1322 Avenue I  
Gothenburg, Nebraska 69138

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

### **Attendance Taken at 5:07 PM:**

#### **Present Board Members:    Other Present:**

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

### **1. Call to Order & Pledge of Allegiance**

### **2. Approve the Agenda**

### **3. Recognition of Visitors**

#### **3.1. Public Participation**

### **3.2. Presentations**

## **4. Business Items**

### **4.1. Action Items**

#### **4.1.1. Consent Agenda**

**4.1.2. Set substitute salaries for 2018-19 school year.**

**4.1.3. Discuss, consider and approve a transfer to the School Nutrition Fund.**

#### **4.1.4. Personnel**

**4.1.4.1. Consider approval of salaries non-certificated staff for the 2018-19 school year. (Executive Session Possible)**

#### **4.1.5. Policies**

**4.1.5.1. Discuss, consider and approve amended policies or reaffirm existing policies.**

**4.1.5.2. Consideration of proposed policies and revisions to existing policies.**

#### **4.1.6. Proposed Handbooks and Evaluation Instruments**

### **4.2. Reports**

4.2.1. **Board of Education Reports**

4.2.2. **Administrative Reports**

**5. Discussion Items**

**6. Executive (Closed) Session to discuss school security and to discuss personnel.**

**7. Next Meeting**

**8. Adjournment**

**BOARD OF EDUCATION MEETING**

July 9, 2018

5:00 P.M.

Board of Education Regular Meeting  
Monday, July 9, 2018 5:00 PM

Gothenburg Public Schools Discovery Center  
(Greenhouse Classroom)  
1322 Avenue I  
Gothenburg, Nebraska 69138

## Agenda

### 1. Call to Order & Pledge of Allegiance

#### **Rationale:**

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

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

#### 3.1. Public Participation

##### **Rationale:**

Opportunity for Public Expression:

- This item serves as the time entitled for public forum during which patrons may address the Board on matters of general concern per **Board Policy 8346, Opportunity for Public Expression**. (A copy of the policy is available.)
- Patrons will be allowed five (5) minutes to express their view. Board of Education Members will refrain from expressing personal opinions during the Public Forum unless asked a direct question by a patron recognized by the Board President as having the floor. The board imposed time limit may be extended by a majority vote of the Board. The board may limit collective comments on a particular topic when necessary. The Board may not take action on matters discussed in the Public Forum unless the item appears on the prepared agenda.
- All concerns and complaints should go through the chain of command beginning with the teacher/sponsor and then to the building administrator/program supervisor and finally to the Superintendent. If the initiating party is not satisfied with the response of the Superintendent, said party may address a written appeal to the Board of Education through the Secretary of the Board.

As a meeting of the Gothenburg Board of Education is a meeting held in public and not a public meeting, visitors should refrain from comments unless recognized by the chair.

#### 3.2. Presentations

### 4. Business Items

#### 4.1. Action Items

##### 4.1.1. Consent Agenda

**Rationale:**

1. Approval of Previous Minutes
  - a. Minutes from Regular Meeting held on June 11th
  - b. Minutes from Special Meeting held on June 18th
2. Approval of the Treasurer's Report
3. Approval of the Warrants / Bills
  - a. Petty Cash
  - b. Student Activity
  - c. Hot Lunch
  - d. Bank Statement
  - e. Summary of Accounts and Receipts
  - f. Monthly Expenditure Report
  - g. Check Journal
4. Excuse Absent Board Members
5. Consider Option Enrollment Requests

Option In:

Madison Smith - 7th Grade - from Arnold

##### 4.1.2. Set substitute salaries for 2018-19 school year.

**Rationale:**

(Mr. Wyatt has filed a conflict of interest form and will not participate in the discussion or vote.)

Vice President Hudson will lead the discussion on this item.

Substitute salaries will remain at \$110 per day. The rate for substitutes working in the same position for ten consecutive days will also remain at \$140 per day. The proposed rates are competitive with schools within the Southwest Conference and within Dawson and Lincoln Counties.

##### 4.1.3. Discuss, consider and approve a transfer to the School Nutrition Fund.

**Rationale:**

Money has been transferred into the lunch fund in previous years due to increased costs and our move to a food court concept. Due to reduced revenue from Federal and State reimbursement, \$25,000 will need to be transferred in July with another \$25,000 transferred in August.

There are sufficient resources in the budget to allow for transfers at this time.

##### 4.1.4. Personnel

- 4.1.4.1. Consider approval of salaries non-certificated staff for the 2018-19 school year.  
(Executive Session Possible)

**Rationale:**

The Personnel Committee has met to discuss compensation for non-certificated staff and recommends an increase in total compensation of 3% for non-certificated staff. An increase of 2.92% for teachers and 2.15% for administrative staff were approved earlier in the year. Non-certificated compensation is based on job category subgroups with compensation being compared to others performing similar work.

#### 4.1.5. Policies

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

**Rationale:**

1. Policy 5416 - Student Fees

The hearing on Student Fees was held in June.

Lunch prices were increased at the June board meeting.

Annual Student Activity Tickets will remain at \$40 to reflect the increase in student admission price approved in the 2017-18 school year.

2. Policy 6400 - Parent Involvement in Schools

Hearing held in June. No changes proposed.

3. Policy 5415 - Bullying Policy

Brief review of bullying policy as required by statute. No changes proposed.

4.1.5.2. Consideration of proposed policies and revisions to existing policies.

**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 or may not be available for the June meeting. According to the bylaws of the board, while policies may typically be introduced in one meeting and approved at a second meeting, policies may be approved in a single meeting if necessary. This may become applicable if policies are proposed which impact handbooks and are not received until after the June meeting.

**Internal Board Policies**

Policy 8310 - Formulation of Policies

Policy 8320 - Adoption, amendment, or suspension of policies

**Bylaws of the Board**

Policy 9200 - Formulation, Adoption, Amendment of Policies

**Introduce new policies and revisions to existing Board Policy.**

The policies were introduced during the June meetings and have been reviewed prior to the July meeting by the Policy Committee (Jobman, Fornoff)

**Annual Policy Update - Second and Final Installment 2018**

**Proposed Policy Updates**

Policy 1102: This policy prohibits the secret recording of others by requiring all parties to a conversation to consent.

Policy 3570: The Nebraska Department of Education has informed us that it now requires schools to include IDEA in the Title I Policy. This policy has been updated to reflect this change.

Policy 3580: We are hearing that districts are having problems with checks and/or credit card payments that either bounce or are rejected for insufficient funds. To address this problem, we have created Policy 3580, which provides a uniform approach to these issues for all school employees. This policy is optional and may be modified as your district feels appropriate.

Policies 4003 & 5401: Within this past year, the federal Departments of Justice and Education issued new guidance on harassment, including complaints under Title IX. In light of this, we have revised Policy 4003 and 5401 to align with current law and practice.

Policy 5101: There are three updates to Policy 5101. The first relates to emergency exclusions. Neb. Rev. Stat. § 79-264 requires that a school board "adopt a procedure for a hearing to be held" on a student's appeal of an emergency exclusion. This language has been included.

Next, as part of NDE's "Cleanup Bill" (LB 1081) this year, the Nebraska Legislature amended the law that requires principals to report certain acts to law enforcement. Under the "old" law, a principal was required to notify law enforcement when the principal knew or suspected that a student committed an act specified in the long-term suspension/expulsion statute that constitutes a violation of Nebraska's Criminal Code. Under the "new" law, each "school board" shall annually review in collaboration with the County Attorney "to define conduct which the principal or designee is required to report to law enforcement."

Finally, although not legally required, we have added language to the "prohibited uses" provision of the electronic device policy. Previously, the policy prohibited students from "recording" others at school without the permission of the person being recorded. Modern and common technologies transmit "live" images and sounds but do not "record" any images or sounds. To protect student privacy against these devices and apps, we have updated this policy to prohibit the transmission of sounds and/or images.

Policy 5402: On February 14, 2018, the "Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017" was enacted into federal law. This new law applies to schools that participate in interstate competition (such as crossing state lines to compete, practice or for camps). Employees, including coaches, of a school that participates in interstate competition must report suspected child abuse, including sexual abuse, as soon as possible. "As soon as possible" is defined as "within a 24-hour period." The penalties for failing to comply with this law are very severe. This new law also imposes training requirements that schools should pursue, if they engage in interstate competition.

Policy 5403: After the Legislature passed the law requiring that all districts have a policy on parenting and pregnant students, Policy 5403 can be updated to include non-discrimination language regarding married students.

Policy 5406: We have updated Policy 5406 to establish the legal thresholds for the

random drug testing of students.

Policy 5418: There is a minor change that needs to be made to this policy; namely, the Commissioner of the Nebraska Department of Education is now the contact person.

Policy 6212: Pursuant to Neb. Rev. Stat. § 79-760.02, each school district is required to adopt academic content standards in the subject areas of reading, writing, mathematics, science, and social studies in accordance with timelines established by the State Board of Education, but in no event later than one year following the adoption or modification of state standards. In September 2017, the Nebraska State Board of Education adopted new science standards. We have amended Policy 6212 to update the new science standard.

Policy 6213: This is a new policy. As part of NDE's "Cleanup Bill," each school district must "develop policies to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to dyslexia." To meet this requirement, Policy 6213 largely mirrors the language of the law.

Policy 6410: Recently, NDE issued a "Model Policy" on Parental and Family Engagement that it may review during an audit. Among the changes that it set forth, the term "involvement" has been changed to "engagement." There are other aspects of the "Model Policy" that have been incorporated in Policy 6410.

Policy 8231: This past session, the Nebraska Unicameral amended Neb. Rev. Stat. § 13-2203 (commonly referred to as the "Coffee Act") to increase the maximum cost per person at a recognition dinner each year from \$25 to \$50. Policy 8231 reflects this increased amount

#### 4.1.6. 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)
    - B. Counselor Evaluation Instrument
    - C. School Psychologist Evaluation Instrument
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
    - C. Para-Educator 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

#### 4.2. Reports

##### 4.2.1. Board of Education Reports

**Rationale:**

Committee Reports (Chair in bold)

1. Personnel Committee (**Mr. Sitorius**, Mr. Brundage, Mr. Hudson)
2. Transportation and Facilities (**Mr. Fornoff**, Mrs. Jobman, Mr. Wyatt)
3. Finance (**Mr. Hudson**, Mrs. Jobman, Mr. Sitorius)
4. Curriculum & Americanism (**Mr. Brundage**, Mr. Wyatt, Mr. Fornoff)
5. Policy Review (**Mr. Fornoff**, **Mrs. Jobman**)

##### 4.2.2. Administrative Reports

**Rationale:**

1. Topic Specific Administrative Reports
2. General Administrative Reports
  - a. Facilities & Transportation (Mr. Holmes)
  - b. Elementary (Mr. Widdifield)
  - c. High School (Mr. Ryker)
  - d. Activities (Mr. Herman)
  - e. Teaching and Learning (Mrs. Jonas)
  - f. Superintendent (Dr. Teahon)

#### 5. Discussion Items

##### 6. Executive (Closed) Session to discuss school security and to discuss personnel.

**Rationale:**

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.

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.

7. Next Meeting

**Rationale:** August 6<sup>th</sup>, 2018 - 7:00 PM

8. Adjournment

# MINUTE RECORD

June 18, 2018

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

	<u>Kind</u>	<u>Where Held</u>	<u>President</u>
	Special	Discovery Center	Nate Wyatt
Members Present:	Devin Brundage Kyle Fornoff Jon Hudson Becky Jobman		Michael D. Teahon, Superintendent

Others Present:

Call to Order: Vice-President Hudson called the meeting to order at 7:00P.M.

A copy of the open meetings law is posted and available to the public.  
The Pledge of Allegiance was recited.

Agenda: Moved by Fornoff, seconded by Jobman to approve the agenda as presented. Ayes—Hudson, Jobman, Brundage, Fornoff. Nays—none. Approved.

Approve Contract: Moved by Jobman, seconded by Brundage to approve a teaching contract for the 2018-19 school year for Ms. Ana Rodriguez. Ayes--Jobman, Hudson, Brundage, Fornoff. Nays--none. Approved.

Resignation: Moved by Fornoff, seconded by Jobman to accept the resignation of Travis Coe. Ayes--Hudson, Brundage, Jobman, Fornoff.

Policies: Policy 5101 will be reviewed by Policy Committee and discussed at July Board Meeting.

Next Meeting: Next meeting--July 9, 2018 5:00 P.M.

Adjourn: Moved by Jobman, seconded by Brundage to adjourn at 7:09 P.M. Ayes—Brundage, Hudson, Fornoff, Jobman. Nays—none. Approved.

Mike Teahon/Kay Streeter  
Superintendent/Business Manager

**Board of Education Regular Meeting**

June 11, 2018--7:00 P.M.

Discovery Center

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

**Attendance Taken at 7:00 P.M.**

Present Board Members:

Devin Brundage  
Jon Hudson  
Becky Jobman  
Jeremy Sitorius  
Nate Wyatt

Others Present:

Seth Ryker  
Allison Jonas  
Tyler Herman  
Angie Richeson  
James Widdifield  
Michael Teahon--Superintendent  
Kay Streeter, Business Manager  
Gothenburg Times

**Call to Order & Pledge of Allegiance**

7:00 P.M.

**Approve the Agenda**

**Motion Passed:** Motion to approve agenda as presented passed with a motion by Devin Brundage and a second by Becky Jobman.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

**Recognition of Visitors**

**Student Fees Hearing**

President Wyatt called the Student Fees Hearing to order at 7:05 P.M. Purpose of hearing is to review 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 2017-18 year. Dr. Teahon asked for comment, information and input concerning Student Fees Policy. Hearing none, President Wyatt declared the hearing closed at 7:08 P.M.

**Parent Involvement Policy**

President Wyatt called the Parent Involvement Hearing to order at 7:09 P.M. Purpose of hearing is to review the Parent Involvement Policy. Dr. Teahon asked for comment, information, and input concerning the Parent Involvement Policy. Hearing none, President Wyatt declared the hearing closed at 7:12 P.M.

**Consent Agenda**

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

Approve Regular Minutes	Excuse Absent Board Members--Kyle Fornoff		
Approve Treas. Report	Consider Option Enrollment--Andrea Gurule		
Approve Warrants/Bills	Hannah Gurule from Eustis-Farnam		
Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

**Personal Finance Requirement**

**Motion Passed:** Motion to approve the addition of personal finance to the graduation requirements beginning with the class of 2022, passed with a motion by Jon Hudson and a second by Becky Jobman.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

**Board of Education Regular Meeting**

June 11, 2018--7:00 P.M.

Discovery Center

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**Meal Prices**

**Motion Passed:** Motion to approve proposed lunch and breakfast prices as presented passed with a motion by Devin Brundage and a second by Becky Jobman.

Adult \$3.25	High School \$2.85
Junior High \$2.85	Elementary \$2.50
Breakfast	\$1.50

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

**Extra Duty Assignments**

Motion to approve extra-duty assignments as presented, passed with a motion by Jeremy Sitorius and a second by Becky Jobman.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

**Certificated Staff Resignation**

Motion to accept the resignation of Mrs. Cathy Larson at the end of the 2018-2019 school year passed with a motion by Devin Brundage and a second by Jon Hudson.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

Mr. Travis Coe submitted a letter of resignation for the end of 2017-2018 school year. At the time of publishing, an offer has been made but has not been accepted. This item will be tabled until a suitable replacement has been secured.

**Handbooks**

Review of Junior-Senior High Student Handbooks, Elementary Handbook, Faculty Handbook, Coach's Handbook, Non Certificated Employee Handbook, Administrator's Evaluation Instruments, Volunteer Handbook. Changes highlighted by Administrators.

**Policy 5422**

Motion to approve Policy 5422, Pregnant and Parenting Students, passed with a motion by Jon Hudson and a second by Jeremy Sitorius.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

**Policies**

Introduction of Policies and Policies recommended for updates. Policies will be reviewed by the committee prior to the July Board Meeting.

**Board Reports**

**Administrative Reports**

**Mr. Holmes--Maintenance Supervisor**

Summer project update.

**Board of Education Regular Meeting**

June 11, 2018--7:00 P.M.

Discovery Center

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**Administrative Reports Cont.**

**Mrs. Jonas-Director of Teaching/Learning**

Jump Start will begin July 9-July 27. About 90% of kindergartners signed up to attend. Math curriculum on order, with training scheduled for August 6-7. Supporting material for Language Arts curriculum will be discontinued at the end of 2018-219. Looking into how to proceed. Received Science materials that will be evaluated in the first semester. Working on a "Year Two" program in the Mentoring program. Profession Development agendas will be available for next Board Meeting.

**Mr. Ryker--High School Principal**

Eight students participating in the Credit Recovery program. Sixteen teachers and administrators drove to Oklahoma City to attend PLC institute. Many excellent sessions were attended.

**Mr. Herman-Activities Director/Asst. Principal**

Extra Duty Assignments

**Mr. Widdifield--Elementary Principal**

Finishing term as NCSA Vice Chair. Handbook changes. Annual safe schools meeting with Gothenburg Police Department and Fire and Rescue. Productive discussion on current plans for the District and input on our safety plan. Working with Mrs. Richeson to insure smooth transition. Thank you to the Board and Community for allowing my family and myself to be a part of this amazing District and Community.

**Dr. Teahon--Superintendent**

Filing end-of-the year reports. Board general finance workshop before August budget work session. Ogallala hosted the 3rd annual SWC Leadership Summit for administrators and counselors of the Southwest Conference. Approximately 50 in attendance representing all SWC schools. Great day with various speakers and great discussion. Finished the day with a tour of Cedar Point on Lake Ogallala.

**Next Meeting--July 9,2018--5:00 P.M.**

**Executive Session**

Motion to enter into executive session at 8:15 P.M. for the purpose of discussing school safety and security, passed with a motion by Jon Hudson and a second by Devin Brundage.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

**Regular Session**

President Wyatt declared executive session closed at 9:43 P.M., with no action taken.

**Adjournment**

**Motion Passed:** Motion to approve adjournment at 9:44 P.M. passed with a motion by Devin Brundage and a second by Becky Jobman.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Kay Streeter, Business Manager/Recording Secretary

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
June 2018

**GENERAL FUND**

05/31/18 Balance from last month		\$ 5,608,124.49
06/14/18 Custer County Treasurer Direct Deposit	\$ 142,376.18	
06/15/18 Dawson County Treasurer Direct Deposit	\$ 493,751.56	
06/18/18 Int CD xxx839 - 1410	\$ 647.23	
06/18/18 Int CD xxx988 - 1-1410	\$ 51.62	
06/18/18 Shopko - 2222-410-2	\$ 300.68	
06/18/18 Money from Willis, Ackerman, Vigil, Schmeckle & cash	\$ 1,100.00	
06/18/18 Lincoln Co Treasurer - 20 -	\$ 130,217.17	
06/21/18 Hot Lunch Payroll-June	\$ 6,802.83	
06/21/18 St/Fed Withholding Taxes	\$ 1,816.58	
06/22/18 St. of Neb-Special Ed School Age Reimbursement 16-17 FFR	\$ 71,139.00	
06/28/18 ESU #10 - NCE Conference	\$ 1,800.00	
06/29/18 Cent. Comm. College -supply reimbursement - 5690	\$ 81.00	
06/29/18 St. of Neb-State aid to education- June	\$ 61,438.00	
06/29/18 Interest DDA xxx063	\$ 1,912.44	
<b>Total receipts for month</b>	<b>\$ 913,434.29</b>	
<b>Dawson County transfers to</b>		
<b>Special Building Fund</b>	<b>\$ 7,845.38</b>	
<b>Bond Fund</b>	<b>\$ 42,355.31</b>	
<b>Custer County transfers to</b>		
<b>Special Building Fund</b>	<b>\$ 2,465.51</b>	
<b>Bond Fund</b>	<b>\$ 8,144.45</b>	
<b>Total Warrants paid</b>	<b>\$ 780,323.49</b>	
<b>06/29/18 Balance</b>		<b><u>\$ 5,680,424.64</u></b>
06/29/18 First State Bank xxx101	\$ 545,083.86	
06/29/18 First State Bank xxx063	\$ 2,450,164.52	
COD#xxx303 First State Bank 0.60% due 11-16-18	\$ 1,027,708.90	
COD#xxx055 Gothenburg State Bank 0.554% due 5-16-19	\$ 1,000,000.00	
COD#xxx839 Gothenburg State Bank 0.554% due 6-06-19	\$ 234,300.35	
COD#xxx988 First State Bank 0.60% due 12-13-18	\$ 20,705.98	
COD#xxx306 Gothenburg State Bank 0.554% due 7-18-18	\$ 250,000.00	
COD#xxx889 First State Bank 0.75% due 1-10-19	\$ 82,722.09	
COD#xxx888 First State Bank 0.75% due 1-10-19	\$ 25,983.51	
COD#xxx732 First State Bank 0.92% due 10-10-18	\$ 43,755.43	
<b>06/29/18 Balance of investments and accounts</b>		<b><u>\$ 5,680,424.64</u></b>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2018**

**SPECIAL BUILDING FUND**

05/31/18 Balance			\$ 1,050,058.08
06/18/18 Lincoln County Treas	\$	2,440.18	
06/19/18 Dawson County Treas - transfer from General Fund	\$	7,845.38	
06/19/18 Custer County Treas - transfer from General Fund	\$	2,465.51	
06/29/18 Interest DDA xxx866	\$	737.51	
<b>Total receipts</b>		<b>\$ 13,488.58</b>	
<b>Total Warrants paid</b>		<b>\$ -</b>	
 06/29/18 Balance			 <u>\$ 1,063,546.66</u>
06/29/18 First State Bank xxx866	\$	1,063,546.66	
06/29/18 First State Bank xxx321	\$	-	
 06/29/18 Balance of investments and accounts			 <u>\$ 1,063,546.66</u>

**EMPLOYEE BENEFIT ACCOUNT**

05/31/18 Balance			\$ 45,147.46
06/18/18 Speck BC/BS	\$	606.20	
06/20/18 City of Gothburg - Clymer Ins	\$	666.80	
06/21/18 Teacher Dues/Flex Plan	\$	4,081.62	
06/29/18 Middleton	\$	842.70	
<b>Total Receipts</b>		<b>\$ 6,197.32</b>	
<b>Total Warrants paid</b>		<b>\$ 7,317.43</b>	
 06/29/18 Balance			 <u>\$ 44,027.35</u>
06/29/18 First State Bank - xxx545	\$	44,027.35	
 06/29/18 Balance of investments and accounts			 <u>\$ 44,027.35</u>

**SCHOOL DISTRICT # 20**  
 Treasurer's Report for the month of:  
 June 2018

**DEPRECIATION FUND**

05/31/18 Balance		\$ 560,335.73
06/29/18 Interest DDA xxx515	\$ 41.76	
<b>Total receipts</b>	<b>\$ 41.76</b>	
<b>Total Warrants paid</b>	<b>\$</b>	
06/29/18 Balance		<u>\$ 560,377.49</u>
06/29/18 Gothenburg State Bank xxx515	\$ 350,454.85	
COD #xxx476 Gothenburg State Bank 0.554% due 8-20-18	\$ 100,000.00	
COD#xxx266 First State Bank 0.65% due 8-24-18	\$ 59,922.64	
COD#xxx477 Gothenburg State Bank 0.554% due 8-30-18	\$ 50,000.00	
06/29/18 Balance of investments and accounts		<u>\$ 560,377.49</u>

**SCHOOL DISTRICT 20 BOND FUND**

05/31/18 Balance		\$ 718,001.96
05/16/18 Custer Co-transfer from General Fund K-8	\$ 481.25	
05/16/18 Custer Co-transfer from General Fund 9-12	\$ 7,663.20	
05/16/18 Dawson Co-transfer from General Fund K-8	\$ 17,970.70	
05/16/18 Dawson Co-transfer from General Fund 9-12	\$ 24,384.61	
05/18/18 Lincoln Co-K-8	\$ 6,598.32	
05/18/18 Lincoln Co-9-12	\$ 7,584.37	
06/29/18 Interest acct xxx753	\$ 501.72	
<b>Total Receipts</b>	<b>\$ 65,184.17</b>	
<b>Total paid out</b>	<b>\$ 40,102.50</b>	
06/29/18 Balance		<u>\$ 743,083.63</u>
06/29/18 First State Bank Acct xxx753	\$ 743,083.63	
06/29/18 Balance of Investments and accounts		<u>\$ 743,083.63</u>
06/29/18 TOTAL DEPOSITS OF THE DISTRICT		<u>\$ 8,091,459.77</u>

Prepared by Randall G. Waskowiak, Treasurer Dist # 20



**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
June 2018

**First State Bank-total deposits**

DDA xxx101 General Fund	\$	545,083.86
DDA xxx321 Special Building Fund	\$	-
DDA xxx753 Bond Fund	\$	743,083.63
DDA xxx063 General Fund	\$	2,450,164.52
DDA xxx866 Special Building Fund	\$	1,063,546.66
DDA xxx545 Employee Benefit Account	\$	44,027.35
CD#xxx266 Depreciation Fund	\$	59,922.64
CD#xxx732 General Fund	\$	43,755.43
CD#xxx888 General Fund	\$	25,983.51
CD#xxx889 General Fund	\$	82,722.09
CD#xxx988 General Fund	\$	20,705.98
CD#xxx303 General Fund	\$	1,027,708.90

Total deposits to be covered by Insurance  
both FDIC and securities \$ 6,106,704.57

**Collateral Pledged**

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
<b>First State Bank, Gothenburg, Nebraska</b>			
Bellevue NE Pub Safety Dept Muni Cusip: 079212U38	\$	200,000.00	6/1/2033
Buffalo Cnty NE S.D. 2 Muni Cusip: 119466CE8	\$	300,000.00	12/15/2032
Cedar Bluffs NE Muni Cusip: 15005WAL6	\$	250,000.00	12/15/2036
Central City NE RFDG Muni Cusip: 153091BC6	\$	155,000.00	6/15/2024
Colfax Cnty NE S.D. #123 Muni Cusip: 194045AU4	\$	200,000.00	12/15/2025
Crete NE Doane College Rev Muni Cusip: 226493AR5	\$	100,000.00	2/15/2033
Douglas Cnty NE SID #404 Muni Cusip: 25932KCA1	\$	125,000.00	1/15/2030
Douglas Cnty NE SID #473 Muni Cusip: 25933EBW7	\$	200,000.00	11/15/2040
Douglas Cnty NE SID #473 Muni Cusip: 25933EDB1	\$	100,000.00	9/15/2036
Douglas Cnty NE SID #499 Muni Cusip: 259305CL2	\$	200,000.00	6/15/2035
Douglas Cnty NE SID #503 Muni Cusip: 25931EET3	\$	100,000.00	8/15/2025
Douglas Cnty NE SID #530 Muni Cusip: 25930LAW5	\$	160,000.00	8/15/2028
Douglas Cnty NE SID #530 Muni Cusip: 25930LBV6	\$	100,000.00	5/15/2036
Douglas Cnty NE SID #538 Muni Cusip: 25934WAC1	\$	340,000.00	7/15/2032
Douglas Cnty NE SID #539 Muni Cusip: 25932MBD2	\$	150,000.00	8/15/2036
Douglas Cnty NE SID #541 Muni Cusip: 25932DAC5	\$	100,000.00	5/15/2032
Edgar NE Muni Bldg Muni Cusip: 279763CT1	\$	200,000.00	9/1/2031
Falls City NE Utils Rev Muni Cusip: 306584AS2	\$	100,000.00	12/15/2034
FHLB Agency Cusip: 3130AECR9	\$	250,000.00	5/25/2033
Furnas Cnty NE Muni Cusip: 36109PAQ1	\$	240,000.00	12/15/2029
Gordon NE Muni Cusip: 382779DV5	\$	250,000.00	10/1/2036
Gothenburg Neb Elec Rev Muni Cusip: 38347WAS0	\$	205,000.00	6/15/2025
Gothenburg Neb Elec Rev Muni Cusip: 38347WAR2	\$	195,000.00	6/15/2021
Gothenburg Neb Elec Rev Muni Cusip: 38347WAU5	\$	185,000.00	6/15/2032
Otoe Cnty NE S.D. #27 Muni Cusip: 68905TDT3	\$	200,000.00	12/15/2033
Papillion Neb Muni Cusip: 698856YV7	\$	115,000.00	12/15/2023
Papillion Neb Muni Cusip: 698927EG1	\$	150,000.00	12/15/2031
Sarpy Cnty NE SID #241 Muni Cusip: 803739CA7	\$	100,000.00	4/15/2026
Sarpy Cnty NE SID #251 Muni Cusip: 80379VAQ9	\$	260,000.00	10/15/2031
Sarpy Cnty NE SID #258 Muni Cusip: 80379RAR6	\$	250,000.00	8/15/2031
Sarpy Cnty NE SID #261 Muni Cusip: 80376RDC9	\$	100,000.00	4/15/2033
Saunders Cnty NE S.D.#9 Muni Cusip: 80449PEB7	\$	200,000.00	12/15/2033
South Sioux City NE Muni Cusip: 840380BR9	\$	200,000.00	6/15/2028
<b>Total pledged</b>	<b>\$</b>	<b>5,980,000.00</b>	

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
June 2018

**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	\$ 350,454.85
COD#xxx477 Depreciation Fund	\$ 50,000.00
COD#xxx055 General Fund	\$ 1,000,000.00
 Total	 \$ 1,984,755.20

Reconciled by Kay Streeter

06/29/18 DDA #xxx490 Hot Lunch Fund	\$ (942.35)
06/29/18 DDA #xxx771 Student Activity Fund	\$ 241,608.97
06/29/18 DDA #xxx822 Petty Cash Fund	\$ 1,994.61
06/29/18 DDA #xxx852 Student Fees Fund	\$ 23,629.50

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

\$ 2,251,045.93

**Collateral Pledged**

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
<b>Gothenburg State Bank, Gothenburg, Nebraska</b>			
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
Federal Farm Credit Bank Cusip: 31331KZ78	\$ 695,000.00	12/5/23	210004257
Federal Home Ln Bks Cusip: 3133XFPR1	\$ 165,000.00	6/10/16	210001558
Federal Home Ln Bks Cusip: 3130A0JR2	\$ 1,000,000.00	12/13/19	210003571
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru Pool 783091 Cusip: 36241LNG7	\$ 70,000.00	6/15/40	194023397
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 175,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 135,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 145,000.00	12/20/38	194023219
GNMA REMIC Trust 2009-116 Cusip: 38376PK82	\$ 155,000.00	11/16/38	322001361
GNMA REMIC Trust 2013-116 Cusip: 38378VJ48	\$ 120,000.00	2/20/43	322001384
Ord NE Rural Fire Protn Dist Muni Cusip: 68574TAF6	\$ 70,000.00	8/15/20	210003333
Wallace Vlg NE Muni Cusip: 93239TAC8	\$ 119,000.00	10/1/29	210003511
Washington Cnty NE S.D. 24 Muni Cusip: 93811RBU7	\$ 270,000.00	12/15/2022	210003932
<b>Total Pledged</b>	<b>\$ 3,329,000.00</b>		

# Check Journal

Fiscal Year: 2018

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
<b>Journal Number: 382</b>		<b>Check Journal</b>		<b>Posted: 06/18/2018</b>			
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00056798 2018-19 1-1450-318-2	06/05/2018 06/05/2018	NEAGED	Nebraska Ag Ed Assoc. Voc Ag Purchased Services	06/05/2018	Prof Fees	-470.00	470.00
						Invoice Total:	470.00
						Check Total:	470.00
00056799 Supplies 1-2120-410-1	06/05/2018 06/05/2018	PAMGLODO	Pam Glodowski Supplies	06/05/2018	Supplies	-29.20	29.20
						Invoice Total:	29.20
						Check Total:	29.20
00056800 5212 1-1100-410-1	06/05/2018 06/05/2018	SEESAW	Seesaw Teaching Supplies-elementary	06/05/2018	Subscription	-850.00	850.00
						Invoice Total:	850.00
						Check Total:	850.00
00056801 April Payroll 1-5690	06/06/2018 06/06/2018	HOTLUNCH	Hot Lunch Fund Other Non-revenue Receipts	06/06/2018	Payroll Error	-4,195.80	4,195.80
						Invoice Total:	4,195.80
						Check Total:	4,195.80
00056802 118600 1-2750-336-0	06/12/2018 06/08/2018	COUNPART	Country Partners Cooperative Gas & Oil	06/08/2018	Fuel	-3,395.35	3,395.35
						Invoice Total:	3,395.35
						Check Total:	3,395.35
00056803 18561 1-2212-690-0	06/12/2018 06/08/2018	MISKSPOR	Misko Sports, Inc. Teaching & Learning-Other	06/08/2018	Supplies	-567.46	567.46
						Invoice Total:	567.46
						Check Total:	567.46
00056804 20% of Quote 1-2620-520-0	06/12/2018 06/12/2018	PRO-TINT	Pro-Tint Building Improvements	06/12/2018	Safety Film	-8,768.13	8,768.13
						Invoice Total:	8,768.13
						Check Total:	8,768.13
00056805 Travel 1-1450-670-2	06/12/2018 06/12/2018	TIMNEGL	Tim Negley Vocational Ag Travel	06/12/2018	Mileage	-104.24	104.24
						Invoice Total:	104.24
						Check Total:	104.24
00056806 June	06/12/2018 06/08/2018	TYLEHERM	Tyler Herman Telephone	06/08/2018		-104.24	104.24

# Check Journal

Fiscal Year: 2018

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
1-2510-382-0			Telephone-internet Line Usage			-116.87	116.87
					Invoice Total:	-116.87	116.87
					Check Total:	-116.87	116.87
			<b>1 - GENERAL FUND</b>			<b>-18,497.05</b>	<b>18,497.05</b>
			<b>Total of Computer Checks</b>			<b>-18,497.05</b>	<b>18,497.05</b>
Fund Summary							
1 - GENERAL FUND						-18,497.05	18,497.05
Payroll Summary							
					<b>Report Total:</b>	<b>-18,497.05</b>	<b>18,497.05</b>

# Check Journal

Fiscal Year: 2018

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
<b>Journal Number: 409</b>		<b>Check Journal</b>		<b>Posted: 07/03/2018</b>			
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00056817	06/20/2018	BONIPAIN	Bonifas Painting				
506112	06/20/2018			06/20/2018	Maintenance		
1-2620-318-0			Purchased Services			-400.00	400.00
					Invoice Total:	-400.00	400.00
					Check Total:	-400.00	400.00
00056818	06/20/2018	JAMEFRA	James Franzen				
June	06/20/2018			06/20/2018	Purchased Service		
1-2750-318-0			Purchased Services			-1,881.00	1,881.00
					Invoice Total:	-1,881.00	1,881.00
					Check Total:	-1,881.00	1,881.00
00056819	06/20/2018	MITCGOLT	Mitch Golter				
June	06/20/2018			06/20/2018	Purchased Service		
1-2750-318-0			Purchased Services			-378.00	378.00
					Invoice Total:	-378.00	378.00
					Check Total:	-378.00	378.00
00056820	06/21/2018	ALLIJONA	Allison Jonas				
Supp/Travel	06/21/2018			06/21/2018	Supplies/Travel		
1-1100-410-1			Teaching Supplies-elementary			-55.85	55.85
1-1100-670-2			Travel-secondary			-19.17	19.17
					Invoice Total:	-75.02	75.02
					Check Total:	-75.02	75.02
00056821	06/21/2018	GOTHSTAT	Gothenburg State Bank				
Payroll	06/21/2018			06/21/2018	June Payroll		
1-2510-660-0			Data Processing			-75.60	75.60
					Invoice Total:	-75.60	75.60
					Check Total:	-75.60	75.60
00056822	06/21/2018	IRS	Internal Revenue Service				
CP134B	06/21/2018			06/21/2018	1st Quarter Tax		
1-1100-210-1			Fica-elementary			-699.96	699.96
1-1100-210-2			Fica-secondary			-699.95	699.95
					Invoice Total:	-1,399.91	1,399.91
					Check Total:	-1,399.91	1,399.91
00056823	06/22/2018	ASHLCONS	Ashlock Consulting Inc.				
2856	06/22/2018			06/22/2018	Renewal		
1-1100-318-1			Purchased Services			-59.99	59.99
					Invoice Total:	-59.99	59.99
					Check Total:	-59.99	59.99
00056824	06/22/2018	CENTCOMM	Central Community College				
1604660	06/22/2018			06/22/2018	CNA Class		
1-1100-690-2			Other Misc. Expense-sec.			-3,555.00	3,555.00
					Invoice Total:	-3,555.00	3,555.00
					Check Total:	-3,555.00	3,555.00

# Check Journal

Fiscal Year: 2018

Check Number	Date	Vendor ID	Vendor Name				Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date	Description		Accrued
Account Number			Account Description			Payable	Payment
00056825	06/22/2018	ERINFEAT	Erin Feather				
May/June	06/22/2018			06/22/2018	Speech		
1-1216-313-1			Speech Therapy			-714.00	714.00
					Invoice Total:	-714.00	714.00
					Check Total:	-714.00	714.00
00056826	06/22/2018	NATLFFA	National FFA Organization				
WLC-10883	06/22/2018			06/22/2018	Registration		
1-1450-318-2			Voc Ag Purchased Services			-830.00	830.00
					Invoice Total:	-830.00	830.00
					Check Total:	-830.00	830.00
00056827	06/22/2018	NCSA	Nebraska Council of School Administrators				
Dues	06/22/2018			06/22/2018	2018-19 Dues		
1-2410-630-1			Dues & Fees			-235.00	235.00
					Invoice Total:	-235.00	235.00
					Check Total:	-235.00	235.00
00056828	06/22/2018	SCOTCARL	Scott Carlin				
Fuel	06/22/2018			06/22/2018	Fuel		
1-2750-336-0			Gas & Oil			-74.50	74.50
					Invoice Total:	-74.50	74.50
					Check Total:	-74.50	74.50
00056829	06/27/2018	FOLLSOLU	Foflett School Solutions Inc.				
1314613	06/27/2018			06/27/2018	Renewals		
1-2222-318-1			Purchased Services			-1,591.00	1,591.00
1-2222-318-2			Purchased Service			-1,591.00	1,591.00
					Invoice Total:	-3,182.00	3,182.00
					Check Total:	-3,182.00	3,182.00
00056830	06/27/2018	GOTHROT	Gothenburg Rotary Club				
Dues	06/27/2018			06/27/2018	Dues		
1-2320-630-0			Dues & Fees			-120.05	120.05
					Invoice Total:	-120.05	120.05
					Check Total:	-120.05	120.05
00056831	06/27/2018	NCSA	Nebraska Council of School Administrators				
54814/15/16/17	06/27/2018			06/27/2018	NCE Conf		
1-1450-318-2			Voc Ag Purchased Services			-790.00	790.00
1-1460-318-2			Purchased Services			-400.00	400.00
1-1480-318-2			Purchased Services			-350.00	350.00
					Invoice Total:	-1,540.00	1,540.00
					Check Total:	-1,540.00	1,540.00
00056832	06/27/2018	NELIBRCOM	Nebraska Library Commission				
28791	06/27/2018			06/27/2018	Ebsco Sub		
1-2222-318-1			Purchased Services			-1,883.00	1,883.00
1-2222-318-2			Purchased Service			-1,883.00	1,883.00
					Invoice Total:	-3,766.00	3,766.00
					Check Total:	-3,766.00	3,766.00
00056833	06/27/2018	RECOUNLIM	Recognition Unlimited				
201867683	06/27/2018			06/27/2018	Supplies		

# Check Journal

Fiscal Year: 2018

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
1-1100-410-2			Teaching Supplies-secondary			-190.30	190.30
					Invoice Total:	-190.30	190.30
					Check Total:	-190.30	190.30
00056834	06/27/2018	SCOTCARL	Scott Carlin				
Fuel	06/27/2018			06/27/2018	Fuel		
1-2750-336-0			Gas & Oil			-60.50	60.50
					Invoice Total:	-60.50	60.50
					Check Total:	-60.50	60.50
00056835	06/27/2018	USBANK	U.S. Bank				
9190	06/27/2018			06/27/2018	Supplies/Travel/Fuel/Books		
1-1100-410-1			Teaching Supplies-elementary			-1,111.51	1,111.51
1-1100-410-2			Teaching Supplies-secondary			-2,048.88	2,048.88
1-1100-420-1			Textbooks-elementary			-5,478.37	5,478.37
1-1100-530-1			Furn/equipment-elementary			-48.99	48.99
1-1100-670-1			Travel-elementary			-7,693.67	7,693.67
1-1221-410-1			Teaching Supplies			-100.00	100.00
1-1221-670-1			Travel-elementary			-119.00	119.00
1-1450-670-2			Vocational Ag Travel			-213.60	213.60
1-2130-410-0			Supplies			-49.76	49.76
1-2212-670-0			Teaching & Learning-Travel			-123.74	123.74
1-2320-410-0			Office Supplies			-217.80	217.80
1-2320-410-0			Office Supplies			12.42	-12.42
1-2410-410-1			Supplies			-474.30	474.30
1-2410-630-2			Dues & Fees			-810.00	810.00
1-2620-318-0			Purchased Services			-38.05	38.05
1-2750-336-0			Gas & Oil			-1,707.21	1,707.21
					Invoice Total:	-20,222.46	20,222.46
					Check Total:	-20,222.46	20,222.46
00056836	06/29/2018	APPLCOMP	Apple Computer, Inc.				
6736659738	06/27/2018			06/27/2018	Supplies		
1-1221-410-2			Teaching Supplies			-1,078.00	1,078.00
					Invoice Total:	-1,078.00	1,078.00
6743082157	06/29/2018			07/03/2018	Computer		
1-1100-560-2			Computer Hardware			-108.00	108.00
					Invoice Total:	-108.00	108.00
					Check Total:	-1,186.00	1,186.00
00056837	06/29/2018	AUPPLUM	Aupperle Plumbing & Heating, Inc.				
64827	06/27/2018			06/27/2018	Maintenance		
1-2620-318-0			Purchased Services			-575.00	575.00
					Invoice Total:	-575.00	575.00
					Check Total:	-575.00	575.00
00056838	06/29/2018	BAMFINC	Bamford, Inc.				
17497	06/27/2018			06/27/2018	Maintenance		
1-2620-318-0			Purchased Services			-500.00	500.00
					Invoice Total:	-500.00	500.00
					Check Total:	-500.00	500.00
00056839	06/29/2018	BUSITELE	Business Telecommunications				

# Check Journal

Fiscal Year: 2018

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
31248 1-2620-318-0	06/27/2018		Purchased Services	06/27/2018	Maintenance	-126.69	126.69
					Invoice Total:	-126.69	126.69
					Check Total:	-126.69	126.69
00056840 MVH4120/ 1-1100-560-2	06/29/2018 06/27/2018	CDWGOV	CDW Government, Inc. Computer Hardware	06/27/2018	Computer Equip	-11,702.67	11,702.67
					Invoice Total:	-11,702.67	11,702.67
NCM7122 1-1100-560-2	06/28/2018		Computer Hardware	06/28/2018	Supplies	-61.59	61.59
					Invoice Total:	-61.59	61.59
					Check Total:	-11,764.26	11,764.26
00056841 63708829 1-1100-410-2	06/29/2018 06/27/2018	CENGLER	Cengage Learning Teaching Supplies-secondary	06/27/2018	Supplies	-1,857.90	1,857.90
					Invoice Total:	-1,857.90	1,857.90
					Check Total:	-1,857.90	1,857.90
00056842 June 1-2510-382-0	06/29/2018 06/27/2018	CENTLIBUS	Century Link Telephone-internet Line Usage	06/27/2018	Telephone	-73.80	73.80
					Invoice Total:	-73.80	73.80
					Check Total:	-73.80	73.80
00056843 229062418 1-2510-382-0	06/29/2018 06/29/2018	CHARCOMM	Charter Communications Telephone-internet Line Usage	07/02/2018	Telephone	-481.28	481.28
					Invoice Total:	-481.28	481.28
					Check Total:	-481.28	481.28
00056844 3160184 1-2610-410-0	06/29/2018 06/27/2018	CHEMSEAR	Chemsearch Supplies	06/27/2018	Supplies	-409.52	409.52
					Invoice Total:	-409.52	409.52
					Check Total:	-409.52	409.52
00056845 May 1-2610-322-0 1-2610-323-0 1-2610-690-0	06/29/2018 06/27/2018	CITYGOTH	City Of Gothenburg Electricity Water/sewer Other Expense	06/27/2018	Utilities	-11,742.92 -903.62 -1,510.20	11,742.92 903.62 1,510.20
					Invoice Total:	-14,156.74	14,156.74
					Check Total:	-14,156.74	14,156.74
00056846 118600 1-2750-336-0	06/29/2018 06/29/2018	COUNPART	Country Partners Cooperative Gas & Oil	07/02/2018	Fuel	-1,060.94	1,060.94
					Invoice Total:	-1,060.94	1,060.94
					Check Total:	-1,060.94	1,060.94
00056847 1117648	06/29/2018 06/27/2018	DASSTATE	DAS State Acctg-Central Finance Telephone	06/27/2018	Telephone		

# Check Journal

Fiscal Year: 2018

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
1-2510-382-0			Telephone-internet Line Usage			-234.93	234.93
					Invoice Total:	-234.93	234.93
					Check Total:	-234.93	234.93
00056848	06/29/2018	EAKEOFFI	Eakes Office Solutions				
72077	06/29/2018			07/02/2018	Copier Lease		
1-1100-532-0			Copier Lease/Purchase			-7,911.42	7,911.42
					Invoice Total:	-7,911.42	7,911.42
					Check Total:	-7,911.42	7,911.42
00056849	06/29/2018	ELECENGIN	Electrical Engineering & Equipment Co.				
6117682/	06/27/2018			06/27/2018	Maintenance		
1-2620-318-0			Purchased Services			-272.76	272.76
					Invoice Total:	-272.76	272.76
					Check Total:	-272.76	272.76
00056850	06/29/2018	ESU #6	ESU #6				
Conference	06/27/2018			06/27/2018	coaching vet Teachers		
1-2212-313-2			Staff Development			-150.00	150.00
					Invoice Total:	-150.00	150.00
					Check Total:	-150.00	150.00
00056851	06/29/2018	FOXPARKING	Fox's Parking Lot Painting				
06/23/18	06/29/2018			07/02/2018	Maintenance		
1-2620-318-0			Purchased Services			-1,325.00	1,325.00
					Invoice Total:	-1,325.00	1,325.00
					Check Total:	-1,325.00	1,325.00
00056852	06/29/2018	FUNEXPR	Fun Express, LLC				
690240505/	06/27/2018			06/27/2018	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-303.47	303.47
					Invoice Total:	-303.47	303.47
					Check Total:	-303.47	303.47
00056853	06/29/2018	G&LREPAI	G & L Repair				
727459/727472	06/29/2018			06/29/2018	Purchased Services		
1-1180-318-2			Vocal			-198.00	198.00
					Invoice Total:	-198.00	198.00
					Check Total:	-198.00	198.00
00056854	06/29/2018	GOTHSENCE	Gothenburg Senior Center				
April/May	06/27/2018			06/27/2018	Meals		
1-1221-410-2			Teaching Supplies			-55.00	55.00
					Invoice Total:	-55.00	55.00
					Check Total:	-55.00	55.00
00056855	06/29/2018	GOTHTIME	Gothenburg Times				
Greenhouse	06/27/2018			06/27/2018	Advtising		
1-1450-318-2			Voc Ag Purchased Services			-53.23	53.23
					Invoice Total:	-53.23	53.23
May	06/27/2018			06/27/2018	Advertising/Supplies		
1-1100-410-1			Teaching Supplies-elementary			-137.50	137.50
1-2310-350-0			Advertising/printing			-367.43	367.43
					Invoice Total:	-504.93	504.93

# Check Journal

Fiscal Year: 2018

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
Check Total:						-558.16	558.16
00056856	06/29/2018	GOTHTIRE	Gothenburg Tire & Service				
91904	06/29/2018			07/03/2018	Tires		
1-2750-337-0			Tires & Parts			-680.00	680.00
Invoice Total:						-680.00	680.00
Check Total:						-680.00	680.00
00056857	06/29/2018	GOVCONN	GovConnection, Inc.				
55874187	06/27/2018			06/27/2018	Accountibility/Supplies		
1-1100-410-1			Teaching Supplies-elementary			-1,978.20	1,978.20
1-4210-410-1			Title I Accountability			-24,172.00	24,172.00
Invoice Total:						-26,150.20	26,150.20
55881898	06/29/2018			07/02/2018	Computer		
1-1100-560-2			Computer Hardware			-6,791.20	6,791.20
Invoice Total:						-6,791.20	6,791.20
Check Total:						-32,941.40	32,941.40
00056858	06/29/2018	HICKLUMB	Hicken Lumber Center				
383002	06/29/2018			06/29/2018	Maintenance		
1-2620-318-0			Purchased Services			-415.82	415.82
Invoice Total:						-415.82	415.82
Check Total:						-415.82	415.82
00056859	06/29/2018	HOMELEAS	Hometown Leasing				
12794001	06/27/2018			06/27/2018	Copier Lease		
1-1100-532-0			Copier Lease/Purchase			-1,590.87	1,590.87
Invoice Total:						-1,590.87	1,590.87
Check Total:						-1,590.87	1,590.87
00056860	06/29/2018	INSTAWAR	Instrumentalist Awards LLC				
1802	06/27/2018			06/27/2018	Supplies		
1-1180-410-2			Vocal Supplies-secondary			-14.50	14.50
Invoice Total:						-14.50	14.50
Check Total:						-14.50	14.50
00056861	06/29/2018	ISLASUPP	Island Supply Welding Co.				
187933	06/29/2018			07/02/2018	Supplies		
1-1450-410-2			Vocational Ag Supplies			-153.00	153.00
Invoice Total:						-153.00	153.00
Check Total:						-153.00	153.00
00056862	06/29/2018	J.W.PEPP	J.W. Pepper & Son, Inc.				
712448	06/27/2018			06/27/2018	Supplies		
1-1180-410-2			Vocal Supplies-secondary			-458.99	458.99
1-1181-410-2			Instrumental Music Supplies			-662.97	662.97
Invoice Total:						-1,121.96	1,121.96
Check Total:						-1,121.96	1,121.96
00056863	06/29/2018	JOHNDEER	John Deere Financial				
43621	06/27/2018			06/27/2018	Supplies		
1-2610-410-0			Supplies			-171.45	171.45
1-2620-318-0			Purchased Services			-135.24	135.24
Invoice Total:						-306.69	306.69

# Check Journal

Fiscal Year: 2018

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
Check Total:						-306.69	306.69
00056864	06/29/2018	JUNILIBR	Junior Library Guild				
J618774	06/27/2018			06/27/2018	Books		
1-2222-430-2			Books			-616.95	616.95
Invoice Total:						-616.95	616.95
Check Total:						-616.95	616.95
00056865	06/29/2018	KANDDAVI	Kandace K. Davis, DPT				
June	06/28/2018			06/28/2018	PT		
1-4400-319-1			Pre School PT			-249.17	249.17
Invoice Total:						-249.17	249.17
Check Total:						-249.17	249.17
00056866	06/29/2018	KITTMUSI	Kittle's Music				
179148	06/28/2018			06/28/2018	Supplies		
1-1181-410-2			Instrumental Music Supplies			-102.87	102.87
Invoice Total:						-102.87	102.87
Check Total:						-102.87	102.87
00056867	06/29/2018	LANDIMPLE	Landmark Implement				
83069	06/29/2018			07/02/2018	Mower Parts		
1-2520-337-0			Tires & Parts			-162.60	162.60
Invoice Total:						-162.60	162.60
Check Total:						-162.60	162.60
00056868	06/29/2018	MCGR-HIL	Mcgraw-Hill School Education				
10311550001	06/28/2018			06/28/2018	Books		
1-1100-420-1			Textbooks-elementary			-3,906.72	3,906.72
Invoice Total:						-3,906.72	3,906.72
Check Total:						-3,906.72	3,906.72
00056869	06/29/2018	MICKPLAT	Mick's Platte Valley Glass				
46599	06/28/2018			06/28/2018	Maintenance		
1-2620-318-0			Purchased Services			-157.88	157.88
Invoice Total:						-157.88	157.88
Check Total:						-157.88	157.88
00056870	06/29/2018	MIDWDOOR	Midwest Door and Hardware				
91002	06/28/2018			06/28/2018	Maintenance		
1-2620-520-0			Building Improvements			-13,460.00	13,460.00
Invoice Total:						-13,460.00	13,460.00
Check Total:						-13,460.00	13,460.00
00056871	06/29/2018	MIDWFLOR	Midwest Floor Specialists				
13903	06/28/2018			06/28/2018	Supplies		
1-2610-410-0			Supplies			-273.40	273.40
Invoice Total:						-273.40	273.40
13920	06/29/2018			07/02/2018	Supplies		
1-2610-410-0			Supplies			-97.50	97.50
Invoice Total:						-97.50	97.50
Check Total:						-370.90	370.90
00056872	06/29/2018	NEOPOST	Neopost				
1923	06/28/2018			06/28/2018	Postage		

# Check Journal

Fiscal Year: 2018

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
1-2510-341-0			Postage			-500.00	500.00
					Invoice Total:	-500.00	500.00
					Check Total:	-500.00	500.00
00056873 47727 1-2620-318-0	06/29/2018 06/28/2018	NESAFE&F	Ne Safety & Fire Equipment Purchased Services	06/28/2018	Maintenance	-183.75	183.75
					Invoice Total:	-183.75	183.75
					Check Total:	-183.75	183.75
00056874 477211 1-2620-318-0	06/29/2018 06/28/2018	OKEEFELEV	O'Keefe Elevator Company, Inc. Purchased Services	06/28/2018	Maintenance	-300.50	300.50
					Invoice Total:	-300.50	300.50
					Check Total:	-300.50	300.50
00056875 1151012 1-2510-300-0	06/29/2018 06/28/2018	PAYFLEX	Pay Flex Flex Pay Contract	06/28/2018	Flex Plan	-152.60	152.60
					Invoice Total:	-152.60	152.60
					Check Total:	-152.60	152.60
00056876 6229/6239/6293/ 1-2750-337-0 1-2750-338-0	06/29/2018 06/28/2018	PERFTRUC	Performance Truck & Trailer Tires & Parts Bus Repairs/main.	06/28/2018	Bus Maintenance	-532.52 -987.00	532.52 987.00
					Invoice Total:	-1,519.52	1,519.52
					Check Total:	-1,519.52	1,519.52
00056877 June 1-2610-410-0	06/29/2018 06/29/2018	PETESUPE	Peterson's Supermarket Supplies	07/03/2018	Supplies	-119.56	119.56
					Invoice Total:	-119.56	119.56
					Check Total:	-119.56	119.56
00056878 June 1-2750-690-0 1-2750-690-0	06/29/2018 06/28/2018	PETTCASH	Petty Cash Fund Other Expense Other Expense	06/28/2018	June Expenses	-7.69 -66.00	7.69 66.00
					Invoice Total:	-73.69	73.69
					Check Total:	-73.69	73.69
00056879 155005364 1-2510-382-0	06/29/2018 06/29/2018	PINPOINT	PinPoint Communications Telephone-Internet Line Usage	07/02/2018	Telephone	-660.12	660.12
					Invoice Total:	-660.12	660.12
					Check Total:	-660.12	660.12
00056880 6422914 1-1100-410-1	06/29/2018 06/28/2018	REALGOOD	Really Good Stuff, Inc. Teaching Supplies-elementary	06/28/2018	Supplies	-42.89	42.89
					Invoice Total:	-42.89	42.89
					Check Total:	-42.89	42.89
00056881	06/29/2018	RECOUNLIM	Recognition Unlimited				

# Check Journal

Fiscal Year: 2018

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
201867661 1-1180-410-2	06/28/2018		Vocal Supplies-secondary	06/28/2018	Supplies	-33.15	33.15
					Invoice Total:	-33.15	33.15
601867683 1-1181-410-2	06/28/2018		Instrumental Music Supplies	06/28/2018	Supplies	-190.30	190.30
					Invoice Total:	-190.30	190.30
					Check Total:	-223.45	223.45
00056882 P90009 1-1100-410-1	06/29/2018 06/28/2018	ROCH100	Rochester 100 Inc. Teaching Supplies-elementary	06/28/2018	Supplies	-312.50	312.50
					Invoice Total:	-312.50	312.50
					Check Total:	-312.50	312.50
00056883 M6422187 1-1100-410-1	06/29/2018 06/28/2018	SCHOMAGA	Scholastic Magazines Teaching Supplies-elementary	06/28/2018	Supplies	-1,506.45	1,506.45
					Invoice Total:	-1,506.45	1,506.45
					Check Total:	-1,506.45	1,506.45
00056884 208120362373/ 1-1100-410-1 1-3540-410-0	06/29/2018 06/28/2018	SCHOSPEC	School Specialty Inc. Teaching Supplies-elementary Pre School Supplies	06/28/2018	Supplies	-44.65 -19.50	44.65 19.50
					Invoice Total:	-64.15	64.15
					Check Total:	-64.15	64.15
00056885 55660014 1-1100-410-1 1-1221-690-2 1-2130-410-0 1-3540-410-0	06/29/2018 06/28/2018	SHOPKO	Shopko Teaching Supplies-elementary SPED Other Supplies Pre School Supplies	06/28/2018	Supplies	-77.95 -60.00 -208.19 -8.99	77.95 60.00 208.19 8.99
					Invoice Total:	-355.13	355.13
					Check Total:	-355.13	355.13
00056886 262614 1-2222-430-2	06/29/2018 06/28/2018	SMARAPPL	Smart Apple Media Books	06/28/2018	Books	-169.46	169.46
					Invoice Total:	-169.46	169.46
					Check Total:	-169.46	169.46
00056887 16778 1-2620-520-0	06/29/2018 06/28/2018	T-CCEIL	T-C Ceilings Inc. Building Improvements	06/28/2018	Maintenance	-268.80	268.80
					Invoice Total:	-268.80	268.80
					Check Total:	-268.80	268.80
00056888 Advertising 1-1450-318-2 Renewal	06/29/2018 06/28/2018 06/28/2018	TRI-CITY	Tri-city Tribune Voc Ag Purchased Services Renal	06/28/2018 06/28/2018	Greenhouse	-80.00 -80.00	80.00 80.00

# Check Journal

Fiscal Year: 2018

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
1-2320-410-0			Office Supplies			-31.50	31.50
					Invoice Total:	-31.50	31.50
					Check Total:	-111.50	111.50
00056889 107070 1-2620-318-0	06/29/2018 06/28/2018	TRYOWELD	Tryon Welding Purchased Services	06/28/2018	Maintenance	-270.00	270.00
					Invoice Total:	-270.00	270.00
					Check Total:	-270.00	270.00
00056890 9809457655 1-2510-382-0	06/29/2018 06/28/2018	VERIZON	Verizon Wireless Telephone-Internet Line Usage	06/28/2018	Telephone	-136.79	136.79
					Invoice Total:	-136.79	136.79
					Check Total:	-136.79	136.79
00056891 6817 1-1100-410-2	06/29/2018 06/28/2018	VIGSOLUT	Vig Solutions Teaching Supplies-secondary	06/28/2018	Supplies	-395.00	395.00
					Invoice Total:	-395.00	395.00
					Check Total:	-395.00	395.00
<b>1 - GENERAL FUND</b>						<b>-145,577.39</b>	<b>145,577.39</b>
<b>Total of Computer Checks</b>						<b>-145,577.39</b>	<b>145,577.39</b>
Fund Summary							
1 - GENERAL FUND						-145,577.39	145,577.39
Payroll Summary							
<b>Report Total:</b>						<b>-145,577.39</b>	<b>145,577.39</b>

Petty Cash Fund

Gothenburg School District #20  
Gothenburg, Nebraska

June 30, 2018

TO WHOM ISSUED	AMOUNT	
James Franzen	\$7.69	
Joe Weaver	\$66.00	
<b>TOTAL</b>	<b>\$73.69</b>	
Beginning Balance		\$ 2,000.00
Receipts		<u>\$ 73.69</u>
		\$ 2,073.69
Expenditures		<u>\$ 73.69</u>
		\$ 2,000.00
Statement Balance	\$ 1,994.61	
Outstanding Deposits	<u>\$ 73.69</u>	
Total	\$ 2,068.30	
Outstanding Checks		\$ 68.30
		<u>\$ -</u>
Balance June 30, 2018		<b>\$ 2,000.00</b>

ALL Data

**Current Cash Balance Report**

Date: 06/01/2018 thru 06/30/2018

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	257,496.06	0.00	0.00	0.00	257,496.06
1010 Activity Tickets	152,823.51	0.00	0.00	0.00	152,823.51
1015 Gates	714,242.10	1,957.29	0.00	0.00	716,199.39
1020 Sale of Equipment	13,678.78	0.00	0.00	0.00	13,678.78
1025 Meals/Lodging	-199,523.25	0.00	3,733.42	0.00	-203,256.67
1030 Officials	-328,033.68	0.00	0.00	0.00	-328,033.68
1035 Football Equipment	-132,734.81	0.00	1,300.00	0.00	-134,034.81
1040 Basketball Equipment	-57,984.53	0.00	0.00	0.00	-57,984.53
1045 Track Equipment	-130,456.46	0.00	905.73	0.00	-131,362.19
1050 Wrestling Equipment	-45,206.25	0.00	0.00	0.00	-45,206.25
1055 Golf Equipment	-16,654.08	0.00	0.00	0.00	-16,654.08
1060 Softball Equipment	-33,206.87	0.00	0.00	0.00	-33,206.87
1065 Misc. Athletic	-53,200.74	0.00	15,294.12	0.00	-68,494.86
1070 Entry Fees	31,935.61	0.00	50.00	0.00	31,885.61
1075 Volleyball Equipment	-29,509.75	0.00	0.00	0.00	-29,509.75
1080 Cross Country Equip.	-16,437.91	0.00	0.00	0.00	-16,437.91
1085 Supplies/Equipment	-86,051.43	0.00	2,053.19	0.00	-88,104.62
<b>A Athletics Totals:</b>	<b>41,176.30</b>	<b>1,957.29</b>	<b>23,336.46</b>	<b>0.00</b>	<b>19,797.13</b>
<b>B Adult Ed.</b>					
1100 Adult Ed.	1,942.88	0.00	0.00	0.00	1,942.88
<b>B Adult Ed. Totals:</b>	<b>1,942.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,942.88</b>
<b>C School</b>					
1200 Yearbook	4,259.41	80.00	0.00	0.00	4,339.41
1210 Helping Hands	6,200.58	476.51	0.00	0.00	6,677.09
1215 History Grant	1,435.07	0.00	0.00	0.00	1,435.07
1220 FCS	-1,657.83	0.00	487.97	0.00	-2,145.80
1225 Industrial Tech	17,947.94	0.00	0.00	0.00	17,947.94
1229 Life Skills	271.28	0.00	30.17	0.00	241.11
1230 Renaissance	16,758.35	950.00	0.00	0.00	17,708.35
1240 Band	2,583.52	0.00	118.94	0.00	2,464.58
1241 Flag Corp	695.09	0.00	0.00	0.00	695.09
1245 Vocal	10,669.76	0.00	0.00	0.00	10,669.76
1246 Special Music	2,723.93	0.00	0.00	0.00	2,723.93
1250 Art Club	5,295.55	0.00	1,295.52	0.00	4,000.03
1251 Jr. Hi. Art Club	-41.29	0.00	0.00	0.00	-41.29
1255 Pop/Lounge	-2,574.70	19.46	114.65	0.00	-2,669.89
1260 General	21,300.43	0.00	476.52	0.00	20,823.91
1261 Chromebook Repair	8,181.94	0.00	279.67	0.00	7,902.27
<b>C School Totals:</b>	<b>94,049.03</b>	<b>1,525.97</b>	<b>2,803.44</b>	<b>0.00</b>	<b>92,771.56</b>
<b>D Candy</b>					
1300 Candy Fund	-2,969.11	0.00	775.73	0.00	-3,744.84
<b>D Candy Totals:</b>	<b>-2,969.11</b>	<b>0.00</b>	<b>775.73</b>	<b>0.00</b>	<b>-3,744.84</b>
<b>E Classes</b>					
1400 Senior Class	1,068.76	0.00	0.00	0.00	1,068.76
1410 Junior Class	1,505.31	0.00	0.00	0.00	1,505.31
1415 Sophomore Class	1,200.00	0.00	0.00	0.00	1,200.00
1420 Freshmen Class	920.00	0.00	0.00	0.00	920.00
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>4,694.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,694.07</b>

# Current Cash Balance Report

ALL Data

Date: 06/01/2018 thru 06/30/2018

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>F Clubs</b>					
1500 Cheerleaders	6,296.29	1,913.00	1,030.62	0.00	7,178.67
1505 Elem. Circle of Friends	292.90	0.00	80.11	0.00	212.79
1506 H.S. Circle of Friends	946.61	0.00	942.83	0.00	3.78
1510 Drama	0.00	0.00	0.00	0.00	0.00
1511 English Activities	-259.80	0.00	0.00	0.00	-259.80
1512 Entrepreneurship	1,747.47	0.00	84.93	0.00	1,662.54
1515 FFA	8,545.45	2,635.00	4,078.67	0.00	7,101.78
1516 Fit Kids	125.00	0.00	0.00	0.00	125.00
1520 Sr. Hi Quiz Bowl	163.61	0.00	0.00	0.00	163.61
1521 Jr. Hi Quiz Bowl	367.85	0.00	0.00	0.00	367.85
1522 Media Production	4,958.03	0.00	0.00	0.00	4,958.03
1525 NFL	1,971.20	0.00	231.39	0.00	1,739.81
1530 NHS	658.60	0.00	0.00	0.00	658.60
1531 One Act	3,714.41	0.00	118.49	0.00	3,595.92
1535 D.I.	-219.58	0.00	0.00	0.00	-219.58
1540 SPB	1,953.38	0.00	0.00	0.00	1,953.38
1545 SADD	1,155.33	0.00	0.00	0.00	1,155.33
1550 Student Council	4,194.21	0.00	0.00	0.00	4,194.21
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.	-4,142.84	0.00	0.00	0.00	-4,142.84
1580 Media	4,470.87	0.00	300.68	0.00	4,170.19
1585 Post Prom	0.00	0.00	0.00	0.00	0.00
1590 Science Club	453.71	0.00	0.00	0.00	453.71
1595 Walk Fit	105.00	0.00	0.00	0.00	105.00
1647 C.Country Club	2,146.00	0.00	288.00	0.00	1,858.00
<b>F Clubs Totals:</b>	<b>43,701.44</b>	<b>4,548.00</b>	<b>7,155.72</b>	<b>0.00</b>	<b>41,093.72</b>
<b>G Sports</b>					
1600 Boys Future B.Ball	1,224.86	335.00	2,575.00	0.00	-1,015.14
1610 Football Club	2,221.08	0.00	36.97	0.00	2,184.11
1620 Girls Future B.Ball	6,543.05	0.00	1,060.97	0.00	5,482.08
1625 Boys Golf	44.94	0.00	0.00	0.00	44.94
1626 Girls Golf	2,944.71	0.00	0.00	0.00	2,944.71
1627 Gothenburg B.Ball Club	-1,108.03	0.00	0.00	0.00	-1,108.03
1628 Jr. Hi Football Club	657.56	0.00	0.00	0.00	657.56
1629 Jr. Power Wt. Lifting	-686.74	0.00	0.00	0.00	-686.74
1630 Softball	3,027.94	0.00	315.00	0.00	2,712.94
1635 Mat Maids	219.56	0.00	0.00	0.00	219.56
1640 VolleyBall	3,808.78	70.00	2,867.18	0.00	1,011.60
1643 7-8th Volleyball	43.07	0.00	0.00	0.00	43.07
1645 Youth Volleyball	526.36	0.00	0.00	0.00	526.36
1650 Wrestling Boosters	2,486.01	325.00	1,007.74	0.00	1,803.27
1651 Summer Wrestling	77,162.16	5,795.20	37,043.52	0.00	45,913.84
<b>G Sports Totals:</b>	<b>99,115.31</b>	<b>6,525.20</b>	<b>44,906.38</b>	<b>0.00</b>	<b>60,734.13</b>
<b>H Elementary</b>					
1700 Elem. Book Fair	3,658.58	0.00	0.00	0.00	3,658.58
1710 Elem. Fund Raising	24,780.24	7.00	339.49	0.00	24,447.75
1711 1st Grade	3,877.96	0.00	0.00	0.00	3,877.96
1712 2nd Grade	3,373.40	0.00	5.98	0.00	3,367.42

ALL Data

# Current Cash Balance Report

Date: 06/01/2018 thru 06/30/2018

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1713 4th Grade	129.59	0.00	13.74	0.00	115.85
1714 5th Grade	6,850.12	0.00	0.00	0.00	6,850.12
1715 Elem. Lounge	2,604.83	0.00	5.90	0.00	2,598.93
1716 3rd Grade	1,394.24	0.00	6.49	0.00	1,387.75
1717 Kindergarten	469.04	0.00	12.87	0.00	456.17
1720 Elem. Stu. Co.	234.43	0.00	0.00	0.00	234.43
1725 Elem. O.D. Ed.	-4,560.50	0.00	0.00	0.00	-4,560.50
<b>H Elementary Totals:</b>	<b>42,811.93</b>	<b>7.00</b>	<b>384.47</b>	<b>0.00</b>	<b>42,434.46</b>
<b>I Interest</b>					
1800 DDA Interest	3,772.09	11.06	0.00	0.00	3,783.15
1810 CD Interest	8,511.13	0.00	0.00	0.00	8,511.13
<b>I Interest Totals:</b>	<b>12,283.22</b>	<b>11.06</b>	<b>0.00</b>	<b>0.00</b>	<b>12,294.28</b>
<b>J Scholarships</b>					
1900 Athletics Count	210.75	0.00	0.00	0.00	210.75
1910 Alberts Memorial	184.17	13.73	0.00	0.00	197.90
1915 Alumni	0.00	0.00	0.00	0.00	0.00
1920 Greene Memorial	2,197.61	23.49	0.00	0.00	2,221.10
1925 Uehling Scholarship	-2,473.60	88.55	0.00	0.00	-2,385.05
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>	<b>223.93</b>	<b>125.77</b>	<b>0.00</b>	<b>0.00</b>	<b>349.70</b>
<b>Report Totals:</b>	<b>337,029.00</b>	<b>14,700.29</b>	<b>79,362.20</b>	<b>0.00</b>	<b>272,367.09</b>

## Check Summary Report

Date: 06/01/2018 thru 06/30/2018

Check Number	Check / Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
012581	C	06/25/2018	Gothenburg Youth Wrestling		Summer Wrestling	25,000.00
020890	C	06/05/2018	Bruce Weber Enterprises		Boys Future B.Ball	960.00
020891	C	06/05/2018	Drake Beranek		Boys Future B.Ball	250.00
020892	C	06/05/2018	Ord Public Schools		Boys Future B.Ball	125.00
020893	O	06/05/2018	York High School		Boys Future B.Ball	250.00
020894	C	06/05/2018	Zac Foster		Boys Future B.Ball	200.00
020895	C	06/05/2018	Kent Koehn		Boys Future B.Ball	540.00
020896	C	06/05/2018	Awards Unlimited, Inc.		Athletic	266.65
020897	C	06/05/2018	Minden Girls Basketball		Girls Future B.Ball	400.00
020898	C	06/05/2018	Misko Sports		FFA/Wrest Boost/Athletic	5,345.12
020899	C	06/05/2018	Tom Scott		Summer Wrestling	70.00
020900	C	06/05/2018	Peterson's Supermarket		Cheer/FCS/FFA/B.Ball/Ath/	1,332.76
020901	C	06/06/2018	Cash-Wa Disbributing		Candy`	775.73
020902	C	06/06/2018	Gothenburg Schools		Media-Error Wrong Acct	300.68
020903	C	06/06/2018	The Thompson Co.		H.S. Lounge	114.65
020904	C	06/06/2018	Cindermates		Athletic	13,280.35
020905	C	06/08/2018	Hoidrege High Schools		Athletic-Track	100.00
020906	C	06/08/2018	Nebraska School Activities		Athletic-	1,110.00
020907	C	06/12/2018	VGM Insurance		Summer Wrestling	1,582.50
020908	C	06/14/2018	Dan Scherer		WLC Tickets	3,516.04
020909	C	06/14/2018	Days Inn Omaha		St. Track Lodging	2,990.00
020910	C	06/14/2018	Fan Cloth		Shirts	315.00
020911	O	06/14/2018	York Boys Basketball		Boys Future B.Ball	250.00
020912	O	06/20/2018	Centennial Girls Basketball		Girls Future B.Ball	200.00
020913	C	06/22/2018	Amanda Stutzman		Summer Wrestling Camp	160.00
020914	O	06/22/2018	Conestoga Wrestling		Summer Wrestling	160.00
020915	O	06/22/2018	Gothenburg Health		Summer Wrestling Camp	1,000.00
020916	C	06/22/2018	Gothenburg Times		Athletic	183.77
020917	O	06/22/2018	Hovey Valley Coffee Traders		Cheerleaders	970.80
020918	C	06/22/2018	Joshua Klingelhoef		Summer Wrestling Camp	180.00
020919	C	06/22/2018	Life Touch		Elem. F.R. - Yearbook	273.54
020920	O	06/22/2018	Matt Rogers		Summer Wrestling Camp	160.00
020921	O	06/22/2018	Misko Sports		Athletic	145.00
020922	O	06/22/2018	Ogallala High School		Athletic	50.00
020923	C	06/22/2018	Shopko		HS COF/2nd Grade	180.40
020924	O	06/22/2018	Tom Scott		Summer Wrestling	195.87
020925	C	06/22/2018	Varsity Spirit Fashions		Cheerleaders	39.50
020926	O	06/22/2018	UNK Wrestling		Wrestling Boosters	165.00
020927	O	06/27/2018	Chris McDonald		Summer Wrestling	180.00
020928	O	06/27/2018	Hastings College Volleyball		Summer V.Ball	240.00
020929	O	06/27/2018	Kaitlyn Clark		NFL	77.05
020930	O	06/27/2018	Pierce Wrestling		Summer Wrestling	160.00

ALL Data

# Check Summary Report

Arranged by:  
Check Number

Date: 06/01/2018 thru 06/30/2018

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
020931	O	06/27/2018	Playscripts		One Act	118.49
020932	O	06/27/2018	Recognition Unlimited		Summer Wrestling	223.08
020933	O	06/27/2018	US Bank		Summ V.Ball/Summ	10,129.78
020934	O	06/29/2018	Pizza Hut		Summer Wrestling	2,376.00
020935	O	06/29/2018	Concordia University Volley Ball		Summer V.Ball	1,750.00
020936	O	06/29/2018	Posh Farm Catering-Shelley		Summer Wrestling	62.40
020937	O	06/29/2018	UNK Loper Volleyball Camp		Summer V.Ball	45.00
020938	O	06/29/2018	Caroline Scott		Summer Wrestling	45.52
020939	O	06/29/2018	Chris McDonald		Summer Wrestling	180.00
020940	O	06/29/2018	Northwest Wrestling		Summer Wrestling	160.00
020941	O	06/29/2018	YMCA		Concessions	476.52

**Report Total:** 79,362.20

## Hot Lunch Fund

Gothenburg School District #20  
Gothenburg, Nebraska

June 30, 2018

	\$6,802.83	12840	6/20/2018	First State Bank	Labor
	\$8,638.18		6/20/2018	Payroll	Labor
	\$731.43	12841	6/27/2018	US Bank	Supplies
	\$2,533.73	12842	6/29/2018	Cash-Wa Dist.	Food/Supplies
	\$69.82	12843	6/29/2018	Ecolab Pest Elimin	Misc.
	\$66.87	12844	6/29/2018	Joni Jacobsen	Supplies
	<b>\$18,842.86</b>				
Balance					\$ (6,163.25)
<u>Receipts</u>					
Maint/Repairs	\$				
Food Sales	\$	1,862.32			
Food	\$				
Milk	\$				
Ticket Sales	\$	245.30			
Supplies	\$				
Equip. Sales	\$				
Miscellaneous	\$				
Interest	\$	0.25			
Fed. Reimbursement	\$	14,613.97			
St. Reimbursement	\$				
Labor	\$				
NSF Check Write Off	\$				
<b>Total Receipts</b>	\$	<b>16,721.84</b>			\$ <u>16,721.84</u>
					\$ 10,558.59
<b>Payroll Error</b>	\$	<b>4,195.80</b>			\$ <b>14,754.39</b>
<u>Expenditures</u>					
Food	\$	2,373.02			
Freight on Food	\$				
Equipment	\$				
Frt. On Equipment	\$				
Supplies	\$	959.01			
Milk	\$				
Labor	\$	15,441.01			
Maint/Repairs	\$				
Miscellaneous	\$	69.82			
Food Storage	\$				
Meal Refunds	\$				
<b>Total Expenditures</b>	\$	<b>18,842.86</b>			\$ <u>18,842.86</u>
Balance June 30, 2018					\$ <b>(4,088.47)</b>

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

ACCOUNT:  
 DOCUMENTS:

PAGE: 1  
 100101 06/29/2018  
 96

TELEPHONE: 308-537-3684

SCHOOL DISTRICT 20  
 1322 AVENUE I  
 GOTHENBURG NE 69138

=====  
 We are happy to announce that effective January 1, 2018 our  
 Health Savings Account minimum balance to avoid  
 the \$7 Service Charge has changed from \$500 to \$100!  
 Please call your local branch with any questions.  
 =====

=====  
 PUBLIC FUNDS ACCOUNT 100101  
 =====

		LAST STATEMENT 05/31/18	565,451.90
MINIMUM BALANCE	130,523.83-	3 CREDITS	759,955.45
AVG AVAILABLE BALANCE	394,104.17	99 DEBITS	780,323.49
AVERAGE BALANCE	394,104.17	THIS STATEMENT 06/29/18	545,083.86

----- DEPOSITS -----  
 REF #.....DATE.....AMOUNT REF #.....DATE.....AMOUNT REF #.....DATE.....AMOUNT  
           06/21          6,802.83

----- OTHER CREDITS -----  

DESCRIPTION	DATE	AMOUNT
General Fund xfer- bills	06/19	77,544.93
General Fund xfer- payroll	06/29	675,607.69

----- CHECKS -----  

CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
56401*06/18          385.00	56736*06/19          5,863.71	56748 06/19          25.67
56634*06/04          200.00	56738 06/07          825.00	56749 06/19          6,277.31
56638 06/05          228.30	56739 06/21          211.28	56750 06/18          954.00
56639*06/05          118.78	56740 06/19          125.00	56751 06/19          120.00
56699*06/22          82.95	56741 06/20          298.26	56752 06/19          68.00
56730 06/14          63.71	56742 06/18          97.80	56753 06/19          77.00
56731 06/11          31.84	56743 06/15          2,848.00	56754 06/19          322.00
56732 06/06          68.38	56744 06/20          234.93	56755 06/18          2,117.10
56733 06/18          359.00	56745 06/19          1,119.64	56756 06/20          62.80
56734 06/22          224.61	56746 06/21          125.00	56757 06/19          1,590.87
56735 06/20          1,318.13	56747 06/19          135.45	56758 06/19          1,832.44

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

TELEPHONE:308-537-3684

SCHOOL DISTRICT 20

PUBLIC FUNDS ACCOUNT 100101

CHECKS								
CHECK #..	DATE.....	AMOUNT	CHECK #..	DATE.....	AMOUNT	CHECK #..	DATE.....	AMOUNT
56759	06/20	158.10	56782	06/19	480.00	56805	06/14	104.24
56760	06/25	27.49	56783	06/18	74.25	56806	06/14	116.87
56761*	06/18	859.13	56784	06/19	611.78	56807	06/26	4,294.69
56763	06/18	406.25	56785	06/19	15.98	56808	06/25	109,803.21
56764	06/20	224.00	56786	06/21	419.04	56809	06/25	7,859.73
56765	06/19	125.00	56787	06/18	350.56	56810	06/22	92,934.84
56766*	06/20	1,110.00	56788	06/19	125.00	56811	06/27	312.21
56768	06/20	2,135.42	56789	06/19	100.20	56812*	06/21	4,081.62
56769	06/19	1,317.94	56790	06/19	125.00	56814	06/27	1,461.29
56770	06/19	8,461.00	56791	06/19	1,653.00	56815	06/25	6,094.65
56771	06/22	125.00	56792	06/20	2,586.25	56816	06/25	1,405.41
56772	06/18	69.75	56793	06/19	95.00	56817	06/21	400.00
56773	06/20	500.00	56794	06/15	9,255.61	56818	06/25	1,881.00
56774	06/20	2,000.00	56795	06/19	136.79	56819*	06/22	378.00
56775	06/20	152.60	56796	06/22	350.00	56821	06/25	75.60
56776	06/28	704.68	56797*	06/25	272.00	56822*	06/28	1,399.91
56777	06/19	393.98	56800	06/14	850.00	56824*	06/27	3,555.00
56778	06/19	91.30	56801	06/19	4,195.80	56826	06/28	830.00
56779	06/18	660.32	56802	06/13	3,395.35	56827	06/28	235.00
56780	06/18	125.00	56803	06/21	567.46	56828	06/27	74.50
56781	06/19	4,560.15	56804	06/19	8,768.13			

(\*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS		
DESCRIPTION	DATE	AMOUNT
GOTH SCHOOLS DEBIT 1	06/20	3,431.00
Nebraska Revenue Neb Epay NB1DORXXXXX5284	06/20	15,109.16
IRS USATAXPYMT 220857165375103	06/20	106,050.56
GOTH SCHOOLS DEBIT 1	06/20	331,388.73

DAILY BALANCE					
DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
06/04	565,251.90	06/14	559,449.43	06/22	9,762.54
06/05	564,904.82	06/15	547,345.82	06/25	117,656.55-
06/06	564,836.44	06/18	540,887.66	06/26	121,951.24-
06/07	564,011.44	06/19	569,619.45	06/27	127,354.24-
06/11	563,979.60	06/20	102,859.51	06/28	130,523.83-
06/13	560,584.25	06/21	103,857.94	06/29	545,083.86

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
<b>FUND: 1</b>					
1-1100-100	Instructional Salaries	2,705,000.00	224,209.77	2,304,042.57	85.18
1-1100-200	Instructional Benefits	1,190,500.00	97,136.78	994,909.33	83.57
1-1100-400	Instructional Supplies	97,500.00	21,760.92	76,124.11	78.08
1-1100-500	Capital Outlay	81,000.00	18,712.45	41,570.37	51.32
1-1100-600	Other Expenditures	15,000.00	11,267.84	42,716.44	284.78
		<u>4,089,000.00</u>	<u>373,087.76</u>	<u>3,459,362.82</u>	<u>84.60</u>
1-1200-100	Special Education	528,000.00	40,211.19	475,250.38	90.01
1-1200-200	Special Education	225,100.00	18,180.95	201,297.81	89.43
1-1200-300	Spec. Ed. Purchased	62,000.00	0.00	48,931.34	78.92
1-1200-400	Special Education	4,500.00	1,233.00	5,969.32	132.65
1-1200-500	Spec. Ed. Capital Outlay	1,000.00	0.00	0.00	0.00
1-1200-600	Spec. Ed. Other	2,500.00	119.00	3,497.27	139.89
		<u>823,100.00</u>	<u>59,744.14</u>	<u>734,946.12</u>	<u>89.29</u>
1-1300-100	Other Special Salaries	6,500.00	574.75	5,747.50	88.42
1-1300-200	Other Special Benefits	1,250.00	99.57	995.70	79.66
1-1300-400	Other Special Supplies	0.00	0.00	14.54	0.00
		<u>7,750.00</u>	<u>674.32</u>	<u>6,757.74</u>	<u>87.19</u>
1-1400-100	Vocational Salaries	363,500.00	29,948.00	304,760.00	83.84
1-1400-200	Vocational Benefits	163,100.00	11,093.47	121,218.20	74.32
1-1400-400	Vocational Supplies	21,500.00	153.00	30,484.77	141.79
1-1400-500	Vocational Capital	6,000.00	0.00	2,819.52	46.99
1-1400-600	Vocational Other	8,000.00	317.84	9,561.52	119.52
		<u>562,100.00</u>	<u>41,512.31</u>	<u>468,844.01</u>	<u>83.40</u>
1-2100-100	Pupil Support Salaries	572,000.00	44,652.78	473,549.03	82.79
1-2100-200	Pupil Support Benefits	167,950.00	18,575.47	190,943.16	113.69
1-2100-300	Pupil Supp. Purchased	500.00	0.00	0.00	0.00
1-2100-400	Pupil Support Supplies	28,500.00	287.15	2,739.82	9.61
1-2100-600	Pupil Support Other	750.00	0.00	367.56	49.01
		<u>769,700.00</u>	<u>63,515.40</u>	<u>667,599.57</u>	<u>86.73</u>
1-2200-100	Inst. Support Salaries	94,000.00	7,615.00	76,095.00	80.95
1-2200-200	Inst. Support Benefits	36,900.00	2,600.01	28,504.54	77.25
1-2200-300	Inst. Supp. Purchased	24,000.00	150.00	2,797.00	11.65
1-2200-400	Inst. Support Supplies	8,000.00	485.73	10,189.02	127.36
1-2200-500	Inst. Support Capital	500.00	0.00	0.00	0.00
1-2200-600	Inst. Support Other	1,000.00	0.00	409.66	40.97
		<u>164,400.00</u>	<u>10,850.74</u>	<u>117,995.22</u>	<u>71.77</u>
1-2300-100	General Adm. Salaries	194,000.00	16,647.81	164,603.59	84.85
1-2300-200	General Adm. Benefits	38,600.00	2,917.90	27,356.33	70.87
1-2300-300	Gen. Adm. Purchased	52,500.00	367.43	12,960.40	24.69
1-2300-400	General Adm. Supplies	6,500.00	236.88	13,445.35	206.85
1-2300-500	Gen. Adm. Capital	500.00	0.00	0.00	0.00
1-2300-600	General Adm. Other	24,500.00	120.05	26,238.67	107.10
		<u>316,600.00</u>	<u>20,290.07</u>	<u>244,604.34</u>	<u>77.25</u>
1-2400-100	School Adm. Salaries	241,000.00	20,029.69	206,607.80	85.73
1-2400-200	School Adm. Benefits	78,500.00	7,130.48	71,196.79	90.70

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
1-2400-400	School Adm. Supplies	3,000.00	474.30	4,858.49	161.95
1-2400-600	School Adm. Other	8,500.00	1,045.00	3,738.97	43.99
		<u>331,000.00</u>	<u>28,679.47</u>	<u>286,402.05</u>	<u>86.52</u>
1-2500-100	Business Support	50,000.00	4,167.00	41,832.00	83.66
1-2500-200	Business Support	23,700.00	1,990.73	19,935.70	84.12
1-2500-300	Bus.support Purchased	40,500.00	2,518.99	28,957.41	71.50
1-2500-600	Business Support Other	6,000.00	75.60	764.60	12.74
		<u>120,200.00</u>	<u>8,752.32</u>	<u>91,489.71</u>	<u>76.11</u>
1-2600-100	Bldg. & Grounds	285,500.00	27,539.43	254,529.72	89.15
1-2600-200	Bldg. & Grounds	130,000.00	11,462.49	110,898.03	85.31
1-2600-300	Bldg. & Grounds Pur.	203,000.00	12,646.54	178,654.37	88.01
1-2600-400	Bldg. & Grounds	45,000.00	1,071.43	47,711.64	106.03
1-2600-500	Bldg. & Grounds Cap.	225,000.00	22,496.93	73,434.65	32.64
1-2600-600	Bldg. & Grounds Other	62,500.00	1,510.20	16,865.10	26.98
		<u>951,000.00</u>	<u>76,727.02</u>	<u>682,093.51</u>	<u>71.72</u>
1-2700-100	Pupil Transportation	75,000.00	4,680.00	91,289.88	121.72
1-2700-200	Pupil Transportation	37,200.00	2,859.82	38,274.87	102.89
1-2700-300	Pupil Trans. Pur.	94,000.00	8,498.02	87,015.68	92.57
1-2700-500	Pupil Trans. Capital	40,000.00	0.00	0.00	0.00
1-2700-600	Pupil Trans. Other	22,500.00	73.69	2,187.89	9.72
		<u>268,700.00</u>	<u>16,111.53</u>	<u>218,768.32</u>	<u>81.41</u>
1-4200-100	Chapter I Salaries	65,000.00	5,470.00	54,700.00	84.15
1-4200-200	Chapter I Benefits	26,500.00	2,186.89	21,868.90	82.52
		<u>91,500.00</u>	<u>7,656.89</u>	<u>76,568.90</u>	<u>83.68</u>
1-4400-300	Pre-school Purchased	0.00	0.00	1,949.75	0.00
		<u>0.00</u>	<u>0.00</u>	<u>1,949.75</u>	<u>0.00</u>
1-4700-400	Carl Perkins Grant	1,000.00	0.00	0.00	0.00
		<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
1-8000-700	Transfers	50,000.00	0.00	0.00	0.00
		<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FUND: 1</b>		<u>8,546,050.00</u>	<u>707,601.97</u>	<u>7,057,382.06</u>	<u>82.58</u>
		<u>8,546,050.00</u>	<u>707,601.97</u>	<u>7,057,382.06</u>	<u>82.58</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	8,050,000.00	661,016.88	7,766,912.52	283,087.48	96.48
1-1125	Motor Vehicle Taxes	420,000.00	27,929.79	386,564.02	33,435.98	92.04
1-1210	Tuition-general District	5,000.00	0.00	0.00	5,000.00	0.00
1-1220	Tuition-individual	0.00	1,100.00	5,240.00	-5,240.00	0.00
1-1410	Interest	10,000.00	2,611.29	21,849.98	-11,849.98	218.50
1-1610	Local Licenses	2,500.00	0.00	2,990.00	-490.00	119.60
1-1990	Other Local Receipts	1,500.00	0.00	0.00	1,500.00	0.00
1-1910	Rental And Sale Of Junk	1,500.00	0.00	4,299.79	-2,799.79	286.65
		<u>8,490,500.00</u>	<u>692,657.96</u>	<u>8,187,856.31</u>	<u>302,643.69</u>	<u>96.43</u>
1-2110	County Fines & Fees	60,000.00	189.64	64,791.95	-4,791.95	107.99
1-2120	Local Fines	500.00	0.00	775.00	-275.00	155.00
		<u>60,500.00</u>	<u>189.64</u>	<u>65,566.95</u>	<u>-5,066.95</u>	<u>108.37</u>
1-3130	Homestead Ppt	0.00	16,397.95	65,591.80	-65,591.80	0.00
1-3180	Pro-rata Motor Vehicle	20,000.00	0.00	15,050.19	4,949.81	75.25
1-3110	State Aid	620,722.00	61,436.00	620,722.00	0.00	100.00
1-3120	Special Education	450,000.00	71,139.00	398,272.00	51,728.00	88.50
1-3125	Spec. Ed. Trans.-school	0.00	0.00	3,343.00	-3,343.00	0.00
1-3135	High Ability Learners	8,500.00	0.00	8,287.00	213.00	97.49
1-3200	State Apportionment	125,000.00	0.00	134,927.04	-9,927.04	107.94
1-3540	Pre School Grant	75,000.00	0.00	75,000.00	0.00	100.00
		<u>1,299,222.00</u>	<u>148,974.95</u>	<u>1,321,193.03</u>	<u>-21,971.03</u>	<u>101.69</u>
1-4200	Title I Pt. A-LEA	120,000.00	0.00	45,941.00	74,059.00	38.28
1-4210	IDEA-Accountability	12,000.00	0.00	10,227.00	1,773.00	85.23
1-4310	Title II Pt. A-Teacher	25,000.00	0.00	18,968.00	6,032.00	75.87
1-4410	IDEA	120,000.00	0.00	80,001.00	39,999.00	66.67
1-4450	Mlps	0.00	0.00	2,674.83	-2,674.83	0.00
1-4404	IDEA Base	50,000.00	0.00	37,889.00	12,111.00	75.78
1-4455	MAAPS-Medicaid	12,000.00	0.00	0.00	12,000.00	0.00
1-4406	SPED IDEA	4,500.00	0.00	2,631.00	1,869.00	58.47
1-4700	Carl Perkins Grant	1,000.00	0.00	1,587.63	-587.63	158.76
		<u>344,500.00</u>	<u>0.00</u>	<u>199,919.46</u>	<u>144,580.54</u>	<u>58.03</u>
1-5690	Other Non-revenue	10,000.00	-2,314.80	3,426.32	6,573.68	34.26
		<u>10,000.00</u>	<u>-2,314.80</u>	<u>3,426.32</u>	<u>6,573.68</u>	<u>34.26</u>
<b>FUND: 1</b>		<u>10,204,722.00</u>	<u>839,507.75</u>	<u>9,777,962.07</u>	<u>426,759.93</u>	<u>95.81</u>
		<u>10,204,722.00</u>	<u>839,507.75</u>	<u>9,777,962.07</u>	<u>426,759.93</u>	<u>95.81</u>

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>1</b>	<b>GENERAL FUND</b>						
1-1100-110-1	Teachers Salaries Elementary	1,400,000.00	118,332.02	1,189,439.72	0.00	210,560.28	15.04
1-1100-110-2	Teachers Salaries Secondary	1,200,000.00	100,742.00	1,007,420.00	0.00	192,580.00	16.04
1-1100-112-1	High Ability Learner	25,000.00	1,850.00	18,500.00	0.00	6,500.00	26.00
1-1100-120-1	Sub Salaries Elementary	40,000.00	2,404.75	51,662.25	0.00	-11,662.25	-29.15
1-1100-120-2	Sub Salaries Secondary	40,000.00	881.00	36,242.35	0.00	3,757.65	9.39
1-1100-140-1	Aides & Supervisory-elem.	0.00	0.00	750.00	0.00	-750.00	0.00
1-1100-140-2	Alde-secondary	0.00	0.00	28.25	0.00	-28.25	0.00
1-1100-142-1	Para Subs	1,500.00	309.76	6,421.91	0.00	-4,921.91	-328.12
1-1100-142-2	Para Subs	4,000.00	0.00	112.80	0.00	3,887.20	97.18
1-1100-210-1	Fica-elementary	110,000.00	9,710.27	94,655.23	0.00	15,344.77	13.94
1-1100-210-2	Fica-secondary	100,000.00	8,189.31	77,596.19	0.00	22,403.81	22.40
1-1100-212-1	Social Secirity -high Ability	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-220-1	Retirement-elementary	135,000.00	11,861.27	120,458.65	0.00	14,541.35	10.77
1-1100-220-2	Retirement-secondary	125,000.00	9,902.31	100,340.75	0.00	24,659.25	19.72
1-1100-222-1	Retirement-high Ability Learn	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-230-1	Health Insurance-elementary	420,000.00	38,067.81	393,110.60	0.00	26,889.40	6.40
1-1100-230-2	Health Insurance-secondary	300,000.00	19,377.14	208,461.21	0.00	91,538.79	30.51
1-1100-232-1	Health Insurance-high Ability	500.00	28.67	286.70	0.00	213.30	42.66
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	42,500.00	0.00	25,684.15	0.00	16,815.85	39.56

# Monthly Expense Report

ALL Data

Date Range: YTD thru 06/30/2018

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Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1100-318-1	Purchased Services	25,000.00	59.99	91.84	0.00	24,908.16	99.63
1-1100-318-2	Purchased Services	15,000.00	0.00	16,469.06	0.00	-1,469.06	-9.79
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	44.60	0.00	-44.60	0.00
1-1100-410-1	Teaching Supplies-elementary	35,000.00	6,420.97	21,470.62	0.00	13,529.38	38.65
1-1100-410-2	Teaching Supplies-secondary	35,000.00	4,492.08	36,315.14	0.00	-1,315.14	-3.75
1-1100-420-1	Textbooks-elementary	10,000.00	9,385.09	10,763.32	0.00	-763.32	-7.63
1-1100-420-2	Textbooks-secondary	10,000.00	0.00	130.50	0.00	9,869.50	98.69
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	1,115.98	0.00	-1,115.98	0.00
1-1100-530-1	Furn/equipment-elementary	3,000.00	48.99	885.92	0.00	2,114.08	70.46
1-1100-530-2	Furn/equipment-secondary	3,000.00	0.00	620.00	0.00	2,380.00	79.33
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	35,000.00	9,502.29	41,565.80	0.00	-6,565.80	-18.75
1-1100-560-2	Computer Hardware	70,000.00	18,663.46	29,707.57	0.00	40,292.43	57.56
1-1100-561-0	E-Rate Dist. Portion	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-670-1	Travel-elementary	500.00	7,693.67	25,504.04	0.00	-25,004.04	-5,000.80
1-1100-670-2	Travel-secondary	1,500.00	19.17	4,785.77	0.00	-3,285.77	-219.05
1-1100-690-1	Other Misc. Expense-elem.	2,000.00	0.00	444.40	0.00	1,555.60	77.78
1-1100-690-2	Other Misc. Expense-sec.	10,000.00	3,555.00	10,092.60	0.00	-92.60	-0.92
1-1100-692-1	Other Misc. High Ability Lear	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1160-110-1	Poverty Salaries	230,000.00	14,332.00	143,320.00	0.00	86,680.00	37.68
1-1160-120-1	Poverty Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-140-1	Poverty Para	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-210-1	Poverty FICA	18,000.00	1,067.27	10,701.69	0.00	7,298.31	40.54
1-1160-220-1	Poverty Retirement	22,500.00	1,415.69	14,156.89	0.00	8,343.11	37.08
1-1160-230-1	Poverty Health	72,000.00	2,908.19	33,357.13	0.00	38,642.87	53.67
1-1160-410-1	Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-420-1	Poverty Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-530-1	Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-560-1	Poverty Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-670-1	Poverty Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-690-1	Poverty Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-318-2	Vocal	4,000.00	198.00	2,037.00	0.00	1,963.00	49.07
1-1180-410-1	Vocal Supplies-elementary	500.00	0.00	113.87	0.00	386.13	77.22
1-1180-410-2	Vocal Supplies-secondary	2,000.00	506.64	3,006.81	0.00	-1,006.81	-50.34
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	6,303.00	0.00	-6,303.00	0.00
1-1180-690-1	Vocal Other-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-690-2	Vocal Other-secondary	500.00	0.00	1,530.53	0.00	-1,030.53	-206.10
1-1181-318-1	Instrumental Purchased Service	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-318-2	Purchased Services	1,000.00	0.00	2,484.60	0.00	-1,484.60	-148.46
1-1181-410-1	Elem. Band Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1181-410-2	Instrumental Music Supplies	5,000.00	956.14	4,279.25	0.00	720.75	14.41

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1181-530-2	Instrumental Music Equipment	5,000.00	0.00	2,937.90	0.00	2,062.10	41.24
1-1181-690-2	Instrumental Music Other	500.00	0.00	359.10	0.00	140.90	28.18
1-1190-110-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-210-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-230-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-318-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-410-0	Pre School Matching	0.00	0.00	49.28	0.00	-49.28	0.00
1-1190-420-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-530-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-670-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-690-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1201-319-0	Occupational Therapy (OPPT)	32,000.00	0.00	26,812.06	0.00	5,187.94	16.21
1-1210-390-0	Hearing Conservation	20,000.00	0.00	21,192.57	0.00	-1,192.57	-5.96
1-1212-110-0	Sped Dir. Salary	45,000.00	0.00	0.00	0.00	45,000.00	100.00
1-1212-140-0	Sped Dir. Secretary Salary	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-1212-210-0	Fica	3,000.00	0.00	0.00	0.00	3,000.00	100.00
1-1212-220-0	Retirement	4,500.00	0.00	0.00	0.00	4,500.00	100.00
1-1212-230-0	Health Insurance	8,500.00	0.00	0.00	0.00	8,500.00	100.00
1-1212-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-318-0	Vocational Adjustment Co-op	12,500.00	0.00	12,086.28	0.00	413.72	3.30
1-1212-319-0	Inservice	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-670-0	Travel	0.00	0.00	567.19	0.00	-567.19	0.00
1-1212-690-0	Other Misc. Expense	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 06/30/2018

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1214-110-0	Psychologist Salary	65,000.00	5,470.00	54,700.00	0.00	10,300.00	15.84
1-1214-140-0	Psych Clerical	9,000.00	832.91	7,622.24	0.00	1,377.76	15.30
1-1214-210-0	Fica	5,700.00	472.96	4,679.09	0.00	1,020.91	17.91
1-1214-220-0	Retirement	7,400.00	622.59	6,156.11	0.00	1,243.89	16.80
1-1214-230-0	Health Insurance	21,000.00	1,248.00	12,751.02	0.00	8,248.98	39.28
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	80.00	0.00	-80.00	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	1,000.00	0.00	734.31	0.00	265.69	26.56
1-1216-110-0	Speech Therapy Salary	62,000.00	5,090.00	50,675.71	0.00	11,324.29	18.26
1-1216-120-0	Substitute Speech Therapy	1,000.00	0.00	687.50	0.00	312.50	31.25
1-1216-140-0	Salary-aid	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-210-0	Fica	5,000.00	375.87	3,795.19	0.00	1,204.81	24.09
1-1216-220-0	Retirement	6,000.00	502.78	4,997.50	0.00	1,002.50	16.70
1-1216-230-0	Health Insurance	13,000.00	845.15	10,189.69	0.00	2,810.31	21.61
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	714.00	1,672.50	0.00	-1,172.50	-234.50
1-1216-313-2	Speech Therapy	2,500.00	0.00	0.00	0.00	2,500.00	100.00
1-1216-410-0	Supplies	500.00	0.00	1,159.72	0.00	-659.72	-131.94
1-1216-530-0	Furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-670-0	Travel	500.00	0.00	727.93	0.00	-227.93	-45.58
1-1216-690-0	Speech Therapy Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-110-1	Sped Sal.	80,000.00	7,295.00	72,950.00	0.00	7,050.00	8.81

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1221-110-2	Sped Sal.-sec.	122,000.00	10,350.00	103,390.00	0.00	18,610.00	15.25
1-1221-120-1	Sub-salaries Elem	2,500.00	110.00	4,565.00	0.00	-2,065.00	-82.60
1-1221-120-2	Sub-salaries Sec	2,500.00	0.00	1,320.00	0.00	1,180.00	47.20
1-1221-140-1	Aide	100,000.00	6,619.50	119,943.72	0.00	-19,943.72	-19.94
1-1221-140-2	Aide	40,000.00	4,562.69	65,345.95	0.00	-25,345.95	-63.36
1-1221-210-1	Fica	9,000.00	933.90	13,752.33	0.00	-4,752.33	-52.80
1-1221-210-2	Fica	12,500.00	1,061.71	11,650.53	0.00	849.47	6.79
1-1221-220-1	Retirement	17,500.00	1,374.46	19,053.74	0.00	-1,553.74	-8.87
1-1221-220-2	Retirement	16,000.00	1,473.05	16,667.33	0.00	-667.33	-4.17
1-1221-230-1	Health Insurance	65,500.00	5,511.24	56,906.88	0.00	8,593.12	13.11
1-1221-230-2	Health Insurance	25,500.00	3,759.24	38,155.40	0.00	-12,655.40	-49.62
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
1-1221-318-1	SPED Purchased Services	0.00	0.00	2,054.00	0.00	-2,054.00	0.00
1-1221-318-2	SPED Purchased Service	0.00	0.00	59.95	0.00	-59.95	0.00
1-1221-319-1	In-service	2,500.00	0.00	1,226.50	0.00	1,273.50	50.94
1-1221-319-2	In-service	2,500.00	0.00	1,316.50	0.00	1,183.50	47.34
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	1,500.00	100.00	1,944.74	0.00	-444.74	-29.64
1-1221-410-2	Teaching Supplies	1,500.00	1,133.00	1,951.27	0.00	-451.27	-30.08
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	179.28	0.00	-179.28	0.00
1-1221-530-1	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00

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1-1221-530-2	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00
1-1221-670-1	Travel-elementary	1,000.00	119.00	1,993.16	0.00	-993.16	-99.31
1-1221-670-2	Travel-secondary	1,000.00	0.00	208.99	0.00	791.01	79.10
1-1221-690-2	SPED Other	1,000.00	60.00	811.00	0.00	189.00	18.90
1-1232-313-0	Occupational Therapy	0.00	0.00	846.71	0.00	-846.71	0.00
1-1232-318-0	SPED Purchsed Services (SRS)	2,000.00	0.00	5,408.91	0.00	-3,408.91	-170.44
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	10,000.00	0.00	0.00	0.00	10,000.00	100.00
1-1330-110-2	Drivers Education Salary	6,500.00	574.75	5,747.50	0.00	752.50	11.57
1-1330-210-2	Fica	500.00	42.80	428.00	0.00	72.00	14.40
1-1330-220-2	Retirement	750.00	56.77	567.70	0.00	182.30	24.30
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	14.54	0.00	-14.54	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.	42,500.00	3,510.00	35,100.00	0.00	7,400.00	17.41
1-1400-120-2	Sub. Salaries	1,500.00	0.00	1,650.00	0.00	-150.00	-10.00
1-1400-210-2	Fica	3,500.00	267.26	2,798.85	0.00	701.15	20.03
1-1400-220-2	Retirement	4,500.00	346.71	3,467.10	0.00	1,032.90	22.95
1-1400-230-2	Health Insurance	20,000.00	28.67	286.70	0.00	19,713.30	98.56
1-1400-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-318-2	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-410-2	Industrial Arts Supplies	10,000.00	0.00	10,733.40	0.00	-733.40	-7.33

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1-1400-420-2	Industrial Arts Textbooks	0.00	0.00	2,665.32	0.00	-2,665.32	0.00
1-1400-530-2	Industrial Arts Equipment	3,500.00	0.00	2,619.94	0.00	880.06	25.14
1-1400-531-2	Industrial Arts Equip. Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-670-2	Industrial Arts Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-690-2	Industrial Arts Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-110-2	Vo. Ag. Salaries	115,000.00	9,588.00	95,880.00	0.00	19,120.00	16.62
1-1450-120-2	Sub. Salaries	5,000.00	440.00	4,455.00	0.00	545.00	10.90
1-1450-210-2	Fica	9,200.00	767.13	7,675.55	0.00	1,524.45	16.57
1-1450-220-2	Retirement	11,400.00	947.09	9,481.77	0.00	1,918.23	16.82
1-1450-230-2	Health Insurance	30,000.00	2,455.82	29,532.14	0.00	467.86	1.55
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	1,000.00	2,223.23	4,875.01	0.00	-3,875.01	-387.50
1-1450-410-2	Vocational Ag Supplies	10,000.00	153.00	15,897.03	0.00	-5,897.03	-58.97
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	2,500.00	0.00	199.58	0.00	2,300.42	92.01
1-1450-531-2	Vocational Ag Equip Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-670-2	Vocational Ag Travel	7,500.00	317.84	9,081.70	0.00	-1,581.70	-21.08
1-1450-690-2	Vocational Ag Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-110-2	Home Ec. Salaries	65,000.00	5,470.00	54,700.00	0.00	10,300.00	15.84
1-1460-120-2	Sub. Salaries	1,000.00	0.00	1,045.00	0.00	-45.00	-4.50
1-1460-210-2	Fica	5,000.00	413.12	4,210.99	0.00	789.01	15.78
1-1460-220-2	Retirement	6,500.00	540.31	5,403.10	0.00	1,096.90	16.87
1-1460-230-2	Health Insurance	15,000.00	1,212.31	12,159.90	0.00	2,840.10	18.93

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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	400.00	481.00	0.00	19.00	3.80
1-1460-410-2	Home Economics Supplies	500.00	0.00	790.02	0.00	-290.02	-58.00
1-1460-420-2	Home Economics Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-530-2	Home Economics Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-531-2	Home Ec.equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-670-2	Home Economics Travel	0.00	0.00	147.07	0.00	-147.07	0.00
1-1460-690-2	Home Economics Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-110-2	Bus Ed Sal.	132,000.00	10,940.00	109,400.00	0.00	22,600.00	17.12
1-1480-120-2	Sub. Salaries	1,500.00	0.00	2,530.00	0.00	-1,030.00	-68.66
1-1480-210-2	Fica	10,000.00	795.87	8,152.24	0.00	1,847.76	18.47
1-1480-220-2	Retirement	13,000.00	1,080.62	10,806.20	0.00	2,193.80	16.87
1-1480-230-2	Health Insurance	35,000.00	2,238.56	27,243.66	0.00	7,756.34	22.16
1-1480-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-318-2	Purchased Services	500.00	350.00	350.00	0.00	150.00	30.00
1-1480-410-2	Business Education Supplies	1,000.00	0.00	399.00	0.00	601.00	60.10
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	0.00	332.75	0.00	-82.75	-33.10
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

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1-1490-220-2	Revisions-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-230-2	Revisions-Health Ins.	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-318-2	Revisions-Purchased Service	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-410-2	Revisions-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-670-2	Revisions-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-690-2	Revisions-Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-110-1	Salaries-Guidance	62,000.00	5,118.00	51,180.00	0.00	10,820.00	17.45
1-2120-110-2	Salaries-guidance	135,000.00	11,145.00	111,450.00	0.00	23,550.00	17.44
1-2120-210-1	Guidance-FICA	5,000.00	383.88	3,838.80	0.00	1,161.20	23.22
1-2120-210-2	Fica	10,500.00	811.37	8,113.70	0.00	2,386.30	22.72
1-2120-220-1	Guidance-Retirement	6,000.00	505.55	5,055.50	0.00	944.50	15.74
1-2120-220-2	Retirement	13,000.00	1,100.88	11,008.80	0.00	1,991.20	15.31
1-2120-230-1	Guidance-Health	7,500.00	606.20	6,062.00	0.00	1,438.00	19.17
1-2120-230-2	Health Insurance	30,000.00	3,120.00	31,200.00	0.00	-1,200.00	-4.00
1-2120-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-318-1	Guidance Purchased Services	500.00	0.00	1,148.97	0.00	-648.97	-129.79
1-2120-318-2	Purchased Services	2,500.00	0.00	-1,200.00	0.00	3,700.00	148.00
1-2120-410-1	Supplies	1,000.00	29.20	59.76	0.00	940.24	94.02
1-2120-410-2	Supplies	1,000.00	0.00	1,218.79	0.00	-218.79	-21.87
1-2120-530-2	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-670-1	Guidance-Travel	250.00	0.00	201.21	0.00	48.79	19.51
1-2120-670-2	Travel Expense	250.00	0.00	367.56	0.00	-117.56	-47.02
1-2120-690-1	Guidance Other-Elementary	500.00	0.00	0.00	0.00	500.00	100.00

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1-2120-690-2	Other Expense	500.00	0.00	0.00	0.00	500.00	100.00
1-2130-140-0	Nurse Salary	43,000.00	3,583.00	35,297.59	0.00	7,702.41	17.91
1-2130-210-0	Fica	3,200.00	274.10	2,700.27	0.00	499.73	15.61
1-2130-220-0	Retirement	4,250.00	353.92	3,486.61	0.00	763.39	17.96
1-2130-230-0	Health Insurance	20,000.00	1,657.18	16,571.80	0.00	3,428.20	17.14
1-2130-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2130-318-0	Purchased Services	250.00	0.00	0.00	0.00	250.00	100.00
1-2130-410-0	Supplies	1,500.00	257.95	1,461.27	0.00	38.73	2.58
1-2130-690-0	Nurse-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-319-0	Safe & Secure Purchased Servi	500.00	0.00	0.00	0.00	500.00	100.00
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	370,000.00	27,166.87	304,136.70	0.00	65,863.30	17.80
1-2190-120-2	Activities Sub Salaries	15,000.00	1,925.00	15,042.50	0.00	-42.50	-0.28
1-2190-140-2	Clerical Aide	9,000.00	832.91	7,622.24	0.00	1,377.76	15.30
1-2190-210-2	Fica	30,000.00	2,236.41	24,477.51	0.00	5,522.49	18.40
1-2190-220-2	Retirement	35,000.00	2,771.20	27,658.38	0.00	7,341.62	20.97
1-2190-230-2	Health Insurance	22,000.00	6,250.41	65,726.09	0.00	-43,726.09	-198.75
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	500.00	0.00	6,207.25	0.00	-5,707.25	-1,141.45
1-2190-410-2	Supplies	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-2212-110-0	Teaching & Learning-Salary	95,000.00	7,871.00	78,710.00	0.00	16,290.00	17.14

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1-2212-210-0	Teaching & Learning-Fica	7,300.00	549.16	5,491.60	0.00	1,808.40	24.77
1-2212-220-0	Teaching & Learning-Retirement	9,400.00	777.48	7,774.80	0.00	1,625.20	17.28
1-2212-230-0	Teaching & Learning-Health Ins.	20,000.00	1,657.18	16,571.80	0.00	3,428.20	17.14
1-2212-313-1	Staff Development	12,000.00	0.00	1,098.00	0.00	10,902.00	90.85
1-2212-313-2	Staff Development	12,000.00	150.00	1,699.00	0.00	10,301.00	85.84
1-2212-318-0	Teaching & Learning-Purchased Servi	5,000.00	0.00	32,607.00	0.00	-27,607.00	-552.14
1-2212-410-0	Teaching & Learning-Supplies	1,000.00	0.00	575.54	0.00	424.46	42.44
1-2212-530-0	Teaching & Learning-Equip	500.00	0.00	0.00	0.00	500.00	100.00
1-2212-670-0	Teaching & Learning-Travel	0.00	123.74	426.52	0.00	-426.52	0.00
1-2212-690-0	Teaching & Learning-Other	2,700.00	567.46	1,319.43	0.00	1,380.57	51.13
1-2222-110-0	Technology -Salary	70,000.00	5,779.00	57,790.00	0.00	12,210.00	17.44
1-2222-110-1	Salary-library	22,000.00	1,850.00	18,500.00	0.00	3,500.00	15.90
1-2222-110-2	Salary-library	70,000.00	5,765.00	57,595.00	0.00	12,405.00	17.72
1-2222-140-0	Technology Aid-Salary	26,500.00	2,425.50	23,419.71	0.00	3,080.29	11.62
1-2222-140-1	Teacher Aide	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-2222-140-2	Teacher Aide	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-2222-210-0	Technology-FICA	7,500.00	621.23	6,148.51	0.00	1,351.49	18.01
1-2222-210-1	Fica	1,750.00	138.46	1,384.60	0.00	365.40	20.88
1-2222-210-2	Fica	5,400.00	414.17	4,205.59	0.00	1,194.41	22.11
1-2222-220-0	Technology-Retirement	10,000.00	810.43	8,021.76	0.00	1,978.24	19.78
1-2222-220-1	Retirement	2,500.00	182.74	1,827.40	0.00	672.60	26.90
1-2222-220-2	Retirement	7,000.00	569.46	5,689.17	0.00	1,310.83	18.72
1-2222-230-0	Technology-Health	17,500.00	28.67	286.70	0.00	17,213.30	98.36

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1-2222-230-1	Health Insurance	250.00	0.00	0.00	0.00	250.00	100.00
1-2222-230-2	Health Insurance	20,000.00	1,295.18	15,397.78	0.00	4,602.22	23.01
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	3,474.00	3,474.00	0.00	-2,974.00	-594.80
1-2222-318-2	Purchased Service	4,000.00	3,474.00	6,996.00	0.00	-2,996.00	-74.90
1-2222-410-1	Supplies	1,500.00	0.00	1,524.48	0.00	-24.48	-1.63
1-2222-410-2	Supplies	1,000.00	-300.68	1,394.48	0.00	-394.48	-39.44
1-2222-430-1	Books	2,500.00	0.00	2,494.32	0.00	5.68	0.22
1-2222-430-2	Books	2,500.00	786.41	4,425.55	0.00	-1,925.55	-77.02
1-2222-440-1	Periodicals	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-440-2	Periodicals	500.00	0.00	350.19	0.00	149.81	29.96
1-2222-530-1	Elem Library Equipment	250.00	0.00	0.00	0.00	250.00	100.00
1-2222-530-2	H.s. Media Equipment	250.00	0.00	0.00	0.00	250.00	100.00
1-2222-670-1	Library Travel	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-670-2	Library Travel	500.00	0.00	409.66	0.00	90.34	18.06
1-2222-690-1	Library Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-690-2	Library Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-1	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-2	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-1	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00

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1-2223-530-2	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2310-315-0	Audit	6,000.00	0.00	5,850.00	0.00	150.00	2.50
1-2310-317-0	Legal Services	5,000.00	0.00	1,316.50	0.00	3,683.50	73.67
1-2310-341-0	Liability Insurance	35,000.00	0.00	1,250.00	0.00	33,750.00	96.42
1-2310-350-0	Advertising/printing	6,500.00	367.43	4,543.90	0.00	1,956.10	30.09
1-2310-630-0	Dues & Fees	8,000.00	0.00	6,695.00	0.00	1,305.00	16.31
1-2310-641-0	Workers Comp Pool	60,000.00	0.00	-8,468.00	0.00	68,468.00	114.11
1-2310-670-0	Travel Expense	2,000.00	0.00	1,907.38	0.00	92.62	4.63
1-2310-690-0	Other Expense	500.00	0.00	150.00	0.00	350.00	70.00
1-2320-110-0	Salary-administrative Staff	176,000.00	14,643.75	146,437.50	0.00	29,562.50	16.79
1-2320-140-0	Salary-clerical Ass't.	18,000.00	2,004.06	18,166.09	0.00	-166.09	-0.92
1-2320-210-0	Fica	15,000.00	1,257.81	10,399.54	0.00	4,600.46	30.66
1-2320-220-0	Retirement	20,000.00	1,644.44	16,259.21	0.00	3,740.79	18.70
1-2320-230-0	Health Insurance	3,600.00	15.65	697.58	0.00	2,902.42	80.62
1-2320-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-410-0	Office Supplies	6,500.00	236.88	13,445.35	0.00	-6,945.35	-106.85
1-2320-411-0	Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-530-0	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2320-630-0	Dues & Fees	6,000.00	120.05	1,310.15	0.00	4,689.85	78.16
1-2320-670-0	Travel Expense	3,000.00	0.00	9,767.06	0.00	-6,767.06	-225.56
1-2320-690-0	Other Expense	5,000.00	0.00	6,409.08	0.00	-1,409.08	-28.18
1-2410-110-1	Salaries	95,000.00	7,986.00	79,860.00	0.00	15,140.00	15.93
1-2410-110-2	Salaries	105,000.00	8,667.00	86,670.00	0.00	18,330.00	17.45

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1-2410-140-1	Clerical Salaries	20,000.00	1,560.19	19,041.92	0.00	958.08	4.79
1-2410-140-2	Clerical Salaries	21,000.00	1,816.50	21,035.88	0.00	-35.88	-0.17
1-2410-210-1	Fica	9,000.00	715.48	7,418.02	0.00	1,581.98	17.57
1-2410-210-2	Fica	9,500.00	776.73	7,986.86	0.00	1,513.14	15.92
1-2410-220-1	Retirement	11,500.00	942.95	9,769.32	0.00	1,730.68	15.04
1-2410-220-2	Retirement	13,000.00	1,028.28	10,586.35	0.00	2,413.65	18.56
1-2410-230-1	Health Insurance	8,000.00	1,658.16	12,293.44	0.00	-4,293.44	-53.66
1-2410-230-2	Health Insurance	27,500.00	2,008.88	23,142.80	0.00	4,357.20	15.84
1-2410-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-318-1	Purchased Services	500.00	0.00	59.99	0.00	440.01	88.00
1-2410-318-2	Purchased Services	5,000.00	0.00	189.00	0.00	4,811.00	96.22
1-2410-410-1	Supplies	1,500.00	474.30	718.29	0.00	781.71	52.11
1-2410-410-2	Supplies	1,500.00	0.00	4,140.20	0.00	-2,640.20	-176.01
1-2410-530-1	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-530-2	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-630-1	Dues & Fees	2,000.00	235.00	740.00	0.00	1,260.00	63.00
1-2410-630-2	Dues & Fees	1,500.00	810.00	970.00	0.00	530.00	35.33
1-2410-670-1	Travel Expense	1,500.00	0.00	158.16	0.00	1,341.84	89.45
1-2410-670-2	Travel Expense	1,500.00	0.00	1,525.41	0.00	-25.41	-1.69
1-2410-690-1	Other Expense	1,000.00	0.00	81.00	0.00	919.00	91.90
1-2410-690-2	Other Expense	1,000.00	0.00	264.40	0.00	735.60	73.56
1-2510-140-0	Salary-Business Manager-Kay	50,000.00	4,167.00	41,832.00	0.00	8,168.00	16.33

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1-2510-210-0	Fica	4,000.00	306.12	3,073.60	0.00	926.40	23.16
1-2510-220-0	Retirement	4,700.00	411.61	4,132.10	0.00	567.90	12.08
1-2510-230-0	Health Insurance	15,000.00	1,273.00	12,730.00	0.00	2,270.00	15.13
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	2,500.00	152.60	1,794.15	0.00	705.85	28.23
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	6,000.00	0.00	5,038.49	0.00	961.51	16.02
1-2510-341-0	Postage	12,500.00	500.00	6,970.41	0.00	5,529.59	44.23
1-2510-342-0	Telephone	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-350-0	Advertising/printing	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-382-0	Telephone-internet Line Usage	22,000.00	1,703.79	18,016.75	0.00	3,983.25	18.10
1-2510-410-0	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-530-0	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-660-0	Data Processing	1,000.00	75.60	764.60	0.00	235.40	23.54
1-2510-690-0	Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-336-0	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-337-0	Tires & Parts	2,500.00	162.60	1,412.59	0.00	1,087.41	43.49
1-2520-338-0	Repairs & Maintenance	1,000.00	0.00	763.51	0.00	236.49	23.64
1-2520-641-0	Vehicle Insurance	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-2610-140-0	Custodial Salaries	240,000.00	24,119.90	214,701.14	0.00	25,298.86	10.54
1-2610-150-0	Custodial Overtime Salary	45,000.00	3,419.53	39,828.58	0.00	5,171.42	11.49
1-2610-210-0	Fica	25,000.00	2,089.37	19,462.90	0.00	5,537.10	22.14
1-2610-220-0	Retirement	30,000.00	2,677.61	24,980.40	0.00	5,019.60	16.73

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1-2610-230-0	Health Insurance	75,000.00	6,695.51	66,454.73	0.00	8,545.27	11.39
1-2610-321-0	Fuel	35,000.00	0.00	48,241.30	0.00	-13,241.30	-37.83
1-2610-322-0	Electricity	160,000.00	11,742.92	122,878.37	0.00	37,121.63	23.20
1-2610-323-0	Water/sewer	8,000.00	903.62	7,534.70	0.00	465.30	5.81
1-2610-410-0	Supplies	45,000.00	1,071.43	47,711.64	0.00	-2,711.64	-6.02
1-2610-641-0	Workers Comp. Pool	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-2610-690-0	Other Expense	17,500.00	1,510.20	16,554.64	0.00	945.36	5.40
1-2620-140-0	Summer Employees	500.00	0.00	0.00	0.00	500.00	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	120,000.00	4,700.69	108,780.12	0.00	11,219.88	9.34
1-2620-520-0	Building Improvements	150,000.00	22,496.93	70,484.55	0.00	79,515.45	53.01
1-2620-530-0	Building Equipment	75,000.00	0.00	2,950.10	0.00	72,049.90	96.06
1-2620-641-0	Property Insurance	45,000.00	0.00	0.00	0.00	45,000.00	100.00
1-2620-690-0	Other Expense	0.00	0.00	310.46	0.00	-310.46	0.00
1-2750-140-0	Drivers Salaries	75,000.00	4,680.00	90,884.88	0.00	-15,884.88	-21.17
1-2750-140-2	Activity Drivers Salaries	0.00	0.00	405.00	0.00	-405.00	0.00
1-2750-210-0	Fica	6,500.00	357.19	6,920.87	0.00	-420.87	-6.47
1-2750-220-0	Retirement	8,200.00	401.39	6,984.73	0.00	1,215.27	14.82
1-2750-230-0	Drivers Health Insurance	22,500.00	2,101.24	24,369.27	0.00	-1,869.27	-8.30
1-2750-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

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1-2750-318-0	Purchased Services	5,000.00	2,259.00	9,625.50	0.00	-4,625.50	-92.51
1-2750-332-0	Mileage To Option Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-333-0	Mileage To Parents	4,000.00	0.00	3,600.39	0.00	399.61	9.99
1-2750-335-0	Lease Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-336-0	Gas & Oil	45,000.00	6,298.50	45,838.47	0.00	-838.47	-1.86
1-2750-337-0	Tires & Parts	25,000.00	1,212.52	18,809.48	0.00	6,190.52	24.76
1-2750-338-0	Bus Repairs/main.	20,000.00	987.00	18,767.34	0.00	1,232.66	6.16
1-2750-540-0	Bus Acquisition/replace	40,000.00	0.00	0.00	0.00	40,000.00	100.00
1-2750-641-0	Vehicle Insurance	20,000.00	0.00	0.00	0.00	20,000.00	100.00
1-2750-690-0	Other Expense	2,500.00	73.69	2,187.89	0.00	312.11	12.48
1-2760-110-0	Sped. Transportation Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-210-0	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-220-0	Sped. Trans.-retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-331-0	Sped Trans. of Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-332-0	Sped Transport.-lease Vehicle	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-333-0	Sped Trans-mileage To Patents	0.00	0.00	0.00	0.00	0.00	0.00
1-3000-110-0	After School Salary	3,600.00	0.00	665.00	0.00	2,935.00	81.52
1-3000-210-0	After School -Fica	300.00	0.00	49.08	0.00	250.92	83.64
1-3000-220-0	After School -Retirement	500.00	0.00	65.68	0.00	434.32	86.86
1-3000-318-0	After School -Tuition	18,000.00	0.00	1,040.20	0.00	16,959.80	94.22
1-3000-410-0	After School -Supplies	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-3000-530-0	After School -Equip.	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-3000-690-0	After School -Misc.	1,000.00	0.00	0.00	0.00	1,000.00	100.00

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1-3500-410-0	St. Categorical Programs-Tree Grant	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-110-0	Pre School Salaries	30,000.00	3,817.00	38,170.00	0.00	-8,170.00	-27.23
1-3540-120-0	Pre School Sub Salaries	800.00	0.00	660.00	0.00	140.00	17.50
1-3540-140-0	Pre School Para	12,500.00	609.75	11,472.75	0.00	1,027.25	8.21
1-3540-210-0	Pre School FICA	3,500.00	312.44	3,583.15	0.00	-83.15	-2.37
1-3540-220-0	Pre School Retirement	4,200.00	437.26	4,944.29	0.00	-744.29	-17.72
1-3540-230-0	Pre School Health	15,500.00	1,242.96	12,429.60	0.00	3,070.40	19.80
1-3540-318-0	Pre School Purchased Service	5,000.00	0.00	144.32	0.00	4,855.68	97.11
1-3540-410-0	Pre School Supplies	2,000.00	28.49	2,103.86	0.00	-103.86	-5.19
1-3540-420-0	Pre School Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-530-0	Pre School Equipment	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-3540-690-0	Pre School Misc.	500.00	0.00	0.00	0.00	500.00	100.00
1-3541-110-0	Preschool Start Up Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-120-0	Preschool Start Up Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-140-0	Preschool Start up Para	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-210-0	Preschool Start Up FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-220-0	Preschool Start Up Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-230-0	Preschool Start Up Health	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-318-0	Preschool Start Up Purchased Servic	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-410-0	Preschool Start Up Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-420-0	Preschool Start Up Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-530-0	Preschool Start Up Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-690-0	Preschool Start Up Misc.	0.00	0.00	0.00	0.00	0.00	0.00

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1-4200-110-1	Title I Pt. A-Salary	65,000.00	5,470.00	54,700.00	0.00	10,300.00	15.84
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	5,000.00	405.08	4,050.80	0.00	949.20	18.98
1-4200-220-1	Title I Pt. A-Retirement	6,500.00	540.32	5,403.20	0.00	1,096.80	16.87
1-4200-230-1	Title I Pt. A-Health Ins.	15,000.00	1,241.49	12,414.90	0.00	2,585.10	17.23
1-4200-318-1	Title I Pt. A -Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-410-1	Title I Pt. A-Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-4200-420-1	Textbooks	0.00	0.00	2,135.42	0.00	-2,135.42	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
1-4210-110-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-120-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-140-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-210-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-220-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-230-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-318-1	Title I Accountability	0.00	0.00	6,201.00	0.00	-6,201.00	0.00
1-4210-410-1	Title I Accountability	10,900.00	24,172.00	44,381.97	0.00	-33,481.97	-307.17
1-4210-420-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-530-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00

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1-4210-670-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-690-1	Title I Accountability	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-4310-110-1	Title II Pt. A-Classsize Reduction	60,000.00	4,856.00	48,560.00	0.00	11,440.00	19.06
1-4310-120-1	Title II Pt. A-Class Red. Sub	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-210-1	Title II Pt. A -Class Red.-FICA	4,500.00	371.48	3,714.80	0.00	785.20	17.44
1-4310-220-1	Title II Pt. A-Class Red.-Retiremen	5,800.00	479.67	4,796.70	0.00	1,003.30	17.29
1-4310-230-1	Title II Pt. A-Class Red. Health	10,000.00	1,454.86	14,548.60	0.00	-4,548.60	-45.48
1-4310-310-0	Chapter II Carryover	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-318-0	Title II Pt. A Class Red.-Purchase	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-690-1	Title II Pt. A-Class Red.-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-110-1	Pre-School SPED Sal.	15,000.00	0.00	0.00	0.00	15,000.00	100.00
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	1,200.00	0.00	0.00	0.00	1,200.00	100.00
1-4400-220-1	Pre-School SPED-Retirement	1,500.00	0.00	0.00	0.00	1,500.00	100.00
1-4400-230-1	Pre-School SPED-Health	4,500.00	0.00	0.00	0.00	4,500.00	100.00
1-4400-318-1	Purchased Service	7,500.00	0.00	5,074.56	0.00	2,425.44	32.33
1-4400-319-1	Pre School PT	5,000.00	249.17	2,774.94	0.00	2,225.06	44.50
1-4400-361-1	Pre School Tuition/Daycare	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-362-1	Pre School Transportation	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-410-1	Pre-School SPED-Supplies	100.00	0.00	0.00	0.00	100.00	100.00
1-4400-420-1	Pre-School Books	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-530-1	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-670-1	Pre School Travel	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
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	1,949.75	0.00	-1,949.75	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	36,000.00	2,783.00	27,830.00	0.00	8,170.00	22.69
1-4404-210-0	IDEA Base FICA	3,000.00	203.49	2,034.34	0.00	965.66	32.18
1-4404-220-0	IDEA Base Retirement	3,500.00	274.90	2,749.00	0.00	751.00	21.45
1-4404-230-0	IDEA Base Pre-School	11,000.00	729.38	8,924.70	0.00	2,075.30	18.86
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	3,000.00	234.00	2,340.00	0.00	660.00	22.00
1-4406-210-0	SPED IDEA-FICA	250.00	17.10	171.00	0.00	79.00	31.60
1-4406-220-0	SPED IDEA-Retirement	300.00	23.12	231.20	0.00	68.80	22.93
1-4406-230-0	SPED IDEA	1,000.00	76.20	762.00	0.00	238.00	23.80
1-4406-410-0	Pre School	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-110-0	IDEA Poverty	86,000.00	6,497.00	64,970.00	0.00	21,030.00	24.45
1-4410-140-0	IDEA Poverty-Para	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4410-210-0	IDEA Poverty FICA	6,500.00	477.13	4,770.55	0.00	1,729.45	26.60
1-4410-220-0	IDEA Poverty Retirement	8,500.00	641.76	6,417.59	0.00	2,082.41	24.49
1-4410-230-0	IDEA Poverty Health	29,000.00	2,204.02	22,118.84	0.00	6,881.16	23.72
1-4410-318-0	IDEA Poverty-Purchase Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-319-0	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-390-0	IDEA-Hearing Conservation	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-410-0	IDEA Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-530-0	IDEA Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-690-0	IDEA Poverty-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4412-110-0	Idea-Non Public	0.00	0.00	0.00	0.00	0.00	0.00
1-4580-110-2	ARRA Education Jobs	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-120-2	Carl Perkins-Substitute	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-210-2	Carl Perkins-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-410-2	Carl Perkins Grant-Supplies	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4700-530-2	Carl Perking-Equipment	0.00	0.00	1,487.63	0.00	-1,487.63	0.00
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

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-6000-110-1	Jump Start/Summer School	15,000.00	0.00	100.00	0.00	14,900.00	99.33
1-6000-110-2	Summer School	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-120-1	Jump Start/Summer School-Subs	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	10,000.00	0.00	0.00	0.00	10,000.00	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	2,000.00	0.00	7.45	0.00	1,992.55	99.62
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.	2,500.00	0.00	9.88	0.00	2,490.12	99.60
1-6000-220-2	Summer School-Retire.	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-1	Summer School Health	0.00	0.00	30.72	0.00	-30.72	0.00
1-6000-230-2	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-318-1	Jump Start Purchased Service	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	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-752-0	Transfers To Activity Fund	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-760-0	General Transfers	25,000.00	0.00	0.00	0.00	25,000.00	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>10,076,400.00</b>	<b>835,185.65</b>	<b>8,177,385.62</b>	<b>0.00</b>	<b>1,899,014.38</b>	<b>18.84</b>
<b>1</b>	<b>FUND Totals:</b>	<b>10,076,400.00</b>	<b>835,185.65</b>	<b>8,177,385.62</b>	<b>0.00</b>	<b>1,899,014.38</b>	<b>18.84</b>

## **Administrator Report**

Meeting: July Board Meeting

Date: 7/9/18

Jay Holmes, Maintenance Supervisor

### **Summer Project updates**

**Storage Shed** - Done for summer, finish in fall

**Main Street Lighting** - Complete

**Community Building Door Replacement** - Outside SW doors - Completed, Inside Gym doors - completed

**Car Replacement** - On site and in use

**Tractor replacement** - On site and in use

### **Hail / Insurance Items**

**Main School Building** - Replace HS Skylight - Pending

Replace vents on E/W Lower CB roof - Completed

Replace DAIKIN mini split unit's on HS and CB roof

**Greenhouse** - Completed

**Concession Stand** - Roof - done, Replace 4 windows - July

**Restrooms** - Replace shingle roof - done

**Green area Garage** - Shingle roof - done, Replace siding, soffit, fascia and gutters - July

### **May 10th Wind and Hail Repairs**

**PAC and South Gym roofs** - Both roofs are completed, water damage progress has been slowed by both Insurance companies.

Back Stage has been replaced and repainted, Acoustic panels have been ordered, Curtains are at a standstill. Drywall clouds are waiting for contractor.

**Goal Post upright** - Our Insurance adjuster is currently looking for a representative.

**Administrator Report**

Meeting: September Board Meeting

Date: 7/9/18

Mr. Seth Ryker, Jr/Sr. High Principal

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**Topics:**

Credit Recovery

Back to School Night

**I. Credit Recovery**

- a. All of our students who enrolled in Credit Recovery successfully passed their required coursework. 14 semesters of equivalent credits.
- b. Transcripts - GPA impact

**II. Back to School Night**

- a. We are making preparations for another Back to School orientation night.
- b. Vendor tables, orientation for 7th and 9th grade students and parents, etc.

Board Report – Tyler Herman A.D.

Nebraska Coaches Clinic (July 24-26)

- 15 coaches from Gothenburg will be attending this year
- I will be serving my second year as a Class C Rep for the NSAA Class Caucus Committee. I will be attending a Class Caucus meeting in addition to the AD sessions at the Coaches Clinic.

## **Administrator Report**

Meeting: July Board Meeting

Date: 7/9/18

Mrs. Allison Jonas

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**Pk Programs:** Jump Start began today and will run through July 27<sup>th</sup>. We have about 90% of our enrolled kindergarteners attending Jump Start. Mrs. Michelle Stienike and Mrs. Anne Ostendorf have spent a lot of time at school this summer ensuring a great program. Swede Preschool Academy is currently full and has a waiting list of three students.

### **Curriculum:**

**Math:** Eureka Math will be on campus August 6<sup>th</sup> and 7<sup>th</sup> providing training to our K-6 math teachers, SPED teachers, and building administrator.

**Language Arts:** Supporting materials were ordered this year. We'll be looking at options for 2019-2020.

**Science – K-8 Pilot** materials have arrived from Amplify, the only recommended program at this time. They'll be providing a three hour, building-specific online PD opportunity for science teachers during our Back to School in-service days.

**Mentor Program:** Mentors have made contact with their mentees and everyone is excited for the new year! Board members are invited to join us on their first day (July 30<sup>th</sup>) for lunch at the Barn N Grill at noon. Please let me know if you plan to attend.

- Swede Orientation – A week with new teachers to prepare them for their life as a Swede!

### **Professional Development:**

- Assessment Manual – Updated CRT Assessments and NSCAS
- Continuous Improvement Manual – Updated Professional Development Calendar, Eureka Math training, Spotlight Week, MTSS Problem Solving Process, Guiding Coalition, and AdvancED/AQuESTT Connections
- Weekly Learning Team Agendas – Updated weekly with upcoming agenda items
- Back to School In-service – A working document with professional development opportunities offered in the days leading up to school starting.

**Administrator Report**

Meeting: July Board Meeting

Date: 7/9/18

Dr. Michael Teahon, Superintendent

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**Summer:** Another busy summer as it seems like there is more to do each year. Preparation for August are in full swing as we get ready for another year.

**Security Upgrades:** Typical of all projects, this seems to be moving more slowly than we hoped. GPS hired Josh Clark from Central PPD. Central hired Dustin from Platte Valley who was coordinating our project. John J is now in charge of the project but we have had to catch him up.

**PLC Conferences:** We will have sent staff to PLC conferences in Oklahoma City, Dallas, and San Antonio by the end of the summer leaving only a handful of teacher not trained.

Internal Board Policies - Methods of OperationAgenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent of Schools in corroboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
- B. Control of the agenda is the responsibility of the Board President.
- C. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting.
- D. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of School of the Gothenburg School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered.

Legal Reference: § 84-1411

Date of Adoption: November 13, 2006

Internal Board Policies - Methods of OperationProcedures During Meetings

In the absence of the President and the Vice President of the Board of Education at any meeting, the Board shall choose a President pro tempore. In the absence of the Secretary at any meeting, the Board shall also choose a Secretary pro tempore.

Any action taken on a question or a motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or abstained.

The vote to elect the leadership of the Board of Education at the reorganization meeting shall be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

Legal Reference:     §79-569  
                          §79-520  
                          §84-1413

Date of Adoption: April 14, 2008

Bylaws of the Board - MeetingsRegular Meetings

The Board shall meet in regular session on the second Monday of each calendar month, unless otherwise designated by the president with the approval of the Board. All meetings shall be held in the boardroom at the Gothenburg Schools unless otherwise designated by the president with the approval of the Board. In each odd-numbered year, the January meeting will be held on or after the first Thursday after the first Tuesday.

Legal Reference: §79-554 §79-555 §84-1401

Special Meetings

A special meeting of the Board may be called by the president when in his opinion it is necessary, or upon recommendation of the Superintendent of Schools, or any two (2) Board members. No business shall be transacted at any special meeting, which does not come within the purpose, or purposes set forth in the call for the meeting unless it is of an emergency nature. Special Board sessions may be adjourned to a definite date and time.

Legal Reference: §79-520 §79-554 §79-555 §84-1401

Advance Delivery of Meeting Materials

The Board shall require the Superintendent to prepare an agenda which, with the minutes, shall be mailed or delivered to the Board members on Friday or prior to each regular monthly Board meeting.

Items not placed on the regular agenda may be tabled until the regular meeting on the following month to provide the Board adequate time to research the item in question. All citizens in the district boundary are permitted to place an item on the agenda. Those persons outside the district may place an item on the agenda by permission of the President of the Board or the Superintendent of Schools.

Order of Business

The following shall be the order of business for the regular meetings. The order of business may be changed by consent of all members present.

Meeting call to order, Pledge of Allegiance, Approval/Changes to Agenda, Recognition of Visitors, Business Items (Consent Agenda, Action Items, Policy Review, and Reports), Discussion Items, Time/Date of Next Meeting, Adjournment.

Parliamentary Procedure

The rules of parliamentary procedures as embodied in Robert's Rules of Order shall govern the school Board in its deliberation when the issue in question is not covered by these policies and bylaws.

Minutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved. The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

Legal Reference: §79-577 §79-555 §§ 84-1408-1414

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirement of a roll call or viva voce vote may be satisfied by used of an electronic voting device, which allows the yeas and nays of each member of the board to be readily seen by the public.

Date of Adoption: May 12, 2008

Date of Revision: August 8, 2016

Internal Board Policies - Methods of OperationOpportunity for Public Expression

The Board of Education as a representative body, recognizes the importance of the public's viewpoint relative to the direction of the educational programs in Gothenburg Public Schools. Therefore, the following guidelines have been established for patrons to efficiently and effectively give expression to their suggestions, concerns, and grievances:

- A. Public Forum - Each Board meeting shall have on its agenda a specific time entitled Public Forum, during which patrons may address the Board on matters of general concern. Patrons wishing to address the Board during the Public Forum will be allowed five (5) minutes to express their view. Board of Education members will refrain from expressing personal opinions during the Public Forum unless asked a direct question by a patron recognized by the Board President as having the floor. The Board imposed time limit may be extended by a majority vote of the Board following a request to do so. Board action may not be taken on matters discussed during the Public Forum unless the matter specifically appears on the prepared agenda. In the discretion of the Board President, the Public Forum may be omitted or bypassed at some, but not all, meetings of the Board of Education.
- B. Concerns and Complaints - Board action shall not be taken regarding a concern or complaint unless the following procedure has been followed:
  - Step 1. All Complaints concerning a particular school situation shall be submitted to the Principal of the building. They should be submitted in writing when practical. If the party involved is other than an individual, then the organization or persons represented shall be identified. If the problem involves other than an individual building, then the matter shall be directed to the Superintendent.
  - Step 2. Should the matter not be resolved to the satisfaction of the parties involved, they may appeal to the Superintendent.
  - Step 3. If the initiating party is not satisfied with the response of the Superintendent, said party may address a written appeal to the Board of Education through the Secretary of the Board.
- C. Speak to Agenda Item - Patrons or visitors who desire to have an item placed on the monthly Board meeting agenda and speak on that item should make their wishes known to the Superintendent prior to the distribution of the meeting agenda. Upon receipt of a request to be heard the Superintendent may, in the discretion of the Superintendent, place the item on the agenda. The Board President shall then allow the patron or visitors to address the Board at the appropriate time. The length of this presentation will be determined at the discretion of the Board President. Persons who wish to speak to an agenda item will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Legal Reference: §84-1412

Date of Adoption: July 14, 2008

**Board of Education Regular Meeting**

June 11, 2018--7:00 P.M.

Discovery Center

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

**Attendance Taken at 7:00 P.M.**

Present Board Members:

Devin Brundage  
Jon Hudson  
Becky Jobman  
Jeremy Sitorius  
Nate Wyatt

Others Present:

Seth Ryker  
Allison Jonas  
Tyler Herman  
Angie Richeson  
James Widdifield  
Michael Teahon--Superintendent  
Kay Streeter, Business Manager  
Gothenburg Times

**Call to Order & Pledge of Allegiance**

7:00 P.M.

**Approve the Agenda**

**Motion Passed:** Motion to approve agenda as presented passed with a motion by Devin Brundage and a second by Becky Jobman.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

**Recognition of Visitors**

**Student Fees Hearing**

President Wyatt called the Student Fees Hearing to order at 7:05 P.M. Purpose of hearing is to review 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 2017-18 year. Dr. Teahon asked for comment, information and input concerning Student Fees Policy. Hearing none, President Wyatt declared the hearing closed at 7:08 P.M.

**Parent Involvement Policy**

President Wyatt called the Parent Involvement Hearing to order at 7:09 P.M. Purpose of hearing is to review the Parent Involvement Policy. Dr. Teahon asked for comment, information, and input concerning the Parent Involvement Policy. Hearing none, President Wyatt declared the hearing closed at 7:12 P.M.

**Consent Agenda**

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

Approve Regular Minutes		Excuse Absent Board Members--Kyle Fornoff	
Approve Treas. Report		Consider Option Enrollment--Andrea Gurule	
Approve Warrants/Bills		Hannah Gurule from Eustis-Farnam	
Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

**Personal Finance Requirement**

**Motion Passed:** Motion to approve the addition of personal finance to the graduation requirements beginning with the class of 2022, passed with a motion by Jon Hudson and a second by Becky Jobman.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

**Board of Education Regular Meeting**

June 11, 2018--7:00 P.M.

Discovery Center

**Page 2**

**Meal Prices**

**Motion Passed:** Motion to approve proposed lunch and breakfast prices as presented passed with a motion by Devin Brundage and a second by Becky Jobman.

Adult \$3.25                      High School \$2.85  
Junior High \$2.85              Elementary \$2.50  
Breakfast \$1.50

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

**Extra Duty Assignments**

Motion to approve extra-duty assignments as presented, passed with a motion by Jeremy Sitorius and a second by Becky Jobman.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

**Certificated Staff Resignation**

Motion to accept the resignation of Mrs. Cathy Larson at the end of the 2018-2019 school year passed with a motion by Devin Brundage and a second by Jon Hudson.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

Mr. Travis Coe submitted a letter of resignation for the end of 2017-2018 school year. At the time of publishing, an offer has been made but has not been accepted. This item will be tabled until a suitable replacement has been secured.

**Handbooks**

Review of Junior-Senior High Student Handbooks, Elementary Handbook, Faculty Handbook, Coach's Handbook, Non Certificated Employee Handbook, Administrator's Evaluation Instruments, Volunteer Handbook. Changes highlighted by Administrators.

**Policy 5422**

Motion to approve Policy 5422, Pregnant and Parenting Students, passed with a motion by Jon Hudson and a second by Jeremy Sitorius.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jon Hudson	Yes
Jeremy Sitorius	Yes	Nate Wyatt	Yes

**Policies**

Introduction of Policies and Policies recommended for updates. Policies will be reviewed by the committee prior to the July Board Meeting.

**Board Reports**

**Administrative Reports**

**Mr. Holmes--Maintenance Supervisor**

Summer project update.

**Board of Education Regular Meeting**

June 11, 2018--7:00 P.M.

Discovery Center

Page 3

**Administrative Reports Cont.**

**Mrs. Jonas-Director of Teaching/Learning**

Jump Start will begin July 9-July 27. About 90% of kindergartners signed up to attend. Math curriculum on order, with training scheduled for August 6-7. Supporting material for Language Arts curriculum will be discontinued at the end of 2018-219. Looking into how to proceed. Received Science materials that will be evaluated in the first semester. Working on a "Year Two" program in the Mentoring program. Profession Development agendas will be available for next Board Meeting.

**Mr. Ryker--High School Principal**

Eight students participating in the Credit Recovery program. Sixteen teachers and administrators drove to Oklahoma City to attend PLC institute. Many excellent sessions were attended.

**Mr. Herman-Activities Director/Asst. Principal**

Extra Duty Assignments

**Mr. Widdifield--Elementary Principal**

Finishing term as NCSA Vice Chair. Handbook changes. Annual safe schools meeting with Gothenburg Police Department and Fire and Rescue. Productive discussion on current plans for the District and input on our safety plan. Working with Mrs. Richeson to insure smooth transition. Thank you to the Board and Community for allowing my family and myself to be a part of this amazing District and Community.

**Dr. Teahon--Superintendent**

Filing end-of-the year reports. Board general finance workshop before August budget work session. Ogallala hosted the 3rd annual SWC Leadership Summit for administrators and counselors of the Southwest Conference. Approximately 50 in attendance representing all SWC schools. Great day with various speakers and great discussion. Finished the day with a tour of Cedar Point on Lake Ogallala.

**Next Meeting--July 9,2018--5:00 P.M.**

**Executive Session**

Motion to enter into executive session at 8:15 P.M. for the purpose of discussing school safety and security, passed with a motion by Jon Hudson and a second by Devin Brundage.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

**Regular Session**

President Wyatt declared executive session closed at 9:43 P.M., with no action taken.

**Adjournment**

**Motion Passed:** Motion to approve adjournment at 9:44 P.M. passed with a motion by Devin Brundage and a second by Becky Jobman.

Devin Brundage	Yes	Becky Jobman	Yes
Kyle Fornoff	Absent	Jeremy Sitorius	Yes
Jon Hudson	Yes	Nate Wyatt	Yes

Kay Streeter, Business Manager/Recording Secretary

# MINUTE RECORD

June 18, 2018

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

	<u>Kind</u>	<u>Where Held</u>	<u>President</u>
	Special	Discovery Center	Nate Wyatt
Members Present:	Devin Brundage Kyle Fornoff Jon Hudson Becky Jobman		Michael D. Teahon, Superintendent

Others Present:

Call to Order: Vice-President Hudson called the meeting to order at 7:00P.M.

A copy of the open meetings law is posted and available to the public.  
The Pledge of Allegiance was recited.

Agenda: Moved by Fornoff, seconded by Jobman to approve the agenda as presented. Ayes—Hudson, Jobman, Brundage, Fornoff. Nays—none. Approved.

Approve Contract: Moved by Jobman, seconded by Brundage to approve a teaching contract for the 2018-19 school year for Ms. Ana Rodriguez. Ayes--Jobman, Hudson, Brundage, Fornoff. Nays--none. Approved.

Resignation: Moved by Fornoff, seconded by Jobman to accept the resignation of Travis Coe. Ayes--Hudson, Brundage, Jobman, Fornoff.

Policies: Policy 5101 will be reviewed by Policy Committee and discussed at July Board Meeting.

Next Meeting: Next meeting--July 9, 2018 5:00 P.M.

Adjourn: Moved by Jobman, seconded by Brundage to adjourn at 7:09 P.M. Ayes—Brundage, Hudson, Fornoff, Jobman. Nays—none. Approved.

Mike Teahon/Kay Streeter  
Superintendent/Business Manager

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
June 2018

**GENERAL FUND**

05/31/18	Balance from last month			\$ 5,608,124.49
06/14/18	Custer County Treasurer Direct Deposit	\$ 142,376.18		
06/15/18	Dawson County Treasurer Direct Deposit	\$ 493,751.56		
06/18/18	Int CD xxx839 - 1410	\$ 647.23		
06/18/18	Int CD xxx988 - 1-1410	\$ 51.62		
06/18/18	Shopko - 2222-410-2	\$ 300.68		
06/18/18	Money from Willis, Ackerman, Vigil, Schmeckle & cash	\$ 1,100.00		
06/18/18	Lincoln Co Treasurer - 20 -	\$ 130,217.17		
06/21/18	Hot Lunch Payroll-June	\$ 6,802.83		
06/21/18	St/Fed Withholding Taxes	\$ 1,816.58		
06/22/18	St. of Neb-Special Ed School Age Reimbursement 16-17 FFR	\$ 71,139.00		
06/28/18	ESU #10 - NCE Conference	\$ 1,800.00		
06/29/18	Cent. Comm. College -supply reimbursement - 5690	\$ 81.00		
06/29/18	St. of Neb-State aid to education- June	\$ 61,438.00		
06/29/18	Interest DDA xxx063	\$ 1,912.44		
	<b>Total receipts for month</b>		<b>\$ 913,434.29</b>	
	<b>Dawson County transfers to</b>			
	Special Building Fund	\$ 7,845.38		
	Bond Fund	\$ 42,355.31		
	<b>Custer County transfers to</b>			
	Special Building Fund	\$ 2,465.51		
	Bond Fund	\$ 8,144.45		
	<b>Total Warrants paid</b>		<b>\$ 780,323.49</b>	
06/29/18	<b>Balance</b>			<b><u>\$ 5,680,424.64</u></b>
06/29/18	First State Bank xxx101	\$ 545,083.86		
06/29/18	First State Bank xxx063	\$ 2,450,164.52		
	COD#xxx303 First State Bank 0.60% due 11-16-18	\$ 1,027,708.90		
	COD#xxx055 Gothenburg State Bank 0.554% due 5-16-19	\$ 1,000,000.00		
	COD#xxx839 Gothenburg State Bank 0.554% due 6-06-19	\$ 234,300.35		
	COD#xxx988 First State Bank 0.60% due 12-13-18	\$ 20,705.98		
	COD#xxx306 Gothenburg State Bank 0.554% due 7-18-18	\$ 250,000.00		
	COD#xxx889 First State Bank 0.75% due 1-10-19	\$ 82,722.09		
	COD#xxx888 First State Bank 0.75% due 1-10-19	\$ 25,983.51		
	COD#xxx732 First State Bank 0.92% due 10-10-18	\$ 43,755.43		
06/29/18	<b>Balance of investments and accounts</b>			<b><u>\$ 5,680,424.64</u></b>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2018**

**SPECIAL BUILDING FUND**

05/31/18 Balance		\$ 1,050,058.08
06/18/18 Lincoln County Treas	\$ 2,440.18	
06/19/18 Dawson County Treas - transfer from General Fund	\$ 7,845.38	
06/19/18 Custer County Treas - transfer from General Fund	\$ 2,465.51	
06/29/18 Interest DDA xxx866	\$ 737.51	
<b>Total receipts</b>	<b>\$ 13,488.58</b>	
<b>Total Warrants paid</b>	<b>\$ -</b>	
 06/29/18 Balance		 <u>\$ 1,063,546.66</u>
06/29/18 First State Bank xxx866	\$ 1,063,546.66	
06/29/18 First State Bank xxx321	\$ -	
 06/29/18 Balance of investments and accounts		 <u>\$ 1,063,546.66</u>

**EMPLOYEE BENEFIT ACCOUNT**

05/31/18 Balance		\$ 45,147.46
06/18/18 Speck BC/BS	\$ 606.20	
06/20/18 City of Gothburg - Clymer Ins	\$ 666.80	
06/21/18 Teacher Dues/Flex Plan	\$ 4,081.62	
06/29/18 Middleton	\$ 842.70	
<b>Total Receipts</b>	<b>\$ 6,197.32</b>	
<b>Total Warrants paid</b>	<b>\$ 7,317.43</b>	
 06/29/18 Balance		 <u>\$ 44,027.35</u>
06/29/18 First State Bank - xxx545	\$ 44,027.35	
 06/29/18 Balance of investments and accounts		 <u>\$ 44,027.35</u>

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
June 2018

**DEPRECIATION FUND**

05/31/18 Balance		\$ 560,335.73
06/29/18 Interest DDA xxx515	\$ 41.76	
<b>Total receipts</b>	<b>\$ 41.76</b>	
<b>Total Warrants paid</b>	<b>\$ -</b>	
06/29/18 Balance		<u>\$ 560,377.49</u>
06/29/18 Gothenburg State Bank xxx515	\$ 350,454.85	
COD #xxx476 Gothenburg State Bank 0.554% due 8-20-18	\$ 100,000.00	
COD#xxx266 First State Bank 0.65% due 8-24-18	\$ 59,922.64	
COD#xxx477 Gothenburg State Bank 0.554% due 8-30-18	\$ 50,000.00	
06/29/18 Balance of investments and accounts		<u>\$ 560,377.49</u>

**SCHOOL DISTRICT 20 BOND FUND**

05/31/18 Balance		\$ 718,001.96
05/16/18 Custer Co-transfer from General Fund K-8	\$ 481.25	
05/16/18 Custer Co-transfer from General Fund 9-12	\$ 7,663.20	
05/16/18 Dawson Co-transfer from General Fund K-8	\$ 17,970.70	
05/16/18 Dawson Co-transfer from General Fund 9-12	\$ 24,384.61	
05/18/18 Lincoln Co-K-8	\$ 6,598.32	
05/18/18 Lincoln Co-9-12	\$ 7,584.37	
06/29/18 Interest acct xxx753	\$ 501.72	
<b>Total Receipts</b>	<b>\$ 65,184.17</b>	
<b>Total paid out</b>	<b>\$ 40,102.50</b>	
06/29/18 Balance		<u>\$ 743,083.63</u>
06/29/18 First State Bank Acct xxx753	\$ 743,083.63	
06/29/18 Balance of Investments and accounts		<u>\$ 743,083.63</u>
06/29/18 TOTAL DEPOSITS OF THE DISTRICT		<u>\$ 8,091,459.77</u>

Prepared by Randall G. Waskowiak, Treasurer Dist # 20



**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2018**

**First State Bank-total deposits**

DDA xxx101 General Fund	\$ 545,083.86
DDA xxx321 Special Building Fund	\$ -
DDA xxx753 Bond Fund	\$ 743,083.63
DDA xxx063 General Fund	\$ 2,450,164.52
DDA xxx866 Special Building Fund	\$ 1,063,546.66
DDA xxx545 Employee Benefit Account	\$ 44,027.35
CD#xxx266 Depreciation Fund	\$ 59,922.64
CD#xxx732 General Fund	\$ 43,755.43
CD#xxx888 General Fund	\$ 25,983.51
CD#xxx889 General Fund	\$ 82,722.09
CD#xxx988 General Fund	\$ 20,705.98
CD#xxx303 General Fund	\$ 1,027,708.90

Total deposits to be covered by Insurance  
both FDIC and securities \$ 6,106,704.57

**Collateral Pledged**

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
<b>First State Bank, Gothenburg, Nebraska</b>			
Bellevue NE Pub Safety Dept Muni Cusip: 079212U38	\$ 200,000.00	6/1/2033	603617
Buffalo Cnty NE S.D. 2 Muni Cusip: 119466CE8	\$ 300,000.00	12/15/2032	623591
Cedar Bluffs NE Muni Cusip: 15005WAL6	\$ 250,000.00	12/15/2036	623590
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
Crete NE Doane College Rev Muni Cusip: 226493AR5	\$ 100,000.00	2/15/2033	
Douglas Cnty NE SID #404 Muni Cusip: 25932KCA1	\$ 125,000.00	1/15/2030	605757
Douglas Cnty NE SID #473 Muni Cusip: 25933EBW7	\$ 200,000.00	11/15/2040	623246
Douglas Cnty NE SID #473 Muni Cusip: 25933EDB1	\$ 100,000.00	9/15/2036	625042
Douglas Cnty NE SID #499 Muni Cusip: 259305CL2	\$ 200,000.00	6/15/2035	618042
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	603612
Douglas Cnty NE SID #530 Muni Cusip: 25930LBV6	\$ 100,000.00	5/15/2036	618044
Douglas Cnty NE SID #538 Muni Cusip: 25934WAC1	\$ 340,000.00	7/15/2032	620006
Douglas Cnty NE SID #539 Muni Cusip: 25932MBD2	\$ 150,000.00	8/15/2036	618043
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	603616
Falls City NE Utils Rev Muni Cusip: 306584AS2	\$ 100,000.00	12/15/2034	
FHLB Agency Cusip: 3130AECR9	\$ 250,000.00	5/25/2033	
Furnas Cnty NE Muni Cusip: 36109PAQ1	\$ 240,000.00	12/15/2029	612254
Gordon NE Muni Cusip: 382779DV5	\$ 250,000.00	10/1/2036	623589
Gothenburg Neb Elec Rev Muni Cusip: 38347WAS0	\$ 205,000.00	6/15/2025	
Gothenburg Neb Elec Rev Muni Cusip: 38347WAR2	\$ 195,000.00	6/15/2021	
Gothenburg Neb Elec Rev Muni Cusip: 38347WAU5	\$ 185,000.00	6/15/2032	
Otoe Cnty NE S.D. #27 Muni Cusip: 68905TDT3	\$ 200,000.00	12/15/2033	102807
Papillion Neb Muni Cusip: 698856YV7	\$ 115,000.00	12/15/2023	619998
Papillion Neb Muni Cusip: 698927EG1	\$ 150,000.00	12/15/2031	619999
Sarpy Cnty NE SID #241 Muni Cusip: 803739CA7	\$ 100,000.00	4/15/2026	606312
Sarpy Cnty NE SID #251 Muni Cusip: 80379VAQ9	\$ 260,000.00	10/15/2031	623248
Sarpy Cnty NE SID #258 Muni Cusip: 80379RAR6	\$ 250,000.00	8/15/2031	623247
Sarpy Cnty NE SID #261 Muni Cusip: 80376RDC9	\$ 100,000.00	4/15/2033	606316
Saunders Cnty NE S.D.#9 Muni Cusip: 80449PEB7	\$ 200,000.00	12/15/2033	105811
South Sioux City NE Muni Cusip: 840380BR9	\$ 200,000.00	6/15/2028	603615
<b>Total pledged</b>	<b>\$ 5,980,000.00</b>		

**SCHOOL DISTRICT # 20**  
Treasurer's Report for the month of:  
**June 2018**

**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	\$ 350,454.85
COD#xxx477 Depreciation Fund	\$ 50,000.00
COD#xxx055 General Fund	\$ 1,000,000.00
<b>Total</b>	<b>\$ 1,984,755.20</b>

Reconciled by Kay Streeter

06/29/18 DDA #xxx490 Hot Lunch Fund	\$ (942.35)
06/29/18 DDA #xxx771 Student Activity Fund	\$ 241,608.97
06/29/18 DDA #xxx822 Petty Cash Fund	\$ 1,994.61
06/29/18 DDA #xxx852 Student Fees Fund	\$ 23,629.50

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

**\$ 2,251,045.93**

**Collateral Pledged**

	<u>Amount</u>	<u>Maturity</u>	<u>Receipt #</u>
<b>Gothenburg State Bank, Gothenburg, Nebraska</b>			
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
Federal Farm Credit Bank Cusip: 31331KZ78	\$ 695,000.00	12/5/23	210004257
Federal Home Ln Bks Cusip: 3133XFPR1	\$ 165,000.00	6/10/16	210001558
Federal Home Ln Bks Cusip: 3130A0JR2	\$ 1,000,000.00	12/13/19	210003571
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru X Platinum Pool 781824 Cusip: 36241KAZ1	\$ 40,000.00	11/15/34	280021720
GNMA Pass-thru Pool 783091 Cusip: 36241LNG7	\$ 70,000.00	6/15/40	194023397
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 175,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 135,000.00	12/20/38	194023219
GNMA REMIC Trust 2010-29 Cusip: 38376XQY2	\$ 145,000.00	12/20/38	194023219
GNMA REMIC Trust 2009-116 Cusip: 38376PK82	\$ 155,000.00	11/16/38	322001361
GNMA REMIC Trust 2013-116 Cusip: 38378VJ48	\$ 120,000.00	2/20/43	322001384
Ord NE Rural Fire Protn Dist Muni Cusip: 68574TAF6	\$ 70,000.00	8/15/20	210003333
Wallace Vlg NE Muni Cusip: 93239TAC8	\$ 119,000.00	10/1/29	210003511
Washington Cnty NE S.D. 24 Muni Cusip: 93811RBU7	\$ 270,000.00	12/15/2022	210003932
<b>Total Pledged</b>	<b>\$ 3,329,000.00</b>		

Petty Cash Fund

Gothenburg School District #20  
Gothenburg, Nebraska

June 30, 2018

TO WHOM ISSUED	AMOUNT	
James Franzen	\$7.69	
Joe Weaver	\$66.00	
<b>TOTAL</b>	<b>\$73.69</b>	
Beginning Balance		\$ 2,000.00
Receipts		<u>\$ 73.69</u>
		\$ 2,073.69
Expenditures		<u>\$ 73.69</u>
		\$ 2,000.00
Statement Balance	\$ 1,994.61	
Outstanding Deposits	<u>\$ 73.69</u>	
Total	\$ 2,068.30	
Outstanding Checks		\$ 68.30
		<u>\$ -</u>
Balance June 30, 2018		<b>\$ 2,000.00</b>

# Current Cash Balance Report

ALL Data

Date: 06/01/2018 thru 06/30/2018

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	257,496.06	0.00	0.00	0.00	257,496.06
1010 Activity Tickets	152,823.51	0.00	0.00	0.00	152,823.51
1015 Gates	714,242.10	1,957.29	0.00	0.00	716,199.39
1020 Sale of Equipment	13,678.78	0.00	0.00	0.00	13,678.78
1025 Meals/Lodging	-199,523.25	0.00	3,733.42	0.00	-203,256.67
1030 Officials	-328,033.68	0.00	0.00	0.00	-328,033.68
1035 Football Equipment	-132,734.81	0.00	1,300.00	0.00	-134,034.81
1040 Basketball Equipment	-57,984.53	0.00	0.00	0.00	-57,984.53
1045 Track Equipment	-130,456.46	0.00	905.73	0.00	-131,362.19
1050 Wrestling Equipment	-45,206.25	0.00	0.00	0.00	-45,206.25
1055 Golf Equipment	-16,654.08	0.00	0.00	0.00	-16,654.08
1060 Softball Equipment	-33,206.87	0.00	0.00	0.00	-33,206.87
1065 Misc. Athletic	-53,200.74	0.00	15,294.12	0.00	-68,494.86
1070 Entry Fees	31,935.61	0.00	50.00	0.00	31,885.61
1075 Volleyball Equipment	-29,509.75	0.00	0.00	0.00	-29,509.75
1080 Cross Country Equip.	-16,437.91	0.00	0.00	0.00	-16,437.91
1085 Supplies/Equipment	-86,051.43	0.00	2,053.19	0.00	-88,104.62
<b>A Athletics Totals:</b>	<u>41,176.30</u>	<u>1,957.29</u>	<u>23,336.46</u>	<u>0.00</u>	<u>19,797.13</u>
<b>B Adult Ed.</b>					
1100 Adult Ed.	1,942.88	0.00	0.00	0.00	1,942.88
<b>B Adult Ed. Totals:</b>	<u>1,942.88</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,942.88</u>
<b>C School</b>					
1200 Yearbook	4,259.41	80.00	0.00	0.00	4,339.41
1210 Helping Hands	6,200.58	476.51	0.00	0.00	6,677.09
1215 History Grant	1,435.07	0.00	0.00	0.00	1,435.07
1220 FCS	-1,657.83	0.00	487.97	0.00	-2,145.80
1225 Industrial Tech	17,947.94	0.00	0.00	0.00	17,947.94
1229 Life Skills	271.28	0.00	30.17	0.00	241.11
1230 Renaissance	16,758.35	950.00	0.00	0.00	17,708.35
1240 Band	2,583.52	0.00	118.94	0.00	2,464.58
1241 Flag Corp	695.09	0.00	0.00	0.00	695.09
1245 Vocal	10,669.76	0.00	0.00	0.00	10,669.76
1246 Special Music	2,723.93	0.00	0.00	0.00	2,723.93
1250 Art Club	5,295.55	0.00	1,295.52	0.00	4,000.03
1251 Jr. Hi. Art Club	-41.29	0.00	0.00	0.00	-41.29
1255 Pop/Lounge	-2,574.70	19.46	114.65	0.00	-2,669.89
1260 General	21,300.43	0.00	476.52	0.00	20,823.91
1261 Chromebook Repair	8,181.94	0.00	279.67	0.00	7,902.27
<b>C School Totals:</b>	<u>94,049.03</u>	<u>1,525.97</u>	<u>2,803.44</u>	<u>0.00</u>	<u>92,771.56</u>
<b>D Candy</b>					
1300 Candy Fund	-2,969.11	0.00	775.73	0.00	-3,744.84
<b>D Candy Totals:</b>	<u>-2,969.11</u>	<u>0.00</u>	<u>775.73</u>	<u>0.00</u>	<u>-3,744.84</u>
<b>E Classes</b>					
1400 Senior Class	1,068.76	0.00	0.00	0.00	1,068.76
1410 Junior Class	1,505.31	0.00	0.00	0.00	1,505.31
1415 Sophomore Class	1,200.00	0.00	0.00	0.00	1,200.00
1420 Freshmen Class	920.00	0.00	0.00	0.00	920.00
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>	<u>4,694.07</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,694.07</u>

ALL Data

**Current Cash Balance Report**

Arranged by:

Date: 06/01/2018 thru 06/30/2018

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>F Clubs</b>					
1500 Cheerleaders	6,296.29	1,913.00	1,030.62	0.00	7,178.67
1505 Elem. Circle of Friends	292.90	0.00	80.11	0.00	212.79
1506 H.S. Circle of Friends	946.61	0.00	942.83	0.00	3.78
1510 Drama	0.00	0.00	0.00	0.00	0.00
1511 English Activities	-259.80	0.00	0.00	0.00	-259.80
1512 Entrepreneurship	1,747.47	0.00	84.93	0.00	1,662.54
1515 FFA	8,545.45	2,635.00	4,078.67	0.00	7,101.78
1516 Fit Kids	125.00	0.00	0.00	0.00	125.00
1520 Sr. Hi Quiz Bowl	163.61	0.00	0.00	0.00	163.61
1521 Jr. Hi Quiz Bowl	367.85	0.00	0.00	0.00	367.85
1522 Media Production	4,958.03	0.00	0.00	0.00	4,958.03
1525 NFL	1,971.20	0.00	231.39	0.00	1,739.81
1530 NHS	658.60	0.00	0.00	0.00	658.60
1531 One Act	3,714.41	0.00	118.49	0.00	3,595.92
1535 D.I.	-219.58	0.00	0.00	0.00	-219.58
1540 SPB	1,953.38	0.00	0.00	0.00	1,953.38
1545 SADD	1,155.33	0.00	0.00	0.00	1,155.33
1550 Student Council	4,194.21	0.00	0.00	0.00	4,194.21
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.	-4,142.84	0.00	0.00	0.00	-4,142.84
1580 Media	4,470.87	0.00	300.68	0.00	4,170.19
1585 Post Prom	0.00	0.00	0.00	0.00	0.00
1590 Science Club	453.71	0.00	0.00	0.00	453.71
1595 Walk Fit	105.00	0.00	0.00	0.00	105.00
1647 C.Country Club	2,146.00	0.00	288.00	0.00	1,858.00
<b>F Clubs Totals:</b>	<b>43,701.44</b>	<b>4,548.00</b>	<b>7,155.72</b>	<b>0.00</b>	<b>41,093.72</b>
<b>G Sports</b>					
1600 Boys Future B.Ball	1,224.86	335.00	2,575.00	0.00	-1,015.14
1610 Football Club	2,221.08	0.00	36.97	0.00	2,184.11
1620 Girls Future B.Ball	6,543.05	0.00	1,060.97	0.00	5,482.08
1625 Boys Golf	44.94	0.00	0.00	0.00	44.94
1626 Girls Golf	2,944.71	0.00	0.00	0.00	2,944.71
1627 Gothenburg B.Ball Club	-1,108.03	0.00	0.00	0.00	-1,108.03
1628 Jr. Hi Football Club	657.56	0.00	0.00	0.00	657.56
1629 Jr. Power Wt. Lifting	-686.74	0.00	0.00	0.00	-686.74
1630 Softball	3,027.94	0.00	315.00	0.00	2,712.94
1635 Mat Maids	219.56	0.00	0.00	0.00	219.56
1640 VolleyBall	3,808.78	70.00	2,867.18	0.00	1,011.60
1643 7-8th Volleyball	43.07	0.00	0.00	0.00	43.07
1645 Youth Volleyball	526.36	0.00	0.00	0.00	526.36
1650 Wrestling Boosters	2,486.01	325.00	1,007.74	0.00	1,803.27
1651 Summer Wrestling	77,162.16	5,795.20	37,043.52	0.00	45,913.84
<b>G Sports Totals:</b>	<b>99,115.31</b>	<b>6,525.20</b>	<b>44,906.38</b>	<b>0.00</b>	<b>60,734.13</b>
<b>H Elementary</b>					
1700 Elem. Book Fair	3,658.58	0.00	0.00	0.00	3,658.58
1710 Elem. Fund Raising	24,780.24	7.00	339.49	0.00	24,447.75
1711 1st Grade	3,877.96	0.00	0.00	0.00	3,877.96
1712 2nd Grade	3,373.40	0.00	5.98	0.00	3,367.42

## Current Cash Balance Report

ALL Data

Date: 06/01/2018 thru 06/30/2018

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1713 4th Grade	129.59	0.00	13.74	0.00	115.85
1714 5th Grade	6,850.12	0.00	0.00	0.00	6,850.12
1715 Elem. Lounge	2,604.83	0.00	5.90	0.00	2,598.93
1716 3rd Grade	1,394.24	0.00	6.49	0.00	1,387.75
1717 Kindergarten	469.04	0.00	12.87	0.00	456.17
1720 Elem. Stu. Co.	234.43	0.00	0.00	0.00	234.43
1725 Elem. O.D. Ed.	-4,560.50	0.00	0.00	0.00	-4,560.50
<b>H Elementary Totals:</b>	<b>42,811.93</b>	<b>7.00</b>	<b>384.47</b>	<b>0.00</b>	<b>42,434.46</b>
<b>I Interest</b>					
1800 DDA Interest	3,772.09	11.06	0.00	0.00	3,783.15
1810 CD Interest	8,511.13	0.00	0.00	0.00	8,511.13
<b>I Interest Totals:</b>	<b>12,283.22</b>	<b>11.06</b>	<b>0.00</b>	<b>0.00</b>	<b>12,294.28</b>
<b>J Scholarships</b>					
1900 Athletics Count	210.75	0.00	0.00	0.00	210.75
1910 Alberts Memorial	184.17	13.73	0.00	0.00	197.90
1915 Alumni	0.00	0.00	0.00	0.00	0.00
1920 Greene Memorial	2,197.61	23.49	0.00	0.00	2,221.10
1925 Uehling Scholarship	-2,473.60	88.55	0.00	0.00	-2,385.05
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>	<b>223.93</b>	<b>125.77</b>	<b>0.00</b>	<b>0.00</b>	<b>349.70</b>
<b>Report Totals:</b>	<b>337,029.00</b>	<b>14,700.29</b>	<b>79,362.20</b>	<b>0.00</b>	<b>272,367.09</b>

## Check Summary Report

Date: 06/01/2018 thru 06/30/2018

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
012581	C	06/25/2018	Gothenburg Youth Wrestling		Summer Wrestling	25,000.00
020890	C	06/05/2018	Bruce Weber Enterprises		Boys Future B.Ball	960.00
020891	C	06/05/2018	Drake Beranek		Boys Future B.Ball	250.00
020892	C	06/05/2018	Ord Public Schools		Boys Future B.Ball	125.00
020893	O	06/05/2018	York High School		Boys Future B.Ball	250.00
020894	C	06/05/2018	Zac Foster		Boys Future B.Ball	200.00
020895	C	06/05/2018	Kent Koehn		Boys Future B.Ball	540.00
020896	C	06/05/2018	Awards Unlimited, Inc.		Athletic	266.65
020897	C	06/05/2018	Minden Girls Basketball		Girls Future B.Ball	400.00
020898	C	06/05/2018	Misko Sports		FFA/Wrest Boost/Athletic	5,345.12
020899	C	06/05/2018	Tom Scott		Summer Wrestling	70.00
020900	C	06/05/2018	Peterson's Supermarket		Cheer/FCS/FFA/B.Ball/Ath/	1,332.76
020901	C	06/06/2018	Cash-Wa Disbributing		Candy	775.73
020902	C	06/06/2018	Gothenburg Schools		Media-Error Wrong Acct	300.68
020903	C	06/06/2018	The Thompson Co.		H.S. Lounge	114.65
020904	C	06/06/2018	Cindermates		Athletic	13,280.35
020905	C	06/08/2018	Holdrege High Schools		Athletic-Track	100.00
020906	C	06/08/2018	Nebraska School Activities		Athletic-	1,110.00
020907	C	06/12/2018	VGM Insurance		Summer Wrestling	1,582.50
020908	C	06/14/2018	Dan Scherer		WLC Tickets	3,516.04
020909	C	06/14/2018	Days Inn Omaha		St. Track Lodging	2,990.00
020910	C	06/14/2018	Fan Cloth		Shirts	315.00
020911	O	06/14/2018	York Boys Basketball		Boys Future B.Ball	250.00
020912	O	06/20/2018	Centennial Girls Basketball		Girls Future B.Ball	200.00
020913	C	06/22/2018	Amanda Stutzman		Summer Wrestling Camp	160.00
020914	O	06/22/2018	Conestoga Wrestling		Summer Wrestling	160.00
020915	O	06/22/2018	Gothenburg Health		Summer Wrestling Camp	1,000.00
020916	C	06/22/2018	Gothenburg Times		Athletic	183.77
020917	O	06/22/2018	Hovey Valley Coffee Traders		Cheerleaders	970.80
020918	C	06/22/2018	Joshua Klingelhofer		Summer Wrestling Camp	180.00
020919	C	06/22/2018	Life Touch		Elem. F.R. - Yearbook	273.54
020920	O	06/22/2018	Matt Rogers		Summer Wrestling Camp	160.00
020921	O	06/22/2018	Misko Sports		Athletic	145.00
020922	O	06/22/2018	Ogallala High School		Athletic	50.00
020923	C	06/22/2018	Shopko		HS COF/2nd Grade	180.40
020924	O	06/22/2018	Tom Scott		Summer Wrestling	195.87
020925	C	06/22/2018	Varsity Spirit Fashions		Cheerleaders	39.50
020926	O	06/22/2018	UNK Wrestling		Wrestling Boosters	165.00
020927	O	06/27/2018	Chris McDonald		Summer Wrestling	180.00
020928	O	06/27/2018	Hastings College Volleyball		Summer V.Ball	240.00
020929	O	06/27/2018	Kaitlyn Clark		NFL	77.05
020930	O	06/27/2018	Pierce Wrestling		Summer Wrestling	160.00

ALL Data

## Check Summary Report

Arranged by:  
Check Number

Date: 06/01/2018 thru 06/30/2018

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
020931	O	06/27/2018	Playscripts		One Act	118.49
020932	O	06/27/2018	Recognition Unlimited		Summer Wrestling	223.08
020933	O	06/27/2018	US Bank		Summ V.Ball/Summ	10,129.78
020934	O	06/29/2018	Pizza Hut		Summer Wrestling	2,376.00
020935	O	06/29/2018	Concordia University Volley Ball		Summer V.Ball	1,750.00
020936	O	06/29/2018	Posh Farm Catering-Shelley		Summer Wrestling	62.40
020937	O	06/29/2018	UNK Loper Volleyball Camp		Summer V.Ball	45.00
020938	O	06/29/2018	Caroline Scott		Summer Wrestling	45.52
020939	O	06/29/2018	Chris McDonald		Summer Wrestling	180.00
020940	O	06/29/2018	Northwest Wrestling		Summer Wrestling	160.00
020941	O	06/29/2018	YMCA		Concessions	476.52

**Report Total:** 79,362.20

## Hot Lunch Fund

Gothenburg School District #20  
Gothenburg, Nebraska

June 30, 2018

	\$6,802.83	12840	6/20/2018	First State Bank	Labor	
	\$8,638.18		6/20/2018	Payroll	Labor	
	\$731.43	12841	6/27/2018	US Bank	Supplies	
	\$2,533.73	12842	6/29/2018	Cash-Wa Dist.	Food/Supplies	
	\$69.82	12843	6/29/2018	Ecolab Pest Elimin	Misc.	
	\$66.87	12844	6/29/2018	Joni Jacobsen	Supplies	
	<b>\$18,842.86</b>					
Balance					\$	(6,163.25)
<u>Receipts</u>						
Maint/Repairs			\$	-		
Food Sales			\$	1,862.32		
Food			\$	-		
Milk			\$	-		
Ticket Sales			\$	245.30		
Supplies			\$	-		
Equip. Sales			\$	-		
Miscellaneous			\$	-		
Interest			\$	0.25		
Fed. Reimbursement			\$	14,613.97		
St. Reimbursement			\$	-		
Labor			\$	-		
NSF Check Write Off			\$	-		
<b>Total Receipts</b>			\$	16,721.84		\$ 16,721.84
						\$ 10,558.59
<b>Payroll Error</b>			\$	4,195.80		\$ 14,754.39
<u>Expenditures</u>						
Food			\$	2,373.02		
Freight on Food			\$	-		
Equipment			\$	-		
Frnt. On Equipment			\$	-		
Supplies			\$	959.01		
Milk			\$	-		
Labor			\$	15,441.01		
Maint/Repairs			\$	-		
Miscellaneous			\$	69.82		
Food Storage			\$	-		
Meal Refunds			\$	-		
<b>Total Expenditures</b>			\$	18,842.86		\$ 18,842.86
Balance June 30, 2018					\$	<b>(4,088.47)</b>

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

ACCOUNT:  
DOCUMENTS:

100101  
96

PAGE: 1  
06/29/2018

TELEPHONE:308-537-3684

SCHOOL DISTRICT 20  
1322 AVENUE I  
GOTHENBURG NE 69138

=====  
We are happy to announce that effective January 1, 2018 our  
Health Savings Account minimum balance to avoid  
the \$7 Service Charge has changed from \$500 to \$100!  
Please call your local branch with any questions.  
=====

=====  
PUBLIC FUNDS ACCOUNT 100101  
=====

MINIMUM BALANCE	130,523.83-	LAST STATEMENT 05/31/18	565,451.90
AVG AVAILABLE BALANCE	394,104.17	3 CREDITS	759,955.45
AVERAGE BALANCE	394,104.17	99 DEBITS	780,323.49
		THIS STATEMENT 06/29/18	545,083.86

----- DEPOSITS -----  
REF #.....DATE.....AMOUNT REF #.....DATE.....AMOUNT REF #.....DATE.....AMOUNT  
06/21 6,802.83

----- OTHER CREDITS -----  
DESCRIPTION DATE AMOUNT  
General Fund xfer- bills 06/19 77,544.93  
General Fund xfer- payroll 06/29 675,607.69

----- CHECKS -----  
CHECK #..DATE.....AMOUNT CHECK #..DATE.....AMOUNT CHECK #..DATE.....AMOUNT  
56401\*06/18 385.00 56736\*06/19 5,863.71 56748 06/19 25.67  
56634\*06/04 200.00 56738 06/07 825.00 56749 06/19 6,277.31  
56638 06/05 228.30 56739 06/21 211.28 56750 06/18 954.00  
56639\*06/05 118.78 56740 06/19 125.00 56751 06/19 120.00  
56699\*06/22 82.95 56741 06/20 298.26 56752 06/19 68.00  
56730 06/14 63.71 56742 06/18 97.80 56753 06/19 77.00  
56731 06/11 31.84 56743 06/15 2,848.00 56754 06/19 322.00  
56732 06/06 68.38 56744 06/20 234.93 56755 06/18 2,117.10  
56733 06/18 359.00 56745 06/19 1,119.64 56756 06/20 62.80  
56734 06/22 224.61 56746 06/21 125.00 56757 06/19 1,590.87  
56735 06/20 1,318.13 56747 06/19 135.45 56758 06/19 1,832.44

\* \* \* CONTINUED \* \* \*

TELEPHONE:308-537-3684

SCHOOL DISTRICT 20

===== PUBLIC FUNDS ACCOUNT 100101 =====

----- CHECKS -----					
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
56759	06/20	158.10	56782	06/19	480.00
56760	06/25	27.49	56783	06/18	74.25
56761*	06/18	859.13	56784	06/19	611.78
56763	06/18	406.25	56785	06/19	15.98
56764	06/20	224.00	56786	06/21	419.04
56765	06/19	125.00	56787	06/18	350.56
56766*	06/20	1,110.00	56788	06/19	125.00
56768	06/20	2,135.42	56789	06/19	100.20
56769	06/19	1,317.94	56790	06/19	125.00
56770	06/19	8,461.00	56791	06/19	1,653.00
56771	06/22	125.00	56792	06/20	2,586.25
56772	06/18	69.75	56793	06/19	95.00
56773	06/20	500.00	56794	06/15	9,255.61
56774	06/20	2,000.00	56795	06/19	136.79
56775	06/20	152.60	56796	06/22	350.00
56776	06/28	704.68	56797*	06/25	272.00
56777	06/19	393.98	56800	06/14	850.00
56778	06/19	91.30	56801	06/19	4,195.80
56779	06/18	660.32	56802	06/13	3,395.35
56780	06/18	125.00	56803	06/21	567.46
56781	06/19	4,560.15	56804	06/19	8,768.13
			56805	06/14	104.24
			56806	06/14	116.87
			56807	06/26	4,294.69
			56808	06/25	109,803.21
			56809	06/25	7,859.73
			56810	06/22	92,934.84
			56811	06/27	312.21
			56812*	06/21	4,081.62
			56814	06/27	1,461.29
			56815	06/25	6,094.65
			56816	06/25	1,405.41
			56817	06/21	400.00
			56818	06/25	1,881.00
			56819*	06/22	378.00
			56821	06/25	75.60
			56822*	06/28	1,399.91
			56824*	06/27	3,555.00
			56826	06/28	830.00
			56827	06/28	235.00
			56828	06/27	74.50

(\*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

----- OTHER DEBITS -----		
DESCRIPTION	DATE	AMOUNT
GOTH SCHOOLS DEBIT 1	06/20	3,431.00
Nebraska Revenue Neb Epay NB1DORXXXXX5284	06/20	15,109.16
IRS USATAXPYMT 220857165375103	06/20	106,050.56
GOTH SCHOOLS DEBIT 1	06/20	331,388.73

----- DAILY BALANCE -----					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06/04	565,251.90	06/14	559,449.43	06/22	9,762.54
06/05	564,904.82	06/15	547,345.82	06/25	117,656.55-
06/06	564,836.44	06/18	540,887.66	06/26	121,951.24-
06/07	564,011.44	06/19	569,619.45	06/27	127,354.24-
06/11	563,979.60	06/20	102,859.51	06/28	130,523.83-
06/13	560,584.25	06/21	103,857.94	06/29	545,083.86

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
<b>FUND: 1</b>					
1-1100-100	Instructional Salaries	2,705,000.00	224,209.77	2,304,042.57	85.18
1-1100-200	Instructional Benefits	1,190,500.00	97,136.78	994,909.33	83.57
1-1100-400	Instructional Supplies	97,500.00	21,760.92	76,124.11	78.08
1-1100-500	Capital Outlay	81,000.00	18,712.45	41,570.37	51.32
1-1100-600	Other Expenditures	15,000.00	11,267.84	42,716.44	284.78
		<u>4,089,000.00</u>	<u>373,087.76</u>	<u>3,459,362.82</u>	<u>84.60</u>
1-1200-100	Special Education	528,000.00	40,211.19	475,250.38	90.01
1-1200-200	Special Education	225,100.00	18,180.95	201,297.81	89.43
1-1200-300	Spec. Ed. Purchased	62,000.00	0.00	48,931.34	78.92
1-1200-400	Special Education	4,500.00	1,233.00	5,969.32	132.65
1-1200-500	Spec. Ed. Capital Outlay	1,000.00	0.00	0.00	0.00
1-1200-600	Spec. Ed. Other	2,500.00	119.00	3,497.27	139.89
		<u>823,100.00</u>	<u>59,744.14</u>	<u>734,946.12</u>	<u>89.29</u>
1-1300-100	Other Special Salaries	6,500.00	574.75	5,747.50	88.42
1-1300-200	Other Special Benefits	1,250.00	99.57	995.70	79.66
1-1300-400	Other Special Supplies	0.00	0.00	14.54	0.00
		<u>7,750.00</u>	<u>674.32</u>	<u>6,757.74</u>	<u>87.19</u>
1-1400-100	Vocational Salaries	363,500.00	29,948.00	304,760.00	83.84
1-1400-200	Vocational Benefits	163,100.00	11,093.47	121,218.20	74.32
1-1400-400	Vocational Supplies	21,500.00	153.00	30,484.77	141.79
1-1400-500	Vocational Capital	6,000.00	0.00	2,819.52	46.99
1-1400-600	Vocational Other	8,000.00	317.84	9,561.52	119.52
		<u>562,100.00</u>	<u>41,512.31</u>	<u>468,844.01</u>	<u>83.40</u>
1-2100-100	Pupil Support Salaries	572,000.00	44,652.78	473,549.03	82.79
1-2100-200	Pupil Support Benefits	167,950.00	18,575.47	190,943.16	113.69
1-2100-300	Pupil Supp. Purchased	500.00	0.00	0.00	0.00
1-2100-400	Pupil Support Supplies	28,500.00	287.15	2,739.82	9.61
1-2100-600	Pupil Support Other	750.00	0.00	367.56	49.01
		<u>769,700.00</u>	<u>63,515.40</u>	<u>667,599.57</u>	<u>86.73</u>
1-2200-100	Inst. Support Salaries	94,000.00	7,615.00	76,095.00	80.95
1-2200-200	Inst. Support Benefits	36,900.00	2,600.01	28,504.54	77.25
1-2200-300	Inst. Supp. Purchased	24,000.00	150.00	2,797.00	11.65
1-2200-400	Inst. Support Supplies	8,000.00	485.73	10,189.02	127.36
1-2200-500	Inst. Support Capital	500.00	0.00	0.00	0.00
1-2200-600	Inst. Support Other	1,000.00	0.00	409.66	40.97
		<u>164,400.00</u>	<u>10,850.74</u>	<u>117,995.22</u>	<u>71.77</u>
1-2300-100	General Adm. Salaries	194,000.00	16,647.81	164,603.59	84.85
1-2300-200	General Adm. Benefits	38,600.00	2,917.90	27,356.33	70.87
1-2300-300	Gen. Adm. Purchased	52,500.00	367.43	12,960.40	24.69
1-2300-400	General Adm. Supplies	6,500.00	236.88	13,445.35	206.85
1-2300-500	Gen. Adm. Capital	500.00	0.00	0.00	0.00
1-2300-600	General Adm. Other	24,500.00	120.05	26,238.67	107.10
		<u>316,600.00</u>	<u>20,290.07</u>	<u>244,604.34</u>	<u>77.25</u>
1-2400-100	School Adm. Salaries	241,000.00	20,029.69	206,607.80	85.73
1-2400-200	School Adm. Benefits	78,500.00	7,130.48	71,196.79	90.70

# Summary Statement of Accounts

Account	Description	Total Budget (Pub) + Adj.	Disbursed	Disbursed	Percentage (%)
1-2400-400	School Adm. Supplies	3,000.00	474.30	4,858.49	161.95
1-2400-600	School Adm. Other	8,500.00	1,045.00	3,738.97	43.99
		<u>331,000.00</u>	<u>28,679.47</u>	<u>286,402.05</u>	<u>86.52</u>
1-2500-100	Business Support	50,000.00	4,167.00	41,832.00	83.66
1-2500-200	Business Support	23,700.00	1,990.73	19,935.70	84.12
1-2500-300	Bus.support Purchased	40,500.00	2,518.99	28,957.41	71.50
1-2500-600	Business Support Other	6,000.00	75.60	764.60	12.74
		<u>120,200.00</u>	<u>8,752.32</u>	<u>91,489.71</u>	<u>76.11</u>
1-2600-100	Bldg. & Grounds	285,500.00	27,539.43	254,529.72	89.15
1-2600-200	Bldg. & Grounds	130,000.00	11,462.49	110,898.03	85.31
1-2600-300	Bldg. & Grounds Pur.	203,000.00	12,646.54	178,654.37	88.01
1-2600-400	Bldg. & Grounds	45,000.00	1,071.43	47,711.64	106.03
1-2600-500	Bldg. & Grounds Cap.	225,000.00	22,496.93	73,434.65	32.64
1-2600-600	Bldg. & Grounds Other	62,500.00	1,510.20	16,865.10	26.98
		<u>951,000.00</u>	<u>76,727.02</u>	<u>682,093.51</u>	<u>71.72</u>
1-2700-100	Pupil Transportation	75,000.00	4,680.00	91,289.88	121.72
1-2700-200	Pupil Transportation	37,200.00	2,859.82	38,274.87	102.89
1-2700-300	Pupil Trans. Pur.	94,000.00	8,498.02	87,015.68	92.57
1-2700-500	Pupil Trans. Capital	40,000.00	0.00	0.00	0.00
1-2700-600	Pupil Trans. Other	22,500.00	73.69	2,187.89	9.72
		<u>268,700.00</u>	<u>16,111.53</u>	<u>218,768.32</u>	<u>81.41</u>
1-4200-100	Chapter I Salaries	65,000.00	5,470.00	54,700.00	84.15
1-4200-200	Chapter I Benefits	26,500.00	2,186.89	21,868.90	82.52
		<u>91,500.00</u>	<u>7,656.89</u>	<u>76,568.90</u>	<u>83.68</u>
1-4400-300	Pre-school Purchased	0.00	0.00	1,949.75	0.00
		<u>0.00</u>	<u>0.00</u>	<u>1,949.75</u>	<u>0.00</u>
1-4700-400	Carl Perkins Grant	1,000.00	0.00	0.00	0.00
		<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
1-8000-700	Transfers	50,000.00	0.00	0.00	0.00
		<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FUND: 1</b>		<u>8,546,050.00</u>	<u>707,601.97</u>	<u>7,057,382.06</u>	<u>82.58</u>
		<u>8,546,050.00</u>	<u>707,601.97</u>	<u>7,057,382.06</u>	<u>82.58</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	8,050,000.00	681,016.88	7,766,912.52	283,087.48	96.48
1-1125	Motor Vehicle Taxes	420,000.00	27,929.79	386,564.02	33,435.98	92.04
1-1210	Tuition-general District	5,000.00	0.00	0.00	5,000.00	0.00
1-1220	Tuition-individual	0.00	1,100.00	5,240.00	-5,240.00	0.00
1-1410	Interest	10,000.00	2,611.29	21,849.98	-11,849.98	218.50
1-1610	Local Licenses	2,500.00	0.00	2,990.00	-490.00	119.60
1-1990	Other Local Receipts	1,500.00	0.00	0.00	1,500.00	0.00
1-1910	Rental And Sale Of Junk	1,500.00	0.00	4,299.79	-2,799.79	286.65
		<u>8,490,500.00</u>	<u>692,657.96</u>	<u>8,187,856.31</u>	<u>302,643.69</u>	<u>96.43</u>
1-2110	County Fines & Fees	60,000.00	189.64	64,791.95	-4,791.95	107.99
1-2120	Local Fines	500.00	0.00	775.00	-275.00	155.00
		<u>60,500.00</u>	<u>189.64</u>	<u>65,566.95</u>	<u>-5,066.95</u>	<u>108.37</u>
1-3130	Homestead Ppt	0.00	16,397.95	65,591.80	-65,591.80	0.00
1-3180	Pro-rata Motor Vehicle	20,000.00	0.00	15,050.19	4,949.81	75.25
1-3110	State Aid	620,722.00	61,438.00	620,722.00	0.00	100.00
1-3120	Special Education	450,000.00	71,139.00	398,272.00	51,728.00	88.50
1-3125	Spec. Ed. Trans.-school	0.00	0.00	3,343.00	-3,343.00	0.00
1-3135	High Ability Learners	8,500.00	0.00	8,287.00	213.00	97.49
1-3200	State Apportionment	125,000.00	0.00	134,927.04	-9,927.04	107.94
1-3540	Pre School Grant	75,000.00	0.00	75,000.00	0.00	100.00
		<u>1,299,222.00</u>	<u>148,974.95</u>	<u>1,321,193.03</u>	<u>-21,971.03</u>	<u>101.69</u>
1-4200	Title I Pt. A-LEA	120,000.00	0.00	45,941.00	74,059.00	38.28
1-4210	IDEA-Accountability	12,000.00	0.00	10,227.00	1,773.00	85.23
1-4310	Title II Pt. A-Teacher	25,000.00	0.00	18,968.00	6,032.00	75.87
1-4410	IDEA	120,000.00	0.00	80,001.00	39,999.00	66.67
1-4450	Mips	0.00	0.00	2,674.83	-2,674.83	0.00
1-4404	IDEA Base	50,000.00	0.00	37,889.00	12,111.00	75.78
1-4455	MAAPS-Medicaid	12,000.00	0.00	0.00	12,000.00	0.00
1-4406	SPED IDEA	4,500.00	0.00	2,631.00	1,869.00	58.47
1-4700	Carl Perkins Grant	1,000.00	0.00	1,587.63	-587.63	158.76
		<u>344,500.00</u>	<u>0.00</u>	<u>199,919.46</u>	<u>144,580.54</u>	<u>58.03</u>
1-5690	Other Non-revenue	10,000.00	-2,314.80	3,426.32	6,573.68	34.26
		<u>10,000.00</u>	<u>-2,314.80</u>	<u>3,426.32</u>	<u>6,573.68</u>	<u>34.26</u>
<b>FUND: 1</b>		<u>10,204,722.00</u>	<u>839,507.75</u>	<u>9,777,962.07</u>	<u>426,759.93</u>	<u>95.81</u>
		<u>10,204,722.00</u>	<u>839,507.75</u>	<u>9,777,962.07</u>	<u>426,759.93</u>	<u>95.81</u>

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>1</b>	<b>GENERAL FUND</b>						
1-1100-110-1	Teachers Salaries Elementary	1,400,000.00	118,332.02	1,189,439.72	0.00	210,560.28	15.04
1-1100-110-2	Teachers Salaries Secondary	1,200,000.00	100,742.00	1,007,420.00	0.00	192,580.00	16.04
1-1100-112-1	High Ability Learner	25,000.00	1,850.00	18,500.00	0.00	6,500.00	26.00
1-1100-120-1	Sub Salaries Elementary	40,000.00	2,404.75	51,662.25	0.00	-11,662.25	-29.15
1-1100-120-2	Sub Salaries Secondary	40,000.00	881.00	36,242.35	0.00	3,757.65	9.39
1-1100-140-1	Aides & Supervisory-elem.	0.00	0.00	750.00	0.00	-750.00	0.00
1-1100-140-2	Aide-secondary	0.00	0.00	28.25	0.00	-28.25	0.00
1-1100-142-1	Para Subs	1,500.00	309.76	6,421.91	0.00	-4,921.91	-328.12
1-1100-142-2	Para Subs	4,000.00	0.00	112.80	0.00	3,887.20	97.18
1-1100-210-1	Fica-elementary	110,000.00	9,710.27	94,655.23	0.00	15,344.77	13.94
1-1100-210-2	Fica-secondary	100,000.00	8,189.31	77,596.19	0.00	22,403.81	22.40
1-1100-212-1	Social Security -high Ability	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-220-1	Retirement-elementary	135,000.00	11,861.27	120,458.65	0.00	14,541.35	10.77
1-1100-220-2	Retirement-secondary	125,000.00	9,902.31	100,340.75	0.00	24,659.25	19.72
1-1100-222-1	Retirement-high Ability Learn	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-230-1	Health Insurance-elementary	420,000.00	38,067.81	393,110.60	0.00	26,889.40	6.40
1-1100-230-2	Health Insurance-secondary	300,000.00	19,377.14	208,461.21	0.00	91,538.79	30.51
1-1100-232-1	Health Insurance-high Ability	500.00	28.67	286.70	0.00	213.30	42.66
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	42,500.00	0.00	25,684.15	0.00	16,815.85	39.56

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2018

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1100-318-1	Purchased Services	25,000.00	59.99	91.84	0.00	24,908.16	99.63
1-1100-318-2	Purchased Services	15,000.00	0.00	16,469.06	0.00	-1,469.06	-9.79
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	44.60	0.00	-44.60	0.00
1-1100-410-1	Teaching Supplies-elementary	35,000.00	6,420.97	21,470.62	0.00	13,529.38	38.65
1-1100-410-2	Teaching Supplies-secondary	35,000.00	4,492.08	36,315.14	0.00	-1,315.14	-3.75
1-1100-420-1	Textbooks-elementary	10,000.00	9,385.09	10,763.32	0.00	-763.32	-7.63
1-1100-420-2	Textbooks-secondary	10,000.00	0.00	130.50	0.00	9,869.50	98.69
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	1,115.98	0.00	-1,115.98	0.00
1-1100-530-1	Furn/equipment-elementary	3,000.00	48.99	885.92	0.00	2,114.08	70.46
1-1100-530-2	Furn/equipment-secondary	3,000.00	0.00	620.00	0.00	2,380.00	79.33
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	35,000.00	9,502.29	41,565.80	0.00	-6,565.80	-18.75
1-1100-560-2	Computer Hardware	70,000.00	18,663.46	29,707.57	0.00	40,292.43	57.56
1-1100-561-0	E-Rate Dist. Portion	0.00	0.00	0.00	0.00	0.00	0.00
1-1100-670-1	Travel-elementary	500.00	7,693.67	25,504.04	0.00	-25,004.04	-5,000.80
1-1100-670-2	Travel-secondary	1,500.00	19.17	4,785.77	0.00	-3,285.77	-219.05
1-1100-690-1	Other Misc. Expense-elem.	2,000.00	0.00	444.40	0.00	1,555.60	77.78
1-1100-690-2	Other Misc. Expense-sec.	10,000.00	3,555.00	10,092.60	0.00	-92.60	-0.92
1-1100-692-1	Other Misc. High Ability Lear	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 06/30/2018

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1160-110-1	Poverty Salaries	230,000.00	14,332.00	143,320.00	0.00	86,680.00	37.68
1-1160-120-1	Poverty Subs	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-140-1	Poverty Para	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-210-1	Poverty FICA	18,000.00	1,067.27	10,701.69	0.00	7,298.31	40.54
1-1160-220-1	Poverty Retirement	22,500.00	1,415.69	14,156.89	0.00	8,343.11	37.08
1-1160-230-1	Poverty Health	72,000.00	2,908.19	33,357.13	0.00	38,642.87	53.67
1-1160-410-1	Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-420-1	Poverty Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-530-1	Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-560-1	Poverty Hardware	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-670-1	Poverty Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1160-690-1	Poverty Misc.	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-318-2	Vocal	4,000.00	198.00	2,037.00	0.00	1,963.00	49.07
1-1180-410-1	Vocal Supplies-elementary	500.00	0.00	113.87	0.00	386.13	77.22
1-1180-410-2	Vocal Supplies-secondary	2,000.00	506.64	3,006.81	0.00	-1,006.81	-50.34
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	6,303.00	0.00	-6,303.00	0.00
1-1180-690-1	Vocal Other-elementary	0.00	0.00	0.00	0.00	0.00	0.00
1-1180-690-2	Vocal Other-secondary	500.00	0.00	1,530.53	0.00	-1,030.53	-206.10
1-1181-318-1	Instrumental Purchased Service	500.00	0.00	0.00	0.00	500.00	100.00
1-1181-318-2	Purchased Services	1,000.00	0.00	2,484.60	0.00	-1,484.60	-148.46
1-1181-410-1	Elem. Band Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1181-410-2	Instrumental Music Supplies	5,000.00	956.14	4,279.25	0.00	720.75	14.41

ALL Data

# Monthly Expense Report

Arranged by:  
Account Number

Date Range: YTD thru 06/30/2018

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1181-530-2	Instrumental Music Equipment	5,000.00	0.00	2,937.90	0.00	2,062.10	41.24
1-1181-690-2	Instrumental Music Other	500.00	0.00	359.10	0.00	140.90	28.18
1-1190-110-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-210-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-230-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-318-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-410-0	Pre School Matching	0.00	0.00	49.28	0.00	-49.28	0.00
1-1190-420-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-530-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-670-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1190-690-0	Pre School Matching	0.00	0.00	0.00	0.00	0.00	0.00
1-1201-319-0	Occupational Therapy (OPPT)	32,000.00	0.00	26,812.06	0.00	5,187.94	16.21
1-1210-390-0	Hearing Conservation	20,000.00	0.00	21,192.57	0.00	-1,192.57	-5.96
1-1212-110-0	Sped Dir. Salary	45,000.00	0.00	0.00	0.00	45,000.00	100.00
1-1212-140-0	Sped Dir. Secretary Salary	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-1212-210-0	Fica	3,000.00	0.00	0.00	0.00	3,000.00	100.00
1-1212-220-0	Retirement	4,500.00	0.00	0.00	0.00	4,500.00	100.00
1-1212-230-0	Health Insurance	8,500.00	0.00	0.00	0.00	8,500.00	100.00
1-1212-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-318-0	Vocational Adjustment Co-op	12,500.00	0.00	12,086.28	0.00	413.72	3.30
1-1212-319-0	Inservice	0.00	0.00	0.00	0.00	0.00	0.00
1-1212-670-0	Travel	0.00	0.00	567.19	0.00	-567.19	0.00
1-1212-690-0	Other Misc. Expense	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-1214-110-0	Psychologist Salary	65,000.00	5,470.00	54,700.00	0.00	10,300.00	15.84
1-1214-140-0	Psych Clarical	9,000.00	832.91	7,622.24	0.00	1,377.76	15.30
1-1214-210-0	Fica	5,700.00	472.96	4,679.09	0.00	1,020.91	17.91
1-1214-220-0	Retirement	7,400.00	622.59	6,156.11	0.00	1,243.89	16.80
1-1214-230-0	Health Insurance	21,000.00	1,248.00	12,751.02	0.00	8,248.98	39.28
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	80.00	0.00	-80.00	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	1,000.00	0.00	734.31	0.00	265.69	26.56
1-1216-110-0	Speech Therapy Salary	62,000.00	5,090.00	50,675.71	0.00	11,324.29	18.26
1-1216-120-0	Substitute Speech Therapy	1,000.00	0.00	687.50	0.00	312.50	31.25
1-1216-140-0	Salary-aid	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-210-0	Fica	5,000.00	375.87	3,795.19	0.00	1,204.81	24.09
1-1216-220-0	Retirement	6,000.00	502.78	4,997.50	0.00	1,002.50	16.70
1-1216-230-0	Health Insurance	13,000.00	845.15	10,189.69	0.00	2,810.31	21.61
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	714.00	1,672.50	0.00	-1,172.50	-234.50
1-1216-313-2	Speech Therapy	2,500.00	0.00	0.00	0.00	2,500.00	100.00
1-1216-410-0	Supplies	500.00	0.00	1,159.72	0.00	-659.72	-131.94
1-1216-530-0	Furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1216-670-0	Travel	500.00	0.00	727.93	0.00	-227.93	-45.58
1-1216-690-0	Speech Therapy Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-1221-110-1	Sped Sal.	80,000.00	7,295.00	72,950.00	0.00	7,050.00	8.81

ALL Data

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1-1221-110-2	Sped Sal.-sec.	122,000.00	10,350.00	103,390.00	0.00	18,610.00	15.25
1-1221-120-1	Sub-salaries Elem	2,500.00	110.00	4,565.00	0.00	-2,065.00	-82.60
1-1221-120-2	Sub-salaries Sec	2,500.00	0.00	1,320.00	0.00	1,180.00	47.20
1-1221-140-1	Aide	100,000.00	6,619.50	119,943.72	0.00	-19,943.72	-19.94
1-1221-140-2	Aide	40,000.00	4,562.69	65,345.95	0.00	-25,345.95	-63.36
1-1221-210-1	Fica	9,000.00	933.90	13,752.33	0.00	-4,752.33	-52.80
1-1221-210-2	Fica	12,500.00	1,061.71	11,650.53	0.00	849.47	6.79
1-1221-220-1	Retirement	17,500.00	1,374.46	19,053.74	0.00	-1,553.74	-8.87
1-1221-220-2	Retirement	16,000.00	1,473.05	16,667.33	0.00	-667.33	-4.17
1-1221-230-1	Health Insurance	65,500.00	5,511.24	56,906.88	0.00	8,593.12	13.11
1-1221-230-2	Health Insurance	25,500.00	3,759.24	38,155.40	0.00	-12,655.40	-49.62
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
1-1221-318-1	SPED Purchased Services	0.00	0.00	2,054.00	0.00	-2,054.00	0.00
1-1221-318-2	SPED Purchased Service	0.00	0.00	59.95	0.00	-59.95	0.00
1-1221-319-1	In-service	2,500.00	0.00	1,226.50	0.00	1,273.50	50.94
1-1221-319-2	In-service	2,500.00	0.00	1,316.50	0.00	1,183.50	47.34
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	1,500.00	100.00	1,944.74	0.00	-444.74	-29.64
1-1221-410-2	Teaching Supplies	1,500.00	1,133.00	1,951.27	0.00	-451.27	-30.08
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	179.28	0.00	-179.28	0.00
1-1221-530-1	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00

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1-1221-530-2	Furn./equip.	500.00	0.00	0.00	0.00	500.00	100.00
1-1221-670-1	Travel-elementary	1,000.00	119.00	1,993.16	0.00	-993.16	-99.31
1-1221-670-2	Travel-secondary	1,000.00	0.00	208.99	0.00	791.01	79.10
1-1221-690-2	SPED Other	1,000.00	60.00	811.00	0.00	189.00	18.90
1-1232-313-0	Occupational Therapy	0.00	0.00	846.71	0.00	-846.71	0.00
1-1232-318-0	SPED Purchsed Services (SRS)	2,000.00	0.00	5,408.91	0.00	-3,408.91	-170.44
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	10,000.00	0.00	0.00	0.00	10,000.00	100.00
1-1330-110-2	Drivers Education Salary	6,500.00	574.75	5,747.50	0.00	752.50	11.57
1-1330-210-2	Fica	500.00	42.80	428.00	0.00	72.00	14.40
1-1330-220-2	Retirement	750.00	56.77	567.70	0.00	182.30	24.30
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	14.54	0.00	-14.54	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.	42,500.00	3,510.00	35,100.00	0.00	7,400.00	17.41
1-1400-120-2	Sub. Salaries	1,500.00	0.00	1,650.00	0.00	-150.00	-10.00
1-1400-210-2	Fica	3,500.00	267.26	2,798.85	0.00	701.15	20.03
1-1400-220-2	Retirement	4,500.00	346.71	3,467.10	0.00	1,032.90	22.95
1-1400-230-2	Health Insurance	20,000.00	28.67	286.70	0.00	19,713.30	98.56
1-1400-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-318-2	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-410-2	Industrial Arts Supplies	10,000.00	0.00	10,733.40	0.00	-733.40	-7.33

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1-1400-420-2	Industrial Arts Textbooks	0.00	0.00	2,665.32	0.00	-2,665.32	0.00
1-1400-530-2	Industrial Arts Equipment	3,500.00	0.00	2,619.94	0.00	880.06	25.14
1-1400-531-2	Industrial Arts Equip. Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-670-2	Industrial Arts Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1400-690-2	Industrial Arts Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-110-2	Vo. Ag. Salaries	115,000.00	9,588.00	95,880.00	0.00	19,120.00	16.62
1-1450-120-2	Sub. Salaries	5,000.00	440.00	4,455.00	0.00	545.00	10.90
1-1450-210-2	Fica	9,200.00	767.13	7,675.55	0.00	1,524.45	16.57
1-1450-220-2	Retirement	11,400.00	947.09	9,481.77	0.00	1,918.23	16.82
1-1450-230-2	Health Insurance	30,000.00	2,455.82	29,532.14	0.00	467.86	1.55
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	1,000.00	2,223.23	4,875.01	0.00	-3,875.01	-387.50
1-1450-410-2	Vocational Ag Supplies	10,000.00	153.00	15,897.03	0.00	-5,897.03	-58.97
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	2,500.00	0.00	199.58	0.00	2,300.42	92.01
1-1450-531-2	Vocational Ag Equip Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1450-670-2	Vocational Ag Travel	7,500.00	317.84	9,081.70	0.00	-1,581.70	-21.08
1-1450-690-2	Vocational Ag Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-110-2	Home Ec. Salaries	65,000.00	5,470.00	54,700.00	0.00	10,300.00	15.84
1-1460-120-2	Sub. Salaries	1,000.00	0.00	1,045.00	0.00	-45.00	-4.50
1-1460-210-2	Fica	5,000.00	413.12	4,210.99	0.00	789.01	15.78
1-1460-220-2	Retirement	6,500.00	540.31	5,403.10	0.00	1,096.90	16.87
1-1460-230-2	Health Insurance	15,000.00	1,212.31	12,159.90	0.00	2,840.10	18.93

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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	400.00	481.00	0.00	19.00	3.80
1-1460-410-2	Home Economics Supplies	500.00	0.00	790.02	0.00	-290.02	-58.00
1-1460-420-2	Home Economics Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-530-2	Home Economics Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-531-2	Home Ec.equipment Repair	0.00	0.00	0.00	0.00	0.00	0.00
1-1460-670-2	Home Economics Travel	0.00	0.00	147.07	0.00	-147.07	0.00
1-1460-690-2	Home Economics Other	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-110-2	Bus Ed Sal.	132,000.00	10,940.00	109,400.00	0.00	22,600.00	17.12
1-1480-120-2	Sub. Salaries	1,500.00	0.00	2,530.00	0.00	-1,030.00	-68.66
1-1480-210-2	Fica	10,000.00	795.87	8,152.24	0.00	1,847.76	18.47
1-1480-220-2	Retirement	13,000.00	1,080.62	10,806.20	0.00	2,193.80	16.87
1-1480-230-2	Health Insurance	35,000.00	2,238.56	27,243.66	0.00	7,756.34	22.16
1-1480-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-1480-318-2	Purchased Services	500.00	350.00	350.00	0.00	150.00	30.00
1-1480-410-2	Business Education Supplies	1,000.00	0.00	399.00	0.00	601.00	60.10
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	0.00	332.75	0.00	-82.75	-33.10
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

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1-1490-220-2	Revisions-Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-230-2	Revisions-Health Ins.	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-318-2	Revisions-Purchased Service	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-410-2	Revisions-Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-670-2	Revisions-Travel	0.00	0.00	0.00	0.00	0.00	0.00
1-1490-690-2	Revisions-Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-110-1	Salaries-Guidance	62,000.00	5,118.00	51,180.00	0.00	10,820.00	17.45
1-2120-110-2	Salaries-guidance	135,000.00	11,145.00	111,450.00	0.00	23,550.00	17.44
1-2120-210-1	Guidance-FICA	5,000.00	383.88	3,838.80	0.00	1,161.20	23.22
1-2120-210-2	Fica	10,500.00	811.37	8,113.70	0.00	2,386.30	22.72
1-2120-220-1	Guidance-Retirement	6,000.00	505.55	5,055.50	0.00	944.50	15.74
1-2120-220-2	Retirement	13,000.00	1,100.88	11,008.80	0.00	1,991.20	15.31
1-2120-230-1	Guidance-Health	7,500.00	606.20	6,062.00	0.00	1,438.00	19.17
1-2120-230-2	Health Insurance	30,000.00	3,120.00	31,200.00	0.00	-1,200.00	-4.00
1-2120-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-318-1	Guidance Purchased Services	500.00	0.00	1,148.97	0.00	-648.97	-129.79
1-2120-318-2	Purchased Services	2,500.00	0.00	-1,200.00	0.00	3,700.00	148.00
1-2120-410-1	Supplies	1,000.00	29.20	59.76	0.00	940.24	94.02
1-2120-410-2	Supplies	1,000.00	0.00	1,218.79	0.00	-218.79	-21.87
1-2120-530-2	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2120-670-1	Guidance-Travel	250.00	0.00	201.21	0.00	48.79	19.51
1-2120-670-2	Travel Expense	250.00	0.00	367.56	0.00	-117.56	-47.02
1-2120-690-1	Guidance Other-Elementary	500.00	0.00	0.00	0.00	500.00	100.00

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1-2120-690-2	Other Expense	500.00	0.00	0.00	0.00	500.00	100.00
1-2130-140-0	Nurse Salary	43,000.00	3,583.00	35,297.59	0.00	7,702.41	17.91
1-2130-210-0	Fica	3,200.00	274.10	2,700.27	0.00	499.73	15.61
1-2130-220-0	Retirement	4,250.00	353.92	3,486.61	0.00	763.39	17.96
1-2130-230-0	Health Insurance	20,000.00	1,657.18	16,571.80	0.00	3,428.20	17.14
1-2130-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2130-318-0	Purchased Services	250.00	0.00	0.00	0.00	250.00	100.00
1-2130-410-0	Supplies	1,500.00	257.95	1,461.27	0.00	38.73	2.58
1-2130-690-0	Nurse-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2150-319-0	Safe & Secure Purchased Servi	500.00	0.00	0.00	0.00	500.00	100.00
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	370,000.00	27,166.87	304,136.70	0.00	65,863.30	17.80
1-2190-120-2	Activities Sub Salaries	15,000.00	1,925.00	15,042.50	0.00	-42.50	-0.28
1-2190-140-2	Clerical Aide	9,000.00	832.91	7,622.24	0.00	1,377.76	15.30
1-2190-210-2	Fica	30,000.00	2,236.41	24,477.51	0.00	5,522.49	18.40
1-2190-220-2	Retirement	35,000.00	2,771.20	27,658.38	0.00	7,341.62	20.97
1-2190-230-2	Health Insurance	22,000.00	6,250.41	65,726.09	0.00	-43,726.09	-198.75
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	500.00	0.00	6,207.25	0.00	-5,707.25	-1,141.45
1-2190-410-2	Supplies	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-2212-110-0	Teaching & Learning-Salary	95,000.00	7,871.00	78,710.00	0.00	16,290.00	17.14

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1-2212-210-0	Teaching & Learning-Fica	7,300.00	549.16	5,491.60	0.00	1,808.40	24.77
1-2212-220-0	Teaching & Learning-Retirement	9,400.00	777.48	7,774.80	0.00	1,625.20	17.28
1-2212-230-0	Teaching & Learning-Health Ins.	20,000.00	1,657.18	16,571.80	0.00	3,428.20	17.14
1-2212-313-1	Staff Development	12,000.00	0.00	1,098.00	0.00	10,902.00	90.85
1-2212-313-2	Staff Development	12,000.00	150.00	1,699.00	0.00	10,301.00	85.84
1-2212-318-0	Teaching & Learning-Purchased Servi	5,000.00	0.00	32,607.00	0.00	-27,607.00	-552.14
1-2212-410-0	Teaching & Learning-Supplies	1,000.00	0.00	575.54	0.00	424.46	42.44
1-2212-530-0	Teaching & Learning-Equip	500.00	0.00	0.00	0.00	500.00	100.00
1-2212-670-0	Teaching & Learning-Travel	0.00	123.74	426.52	0.00	-426.52	0.00
1-2212-690-0	Teaching & Learning-Other	2,700.00	567.46	1,319.43	0.00	1,380.57	51.13
1-2222-110-0	Technology -Salary	70,000.00	5,779.00	57,790.00	0.00	12,210.00	17.44
1-2222-110-1	Salary-library	22,000.00	1,850.00	18,500.00	0.00	3,500.00	15.90
1-2222-110-2	Salary-library	70,000.00	5,765.00	57,595.00	0.00	12,405.00	17.72
1-2222-140-0	Technology Aid-Salary	26,500.00	2,425.50	23,419.71	0.00	3,080.29	11.62
1-2222-140-1	Teacher Aide	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-2222-140-2	Teacher Aide	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-2222-210-0	Technology-FICA	7,500.00	621.23	6,148.51	0.00	1,351.49	18.01
1-2222-210-1	Fica	1,750.00	138.46	1,384.60	0.00	365.40	20.88
1-2222-210-2	Fica	5,400.00	414.17	4,205.59	0.00	1,194.41	22.11
1-2222-220-0	Technology-Retirement	10,000.00	810.43	8,021.76	0.00	1,978.24	19.78
1-2222-220-1	Retirement	2,500.00	182.74	1,827.40	0.00	672.60	26.90
1-2222-220-2	Retirement	7,000.00	569.46	5,689.17	0.00	1,310.83	18.72
1-2222-230-0	Technology-Health	17,500.00	28.67	286.70	0.00	17,213.30	98.36

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1-2222-230-1	Health Insurance	250.00	0.00	0.00	0.00	250.00	100.00
1-2222-230-2	Health Insurance	20,000.00	1,295.18	15,397.78	0.00	4,602.22	23.01
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	3,474.00	3,474.00	0.00	-2,974.00	-594.80
1-2222-318-2	Purchased Service	4,000.00	3,474.00	6,996.00	0.00	-2,996.00	-74.90
1-2222-410-1	Supplies	1,500.00	0.00	1,524.48	0.00	-24.48	-1.63
1-2222-410-2	Supplies	1,000.00	-300.68	1,394.48	0.00	-394.48	-39.44
1-2222-430-1	Books	2,500.00	0.00	2,494.32	0.00	5.68	0.22
1-2222-430-2	Books	2,500.00	786.41	4,425.55	0.00	-1,925.55	-77.02
1-2222-440-1	Periodicals	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-440-2	Periodicals	500.00	0.00	350.19	0.00	149.81	29.96
1-2222-530-1	Elem Library Equipment	250.00	0.00	0.00	0.00	250.00	100.00
1-2222-530-2	H.s. Media Equipment	250.00	0.00	0.00	0.00	250.00	100.00
1-2222-670-1	Library Travel	500.00	0.00	0.00	0.00	500.00	100.00
1-2222-670-2	Library Travel	500.00	0.00	409.66	0.00	90.34	18.06
1-2222-690-1	Library Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2222-690-2	Library Other	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-1	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-318-2	Repairs	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-1	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-410-2	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2223-530-1	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00

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Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-2223-530-2	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2310-315-0	Audit	6,000.00	0.00	5,850.00	0.00	150.00	2.50
1-2310-317-0	Legal Services	5,000.00	0.00	1,316.50	0.00	3,683.50	73.67
1-2310-341-0	Liability Insurance	35,000.00	0.00	1,250.00	0.00	33,750.00	96.42
1-2310-350-0	Advertising/printing	6,500.00	367.43	4,543.90	0.00	1,956.10	30.09
1-2310-630-0	Dues & Fees	8,000.00	0.00	6,695.00	0.00	1,305.00	16.31
1-2310-641-0	Workers Comp Pool	60,000.00	0.00	-8,468.00	0.00	68,468.00	114.11
1-2310-670-0	Travel Expense	2,000.00	0.00	1,907.38	0.00	92.62	4.63
1-2310-690-0	Other Expense	500.00	0.00	150.00	0.00	350.00	70.00
1-2320-110-0	Salary-administrative Staff	176,000.00	14,643.75	146,437.50	0.00	29,562.50	16.79
1-2320-140-0	Salary-clerical Ass't.	18,000.00	2,004.06	18,166.09	0.00	-166.09	-0.92
1-2320-210-0	Fica	15,000.00	1,257.81	10,399.54	0.00	4,600.46	30.66
1-2320-220-0	Retirement	20,000.00	1,644.44	16,259.21	0.00	3,740.79	18.70
1-2320-230-0	Health Insurance	3,600.00	15.65	697.58	0.00	2,902.42	80.62
1-2320-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-410-0	Office Supplies	6,500.00	236.88	13,445.35	0.00	-6,945.35	-106.85
1-2320-411-0	Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
1-2320-530-0	Furn./equipment	500.00	0.00	0.00	0.00	500.00	100.00
1-2320-630-0	Dues & Fees	6,000.00	120.05	1,310.15	0.00	4,689.85	78.16
1-2320-670-0	Travel Expense	3,000.00	0.00	9,767.06	0.00	-6,767.06	-225.56
1-2320-690-0	Other Expense	5,000.00	0.00	6,409.08	0.00	-1,409.08	-28.18
1-2410-110-1	Salaries	95,000.00	7,986.00	79,860.00	0.00	15,140.00	15.93
1-2410-110-2	Salaries	105,000.00	8,667.00	86,670.00	0.00	18,330.00	17.45

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1-2410-140-1	Clerical Salaries	20,000.00	1,560.19	19,041.92	0.00	958.08	4.79
1-2410-140-2	Clerical Salaries	21,000.00	1,816.50	21,035.88	0.00	-35.88	-0.17
1-2410-210-1	Fica	9,000.00	715.48	7,418.02	0.00	1,581.98	17.57
1-2410-210-2	Fica	9,500.00	776.73	7,986.86	0.00	1,513.14	15.92
1-2410-220-1	Retirement	11,500.00	942.95	9,769.32	0.00	1,730.68	15.04
1-2410-220-2	Retirement	13,000.00	1,028.28	10,586.35	0.00	2,413.65	18.56
1-2410-230-1	Health Insurance	8,000.00	1,658.16	12,293.44	0.00	-4,293.44	-53.66
1-2410-230-2	Health Insurance	27,500.00	2,008.88	23,142.80	0.00	4,357.20	15.84
1-2410-290-1	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-290-2	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-318-1	Purchased Services	500.00	0.00	59.99	0.00	440.01	88.00
1-2410-318-2	Purchased Services	5,000.00	0.00	189.00	0.00	4,811.00	96.22
1-2410-410-1	Supplies	1,500.00	474.30	718.29	0.00	781.71	52.11
1-2410-410-2	Supplies	1,500.00	0.00	4,140.20	0.00	-2,640.20	-176.01
1-2410-530-1	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-530-2	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2410-630-1	Dues & Fees	2,000.00	235.00	740.00	0.00	1,260.00	63.00
1-2410-630-2	Dues & Fees	1,500.00	810.00	970.00	0.00	530.00	35.33
1-2410-670-1	Travel Expense	1,500.00	0.00	158.16	0.00	1,341.84	89.45
1-2410-670-2	Travel Expense	1,500.00	0.00	1,525.41	0.00	-25.41	-1.69
1-2410-690-1	Other Expense	1,000.00	0.00	81.00	0.00	919.00	91.90
1-2410-690-2	Other Expense	1,000.00	0.00	264.40	0.00	735.60	73.56
1-2510-140-0	Salary-Business Manager-Kay	50,000.00	4,167.00	41,832.00	0.00	8,168.00	16.33

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1-2510-210-0	Fica	4,000.00	306.12	3,073.60	0.00	926.40	23.16
1-2510-220-0	Retirement	4,700.00	411.61	4,132.10	0.00	567.90	12.08
1-2510-230-0	Health Insurance	15,000.00	1,273.00	12,730.00	0.00	2,270.00	15.13
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	2,500.00	152.60	1,794.15	0.00	705.85	28.23
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	6,000.00	0.00	5,038.49	0.00	961.51	16.02
1-2510-341-0	Postage	12,500.00	500.00	6,970.41	0.00	5,529.59	44.23
1-2510-342-0	Telephone	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-350-0	Advertising/printing	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-382-0	Telephone-internet Line Usage	22,000.00	1,703.79	18,016.75	0.00	3,983.25	18.10
1-2510-410-0	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-530-0	Furn./equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-2510-660-0	Data Processing	1,000.00	75.60	764.60	0.00	235.40	23.54
1-2510-690-0	Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-336-0	Gas & Oil	0.00	0.00	0.00	0.00	0.00	0.00
1-2520-337-0	Tires & Parts	2,500.00	162.60	1,412.59	0.00	1,087.41	43.49
1-2520-338-0	Repairs & Maintenance	1,000.00	0.00	763.51	0.00	236.49	23.64
1-2520-641-0	Vehicle Insurance	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-2610-140-0	Custodial Salaries	240,000.00	24,119.90	214,701.14	0.00	25,298.86	10.54
1-2610-150-0	Custodial Overtime Salary	45,000.00	3,419.53	39,828.58	0.00	5,171.42	11.49
1-2610-210-0	Fica	25,000.00	2,089.37	19,462.90	0.00	5,537.10	22.14
1-2610-220-0	Retirement	30,000.00	2,677.61	24,980.40	0.00	5,019.60	16.73

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1-2610-230-0	Health Insurance	75,000.00	6,695.51	66,454.73	0.00	8,545.27	11.39
1-2610-321-0	Fuel	35,000.00	0.00	48,241.30	0.00	-13,241.30	-37.83
1-2610-322-0	Electricity	160,000.00	11,742.92	122,878.37	0.00	37,121.63	23.20
1-2610-323-0	Water/sewer	8,000.00	903.62	7,534.70	0.00	465.30	5.81
1-2610-410-0	Supplies	45,000.00	1,071.43	47,711.64	0.00	-2,711.64	-6.02
1-2610-641-0	Workers Comp. Pool	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-2610-690-0	Other Expense	17,500.00	1,510.20	16,554.64	0.00	945.36	5.40
1-2620-140-0	Summer Employees	500.00	0.00	0.00	0.00	500.00	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	120,000.00	4,700.69	108,780.12	0.00	11,219.88	9.34
1-2620-520-0	Building Improvements	150,000.00	22,496.93	70,484.55	0.00	79,515.45	53.01
1-2620-530-0	Building Equipment	75,000.00	0.00	2,950.10	0.00	72,049.90	96.06
1-2620-641-0	Property Insurance	45,000.00	0.00	0.00	0.00	45,000.00	100.00
1-2620-690-0	Other Expense	0.00	0.00	310.46	0.00	-310.46	0.00
1-2750-140-0	Drivers Salaries	75,000.00	4,680.00	90,884.88	0.00	-15,884.88	-21.17
1-2750-140-2	Activity Drivers Salaries	0.00	0.00	405.00	0.00	-405.00	0.00
1-2750-210-0	Fica	6,500.00	357.19	6,920.87	0.00	-420.87	-6.47
1-2750-220-0	Retirement	8,200.00	401.39	6,984.73	0.00	1,215.27	14.82
1-2750-230-0	Drivers Health Insurance	22,500.00	2,101.24	24,369.27	0.00	-1,869.27	-8.30
1-2750-290-0	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00

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1-2750-318-0	Purchased Services	5,000.00	2,259.00	9,625.50	0.00	-4,625.50	-92.51
1-2750-332-0	Mileage To Option Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-333-0	Mileage To Parents	4,000.00	0.00	3,600.39	0.00	399.61	9.99
1-2750-335-0	Lease Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
1-2750-336-0	Gas & Oil	45,000.00	6,298.50	45,838.47	0.00	-838.47	-1.86
1-2750-337-0	Tires & Parts	25,000.00	1,212.52	18,809.48	0.00	6,190.52	24.76
1-2750-338-0	Bus Repairs/main.	20,000.00	987.00	18,767.34	0.00	1,232.66	6.16
1-2750-540-0	Bus Acquisition/replace	40,000.00	0.00	0.00	0.00	40,000.00	100.00
1-2750-641-0	Vehicle Insurance	20,000.00	0.00	0.00	0.00	20,000.00	100.00
1-2750-690-0	Other Expense	2,500.00	73.69	2,187.89	0.00	312.11	12.48
1-2760-110-0	Sped. Transportation Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-210-0	Fica	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-220-0	Sped. Trans.-retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-331-0	Sped Trans. of Students	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-332-0	Sped Transport.-lease Vehicle	0.00	0.00	0.00	0.00	0.00	0.00
1-2760-333-0	Sped Trans-mileage To Patents	0.00	0.00	0.00	0.00	0.00	0.00
1-3000-110-0	After School Salary	3,600.00	0.00	665.00	0.00	2,935.00	81.52
1-3000-210-0	After School -Fica	300.00	0.00	49.08	0.00	250.92	83.64
1-3000-220-0	After School -Retirement	500.00	0.00	65.68	0.00	434.32	86.86
1-3000-318-0	After School -Tuition	18,000.00	0.00	1,040.20	0.00	16,959.80	94.22
1-3000-410-0	After School -Supplies	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-3000-530-0	After School -Equip.	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-3000-690-0	After School -Misc.	1,000.00	0.00	0.00	0.00	1,000.00	100.00

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1-3500-410-0	St. Categorical Programs-Tree Grant	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-110-0	Pre School Salaries	30,000.00	3,817.00	38,170.00	0.00	-8,170.00	-27.23
1-3540-120-0	Pre School Sub Salaries	800.00	0.00	660.00	0.00	140.00	17.50
1-3540-140-0	Pre School Para	12,500.00	609.75	11,472.75	0.00	1,027.25	8.21
1-3540-210-0	Pre School FICA	3,500.00	312.44	3,583.15	0.00	-83.15	-2.37
1-3540-220-0	Pre School Retirement	4,200.00	437.26	4,944.29	0.00	-744.29	-17.72
1-3540-230-0	Pre School Health	15,500.00	1,242.96	12,429.60	0.00	3,070.40	19.80
1-3540-318-0	Pre School Purchased Service	5,000.00	0.00	144.32	0.00	4,855.68	97.11
1-3540-410-0	Pre School Supplies	2,000.00	28.49	2,103.86	0.00	-103.86	-5.19
1-3540-420-0	Pre School Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-3540-530-0	Pre School Equipment	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-3540-690-0	Pre School Misc.	500.00	0.00	0.00	0.00	500.00	100.00
1-3541-110-0	Preschool Start Up Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-120-0	Preschool Start Up Sub Salaries	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-140-0	Preschool Start up Para	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-210-0	Preschool Start Up FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-220-0	Preschool Start Up Retirement	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-230-0	Preschool Start Up Health	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-318-0	Preschool Start Up Purchased Servic	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-410-0	Preschool Start Up Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-420-0	Preschool Start Up Textbooks	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-530-0	Preschool Start Up Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-3541-690-0	Preschool Start Up Misc.	0.00	0.00	0.00	0.00	0.00	0.00

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1-4200-110-1	Title I Pt. A-Salary	65,000.00	5,470.00	54,700.00	0.00	10,300.00	15.84
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	5,000.00	405.08	4,050.80	0.00	949.20	18.98
1-4200-220-1	Title I Pt. A-Retirement	6,500.00	540.32	5,403.20	0.00	1,096.80	16.87
1-4200-230-1	Title I Pt. A-Health Ins.	15,000.00	1,241.49	12,414.90	0.00	2,585.10	17.23
1-4200-318-1	Title I Pt. A -Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4200-410-1	Title I Pt. A-Supplies	500.00	0.00	0.00	0.00	500.00	100.00
1-4200-420-1	Textbooks	0.00	0.00	2,135.42	0.00	-2,135.42	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
1-4210-110-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-120-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-140-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-210-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-220-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-230-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-318-1	Title I Accountability	0.00	0.00	6,201.00	0.00	-6,201.00	0.00
1-4210-410-1	Title I Accountability	10,900.00	24,172.00	44,381.97	0.00	-33,481.97	-307.17
1-4210-420-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-530-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00

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1-4210-670-1	Title I Accountability	0.00	0.00	0.00	0.00	0.00	0.00
1-4210-690-1	Title I Accountability	5,000.00	0.00	0.00	0.00	5,000.00	100.00
1-4310-110-1	Title II Pt. A-Classsize Reduction	60,000.00	4,856.00	48,560.00	0.00	11,440.00	19.06
1-4310-120-1	Title II Pt. A-Class Red. Sub	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-210-1	Title II Pt. A -Class Red.-FICA	4,500.00	371.48	3,714.80	0.00	785.20	17.44
1-4310-220-1	Title II Pt. A-Class Red.-Retiremen	5,800.00	479.67	4,796.70	0.00	1,003.30	17.29
1-4310-230-1	Title II Pt. A-Class Red. Health	10,000.00	1,454.86	14,548.60	0.00	-4,548.60	-45.48
1-4310-310-0	Chapter II Carryover	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-318-0	Title II Pt. A Class Red.-Purchase	0.00	0.00	0.00	0.00	0.00	0.00
1-4310-690-1	Title II Pt. A-Class Red.-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-110-1	Pre-School SPED Sal.	15,000.00	0.00	0.00	0.00	15,000.00	100.00
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	1,200.00	0.00	0.00	0.00	1,200.00	100.00
1-4400-220-1	Pre-School SPED-Retirement	1,500.00	0.00	0.00	0.00	1,500.00	100.00
1-4400-230-1	Pre-School SPED-Health	4,500.00	0.00	0.00	0.00	4,500.00	100.00
1-4400-318-1	Purchased Service	7,500.00	0.00	5,074.56	0.00	2,425.44	32.33
1-4400-319-1	Pre School PT	5,000.00	249.17	2,774.94	0.00	2,225.06	44.50
1-4400-361-1	Pre School Tuition/Daycare	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-362-1	Pre School Transportation	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-410-1	Pre-School SPED-Supplies	100.00	0.00	0.00	0.00	100.00	100.00
1-4400-420-1	Pre-School Books	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-530-1	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4400-670-1	Pre School Travel	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
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	1,949.75	0.00	-1,949.75	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	36,000.00	2,783.00	27,830.00	0.00	8,170.00	22.69
1-4404-210-0	IDEA Base FICA	3,000.00	203.49	2,034.34	0.00	965.66	32.18
1-4404-220-0	IDEA Base Retirement	3,500.00	274.90	2,749.00	0.00	751.00	21.45
1-4404-230-0	IDEA Base Pre-School	11,000.00	729.38	8,924.70	0.00	2,075.30	18.86
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	3,000.00	234.00	2,340.00	0.00	660.00	22.00
1-4406-210-0	SPED IDEA-FICA	250.00	17.10	171.00	0.00	79.00	31.60
1-4406-220-0	SPED IDEA-Retirement	300.00	23.12	231.20	0.00	68.80	22.93
1-4406-230-0	SPED IDEA	1,000.00	76.20	762.00	0.00	238.00	23.80
1-4406-410-0	Pre School	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-110-0	IDEA Poverty	86,000.00	6,497.00	64,970.00	0.00	21,030.00	24.45
1-4410-140-0	IDEA Poverty-Para	0.00	0.00	0.00	0.00	0.00	0.00

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-4410-210-0	IDEA Poverty FICA	6,500.00	477.13	4,770.55	0.00	1,729.45	26.60
1-4410-220-0	IDEA Poverty Retirement	8,500.00	641.76	6,417.59	0.00	2,082.41	24.49
1-4410-230-0	IDEA Poverty Health	29,000.00	2,204.02	22,118.84	0.00	6,881.16	23.72
1-4410-318-0	IDEA Poverty-Purchase Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-319-0	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-390-0	IDEA-Hearing Conservation	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-410-0	IDEA Poverty Supplies	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-530-0	IDEA Poverty Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1-4410-690-0	IDEA Poverty-Other	0.00	0.00	0.00	0.00	0.00	0.00
1-4412-110-0	Idea-Non Public	0.00	0.00	0.00	0.00	0.00	0.00
1-4580-110-2	ARRA Education Jobs	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-120-2	Carl Perkins-Substitute	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-210-2	Carl Perkins-FICA	0.00	0.00	0.00	0.00	0.00	0.00
1-4700-410-2	Carl Perkins Grant-Supplies	1,000.00	0.00	0.00	0.00	1,000.00	100.00
1-4700-530-2	Carl Perking-Equipment	0.00	0.00	1,487.63	0.00	-1,487.63	0.00
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

ALL Data

# Monthly Expense Report

Date Range: YTD thru 06/30/2018

Arranged by:  
Account Number

Account	Description	Budget	June Expenditures	YTD Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
1-6000-110-1	Jump Start/Summer School	15,000.00	0.00	100.00	0.00	14,900.00	99.33
1-6000-110-2	Summer School	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-120-1	Jump Start/Summer School-Subs	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	10,000.00	0.00	0.00	0.00	10,000.00	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	2,000.00	0.00	7.45	0.00	1,992.55	99.62
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.	2,500.00	0.00	9.88	0.00	2,490.12	99.60
1-6000-220-2	Summer School-Retire.	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-230-1	Summer School Health	0.00	0.00	30.72	0.00	-30.72	0.00
1-6000-230-2	Summer School Health	0.00	0.00	0.00	0.00	0.00	0.00
1-6000-318-1	Jump Start Purchased Service	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	0.00	0.00	0.00	0.00	0.00	0.00
1-8000-752-0	Transfers To Activity Fund	25,000.00	0.00	0.00	0.00	25,000.00	100.00
1-8000-760-0	General Transfers	25,000.00	0.00	0.00	0.00	25,000.00	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>10,076,400.00</b>	<b>835,185.65</b>	<b>8,177,385.62</b>	<b>0.00</b>	<b>1,899,014.38</b>	<b>18.84</b>
<b>1</b>	<b>FUND Totals:</b>	<b>10,076,400.00</b>	<b>835,185.65</b>	<b>8,177,385.62</b>	<b>0.00</b>	<b>1,899,014.38</b>	<b>18.84</b>

# Check Journal

Fiscal Year: 2018

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	PO Date		Accrued
Account Number			Account Description			Payment

**Journal Number: 382      Check Journal      Posted: 06/18/2018**

**Computer Checks**  
**1 - GENERAL FUND**  
 Bank Account :A - Fsb

00056798	06/05/2018	NEAGED	Nebraska Ag Ed Assoc.			
2018-19	06/05/2018			06/05/2018	Prof Fees	
1-1450-318-2			Voc Ag Purchased Services			470.00
					-470.00	470.00
					Invoice Total:	470.00
					Check Total:	470.00
00056799	06/05/2018	PAMGLODO	Pam Glodowski			
Supplies	06/05/2018			06/05/2018	Supplies	
1-2120-410-1			Supplies			29.20
					-29.20	29.20
					Invoice Total:	29.20
					Check Total:	29.20
00056800	06/05/2018	SEESAW	Seesaw			
5212	06/05/2018			06/05/2018	Subscription	
1-1100-410-1			Teaching Supplies-elementary			850.00
					-850.00	850.00
					Invoice Total:	850.00
					Check Total:	850.00
00056801	06/06/2018	HOTLUNCH	Hot Lunch Fund			
April Payroll	06/06/2018			06/06/2018	Payroll Error	
1-5690			Other Non-revenue Receipts			4,195.80
					-4,195.80	4,195.80
					Invoice Total:	4,195.80
					Check Total:	4,195.80
00056802	06/12/2018	COUNPART	Country Partners Cooperative			
118600	06/08/2018			06/08/2018	Fuel	
1-2750-336-0			Gas & Oil			3,395.35
					-3,395.35	3,395.35
					Invoice Total:	3,395.35
					Check Total:	3,395.35
00056803	06/12/2018	MISKSPOR	Misko Sports, Inc.			
18561	06/08/2018			06/08/2018	Supplies	
1-2212-690-0			Teaching & Learning-Other			567.46
					-567.46	567.46
					Invoice Total:	567.46
					Check Total:	567.46
00056804	06/12/2018	PRO-TINT	Pro-Tint			
20% of Quote	06/12/2018			06/12/2018	Safety Film	
1-2620-520-0			Building Improvements			8,768.13
					-8,768.13	8,768.13
					Invoice Total:	8,768.13
					Check Total:	8,768.13
00056805	06/12/2018	TIMNEGL	Tim Negley			
Travel	06/12/2018			06/12/2018	Mileage	
1-1450-670-2			Vocational Ag Travel			104.24
					-104.24	104.24
					Invoice Total:	104.24
					Check Total:	104.24
00056806	06/12/2018	TYLEHERM	Tyler Herman			
June	06/08/2018			06/08/2018	Telephone	

# Check Journal

Fiscal Year: 2018

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
1-2510-382-0			Telephone-internet Line Usage			-116.87	116.87
					Invoice Total:	-116.87	116.87
					Check Total:	-116.87	116.87
			<b>1 - GENERAL FUND</b>			<b>-18,497.05</b>	<b>18,497.05</b>
			<b>Total of Computer Checks</b>			<b>-18,497.05</b>	<b>18,497.05</b>
Fund Summary							
1 - GENERAL FUND						-18,497.05	18,497.05
Payroll Summary							
<b>Report Total:</b>						<b>-18,497.05</b>	<b>18,497.05</b>

# Check Journal

Fiscal Year: 2018

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
<b>Journal Number: 409    Check Journal</b>				<b>Posted: 07/03/2018</b>			
<b>Computer Checks</b>							
<b>1 - GENERAL FUND</b>							
Bank Account :A - Fsb							
00056817	06/20/2018	BONIPAIN	Bonifas Painting				
506112	06/20/2018			06/20/2018	Maintenance		
1-2620-318-0			Purchased Services			-400.00	400.00
					Invoice Total:	-400.00	400.00
					Check Total:	-400.00	400.00
00056818	06/20/2018	JAMEFRA	James Franzen				
June	06/20/2018			06/20/2018	Purchased Service		
1-2750-318-0			Purchased Services			-1,881.00	1,881.00
					Invoice Total:	-1,881.00	1,881.00
					Check Total:	-1,881.00	1,881.00
00056819	06/20/2018	MITCGOLT	Mitch Golter				
June	06/20/2018			06/20/2018	Purchased Service		
1-2750-318-0			Purchased Services			-378.00	378.00
					Invoice Total:	-378.00	378.00
					Check Total:	-378.00	378.00
00056820	06/21/2018	ALLIJONA	Allison Jonas				
Supp/Travel	06/21/2018			06/21/2018	Supplies/Travel		
1-1100-410-1			Teaching Supplies-elementary			-55.85	55.85
1-1100-670-2			Travel-secondary			-19.17	19.17
					Invoice Total:	-75.02	75.02
					Check Total:	-75.02	75.02
00056821	06/21/2018	GOTHSTAT	Gothenburg State Bank				
Payroll	06/21/2018			06/21/2018	June Payroll		
1-2510-660-0			Data Processing			-75.60	75.60
					Invoice Total:	-75.60	75.60
					Check Total:	-75.60	75.60
00056822	06/21/2018	IRS	Internal Revenue Service				
CP134B	06/21/2018			06/21/2018	1st Quarter Tax		
1-1100-210-1			Fica-elementary			-699.96	699.96
1-1100-210-2			Fica-secondary			-699.95	699.95
					Invoice Total:	-1,399.91	1,399.91
					Check Total:	-1,399.91	1,399.91
00056823	06/22/2018	ASHLCONS	Ashlock Consulting Inc.				
2856	06/22/2018			06/22/2018	Renewal		
1-1100-318-1			Purchased Services			-59.99	59.99
					Invoice Total:	-59.99	59.99
					Check Total:	-59.99	59.99
00056824	06/22/2018	CENTCOMM	Central Community College				
1604660	06/22/2018			06/22/2018	CNA Class		
1-1100-890-2			Other Misc. Expense-sec.			-3,555.00	3,555.00
					Invoice Total:	-3,555.00	3,555.00
					Check Total:	-3,555.00	3,555.00

# Check Journal

**Fiscal Year: 2018**

Check Number	Date	Vendor ID	Vendor Name	Direct Deposit
Invoice	Invoice Date	PO Number	Ereq Num	Accrued
Account Number	Account Description	PO Date	Description	Payment
			Payable	
00056825	06/22/2018	ERINFEAT	Erin Feather	
May/June	06/22/2018		06/22/2018	Speech
1-1216-313-1			Speech Therapy	-714.00
			Invoice Total:	-714.00
			Check Total:	-714.00
				714.00
00056826	06/22/2018	NATLFFA	National FFA Organization	
WLC-10883	06/22/2018		06/22/2018	Registration
1-1450-318-2			Voc Ag Purchased Services	-830.00
			Invoice Total:	-830.00
			Check Total:	-830.00
				830.00
00056827	06/22/2018	NCSA	Nebraska Council of School Administrators	
Dues	06/22/2018		06/22/2018	2018-19 Dues
1-2410-630-1			Dues & Fees	-235.00
			Invoice Total:	-235.00
			Check Total:	-235.00
				235.00
00056828	06/22/2018	SCOTCARL	Scott Carlin	
Fuel	06/22/2018		06/22/2018	Fuel
1-2750-336-0			Gas & Oil	-74.50
			Invoice Total:	-74.50
			Check Total:	-74.50
				74.50
00056829	06/27/2018	FOLLSOLU	Follett School Solutions Inc.	
1314613	06/27/2018		06/27/2018	Renewals
1-2222-318-1			Purchased Services	-1,591.00
1-2222-318-2			Purchased Service	-1,591.00
			Invoice Total:	-3,182.00
			Check Total:	-3,182.00
				3,182.00
00056830	06/27/2018	GOTHROT	Gothenburg Rotary Club	
Dues	06/27/2018		06/27/2018	Dues
1-2320-630-0			Dues & Fees	-120.05
			Invoice Total:	-120.05
			Check Total:	-120.05
				120.05
00056831	06/27/2018	NCSA	Nebraska Council of School Administrators	
54814/15/16/17	06/27/2018		06/27/2018	NCE Conf
1-1450-318-2			Voc Ag Purchased Services	-790.00
1-1460-318-2			Purchased Services	-400.00
1-1480-318-2			Purchased Services	-350.00
			Invoice Total:	-1,540.00
			Check Total:	-1,540.00
				1,540.00
00056832	06/27/2018	NELIBRCOM	Nebraska Library Commission	
28791	06/27/2018		06/27/2018	Ebsco Sub
1-2222-318-1			Purchased Services	-1,883.00
1-2222-318-2			Purchased Service	-1,883.00
			Invoice Total:	-3,766.00
			Check Total:	-3,766.00
				3,766.00
00056833	06/27/2018	RECOUNLIM	Recognition Unlimited	
201867683	06/27/2018		06/27/2018	Supplies

# Check Journal

Fiscal Year: 2018

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			-190.30	190.30
					Invoice Total:	-190.30	190.30
					Check Total:	-190.30	190.30
00056834	06/27/2018	SCOTCARL	Scott Carlin				
Fuel	06/27/2018			06/27/2018	Fuel		
1-2750-336-0			Gas & Oil			-60.50	60.50
					Invoice Total:	-60.50	60.50
					Check Total:	-60.50	60.50
00056835	06/27/2018	USBANK	U.S. Bank				
9190	06/27/2018			06/27/2018	Supplies/Travel/Fuel/Books		
1-1100-410-1			Teaching Supplies-elementary			-1,111.51	1,111.51
1-1100-410-2			Teaching Supplies-secondary			-2,048.88	2,048.88
1-1100-420-1			Textbooks-elementary			-5,478.37	5,478.37
1-1100-530-1			Furn/equipment-elementary			-48.99	48.99
1-1100-670-1			Travel-elementary			-7,693.67	7,693.67
1-1221-410-1			Teaching Supplies			-100.00	100.00
1-1221-670-1			Travel-elementary			-119.00	119.00
1-1450-670-2			Vocational Ag Travel			-213.60	213.60
1-2130-410-0			Supplies			-49.76	49.76
1-2212-670-0			Teaching & Learning-Travel			-123.74	123.74
1-2320-410-0			Office Supplies			-217.80	217.80
1-2320-410-0			Office Supplies			12.42	-12.42
1-2410-410-1			Supplies			-474.30	474.30
1-2410-630-2			Dues & Fees			-810.00	810.00
1-2620-318-0			Purchased Services			-38.05	38.05
1-2750-336-0			Gas & Oil			-1,707.21	1,707.21
					Invoice Total:	-20,222.46	20,222.46
					Check Total:	-20,222.46	20,222.46
00056836	06/29/2018	APPLCOMP	Apple Computer, Inc.				
6736659738	06/27/2018			06/27/2018	Supplies		
1-1221-410-2			Teaching Supplies			-1,078.00	1,078.00
					Invoice Total:	-1,078.00	1,078.00
6743082157	06/29/2018			07/03/2018	Computer		
1-1100-560-2			Computer Hardware			-108.00	108.00
					Invoice Total:	-108.00	108.00
					Check Total:	-1,186.00	1,186.00
00056837	06/29/2018	AUPPPLUM	Aupperle Plumbing & Heating, Inc.				
64627	06/27/2018			06/27/2018	Maintenance		
1-2620-318-0			Purchased Services			-575.00	575.00
					Invoice Total:	-575.00	575.00
					Check Total:	-575.00	575.00
00056838	06/29/2018	BAMFINC	Bamford, Inc.				
17497	06/27/2018			06/27/2018	Maintenance		
1-2620-318-0			Purchased Services			-500.00	500.00
					Invoice Total:	-500.00	500.00
					Check Total:	-500.00	500.00
00056839	06/29/2018	BUSITELE	Business Telecommunications				

# Check Journal

Fiscal Year: 2018

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
31248 1-2620-318-0	06/27/2018		Maintenance Purchased Services	06/27/2018		-126.69	126.69
					Invoice Total:	-126.69	126.69
					Check Total:	-126.69	126.69
00056840 MVH4120/ 1-1100-560-2	06/29/2018 06/27/2018	CDWGOV	CDW Government , Inc. Computer Hardware	06/27/2018	Computer Equip	-11,702.67	11,702.67
					Invoice Total:	-11,702.67	11,702.67
NCM7122 1-1100-560-2	06/28/2018		Computer Hardware	06/28/2018	Supplies	-61.59	61.59
					Invoice Total:	-61.59	61.59
					Check Total:	-11,764.26	11,764.26
00056841 63708829 1-1100-410-2	06/29/2018 06/27/2018	CENGLER	Cengage Learning Teaching Supplies-secondary	06/27/2018	Supplies	-1,857.90	1,857.90
					Invoice Total:	-1,857.90	1,857.90
					Check Total:	-1,857.90	1,857.90
00056842 June 1-2510-382-0	06/29/2018 06/27/2018	CENTLIBUS	Century Link Telephone-internet Line Usage	06/27/2018	Telephone	-73.80	73.80
					Invoice Total:	-73.80	73.80
					Check Total:	-73.80	73.80
00056843 229062418 1-2510-382-0	06/29/2018 06/29/2018	CHARCOMM	Charter Communications Telephone-internet Line Usage	07/02/2018	Telephone	-481.28	481.28
					Invoice Total:	-481.28	481.28
					Check Total:	-481.28	481.28
00056844 3160184 1-2610-410-0	06/29/2018 06/27/2018	CHEMSEAR	Chemsearch Supplies	06/27/2018	Supplies	-409.52	409.52
					Invoice Total:	-409.52	409.52
					Check Total:	-409.52	409.52
00056845 May 1-2610-322-0 1-2610-323-0 1-2610-690-0	06/29/2018 06/27/2018	CITYGOTH	City Of Gothenburg Electricity Water/sewer Other Expense	06/27/2018	Utilities	-11,742.92 -903.62 -1,510.20	11,742.92 903.62 1,510.20
					Invoice Total:	-14,156.74	14,156.74
					Check Total:	-14,156.74	14,156.74
00056846 118600 1-2750-336-0	06/29/2018 06/29/2018	COUNPART	Country Partners Cooperative Gas & Oil	07/02/2018	Fuel	-1,060.94	1,060.94
					Invoice Total:	-1,060.94	1,060.94
					Check Total:	-1,060.94	1,060.94
00056847 1117648	06/29/2018 06/27/2018	DASSTATE	DAS State Acctg-Central Finance Telephone	06/27/2018			

# Check Journal

Fiscal Year: 2018

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
1-2510-382-0			Telephone-Internet Line Usage			-234.93	234.93
					Invoice Total:	-234.93	234.93
					Check Total:	-234.93	234.93
00056848	06/29/2018	EAKEOFFI	Eakes Office Solutions				
72077	06/29/2018			07/02/2018	Copier Lease		
1-1100-532-0			Copier Lease/Purchase			-7,911.42	7,911.42
					Invoice Total:	-7,911.42	7,911.42
					Check Total:	-7,911.42	7,911.42
00056849	06/29/2018	ELECENGIN	Electrical Engineering & Equipment Co.				
6117682/	06/27/2018			06/27/2018	Maintenance		
1-2620-318-0			Purchased Services			-272.76	272.76
					Invoice Total:	-272.76	272.76
					Check Total:	-272.76	272.76
00056850	06/29/2018	ESU #6	ESU #6				
Conference	06/27/2018			06/27/2018	coaching vet Teachers		
1-2212-313-2			Staff Development			-150.00	150.00
					Invoice Total:	-150.00	150.00
					Check Total:	-150.00	150.00
00056851	06/29/2018	FOXPARKING	Fox's Parking Lot Painting				
06/23/18	06/29/2018			07/02/2018	Maintenance		
1-2620-318-0			Purchased Services			-1,325.00	1,325.00
					Invoice Total:	-1,325.00	1,325.00
					Check Total:	-1,325.00	1,325.00
00056852	06/29/2018	FUNEXPR	Fun Express, LLC				
690240505/	06/27/2018			06/27/2018	Supplies		
1-1100-410-1			Teaching Supplies-elementary			-303.47	303.47
					Invoice Total:	-303.47	303.47
					Check Total:	-303.47	303.47
00056853	06/29/2018	G&LREPAI	G & L Repair				
727459/727472	06/29/2018			06/29/2018	Purchased Services		
1-1180-318-2			Vocal			-198.00	198.00
					Invoice Total:	-198.00	198.00
					Check Total:	-198.00	198.00
00056854	06/29/2018	GOTHSENCE	Gothenburg Senior Center				
April/May	06/27/2018			06/27/2018	Meals		
1-1221-410-2			Teaching Supplies			-55.00	55.00
					Invoice Total:	-55.00	55.00
					Check Total:	-55.00	55.00
00056855	06/29/2018	GOTHTIME	Gothenburg Times				
Greenhouse	06/27/2018			06/27/2018	Advtising		
1-1450-318-2			Voc Ag Purchased Services			-53.23	53.23
					Invoice Total:	-53.23	53.23
May	06/27/2018			06/27/2018	Advertising/Supplies		
1-1100-410-1			Teaching Supplies-elementary			-137.50	137.50
1-2310-350-0			Advertising/printing			-367.43	367.43
					Invoice Total:	-504.93	504.93

# Check Journal

Fiscal Year: 2018

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
Check Total:						-558.16	558.16
00056856	06/29/2018	GOTHTIRE	Gothenburg Tire & Service				
91904	06/29/2018			07/03/2018	Tires		
1-2750-337-0			Tires & Parts			-680.00	680.00
Invoice Total:						-680.00	680.00
Check Total:						-680.00	680.00
00056857	06/29/2018	GOVCONN	GovConnection, Inc.				
55874187	06/27/2018			06/27/2018	Accountibility/Supplies		
1-1100-410-1			Teaching Supplies-elementary			-1,978.20	1,978.20
1-4210-410-1			Title I Accountability			-24,172.00	24,172.00
Invoice Total:						-26,150.20	26,150.20
55881898	06/29/2018			07/02/2018	Computer		
1-1100-560-2			Computer Hardware			-6,791.20	6,791.20
Invoice Total:						-6,791.20	6,791.20
Check Total:						-32,941.40	32,941.40
00056858	06/29/2018	HICKLUMB	Hicken Lumber Center				
383002	06/29/2018			06/29/2018	Maintenance		
1-2620-318-0			Purchased Services			-415.82	415.82
Invoice Total:						-415.82	415.82
Check Total:						-415.82	415.82
00056859	06/29/2018	HOMELEAS	Hometown Leasing				
12794001	06/27/2018			06/27/2018	Copier Lease		
1-1100-532-0			Copier Lease/Purchase			-1,590.87	1,590.87
Invoice Total:						-1,590.87	1,590.87
Check Total:						-1,590.87	1,590.87
00056860	06/29/2018	INSTAWAR	Instrumentalist Awards LLC				
1802	06/27/2018			06/27/2018	Supplies		
1-1180-410-2			Vocal Supplies-secondary			-14.50	14.50
Invoice Total:						-14.50	14.50
Check Total:						-14.50	14.50
00056861	06/29/2018	ISLASUPP	Island Supply Welding Co.				
187933	06/29/2018			07/02/2018	Supplies		
1-1450-410-2			Vocational Ag Supplies			-153.00	153.00
Invoice Total:						-153.00	153.00
Check Total:						-153.00	153.00
00056862	06/29/2018	J.W.PEPP	J.W. Pepper & Son, Inc.				
712448	06/27/2018			06/27/2018	Supplies		
1-1180-410-2			Vocal Supplies-secondary			-458.99	458.99
1-1181-410-2			Instrumental Music Supplies			-662.97	662.97
Invoice Total:						-1,121.96	1,121.96
Check Total:						-1,121.96	1,121.96
00056863	06/29/2018	JOHNDEER	John Deere Financial				
43621	06/27/2018			06/27/2018	Supplies		
1-2610-410-0			Supplies			-171.45	171.45
1-2620-318-0			Purchased Services			-135.24	135.24
Invoice Total:						-306.69	306.69

# Check Journal

Fiscal Year: 2018

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit
Invoice Account Number	Invoice Date	PO Number	Ereq Num	PO Date	Account Description	Accrued Payment
					Check Total:	306.69
00056864	06/29/2018	JUNILIBR	Junior Library Guild			
J618774	06/27/2018			06/27/2018	Books	
1-2222-430-2			Books		-616.95	616.95
					Invoice Total:	616.95
					Check Total:	616.95
00056865	06/29/2018	KANDDAVI	Kandace K. Davis, DPT			
June	06/28/2018			06/28/2018	PT	
1-4400-319-1			Pre School PT		-249.17	249.17
					Invoice Total:	249.17
					Check Total:	249.17
00056866	06/29/2018	KITTMUSI	Kittle's Music			
179148	06/28/2018			06/28/2018	Supplies	
1-1181-410-2			Instrumental Music Supplies		-102.87	102.87
					Invoice Total:	102.87
					Check Total:	102.87
00056867	06/29/2018	LANDIMPLE	Landmark Implement			
83069	06/29/2018			07/02/2018	Mower Parts	
1-2520-337-0			Tires & Parts		-162.60	162.60
					Invoice Total:	162.60
					Check Total:	162.60
00056868	06/29/2018	MCGR-HIL	Mcgraw-Hill School Education			
10311550001	06/28/2018			06/28/2018	Books	
1-1100-420-1			Textbooks-elementary		-3,906.72	3,906.72
					Invoice Total:	3,906.72
					Check Total:	3,906.72
00056869	06/29/2018	MICKPLAT	Mick's Platte Valley Glass			
46599	06/28/2018			06/28/2018	Maintenance	
1-2620-318-0			Purchased Services		-157.88	157.88
					Invoice Total:	157.88
					Check Total:	157.88
00056870	06/29/2018	MIDWDOOR	Midwest Door and Hardware			
91002	06/28/2018			06/28/2018	Maintenance	
1-2620-520-0			Building Improvements		-13,460.00	13,460.00
					Invoice Total:	13,460.00
					Check Total:	13,460.00
00056871	06/29/2018	MIDWFLO	Midwest Floor Specialists			
13903	06/28/2018			06/28/2018	Supplies	
1-2610-410-0			Supplies		-273.40	273.40
					Invoice Total:	273.40
13920	06/29/2018			07/02/2018	Supplies	
1-2610-410-0			Supplies		-97.50	97.50
					Invoice Total:	97.50
					Check Total:	370.90
00056872	06/29/2018	NEOPOST	Neopost			
1923	06/28/2018			06/28/2018	Postage	

# Check Journal

Fiscal Year: 2018

Check Number	Date	Vendor ID	Vendor Name	Description	Payable	Direct Deposit Accrued Payment
Invoice Account Number	Invoice Date	PO Number	Ereq Num Account Description	PO Date		
1-2510-341-0			Postage		-500.00	500.00
					Invoice Total:	-500.00
					Check Total:	-500.00
00056873	06/29/2018	NESAFE&F	Ne Safety & Fire Equipment			
47727	06/28/2018			06/28/2018	Maintenance	
1-2620-318-0			Purchased Services		-183.75	183.75
					Invoice Total:	-183.75
					Check Total:	-183.75
00056874	06/29/2018	OKEEFELEV	O'Keefe Elevator Company, Inc.			
477211	06/28/2018			06/28/2018	Maintenance	
1-2620-318-0			Purchased Services		-300.50	300.50
					Invoice Total:	-300.50
					Check Total:	-300.50
00056875	06/29/2018	PAYFLEX	Pay Flex			
1151012	06/28/2018			06/28/2018	Flex Plan	
1-2510-300-0			Flex Pay Contract		-152.60	152.60
					Invoice Total:	-152.60
					Check Total:	-152.60
00056876	06/29/2018	PERFTRUC	Performance Truck & Trailer			
6229/6239/6293/	06/28/2018			06/28/2018	Bus Maintenance	
1-2750-337-0			Tires & Parts		-532.52	532.52
1-2750-338-0			Bus Repairs/main.		-987.00	987.00
					Invoice Total:	-1,519.52
					Check Total:	-1,519.52
00056877	06/29/2018	PETESUPE	Peterson's Supermarket			
June	06/29/2018			07/03/2018	Supplies	
1-2610-410-0			Supplies		-119.56	119.56
					Invoice Total:	-119.56
					Check Total:	-119.56
00056878	06/29/2018	PETTCASH	Petty Cash Fund			
June	06/28/2018			06/28/2018	June Expenses	
1-2750-690-0			Other Expense		-7.69	7.69
1-2750-690-0			Other Expense		-66.00	66.00
					Invoice Total:	-73.69
					Check Total:	-73.69
00056879	06/29/2018	PINPOINT	PinPoint Communications			
155005364	06/29/2018			07/02/2018	Telephone	
1-2510-382-0			Telephone-Internet Line Usage		-660.12	660.12
					Invoice Total:	-660.12
					Check Total:	-660.12
00056880	06/29/2018	REALGOOD	Really Good Stuff, Inc.			
6422914	06/28/2018			06/28/2018	Supplies	
1-1100-410-1			Teaching Supplies-elementary		-42.89	42.89
					Invoice Total:	-42.89
					Check Total:	-42.89
00056881	06/29/2018	RECOUNLIM	Recognition Unlimited			

# Check Journal

Fiscal Year: 2018

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
201867661 1-1180-410-2	06/28/2018		Vocal Supplies-secondary	06/28/2018	Supplies	-33.15	33.15
					Invoice Total:	-33.15	33.15
601867683 1-1181-410-2	06/28/2018		Instrumental Music Supplies	06/28/2018	Supplies	-190.30	190.30
					Invoice Total:	-190.30	190.30
					Check Total:	-223.45	223.45
00056882 P90009 1-1100-410-1	06/29/2018 06/28/2018	ROCH100	Rochester 100 Inc. Teaching Supplies-elementary	06/28/2018	Supplies	-312.50	312.50
					Invoice Total:	-312.50	312.50
					Check Total:	-312.50	312.50
00056883 M6422187 1-1100-410-1	06/29/2018 06/28/2018	SCHOMAGA	Scholastic Magazines Teaching Supplies-elementary	06/28/2018	Supplies	-1,506.45	1,506.45
					Invoice Total:	-1,506.45	1,506.45
					Check Total:	-1,506.45	1,506.45
00056884 208120362373/ 1-1100-410-1 1-3540-410-0	06/29/2018 06/28/2018	SCHOSPEC	School Specialty Inc. Teaching Supplies-elementary Pre School Supplies	06/28/2018	Supplies	-44.65 -19.50	44.65 19.50
					Invoice Total:	-64.15	64.15
					Check Total:	-64.15	64.15
00056885 55660014 1-1100-410-1 1-1221-690-2 1-2130-410-0 1-3540-410-0	06/29/2018 06/28/2018	SHOPKO	Shopko Teaching Supplies-elementary SPED Other Supplies Pre School Supplies	06/28/2018	Supplies	-77.95 -60.00 -208.19 -8.99	77.95 60.00 208.19 8.99
					Invoice Total:	-355.13	355.13
					Check Total:	-355.13	355.13
00056886 262614 1-2222-430-2	06/29/2018 06/28/2018	SMARAPPL	Smart Apple Media Books	06/28/2018	Books	-169.46	169.46
					Invoice Total:	-169.46	169.46
					Check Total:	-169.46	169.46
00056887 16778 1-2620-520-0	06/29/2018 06/28/2018	T-CCEIL	T-C Ceilings Inc. Building Improvements	06/28/2018	Maintenance	-268.80	268.80
					Invoice Total:	-268.80	268.80
					Check Total:	-268.80	268.80
00056888 Advertising 1-1450-318-2  Renewal	06/29/2018 06/28/2018  06/28/2018	TRI-CITY	Tri-city Tribune Voc Ag Purchased Services Renal	06/28/2018 06/28/2018 06/28/2018	Greenhouse	-80.00 -80.00	80.00 80.00

# Check Journal

Fiscal Year: 2018

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
1-2320-410-0			Office Supplies			-31.50	31.50
					Invoice Total:	-31.50	31.50
					Check Total:	-111.50	111.50
00056889 107070 1-2620-318-0	06/29/2018 06/28/2018	TRYOWELD	Tryon Welding Purchased Services	06/28/2018	Maintenance	-270.00	270.00
					Invoice Total:	-270.00	270.00
					Check Total:	-270.00	270.00
00056890 9809457655 1-2510-382-0	06/29/2018 06/28/2018	VERIZON	Verizon Wireless Telephone-internet Line Usage	06/28/2018	Telephone	-136.79	136.79
					Invoice Total:	-136.79	136.79
					Check Total:	-136.79	136.79
00056891 6817 1-1100-410-2	06/29/2018 06/28/2018	VIGSOLUT	Vig Solutions Teaching Supplies-secondary	06/28/2018	Supplies	-395.00	395.00
					Invoice Total:	-395.00	395.00
					Check Total:	-395.00	395.00
<b>1 - GENERAL FUND</b>						<b>-145,577.39</b>	<b>145,577.39</b>
<b>Total of Computer Checks</b>						<b>-145,577.39</b>	<b>145,577.39</b>
Fund Summary							
1 - GENERAL FUND						-145,577.39	145,577.39
Payroll Summary							
<b>Report Total:</b>						<b>-145,577.39</b>	<b>145,577.39</b>

STUDENT FEES POLICY

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

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

A. Definitions.

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

B. Listing of Fees Charged by this District.1. Guidelines for Clothing Required for Specified Courses and Activities.

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Extracurricular Activities.

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

6. Postsecondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such postsecondary courses. However, for a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the District shall offer the course without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

7. Transportation Costs.

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

8. Copies of Student Files or Records.

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

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

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

10. Participation in Summer School or Night School.

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

11. Charges for Food Consumed by Students.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Student Fee Fund.

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


Legal Reference:

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation  
79-2,104 Student files or records  
79-715 Eye-protective devices  
79-737 Liability of students for damages to school books  
79-1,104 Before-and-after-school or prekindergarten  
services.  
79-1106 to 79-1108.03 Accelerated or differential curriculum

CERTIFICATION

On the 11<sup>th</sup> day of June, 2018, 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 2017-18 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

  
Superintendent

Policy Adopted: July 8, 2002  
Policy Amended: July 14, 2003  
Renumbered: December 10, 2007  
Policy Reaffirmed: July 9, 2018

GOTHENBURG PUBLIC SCHOOLS  
Gothenburg, Nebraska

STUDENT FEES ADMINISTRATIVE REGULATION

The following list details the fees POSSIBLY charged to students and the kinds of supplies and materials students are expected to provide for participation in various programs and activities. Students will be notified by the instructor or sponsor if or when fees are to be submitted. Donations may be requested by the district but are not required.

Students who wish to have particular fees waived must submit a fee waiver application to the office of Superintendent of Schools. According to statute, not all of the following fees are subject to waiver. Additional details and the fee waiver form are available in the Superintendent's office.

Students may be provided a Chromebook or other electronic device for their use and are responsible for any damage that may occur. Optional insurance is available.

MAXIMUM POSSIBLE Fees Charged Within the District:

- Prior to the commencement of the school year, the school district publishes a listing of personal and consumable supplies that elementary students in each grade must provide for his/her use.
- Students in middle school and high school must provide their own personal and consumable supplies including paper, pens, erasers, computer discs, calculators and the like.
- Non-academic field trips \$50.00
- Student activity card \$40.00  
*Covers admission to all extracurricular events*
- Student participation fee \$40.00  
*Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.*
- Student individual activity admission \$5.00 maximum
- Summer School students must pay the summer school tuition set by the district
- Dual Credit Courses students must pay the tuition fees set by the post-secondary institution

LAB Classes

- Classes in Industrial Tech, Art, FCS, PE, and Science \$50.00  
(student who elect to do projects that require supplies beyond this amount are responsible for the cost of those supplies.)

Organizations or activities

- Band students must provide their own instruments, shoes, personal and consumable supplies.
- Cheerleading students must purchase uniforms and shoes selected by the sponsor and/or student group
- Football students must provide their own shoes and undergarments
- Softball students must provide their own shoes, undergarments, and gloves
- Golf students must provide their own shoes, undergarments, and clubs
- Track, Volleyball, Wrestling, Basketball and Cross Country students must provide their own shoes and undergarments
- Swing Choir students must purchase outfits and shoes selected by the sponsor/group
- Future Farmers of America student must purchase jackets. \$25.00 dues
- National Honor Society \$25.00
- Sigma Phi Beta \$25.00
- Student Council \$25.00
- Thespians / NFL \$25.00
- Speech \$25.00
- Art Club \$25.00

Lunch Program

- Breakfast Program Maximum \$1.50
- Lunch Program Maximum \$3.00

Regulation Adopted: July 8, 2002  
Regulation Amended: Annually (July 2018)  
Renumbered: December 10, 2007

GOTHENBURG PUBLIC SCHOOLS  
Gothenburg, Nebraska

InstructionParental/Community Involvement in Schools

Dawson School District #24-0020, Gothenburg Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the district to encourage communications from the parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Section 79-2,104, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the student of the District.

Date of Adoption: February 11, 2008

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

**Legal Reference:** Laws 2008, LB 205  
Student Discipline Act, Neb. Rev. Stat. " 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2006

Date of Adoption: July 14, 2008

Community RelationsRecording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Legal Reference: Neb. Rev. Stat. § 86-290  
Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: July 9<sup>th</sup>, 2018

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.
8. Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (A) Whether the student's teacher—
    - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - (iii) is teaching in the field of discipline of the certification of the teacher.
  - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
  - (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment;
  - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
  - (A) be involved in the education of their children; and
  - (B) be active participants in assisting their children to—
    - (i) attain English proficiency;
    - (ii) achieve at high levels within a well-rounded education; and
    - (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: July 9<sup>th</sup>, 2018

Business OperationsInsufficient Funds

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

Date of Adoption: July 9<sup>th</sup>, 2018

Personnel - All Employees (& Students)

Anti-discrimination, Anti-harassment, and Anti-retaliation

**A. Elimination of Discrimination.**

The Gothenburg Public Schools 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 Gothenburg Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Superintendent, 1322 Avenue I, Gothenburg, NE 69138 (308) 437-3651

Employees & Others: Superintendent, 1322 Avenue I, Gothenburg, NE 69138 (308) 537-3651

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 of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**

**1. Purpose:**

The Gothenburg Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in

the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and

relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

**5. Training:**

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq. ;  
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.  
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: July 9<sup>th</sup>, 2018

StudentsStudent Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering

the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
  3. Expulsion:
    - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
    - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a

personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
  - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
  - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
  - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, 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, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
  - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the

consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or 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 alcohol, narcotics, drugs, a 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. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school

- employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
  11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
  12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. 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, disability, national origin, or religion.
  15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  16. Willfully violating the behavioral expectations for riding school buses or vehicles.
  17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it 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, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - a. 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 necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs 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 by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. 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 (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- 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.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

## 2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to

learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
    - (a) Tests (includes tests, quizzes and other examinations or academic performances):
      - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
      - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
      - (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
      - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for

- another student, without the specific knowledge and permission of the instructor.
- (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

- (2) “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
    - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
    - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
  - (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy,

such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. 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.
- b. Definitions.
- (1) “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.
  - (2) “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:
    - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
    - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
  - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that

the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons 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; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
  - (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
  - (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. 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:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
  - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. 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 for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
  2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
  2. Students in the hallway during class time must have a pass with them.
  3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
  4. Students are expected to bring all books and necessary materials to class. This includes study halls.
  5. Assignments for all classes are due as assigned by the teacher.
  6. Students are not to operate the mini-blinds or the windows.
  7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  8. Students are to be in their seats and ready for class on the tardy bell.

9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Date of Adoption: July 9<sup>th</sup>, 2018

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Public 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 Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, 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:

Students: Superintendent, 1322 Avenue I, Gothenburg, NE 69138 (308) 537-3651

Employees & Others: Superintendent, 1322 Avenue I, Gothenburg, NE 69138 (308) 537-3651

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 One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

The Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt

and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board,

designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

**5. Training:**

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: July 9<sup>th</sup>, 2018

StudentsChild Abuse and Neglect

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

Legal Reference: Neb. Rev. Stat. § 28-711  
34 U.S.C. § 20341

Date of Adoption: July 9<sup>th</sup>, 2018

StudentsMarried Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Legal References: Neb. Rev. Stat. §§ 79-2,114 to 79-2,124  
20 U.S.C. § 1681 (Title IX)

Date of Adoption: July 9<sup>th</sup>, 2018

StudentsSearch and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches:

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. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm

or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.

2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Legal Reference: Neb. Rev. Stat. § 28-1204.04 (firearms)

Date of Adoption: July 9<sup>th</sup>, 2018

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: (Last Name) (First Name) (M.I.) Birth Date: Grade

Parent/Guardian Name (Last Name) (First Name) (M.I.) Unaccompanied Youth ("Yes" or "No")

Current Address

Telephone Number: (If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
None of the above.

b. How long do you anticipate living in current location?

2. School Most Recently Attended

School: (School Name) (City) (State)

Dates of Attendance: to

Grade level when last attended:

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided :

- English Language Learners (ELL)  Gifted  Vocational Education
- Other \_\_\_\_\_

4. Possible Barriers to Education

- No Birth Certificate  No immunizations or other medical records
- No School Records  Transportation  School Selection
- Other issues/barriers \_\_\_\_\_

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation  Clothing to meet a school requirement  School supplies
- Early childhood program  Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling  Addressing needs related to domestic violence
- Staff professional development/awareness
- Other \_\_\_\_\_

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth:

b. Reason(s) for Request: \_\_\_\_\_

c. Name of "School of Origin" \_\_\_\_\_

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date \_\_\_\_\_

Has student been withdrawn? \_\_\_\_\_

If so, what was the withdraw date? \_\_\_\_\_

d. Distance from:

i. Residence to the school of origin (miles): \_\_\_\_\_

ii. Residence to the school requested (if not school of origin): \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian or Unaccompanied Youth's signature

\_\_\_\_\_  
Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

**WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT**

Child's Name: \_\_\_\_\_

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
( Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

**Homeless student program eligibility:**

\_\_\_\_\_ Child does not qualify under the homeless student program.  
\_\_\_\_\_ Child qualifies under the homeless student program. This determination was based upon: \_\_\_\_\_  
\_\_\_\_\_

**Placement** (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: \_\_\_\_\_  
( Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the Nebraska Commissioner of Education  
Nebraska Department of Education  
[matt.blomstedt@nebraska.gov](mailto:matt.blomstedt@nebraska.gov)  
Telephone: (402) 471-5020
- You may seek the assistance of advocates or attorneys.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

Written Notification Form was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: \_\_\_\_\_

Person completing form: \_\_\_\_\_ (Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): \_\_\_\_\_

I wish to dispute the following decision: \_\_\_\_\_

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): \_\_\_\_\_

\_\_\_\_\_

Persons who have information to support my position (include contact information): \_\_\_\_\_

I request that the following action be taken on this dispute: \_\_\_\_\_

\_\_\_\_\_

Parent or Guardian or Unaccompanied Youth's signature

Date

-----For School Use-----

Date received by Homeless Coordinator \_\_\_\_\_

-----Determination of Homeless Coordinator-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_ (Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

\_\_\_\_\_

Explanation for this determination: \_\_\_\_\_

\_\_\_\_\_

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact:

Nebraska Commissioner of Education  
Nebraska Department of Education  
[matt.blomstedt@nebraska.gov](mailto:matt.blomstedt@nebraska.gov)  
Telephone: (402) 471-5020

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

Language Arts standards that were adopted by the State Board in September, 2014;  
Mathematics standards that were approved by the State Board in September, 2015;  
Science standards that were adopted by the State Board in September, 2017; and  
Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: July 9<sup>th</sup>, 2018

InstructionReading Instruction and Improvement

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

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

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

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

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

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

(2) The supplemental reading intervention program may also include:

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

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

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

Legal Reference: Nebraska Reading Intervention Act

Date of Adoption: July 9<sup>th</sup>, 2018

InstructionTitle I Parental and Family Engagement Policy

The written District Parent and Family Engagement Policy has been developed jointly with parents and family members of participating children and the local community, updated periodically and distributed in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: July 9<sup>th</sup>, 2018

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

- A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
  2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00.

- D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.
- G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.
- I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204  
Neb. Rev. Stat. §79-546

Date of Adoption: July 9<sup>th</sup>, 2018

# 2018-2019

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

**WELCOME** to Gothenburg Jr/Sr High School for the 2018-2019 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 activities program will provide you with opportunities to further develop interests and talents in sports, debate/speech, drama, journalism, music and related academic areas.

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!!**

*Seth Ryker  
High School & Jr. High Principal*

*Tyler Herman  
Activities Director & Assistant Principal*

### **MISSION STATEMENT**

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

This Handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Replacement cost of student handbook: \$15.00

# GOTHENBURG HIGH SCHOOL 2018-2019 GHS STAFF

## ***Administration:***

Dr. Mike Teahon, Superintendent  
Mr. Seth Ryker, Jr./Sr. High School Principal  
Mr. Tyler Herman, Activities Director, Assistant Principal  
Mrs. Allison Jonas, Director of Teaching & Learning  
Mrs. Teresa Schneider, Special Ed Director

Jerry Wiggins  
Pam Glodowski  
Connie Rocker  
Mrs. SueAnn Hubbard

High School Counselor  
Middle School Counselor  
School Psychologist  
School Nurse

## ***Faculty:***

Thomas Belanger  
Erin Beavers  
Sara Bullock  
Scott Carlin  
Joshua Clark  
Kaitlyn Clark  
Mary Clark  
Travis Coe  
Jay Garrison  
Kim Graff  
Craig Haake  
Gabe Haberman  
Carol Keiser  
Vickie Keiser  
Bryson Kennedy  
Kent Koehn  
Cathy Larson  
Lori Long  
Maggie Miller  
Nick Miller  
Cindy Moore  
Kelly Morgan  
Tim Negley  
Tim Peterson  
Angela Piper  
Steve Reeves  
Julie Rickertsen  
Seth Schaeffer  
Dan Scherer  
Sharise Scherer  
Tom Scott  
Jami Stortenbecker  
Maggie Tiller  
Dee Weaver  
Jo Wiggins

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

## ***Secretaries:***

Lori Clymer, Kay Streeter, Lori Verster

## ***Cafeteria:***

Joni Jacobsen, Jill Jorgenson, Mary Moon, Jackie Headley, Amanda Diltz, Hannah Wear, Ashley Riley, Jonathan Griffis, Lisa Peska, Fredrica Keffer

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

Sue Finke & Katherine Middleton

## ***Bus Drivers:***

Marty Leidal, Jim Franzen, Mitch Golter, Dave Cheetsos, Les Harding

## **2018-2019**

## **ACTIVITY SPONSORS/COACHES**

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

Head Football - Craig Haake

Assistant Football - Justin Dowdy, Jerry Wiggins, Tom Scott, Jesse Kincheloe, Bryan Bazata

Girls Golf – Tara Foster

Cross Country - Steve Reeves & Tony Neels

Head Softball- Maggie Tiller

Assistant Softball-Karlie Nielsen

Head Volleyball –Bryson Mahlberg

Assistant Volleyball-Jami Fowler

9th Volleyball -Rebecca Costello

Head Jr. High Football-Dan Scherer

Asst. Jr. High Football – Seth Schaeffer, Jonathan Meyer

8th Volleyball – Cindy Moore Assistant- Jim Clark

7th Volleyball – Nicole Rubenthaler Assistant- Angela Piper

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

Head Boys Basketball -Scott Carlin

Head Girls Basketball –Nick Miller

Assistant Boys BB – Seth Schaeffer Assistant Girls BB-Brian Bazata

Head Wrestling –Tom Scott Assistant Wrestling –Tim Negley

9th Girls Basketball- Jena Rahjes 9th Boys Basketball- Gabe Haberman

Jr. High Wrestling-Jerry Wiggins Assistant - Craig Haake

8th Boys: Jonathan Meyer Girls 8<sup>th</sup> Basketball-Jonathan Meyer

Assistant 8<sup>th</sup> B: Dustin Walker Assistant 8<sup>th</sup> G: Joe Weaver

7th Boys: Justin Dowdy Girls 7<sup>th</sup> Jami Fowler

Assistant 7<sup>th</sup> B: Joe Weaver Assistant 7<sup>th</sup> G: Sara Bullock

### ***Spring Athletic Season***

Head Track - Steve Reeves, Bryson Mahlberg

Jump Coaches- Tim Peterson, Tony Neels

Hurdle Coach-Dan Yilk Pole Vault-Jillian Dowdy, Jesse Ambler

Distance Coach - Steve Reeves, Discus Coach- Scott Carlin Shot Put Coach- Bryson Mahlberg

7th-8th Boys/Girls Track Coach- Jim Clark/Nicole Rubenthaler

Assistants: Nick Miller/Jonathan Meyer

Boys Golf – Dan Scherer Assistant-Don Graham

### ***Other Activities***

Chorus – Gabe Haberman Musical: Kaitlyn Clark Asst: Erin Beavers, Erin Feather, Gabe Haberman

Band/ Percussion Ensl.-Thomas Belanger

National Honor Society/Sigma Phi Beta -Vickie Keiser

One Act Play-Lori Long Assistant- Jim Long

FFA - Dan Scherer/Tim Negley

Journalism/Yearbook– Dan Jensen

Speech-Kaitlyn Clark, Assistant - Josh Clark

Junior High Student Council-Pam Glodowski

Quiz Bowl-Cindy Moore & Kaitlyn Mason

Student Council - Mary Meisinger/Lori Long

Cheerleaders –Sharon Andres & Ginny Peterson

Seniors- Mr. Wiggins & Mrs. Beavers & Mr. Clark  
 Juniors - Mrs. Scherer & Mrs. Weaver & Mr. Carlin  
 Sophs.- Mrs. Tiller & Mrs. Rickertsen & Mr. Garrison  
 Fresh.- Mrs. Moore & Mrs. Keiser & Mr. Schaeffer  
 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.

## **Important Phone Numbers**

### **Gothenburg Public Schools**

<b>Mike Teahon, Supt./SPED Director</b>	<b>537-3653 ext.4105</b>
<b>Seth Ryker, Sr. High Principal</b>	<b>537-3651 ext.4121</b>
<b>Tyler Herman, Activities Director</b>	<b>537-7501 ext.4122</b>
<b>Jerry Wiggins, H.S. Guid Coun.</b>	<b>537-7501 ext.4124</b>
<b>Pam Glodowski, M.S. Guid Coun.</b>	<b>537-7501 ext.4127</b>
<b>Michelle Stevens, Elementary Coun.</b>	<b>537-3651</b>
<b>Allison Jonas, Director Teaching/Learning</b>	<b>537-3651</b>
<b>James Widdifield, Elem. Principal</b>	<b>537-7178 ext.2202</b>
<b>GHS Information/Attendance</b>	<b>537-3651 ext.4120</b>

### **Services**

<i>Emergency Services</i>	<i>911</i>
<i>AIDS Information Hotline</i>	<i>1-800-782-AIDS</i>
<i>Birth Line</i>	<i>1-308-534-3085</i>
<i>Boys Town Hotline</i>	<i>1-800-448-3000</i>
<i>Child Abuse/Neglect Hotline</i>	<i>1-800-652-1999</i>
<i>Crisis Line</i>	<i>324-3040 or dial, Ask for Enterprise 2222</i>
<i>Crisis Intervention Team (Gothenburg)</i>	<i>537-3653</i>
<i>Dawson County Attorney</i>	<i>324-5644</i>
<i>Dawson County Crime Stoppers</i>	<i>784-1234</i>
<i>Dawson Co. Immunization Clinic</i>	<i>324-4219</i>
<i>D.C. Parent Child Center</i>	<i>324-2336</i>
<i>(for victims of domestic violence, child abuse, etc.)</i>	
<i>Dawson County Public Defender</i>	<i>537-7119</i>
<i>Dawson County Sheriff's Department</i>	<i>324-3011</i>
<i>Domestic Violence Hotline</i>	<i>1-800-876-6238</i>
<i>Emergency 24 hour drug/alcohol line</i>	<i>543-6963</i>
<i>Family Planning (North Platte)</i>	<i>534-3075</i>
<i>Family Planning (Lexington)</i>	<i>324-6223</i>
<i>Gothenburg Chamber of Commerce</i>	<i>537-3505</i>
<i>Gothenburg City Offices</i>	<i>537-3677</i>
<i>Gothenburg Memorial Hospital</i>	<i>537-3661</i>
<i>Gothenburg Police Department</i>	<i>537-3608</i>
<i>Heartland Counseling</i>	<i>324-6754</i>
<i>Juvenile/Probation Office</i>	<i>324-7119</i>
<i>Nebraska Dept of Social Services</i>	<i>324-6633</i>
<i>Nebraska Diagnostic Center</i>	<i>784-4525</i>
<i>Parent Assistance Line</i>	<i>1-800-642-9909</i>
<i>Poison Information Center</i>	<i>1-800-642-9999</i>
<i>Road and Weather Conditions</i>	<i>1-532-0623</i>
<i>Runaway Switchboard</i>	<i>1-800-621-4000</i>
<i>State Patrol Emergency Line</i>	<i>1-800-525-5555</i>

## BELL SCHEDULE

Period	Time Schedule		
ACCESS TIME	7:45	-	8:05
Access time will be assigned to assist students and provide additional learning opportunities. Any 7-12 student may take advantage of access time to talk to their teachers.			
1	8:10	-	8:55
2	8:58	-	9:43
<i>Swede Foundations</i>	9:46	-	10:08
3	10:11	-	10:56
4	10:59	-	11:44
5 (JH Lunch)	11:47	-	12:32
HS Lunch	12:32	-	1:02
6	1:05	-	1:51
7	1:54	-	2:40
8	2:43	-	3:30
DETENTION	3:30	-	4:30

Swede Foundations will consist of academic team time. Students will check/report grades and work with designated teachers to improve academic accountability and performance.

## ACADEMICS

### 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 2017-18 school year, 310 students (70%) 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 2018-2019 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)**

- Renaissance awards T-shirt
- ACT Fee Reimbursement (1/2 for scores 27 or higher, full for scores 30 or higher)
- Fast food coupons

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

- Renaissance awards T-shirt
- Fast food coupons

**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.

**ADMITTANCE TO BUILDING & LUNCH HOUR**

Access time (7:45 a.m - 8:05 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.

**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 B/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>Information Technology II</b> .....	5
<b>Speech</b> .....	5
<b>Personal Finance (Class of 2022)</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 coursework, 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 **2018-2019** 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.

## **STANDARDIZED TESTS**

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

## **TRANSCRIPTS/HIGH SCHOOL RECORD**

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

## **NOTICE OF REQUIREMENTS FOR ADMISSION**

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

- 1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time.
- 2) Evidence of a physical examination by a physician for a student entering the 7th grade or transferring in from out of state,

- 3) Evidence of visual evaluation by a physician,
- 4) Students are required to be immunized according to laws passed by the Nebraska legislature. Parents/guardians may contact the school nurse regarding immunization requirements. Forms to submit objections are available from the Supt. office. **Any student not in compliance with the law will not be permitted to attend school.** Medical and religious exemptions are available but require a physician's signature or a signed affidavit.

## **NATIONAL HONOR SOCIETY**

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

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

## **ACADEMIC INTEGRITY POLICY**

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

### **What is the definition of cheating at Gothenburg High School?**

Cheating involves one or more of the following actions:

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

## **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 online teacher lesson plans on the school website.**

## **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.

## **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 online teacher lesson plans on the school website.** 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. **Tardies for 1<sup>st</sup> & 6<sup>th</sup> periods WILL NOT be excused, students will be assigned a 1 hour detention.**
2. Every time a student is tardy, (periods 2-5 and 7-8) he/she will make up 15 minutes **in the teacher's room in which the tardy occurred.** This time must be served within two days after the tardy was recorded.
3. If the student fails to make up the 15 minutes with the allowable two days, his/her name is turned in to the office and they are required to serve **one hour of detention.**
4. On the second offense of failing to serve detention for a tardy, the student will serve **two hours of detention.**
5. On the third offense of failing to serve detention for a tardy, the student will serve **SATURDAY SCHOOL.** Continued failure to serve detention will result in additional Saturday school and/or **out-of-school suspension** and he/she will also be **required along with parents attend a principal conference.**
7. A student who is tardy **seven (7)** times from a semester course will be required to serve Saturday school **and is not allowed to attend the next dance during the school year (Homecoming-Coronation-Prom).** Any additional tardy for that class will result in Saturday school, In-school (WAS) and/or an out-of-school suspension.

## **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. All students who qualify for free/reduced lunches also qualify for free/reduced breakfasts. Brunch will be delivered to academic classrooms and PE classes will have brunch in the cafeteria.

## **CRIME STOPPERS**

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

## **DAILY BULLETIN AND ANNOUNCEMENTS**

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

## **DANCES/STUDENT ACTIVITIES**

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

1. Student arrival time set for each dance can be within one hour of the starting time. Doors will be closed and no one will be admitted after 1 hour of the start of the dance. Any exceptions need to be discussed in advance with Principals.
2. Students leaving the dance before it is over may not return.

3. Students can't leave the facility; they must stay in the dancing area.
4. Senior High dances are for students 9th-12th grades. Guests are allowed to come to two Senior High 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. 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.

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

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

8. **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.

## SCHOOL 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. 3134).**

## INDIVIDUAL STUDENT CONFERENCES

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

The following dates will be important for you:

**SENIORS - Fall 2018 FRESHMEN - Spring 2019**  
**8TH GRADERS - 3rd Quarter 7TH GRADE - 2nd Qtr**

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

**COLLEGE FAIR @ COZAD (Wilson Center) - TBA 1:00 P.M.**  
**FINANCIAL AID PROGRAM at Gothenburg - October 8th 5:30 P.M.**

**ACT TEST DATES**

September 8, 2018  
October 27, 2018  
December 8, 2018  
February 9, 2019  
April 13, 2019  
June 8, 2019

**REGISTRATION DEADLINES**

August 10, 2018  
September 28th, 2018  
November 2, 2018  
January 11, 2019  
March 8, 2019  
May 3, 2019

**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. Students have the opportunity to use the online harassment form to notify school officials of any incidents of bullying.

**DATING VIOLENCE**

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

**EQUAL OPPORTUNITIES**

District #20 supports equal educational opportunity for students free from limitations based on ethnic or racial background, sex, disability, race, color, religious beliefs, marital status, veteran status, or economic and social conditions.. This concept of equal education opportunity serves as a guide for the school district

and the staff in making decisions relating to school facilities, employment or personnel, selection of educational materials, equipment, curriculum, and regulations affecting students and their welfare.

## **ELIMINATION of DISCRIMINATION**

The policy of Gothenburg Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

## **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**

It is the policy (Policy 3571) of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students. The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

- Full Pay Families - will pay for meals at the district's published standard rate for each meal. After the FAMILY balance reaches -\$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the standard rate.
- Reduced Pay Families will be allowed to receive a breakfast at the district's published reduced rate for each meal. When the balance reaches -\$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be

charged to the child's meal account at the reduced rate.

- Free Status Families will be allowed to receive a free breakfast and lunch each day. The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

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 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. High School students are not permitted to drive off campus for lunch OR eat lunch in vehicles. High School lunch will be dismissed at 12:32 & 12:34.**

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 workstations 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 their vehicles during the school day.**
- 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 along with television stations NTV, KNOPTV, KLN/KGIN. The decision to keep the schools open or closed will be made as early as possible and also announced via **SchoolReach**.

## **SKATEBOARDS/ROLLERBLADES**

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

## **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**

**Cell phone use is prohibited in classrooms (without teacher permission.) Cell phones are prohibited in locker rooms and will be confiscated on sight. Students may carry their phone but it is recommended that phones be stored in a locked locker or car.**

## **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) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

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 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.

**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 disciplinary action, up to and including expulsion.**

**Students who send or encourage another to send a “sexting” message shall be subject to disciplinary action, up to and including expulsion.**

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\_\_\_\_\_

## **HEALTH SERVICES**

The Gothenburg Public School System has a full time registered nurse who coordinates health services. She conducts health screening on students annually. Should you have any concerns about your child's

hearing or vision, she can evaluate him/her at any time during the school year. A written health services referral will be sent to parents whenever a concern is found on any screening procedure.

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

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

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

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

## **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.

# **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 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

**CONSEQUENCES:**

**A./B. 1st offense-Saturday School and/or administrative discretion (A)-Excluded from school activities for 10 school days,**

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

### **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 distractive or indecent to the extent that it interferes with the learning and educational process.

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

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

## DETENTION

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

## RESPECT

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

## DRESS AND GENERAL APPEARANCE

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

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

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

Policy 5418 includes forms related to homeless students. Gothenburg Public School will ask for enrollment information and request for placement in accordance with policy 5418. District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is

not in the physical custody of a parent or guardian. District #20's designated Homeless Coordinator is the Superintendent of Schools.

## 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. Tyler Herman, Activities Director of the Gothenburg Public Schools; at 537-3651 (ext. 4122).**

### 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 NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.

2.2.1 Student must be a bonafide student of their member school and have not graduated from any high school.

2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.

2.3 Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)

2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester.

2.5.1 Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.

2.5.2 Student must have received twenty hours of credit in school the immediate preceding semester. Ten credit hours of enrollment must be within the member school.

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

2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days.

If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she 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 or tenth grade, he/she shall be ineligible for ninety school days.

### **Student eligibility related to domicile can be attained in the following manners:**

2.6.9.1 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.

2.6.9.2 If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

2.6.9.3 If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

2.6.10 If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

2.7.7 Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2018-2019 school year prior to May 1st; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1st. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed,

such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1st, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. \*(Refer to

3.5.1.1 for exception in Swimming & Diving.)

3.6 A student shall not participate on an all-star team while a high school undergraduate.

3.7 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 **are encouraged** 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 6, 2018	State Tournament
Football	August 6, 2018	Football playoffs
Cross Country	August 6, 2018	State Meet
Volleyball	August 6, 2018	State Tournament
Girls Golf	August 6, 2018	State Meet
<b>WINTER</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Wrestling	November 12, 2018	State Meet
Basketball (B/G)	November 12, 2018	State Tournament
<b>SPRING</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Boys Golf	February 25, 2019	State Meet
Track (B/G)	February 25, 2019	State Meet

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

## **SPORTSMANSHIP**

### **Responsibility of Players:**

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

1. Treat opponents with the respect that is due them as guests.
2. Exercise self-control at all times, accepting and abiding by decisions.
3. Respect the officials' judgment and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.
4. Only the captain should communicate with the officials regarding the clarification of a rule.
5. Accept both victory and defeat with pride and compassion, never being boastful or bitter.
6. Congratulate the opponents in a sincere manner following either a victory or defeat.
7. Cooperate with the coach and fellow players in trying to promote good sportsmanship.
8. Welcome the opportunity to discuss the rules and strategies of the contest with parents and friends so they can better understand and appreciate the finer points of the game.
9. Accept seriously the responsibility and privilege of representing Gothenburg High School and our community.

### **Responsibility of Students (Spectators):**

The students' frequent role as spectators and their tremendous enthusiasm for sports are indicative of their vital responsibility for good sportsmanship. Their habits and reactions determine the quality of sportsmanship which reflects upon the reputation of our school. Students/spectators are permitted to attend extracurricular activities only as guests of the school district. Accordingly, they must comply with the school district's rules and policies. It is the responsibility of the student and/or spectator to:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.

3. Learn the rules of the game in order to be a better-informed spectator.
  4. Treat all visiting teams in a manner in which you would expect to be treated.
  5. Accept the judgment of coaches and officials.
  6. Encourage other spectators to participate in the spirit of good sportsmanship.
  7. Obey the instructions of school employees and officials supervising the extracurricular activity.
- While the varsity game is in progress, students may not leave the gym or football bleachers except between quarters and half-time.**

## **DRUG & ALCOHOL/GOOD CONDUCT RULE**

### **1. VIOLATION:**

- 1.1 Any student who violates written program rules during the extracurricular program season shall be subject to the sanctions set forth in the written program rules.
- 1.2 Any student engaged in an extracurricular activity program who, (1) possesses, or uses alcoholic beverages, or (2) drugs, the possession or use of which are declared a crime or infraction under the laws of the State of Nebraska, (3) who engages in conduct, or used language during school pictures, video, gestures, which is grossly offensive to the standard of the community of Gothenburg, Nebraska, during the particular extracurricular activity program shall:
  - 1.2.1 **If a student has not previously been found to be in violation of the rules set forth in this paragraph during said extracurricular activity program season, and the student self-reports the violation, he/she shall be suspended for 10 school days from participation in extracurricular activity contests including dances. If a student fails to self-report the violation they shall be suspended for 15 school days from participation, in any manner in such extracurricular activity program, (includes FFA, vocal, band, dances-Homecoming, Coronation, Prom and speech).**
  - 1.2.2 **If a student has previously been found to be in violation of the rules set forth in this paragraph during such extracurricular activity program season and the student self-reports the violation, they shall be suspended from extra-curricular activity contests/dances for a period of 20 school days. If a student fails to self-report the violation they shall be suspended for 30 school days from participation in any manner in such extracurricular activity program (includes FFA, vocal, band, dances-Homecoming, Coronation, Prom, speech).**

### **2. ENFORCEMENT OF RULE:**

- 2.1 When a possible violation of the foregoing 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 foregoing 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 and/or a failed drug test.

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.

## **Legal Issues**

### **NOTIFICATION OF RIGHTS UNDER FERPA**

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 education records. They 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 (or appropriate school official) 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 the 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. 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 (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); 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. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the 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 is:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

## **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:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate 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 information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

### **OPTIONAL**

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to

conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))

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

### **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.

### **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.



# HEADS+UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

### What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

### What are the symptoms of a concussion?

You can't see a concussion, but you might notice **one or more** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

### What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

### How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
  - The right equipment for the game, position, or activity
  - Worn correctly and the correct size and fit
  - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

**If you think you have a concussion:**  
Don't hide it. Report it. Take time to recover.

**It's better to miss one game than the whole season.**

For more information and to order additional materials *free-of-charge*, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

# HEADS+UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **PARENTS**

### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

### What are the signs and symptoms?

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (<i>even briefly</i>)</li> <li>• Shows mood, behavior, or personality changes</li> <li>• Can’t recall events <i>prior</i> to hit or fall</li> <li>• Can’t recall events <i>after</i> hit or fall</li> </ul>	<ul style="list-style-type: none"> <li>• Headache or “pressure” in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just not “feeling right” or is “feeling down”</li> </ul>

### How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

### What should you do if you think your teen has a concussion?

- 1. Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don’t let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it’s OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- 2. Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
- 3. Teach your teen that it’s not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don’t let your teen convince you that s/he’s “just fine.”
- 4. Tell all of your teen’s coaches and the student’s school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen’s coaches, school nurse, and teachers. If needed, they can help adjust your teen’s school activities during her/his recovery.

#### If you think your teen has a concussion:

Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

**It’s better to miss one game than the whole season.**

For more information and to order additional materials *free-of-charge*, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



# **CLASS SCHEDULE**

***Class***                      ***Teacher***

***1st***                      \_\_\_\_\_

***2nd***                      \_\_\_\_\_

***3rd***                      \_\_\_\_\_

***4th***                      \_\_\_\_\_

***5th***                      \_\_\_\_\_

***6th***                      \_\_\_\_\_

***7th***                      \_\_\_\_\_

***8th***                      \_\_\_\_\_

## Handbook Revisions for 2018

- We still have some staffing questions somewhat unresolved so there may be a few more changes.
- Bell Schedule (page 5) revised to accommodate Swede Foundations
- Student admittance to the building (page 6)
- Personal Finance Graduation requirement (page 7)
- Clarification of Level III misbehavior and Level IV with regard to tobacco use (page 22)
- General re-organization in an attempt to make the handbook for “digital friendly”

# **2018-2019**

## **GOTHENBURG ELEMENTARY SCHOOL STUDENT - PARENT HANDBOOK**

WELCOME to Gothenburg Elementary School for the 2018-2019 school year. We look forward to providing you with excellent educational opportunities. This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Gothenburg Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it.

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

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

***GO SWEDES!!***

*Angie Richeson  
Elementary Principal*

*Allison Jonas  
Director of Teaching and Learning*

### **MISSION STATEMENT**

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

# DUDLEY STAFF 2018-2019

**Superintendent Dr. Michael Teahon - 537-3653 Ext. 3**  
**Principal Angie Richeson - 537-3653 Ext. 2**

## Board of Education

Nate Wyatt  
 Becky Jobman  
 Kyle Fornoff

Jeremy Sitorius  
 Jon Hudson  
 Devin Brundage

## Elementary School Staff

<b>Kindergarten</b>	Suzanne Neels Karlie McPheeters April Graham Molly Koehn	<b>4th Grade</b>	Mary Meisinger Nicole Rubenthaler Becky Gibbens Bryan Bazata
<b>1st Grade</b>	Kristen Butterfield Michelle Stienike Anne Ostendorf Brittany Jesseph	<b>5th Grade</b>	Becky Costello Sharon Andres Tony Neels Brittany Jesseph
<b>2nd Grade</b>	Wendy Bartels Heather Linden Tara Foster Justin Dowdy	<b>6th Grade</b>	Barb Hicken Jonathan Meyer Kaitlyn Mason Heather Linden
<b>3rd Grade</b>	Cindy Fickenscher Jena Rahjes Deb Clark Gretchen David		

## Support Staff:

<b>Vocal/Gen. Music</b> <b>Instrumental Music</b> <b>Physical Education</b> <b>Art</b> <b>Keyboarding/Art</b> <b>High Ability Coordinator</b> <b>School Psychologist</b> <b>PreSchool</b> <b>Special Education</b>  <b>Reading/Math Specialist</b>	Gabe Haberman/Ernie Blecha Tom Belanger Bryson Malhberg Jami Stortenbecker Kara Libich Amy Harrison Connie Rocker Melissa Bell Maria Andersen Heather Franzen Amy Fleer Mary Lou Clark	<b>Speech Pathologist</b>  <b>Counselor (K-3)</b> <b>Counselor (4-6)</b> <b>Media Specialist</b> <b>Computer Coordinator</b> <b>Secretary</b> <b>Nurse</b> <b>Computer Aide</b> <b>Paraeducators</b>	Erin Feather (K-6) Carol Keiser (PK & JH/HS) Michelle Stevens Pam Glodowski Amy Harrison Jo Wiggins Peyton Ahlenstorf SueAnn Hubbard Jayne Eggleston Katherine Middleton Terri Nordin Sue Finke Ashly Margritz
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## **ATTENDANCE**

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

### **ARRIVAL AT SCHOOL**

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

### **AFTER SCHOOL**

The school day will end at 3:30 (3:25 for kindergarten). School grounds will not be supervised after 3:35 on a regularly scheduled day or 2:35 on an early dismissal. The school is not responsible for supervision of students after these times. We ask students to leave campus until 4:00 if they're wanting to use the playground facilities. This assists staff and parents in getting students home safely and in a timely manner.

### **TELEPHONE**

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

### **ABSENTEEISM AND ABSENTEE HOMEWORK**

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

### **ATTENDANCE GUIDELINES/DEFINITIONS**

Absences from School-Definitions. An absence from school will be reported as:

(a) Excused absence or (b) NOT School Excused absence.

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

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

**NOT School Excused.** Absences that are not school excused may result in a report to the county attorney and may be classified as follows: (1) Parent acknowledge absences are those in which the parent

communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for truanancies. If unexcused the student may receive zeros for any class work missed during the absence, Students who leave the school premises without permission during the school day will be considered truant. Please refer to Board policy 5008.

### **Absence Procedure**

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

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

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

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

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

### **Reporting Excessive Absenteeism to the County Attorney**

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

### **Tardy Policy**

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

## **NOTICE OF REQUIREMENTS FOR ADMISSION**

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

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

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time.
2. Evidence of a physical examination by a physician for a student entering the 7th grade or transferring in from out of state,
3. Evidence of visual evaluation by a physician,

4. Students are required to be immunized according to laws passed by the Nebraska legislature. Parents/guardians may contact the school nurse regarding immunization requirements.
5. Receipt of Transcripts, records or grades from previous school are required, if applicable, to insure placement within the appropriate classes.

**Any student not in compliance with the law will not be permitted to attend school.** Upon completion of registration, the district secretary will arrange for an appointment with the counselor at the appropriate level to complete the enrollment process. Elementary students (K-6) will enroll in Dudley Elementary and secondary students (7-12) will enroll in the Junior-Senior High School.

Medical and religious exemptions are available but require a physician's signature or a signed affidavit. The Nebraska Dept of Health and Human Services requires that all immunizations are reported. Students are required to have immunizations completed by October 15 or students will be excluded from school until immunizations are completed or waivers are provided.

## **BIRTH CERTIFICATES**

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

## **CHANGE OF ADDRESS**

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

## **HOMELESS STUDENT**

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

## **WEATHER RELATED SCHOOL CLOSING**

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

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

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

## **HEALTH SERVICES**

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

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

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

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

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

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

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

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

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

## **CONCUSSION**

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

## **IMMUNIZATIONS**

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

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

# **ACADEMICS**

## **ACCREDITATION**

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

## **GOTHENBURG SCHOOL-PARENT COMPACT**

*It is important that parents, families, and schools work together to help students with challenging state academic standards. This School-Parent Compact has been jointly developed with parents and promotes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective environment to enable children to meet the challenging state academic standards.*

### *\*Staff Pledge*

I agree to communicate and carry out the following responsibilities to the best of my ability:

- Provide academic programs that are challenging and motivational.
- Provide research-based programs.
- Provide services for all students to achieve challenging state academic standard.
- Ongoing communication with parents and family regarding students' academic progress.
- Continue to build a welcoming school environment that promotes parent and family involvement, and in which all children, their parents, and their families will be treated with respect.

### *\*Parent/Family Pledge*

I agree to be responsible for supporting my child's learning to the best of my ability:

- Respect the school, staff, students, and families.
- Communicate with teachers on an ongoing basis.
- Ensure that my child attends school, gets adequate sleep, regular medical attention, and proper nutrition.
- Promote reading and math concepts with my child.
- Assist my child with their homework to the best of my ability.
- Participate in decisions relating to the education of my child and positive uses of extracurricular time.
- Participate in parent and family engagement activities such as volunteering in my child's classroom, and attending parent-teacher conferences to discuss academic progress.

### *\*Student Pledge*

I agree to communicate and carry out the following responsibilities to the best of my ability:

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

## **Parent and Family Engagement Policy**

Gothenburg Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

Gothenburg Public Schools shall provide opportunities for the participation of parents and family members including those with migratory children, limited English proficiency, or have disabilities. Parent shall be notified of the Parent and Family Engagement Policy, information related to school and parent programs, meetings, and other activities in an understandable and uniform format and to the extent practicable provided in a language the parents can understand;

Convene an annual parent meeting scheduled at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school Parent and Family Engagement Policy;

Provide opportunities for parents and family members to participate in decisions relating to the education of their children. The school shall provide other reasonable support for parental involvement activities;

Provide parents of participating children timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand;

Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners;

Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

## **BOOKS**

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

## **STUDENT PLANNERS**

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

## **PROGRESS REPORTS**

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

## **REPORT CARDS**

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

## **PARENT-TEACHER CONFERENCES**

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

## **PROMOTION & RETENTION POLICY**

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

## **PRIVACY OF STUDENT EDUCATION RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They 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 (or appropriate school official) 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 the 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. 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 (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); 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.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the 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 is:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### **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:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;

2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate 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 information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

## **REQUEST OF INFORMATION**

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

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

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

## **COMPLAINT PROCEDURE**

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

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

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

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

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

## **ACADEMIC INTEGRITY POLICY**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as

much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and develop appropriate values.

Cheating involves one or more of the following actions:

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

## **HOMEWORK POLICY**

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

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

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

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

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

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

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

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

## **GENERAL INFORMATION**

### **LOCKERS**

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

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

### **STUDENT VALUABLES - LOST AND FOUND**

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

### **BRUNCH/LUNCH PROGRAM**

It is the policy (Policy 3571) of the Gothenburg School District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students. Gothenburg Public Schools provides a brunch/lunch program. Brunch price is

\$1.30 per meal. For those that qualify for free lunch will also receive free brunch. For those that qualify for reduced price lunches will receive at brunch at \$.25 per meal. Children bringing sack lunches may purchase milk for \$.40. The drink in the cafeteria will be milk or juices (not pop). Lunch prices are \$2.30 per meal and \$11.50 per week for elementary students. Ala-Carte price will be \$1.00. For those that qualify for reduced price lunches will receive at lunch at \$.40 per meal. Free or reduced lunch application forms are available in the office. Adult meals are \$3.00 per day.

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

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

- Full Pay Families - will pay for meals at the district's published standard rate for each meal. After the FAMILY balance reaches -\$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the standard rate. **If the family balance is \$0 your child will not be able to charge for brunch.**
- Reduced Pay Families will be allowed to receive a breakfast at the district's published reduced rate for each meal. When the balance reaches -\$25.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the reduced rate. **If the family balance is \$0 your child will not be able to charge for brunch.**
- Free Status Families will be allowed to receive a free breakfast and lunch each day. The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

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

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

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

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

## **PARTY INVITATIONS**

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

## **VISITOR'S PASS**

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

## **SCHOOL ACTIVITIES**

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

## **NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT**

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

## **EMERGENCY DRILLS**

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

## **BUS POLICY**

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

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

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

## **STUDENT BEHAVIOR**

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

## **BOYS TOWN MODEL**

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

## **COURTESY RULES**

1. No fighting, rough play, pushing or shoving—even in fun.
2. No throwing snowballs at school.
3. Do not grab or pull on other children's clothes.
4. No tackle football.
5. Use the slide and other playground equipment properly.

6. Respect other classes in session by being quiet at all times.
7. Conduct in the restrooms should be quiet at all times.
8. Walk, do not run, in the building.
9. Be especially kind to new pupils in our school.
10. Due respect must be shown at all times to all students and school personnel.
11. Proper language and manners are expected of all students. Foul language and spitting will not be tolerated.
12. Students are to leave the school ground promptly after they are dismissed from school.
13. No candy or gum is allowed in the classroom or on the playground. (Exception: birthdays and special occasions with the teacher's permission).
14. Electronic devices, hard balls, skateboards, roller skates, lasers, cellphones, knives, and toy guns are prohibited at school.
15. Good manners and quiet voices are required in the cafeteria.

## **DISCIPLINE**

Board Policy 5101 (Student Discipline) states the superintendent will develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling, warning students, parent contacts, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval. For more information regarding student discipline please reference Board Policy 5101.

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

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

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

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

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

**Consequence**—Detention or suspension.

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

**Consequence**—Possible suspension or expulsion.

## **DETENTION/AFTER SCHOOL STUDY HALL**

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

## **STUDENT SUSPENSION/EXPULSION**

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

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

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

1. In-School suspension
2. Short term suspension (up to five school days)

3. Emergency Exclusion
4. Long term suspension (6 school days but less than 20 days)
5. Expulsion
6. Mandatory Reassignment

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

Due process will be in 3 parts:

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

## **PRE-EXPULSION PROCEDURE**

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

## **EXPULSION**

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

## **WEAPON POLICY**

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

## **CORPORAL PUNISHMENT**

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

## **INITIATIONS, HAZING, SECRET CLUBS, and OUTSIDE ORGANIZATIONS**

Gothenburg Public Schools Board Policy 6284 prohibits initiations by classes, clubs or athletic teams except with the approval of the administration. Hazing by classes, clubs, athletic teams or other student

organizations are prohibited. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. It is also unlawful for any person, whether a student of Gothenburg Public Schools or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Violation of the policy may result in consequences as defined within the school discipline policies and student handbooks.

## **VANDALISM**

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

## **ANTI-BULLYING POLICY**

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

## **DATING VIOLENCE**

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

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

## **SEXUAL HARASSMENT**

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

## **ELIMINATION of DISCRIMINATION**

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

## **USE of CANINE UNITS**

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

With the approval of the superintendent of schools, a building principal may arrange for the use of a canine unit in any area, building, or property on school grounds. This includes the school parking lot and other areas on and off school grounds where students park vehicles during or outside school hours. If a dog alerts on a student's vehicle, the student will be required to unlock the doors, trunk, and other locked compartments for inspection. If a student refuses to comply, the student will be disciplined under the district's student code of conduct and the matter may also be turned over to law enforcement authorities.

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

## **VIDEO SURVEILLANCE**

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

## **INTERNET SAFETY & ACCEPTABLE USE POLICY**

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

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

## **ELECTRONIC DEVICES**

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

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

- Students found in possession of a "sexting" or recording others, (photographs, videotaping, sound recording, etc without direct administration approval and consent of the other person (s) shall be subject to disciplinary action, up to and including expulsion.
- Students who send or encourage another to send a "sexting" message shall be subject to disciplinary action, up to and including expulsion.

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

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

## **MISUSE OF COMPUTERS/NETWORK**

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

Inappropriate use of computing facilities shall be defined as:

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

### **CONSEQUENCES**

Minimum: Detention or Short term suspension.

Maximum: Long term suspension or expulsion.

## **POSSESSION of OBSCENE or PORNOGRAPHIC MATERIALS**

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

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

## **STUDENT APPEARANCE**

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

### **DRESS CODE**

Attire that will not be considered appropriate includes clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight to be seen through; shorts, skirts, or skorts that do not reach mid-thigh or longer; clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs; clothing or jewelry that could be used as a weapon or that would encourage "horse play" or that would damage property; head wear including hats, caps, bandannas, and scarves; clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double; clothing or jewelry that

is gang related; visible body piercing other than facial areas. This list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting.

## **STUDENT FEES POLICY**

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

### A. Definitions.

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

### B. Listing of Fees Charged by this District.

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

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

#### 2. Safety Equipment and Attire.

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

#### 3. Personal or Consumable Items.

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

#### 4. Materials Required for Course Projects.

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

#### 5. Extracurricular Activities.

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

#### 6. Post secondary Education Costs.

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

#### 7. Transportation Costs.

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

#### 8. Copies of Student Files or Records.

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

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

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

10. Participation in Summer School or Night School.

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

11. Charges for Food Consumed by Students.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Student Fee Fund.

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

Neb. Constitution, Article VII, section 1.

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

79-2,104

Student files or records

- 79-715 Eye-protective devices
- 79-737 Liability of students for damages to school books
- 79-1,104 Before-and-after-school or pre kindergarten services.
- 79-1106 to 79-1108.03 Accelerated or differential curriculum

## CERTIFICATION

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

## EQUAL OPPORTUNITIES

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

## DISCLAIMER

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

**With cause, the administration can search a student's person, locker, car, backpack or other personal effects. Also, the administration can search with reasonable cause, students' electronic**

**communication-email or other messages sent from school computers, a students' personal data storage devices, (disks, CD's and portable flash drives).**

## Changes to Elementary Handbook

### Academics

- Updated the School-Parent Compact and Parent and Family Engagement Policy for the new ESSA guidelines

### General

- School Day will end at 3:25 for Kindergarten and 3:30 for 1<sup>st</sup>-6<sup>th</sup>. Currently we get out at 3:15 and 3:20.
- Updated the policy for brunch that a student can not charge brunch if their account is at \$0

## 2018-2019

# GOTHENBURG FACULTY HANDBOOK

### Statement of Philosophy

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

- All students learn best when they are actively engaged in the learning process.
- All District employees and their roles are important in educating children.
- The District should promote all staff, parents, and students to be positive role models.
- All students are provided continuous opportunities to learn and succeed.
- All students benefit from a safe and nurturing learning environment.
- All students benefit from participation in a wide variety of academic experiences and involvement in activities.

We are fortunate to work in a supportive community and school district that recognizes the tremendous importance on the educational process. With that comes the expectation that we will positively impact all students and provide the necessary resources and support to help them accomplish their individual goals. As an educational leader within this district it is your responsibility to ensure a supportive and safe environment for student learning, which encourages the development of positive relationships and equips students with the necessary foundation for a positive and productive future.

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. Mutual respect, responsibility and caring create the best learning environment for students. It is our professional responsibility to help one another and provide words of encouragement to our co-workers. High expectations, quality teaching and positive attitudes promote higher levels of achievement.

Learning is a life-long process for students, teachers and administrators!

### PUBLIC RELATIONS

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

### PROBATIONARY CERTIFICATED EMPLOYEES

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

## PERMANENT CERTIFICATED EMPLOYEES

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

## ASSIGNMENT OF DUTIES

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

## ABSENCE FROM BUILDING

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

## SAFE SCHOOLS POLICY

It is the mission of Gothenburg Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. Such regulations and actions may include, but not limited to, school security measures, such as use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs. The District will maintain a Safe School Plan including procedures for fire, civil defense, and other emergencies. (Board Policy #6120)

## DUTY HOURS of EMPLOYEE S

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

All district staff members will be expected to work an active school day starting at 7:40 a.m. and ending at 3:45 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 Fridays, teachers may leave after all students have cleared the building.

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

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 policies for the certified employees. The leave policies include:

#### **FAMILY & MEDICAL LEAVE POLICY**

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

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

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

#### **LEAVE BENEFITS** (from Negotiated Agreement)

- A. Accumulated leave for all employees covered by the negotiated agreement for the 2017-2018 school-year will be will be grandfathered and carried into the 2018-2019 contract year.
  - a. For the 2018-2019 contract year, and each year thereafter each staff member covered by this negotiated agreement shall be granted up to twelve (12) days of leave accumulative to a maximum of seventy-five (75) days.
  - b. Part-time employees shall receive a prorated number of days based upon their individual full-time equivalency (FTE).
- B. Accumulated leave may be used for sick leave or family emergency leave.
  - a. Sick leave is defined as an absence due to personal illness or injury or to take care of the employee's spouse, son, or daughter with a serious health condition. Son or daughter, as defined by FMLA, is a biological, adopted or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.
  - b. Family emergency leave is defined as an absence to take care of the employee's parents, parents-in-law, or siblings when the individual is incapable of self-care because of mental or physical disability. Family emergency leave is limited to five days per contract year.
- C. A doctor's verification of illness or injury may be required upon request by the superintendent. Any teacher who is absent for five (5) continuous contract days may be required to certify his or her illness, disability or ability to perform teaching duties with a physician's statement, which shall be filed with the district office.
- D. The Gothenburg Public Schools will facilitate a personal leave transfer procedure. The purpose of the transfer procedure is to allow a certificated employee to anonymously and voluntarily transfer personal leave (donor) to address an anonymous request (applicant) for additional sick leave. The procedure is included in Addendum A attached to this document.
- E. Adoption Leave- Accumulated leave days may be used for adoption leave. Adoption leave shall be granted to employees requesting such leave for a period not to exceed fifteen (15) days from the time custody of the child is received and is limited to 15 days per contract year. This leave does not apply to stepparent adoptions. Application for adoption leave should be made to the superintendent and building principal at the earliest possible time.

- F. Bereavement Leave - Accumulated leave days may be used for bereavement and limited in the following manner:
- a. Employees shall be provided a maximum of ten (10) days of leave per case in the event of a death in the immediate family. Immediate family shall be defined as spouse or children.
  - b. Employees shall be provided a maximum of five (5) days of leave per case in the event of a death of parents or parents in-law.
  - c. Employees shall be provided a maximum of three (3) days of leave per case in the event of a death in other immediate family or exceptional cases.
  - d. Employees shall be provided a maximum of one (1) day of leave per case in the event of a death in extended family.
  - e. Leave to attend funerals of other relatives, friends, and acquaintances shall be regarded as personal leave.
  - f. Travel days for bereavement may be provided upon review by the Superintendent or his/her designee.
  - g. Professional leave for death of a teacher's student or student's parent may be provided upon review by the Superintendent or his/her designee.
- G. Personal Leave - Accumulated leave days may be used for personal leave and limited in the following manner.
- a. Employees may be granted a maximum of two paid days annually for personal use.
  - b. Personal leave shall not be granted during:
    - i. in-service days,
    - ii. parent-teacher conferences,
    - iii. semester examination periods,
    - iv. during the first five instructional days of each semester,
    - v. except for the purpose of attending:
      - 1. a district-sponsored school activity,
      - 2. a college or military ceremony or,
      - 3. moving a child to college for the first time.
  - c. Requests for personal leave may be denied based upon availability of substitutes or for the purpose of maintaining the integrity of an instructional day.
  - d. Requests and approval for personal leave shall be reduced, to writing, made in advance of the absence, and acted upon by the Superintendent of Schools or his/her designee. Description of the nature of the leave is not required.
  - e. An appeal of the Superintendent's or designee's decision may be made to the Board of Education upon the written recommendation of the Education Association's P.R. &R. Committee.
  - f. When it is necessary for an employee to be absent additional days for reasons beyond their control, such additional days may be granted under policy sections 4171 (sub. dock)

and 4172 (full pay deduction).

- g. Each staff member covered by this negotiated agreement has the option of carrying over one unused personal day to the following contract year with a maximum of three days accumulated at any one time.
- h. Each staff member covered by this negotiated agreement shall be reimbursed at the district-approved rate for a substitute teacher per day, or every quarter thereof, of unused personal leave. Reimbursement will be made in the July payroll.

### **MILITARY & FAMILY MILITARY LEAVE**

Military leave and family leave will be granted to the extent required by state and federal law. Employees must notify the Superintendent as soon as they receive notification of activation. (Policy #4022)

### **INTERNET SAFETY & ACCEPTABLE USE POLICY**

It is the policy of Gothenburg Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

*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 is unethical and may result in disciplinary action, up to and including cancellation of contract. 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. The 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 substitute's job easier, which means there will be less problem getting another substitute for you should the occasion arise. It also makes your job easier when you return. **Creating a substitute folder for your current assignment, which includes these and other materials, will be required by the end of the second week of school. HAVE A COPY OF YOUR UPDATED CLASS ROSTERS IN YOUR DESK!!**

### **CLASS COVERAGE**

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

### **LESSON PLANS**

Effective planning and good organizational skills are necessary to be a successful teacher. **To facilitate planning, teachers will be required to make lesson plans. Lesson plans will be required one week in advance.** When writing lesson plans, they must include the objective(s) to be taught, the activities necessary to attain the objective(s), the materials needed for these activities. Daily classes should be planned so there is a minimum of wasted time and students are kept on task. Please make sure your substitute folder and appropriate materials are complete.

### **TECHNOLOGY**

The goal of Gothenburg Public Schools is for all teachers to utilize technology to further enhance instruction. The district provides various devices and applications that may be used in instruction, production, research, and presentation. **Technology will be evaluated through the teacher evaluation form (Summative Certified Staff Appraisal Form).**

### **TITLES OF RESPECT**

Students are expected to refer to adult personnel as Mr., Mrs., Ms., or Miss. Students are very quick to recognize differences between staff members and often the student is confused or takes advantage of the situation.

### **CLASSROOM CONTROL/SUPERVISION, AND GRADING**

The importance of a teacher's responsibility in classroom control and student supervision cannot be understated. Proper classroom control and adequate student supervision are necessary for the effective and efficient day-to-day operation of the school. STAFF members will stand by their respective door before each bell. Classroom control is necessary if the teacher is to be effective and if the students within that class are to learn. Teachers should familiarize themselves with the rules and regulations in the Gothenburg Handbook. Teachers are also to develop specific rules for their individual classrooms. **These rules must be posted and discussed with the classes at the beginning of the school year so that each student will know what is expected.**

It is best for teachers to handle cases of discipline firmly and promptly in their own classrooms. Teachers should be firm and enforce the classroom rules consistently throughout the year. The principal will be available for consultation or help at any time a teacher has a discipline problem, but only in extreme cases should the pupil be brought to the principal's office. If you feel it is necessary to remove a misbehaving student from your classroom, send the pupil immediately to the principal's office and at the end of the period, come to the office to report the case. **Do not leave your classroom unattended.** Do not re-admit any student until you and the principal have reached a definite understanding about conditions of re-entry.

It is also a good idea to keep parents informed of any behavior problems. This can be done at conferences, on down slips or on the report card. Also, don't hesitate to send a note home or, better yet, call the parents. Be tactful, but be honest. Most parents want to know if their children are causing problems at school. **Teacher responsibility for student discipline is not limited to the classroom. All teachers are responsible for student supervision and control throughout the school building, on school grounds and at school activities.** If some teachers ignore this

responsibility, it becomes difficult for those who are assuming the responsibility and puts them in a difficult situation with the students. This is why it is not only necessary for teachers to be consistent when dealing with student misbehavior, but also consistent from teacher to teacher. **All teachers will check their student's' 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 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 pre planned 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

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 building principals will meet Wednesday mornings at 7:30 a.m. in their respective buildings. 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 planning time. 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**- Staff members wishing to use a school vehicle for an activity should fill out a transportation request form to submit to the principal's office with the request for leave (green sheet.)
- **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. School-owned vehicles should be used when available. Staff are to use district vehicles when available. If a vehicle is not available, staff member may be reimbursed for mileage if pre-approved by an administrator.

### **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.

### **SUPPLIES**

Employees who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered. (Policy #4015)

### **USE OF SCHOOL FACILITIES & EQUIPMENT BY SCHOOL EMPLOYEES**

The Superintendent or designee, may approve use of school facilities, equipment and other resources by school employees, except for activities which result in personal or corporate gain and provided that such use is consistent with Policy 1100.

School vehicles shall not be available for personal use. (Board Policy #4016)

### **STUDENT AIDES**

All student aides must check in each day and remain in the classroom or be fulfilling duties for their respective teacher. **Student aides are not allowed to be unsupervised. Student aides are not allowed to check major quizzes, tests and/or enter grades in the teacher's gradebook/computer.**

### **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 bloodborne 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 bloodborne 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 into 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)

## **DISCRIMINATION**

The Gothenburg Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. (Board Policy #4003)

The following person(s) have been designated to handle inquiries regarding non-discrimination policies:

*Superintendent, 1322 Avenue I, Gothenburg, NE 69138 (308) 537-3651*

Alternate Contact:

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 of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

### **HARASSMENT**

The Gothenburg Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity. (Board Policy # 4003)

### **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)

### **Multi-Tiered Systems of Support (MTSS)**

1. Teacher, Parent, or Principal may refer a student to the MTSS Coordinator when they have academic, social, or behavioral concerns. The referring party then notifies the parent that their child has been referred to the problem solving process.
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 Individual Student Problem Solving (ISPS) team and referring individual meet and develop a plan of action for the student.
4. The ISPS team 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 MTSS Coordinator sends a request for evaluation to the school psychologist, who will then obtain parental permission.

## **JUNIOR/SENIOR H.S. FACULTY HANDBOOK ADDENDUM**

### **BRUNCH**

There will once again be a designated time for a mid morning brunch. Healthy snacks and juice will be served and students are encouraged to purchase these during the end of 1<sup>st</sup> period or the start of 2<sup>nd</sup> period on a rotation weekly basis. Students will also be allowed to bring healthy snacks and/or juice to 2<sup>nd</sup> 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 into 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(ies) could result in Saturday School again, in-school (WAS) and/or an out-of-school suspension.**

### **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.



**GOTHENBURG**  
PUBLIC SCHOOLS  

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Excellence is an Expectation

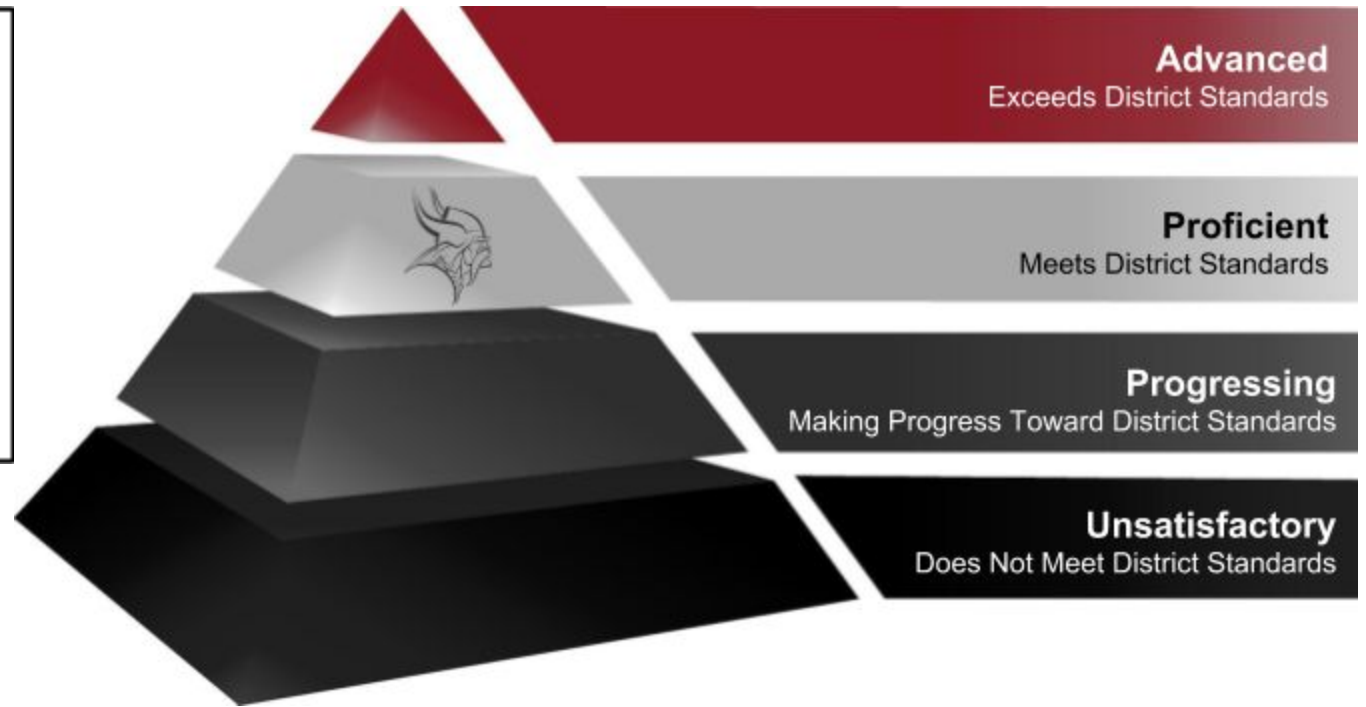
Date: \_\_\_\_\_

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

Subject: \_\_\_\_\_

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

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








**Advanced** - The teacher **purposefully** demonstrates **current and comprehensive** knowledge of **highly** effective educational practices by incorporating **innovative** strategies as well as taking on both **formal and informal** leadership roles. (Exceeds District Standards)

**Proficient** - The teacher **consistently** demonstrates knowledge of effective educational practices by incorporating strategies as well as contributing to the professional community or **attempting** to take on leadership roles. (Meets District Standards)

**Progressing** - The teacher demonstrates **limited** knowledge of effective educational practices and/or **inconsistently** incorporates strategies. The teacher **attempts** to contribute to the professional community on an **initial** level. (Showing Progress Toward District Standards)

**Unsatisfactory** - The teacher **fails** to demonstrate knowledge of effective educational practices and **has not attempted** to incorporate basic strategies. The teacher **seldomly** attempts to contribute to the professional community and shows **little or no** desire to do so. (Does Not Meet District Standards)

## Legend


Icon	Four Critical Questions of the PLC Process								
	<ul style="list-style-type: none"> <li>● <b>What do we want our students to know and be able to do? (<i>curriculum</i>)</b> <ul style="list-style-type: none"> <li>● What should each student know and be able to do as a result of each unit, grade level, or department course?</li> <li>● Essential standards and targets are identified.</li> <li>● The curriculum is unpacked into learning targets.</li> <li>● Targets are written in kid-friendly terms or “I can” statements.</li> </ul> </li> </ul>								
	<ul style="list-style-type: none"> <li>● <b>How will we determine what our students know or can do? (<i>assessment</i>)</b> <ul style="list-style-type: none"> <li>● Common formative assessments aligned with the essential standards and targets are created or agreed upon.</li> <li>● Data are analyzed to inform student and adult learning.</li> <li>● Students track their own progress.</li> </ul> </li> </ul>								
	<ul style="list-style-type: none"> <li>● <b>What will we do if our students don't know it? (<i>instruction</i>)</b> <ul style="list-style-type: none"> <li>● Time is scheduled during the school day to provide skill-specific intervention.</li> <li>● Students are given multiple opportunities for success.</li> <li>● During this time, no new instruction takes place in the classroom.</li> </ul> </li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="text-align: left;">Icon</th> <th style="text-align: left;">Marzano's Essential Instructional Strategies</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td><b>Communicating Learning Goals and Feedback (DQ1)</b> - The teacher sets and communicates clear targets, has a method for determining if those targets have been met, and celebrates those successes with students.</td> </tr> <tr> <td style="text-align: center;"></td> <td><b>Engaging Students (DQ5)</b> - The teacher uses a variety of strategies to increase the degree in which students are inquisitive, interested, or inspired.</td> </tr> <tr> <td style="text-align: center;"></td> <td><b>Helping Students Interact with New Knowledge (DQ2)</b> - The teacher guides students in actively processing new information in order to retain it by designing instruction that allows students to construct knowledge through their interactions.</td> </tr> </tbody> </table>	Icon	Marzano's Essential Instructional Strategies		<b>Communicating Learning Goals and Feedback (DQ1)</b> - The teacher sets and communicates clear targets, has a method for determining if those targets have been met, and celebrates those successes with students.		<b>Engaging Students (DQ5)</b> - The teacher uses a variety of strategies to increase the degree in which students are inquisitive, interested, or inspired.		<b>Helping Students Interact with New Knowledge (DQ2)</b> - The teacher guides students in actively processing new information in order to retain it by designing instruction that allows students to construct knowledge through their interactions.
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**(1) EFFECTIVE PRACTICE: Foundational Knowledge** The teacher demonstrates a comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.

**Overall Performance:**

Performance Level	Foundational Knowledge
<input type="checkbox"/> Advanced	The teacher demonstrates a <b>current and comprehensive</b> knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, <b>and</b> achievement.
<input type="checkbox"/> Proficient	The teacher demonstrates a <b>comprehensive</b> knowledge of content, pedagogy, students, <b>and</b> standards needed to provide each student with effective opportunities for learning, development, and achievement.
<input type="checkbox"/> Progressing	The teacher demonstrates a <b>limited</b> knowledge of content, pedagogy, students <b>or</b> standards needed to provide each student with effective opportunities for learning, development, and achievement.
<input type="checkbox"/> Unsatisfactory	The teacher demonstrates a <b>lack</b> of knowledge of content, pedagogy, students, <b>or</b> standards needed to provide each student with effective opportunity for learning, development, and achievement.
<p><b>Narrative Comments:</b></p>	


**Subcategories for Foundational Knowledge:**

Performance Level	Content 
<input type="checkbox"/> Advanced	Demonstrates <b>current and comprehensive</b> knowledge of his or her discipline’s content and the components of an effective curriculum.
<input type="checkbox"/> Proficient	Demonstrates a <b>strong</b> knowledge of his/her discipline’s content and the components of an effective curriculum.
<input type="checkbox"/> Progressing	Demonstrates a <b>limited</b> knowledge of his/her discipline’s content and the components of an effective curriculum.
<input type="checkbox"/> Unsatisfactory	Demonstrates a <b>lack</b> of knowledge of his/her discipline’s content, and the components of an effective curriculum.
<b>Narrative Comments:</b>	

Performance Level	Standards 
<input type="checkbox"/> Advanced	Demonstrates a <b>thorough</b> understanding, <b>and serves as a leader for development and/or implementation</b> of local, state, and national standards.
<input type="checkbox"/> Proficient	Demonstrates a <b>fundamental</b> understanding of local, state, and national standards.
<input type="checkbox"/> Progressing	Demonstrates a <b>limited</b> understanding of local, state, and national standards.
<input type="checkbox"/> Unsatisfactory	Demonstrates a <b>lack</b> of understanding of local, state, and national standards.
<b>Narrative Comments:</b>	

**Subcategories for Foundational Knowledge (continued):**

Performance Level	Social and Emotional
<input type="checkbox"/> Advanced	Has a <b>comprehensive</b> understanding of the intellectual, social, emotional, and physical development of students and the effect of cultural and societal influences to <b>positively impact</b> student learning.
<input type="checkbox"/> Proficient	Has a <b>strong</b> understanding of the intellectual, social, emotional, and physical development of students and <b>understands</b> the effect of cultural and societal influences on student learning.
<input type="checkbox"/> Progressing	Is <b>familiar</b> with the intellectual, social, emotional, and physical development of students and show <b>limited</b> knowledge of cultural and societal influences on learning.
<input type="checkbox"/> Unsatisfactory	Is <b>unfamiliar</b> with the intellectual, social, emotional, and physical development of students and a <b>lack</b> of knowledge of cultural and societal influences on learning.
<b>Narrative Comments:</b>	



Performance Level	Equal Access 
<input type="checkbox"/> Advanced	<b>Consistently</b> demonstrates responsibility for providing effective opportunities for each student's learning, development, and achievement.
<input type="checkbox"/> Proficient	<b>Regularly</b> demonstrates responsibility for providing effective opportunities for student learning, development, and achievement.
<input type="checkbox"/> Progressing	<b>Understands</b> the importance of providing effective opportunities for student learning, development, and achievement, but <b>has not consistently demonstrated</b> the ability to do so.
<input type="checkbox"/> Unsatisfactory	<b>Does not recognize nor demonstrate</b> the importance and responsibility for providing effective opportunities for student learning, development, and achievement.
<b>Narrative Comments:</b>	



**(2) EFFECTIVE PRACTICE: Planning and Preparation** The teacher integrates knowledge of content, pedagogy, students, and standards with the established curriculum to set high expectations and develop rigorous instruction for each student that supports the growth of student learning, development, and achievement.

**Overall Performance:**





Performance Level	Planning & Preparation
<input type="checkbox"/> Advanced	The teacher <b>purposefully</b> and consistently integrates a <b>comprehensive</b> knowledge of content, pedagogy, students, and standards with the established curriculum to develop units, lessons, and other learning experiences that support the growth of <b>individual</b> student learning, development, and achievement.
<input type="checkbox"/> Proficient	The teacher <b>consistently integrates</b> knowledge of content, pedagogy, students, and standards with the established curriculum to <b>develop</b> coherent and rigorous units, lessons, and activities that support the growth of student learning, development, and achievement.
<input type="checkbox"/> Progressing	The teacher demonstrates a <b>basic</b> knowledge of content, pedagogy, students, and curriculum standards, but <b>fails to integrate</b> coherent and rigorous units, lessons, and activities.
<input type="checkbox"/> Unsatisfactory	The teacher displays a very <b>limited</b> knowledge of content, pedagogy, students, or curriculum standards, and/or <b>fails to develop</b> coherent and rigorous units, lessons, and learning activities.
<p><b>Narrative Comments:</b></p>	

**Subcategories for Planning and Preparation:**

Performance Level	Unit Development  	Possible Evidence
<input type="checkbox"/> Advanced	Consistently develops <b>innovative</b> and coherent units, lessons, and activities using a variety of appropriate research-based strategies and resources, including technology.	Lesson plans show:  <input type="checkbox"/> preplanned engagement strategies
<input type="checkbox"/> Proficient	<b>Consistently</b> develops <b>rigorous</b> and coherent units, lessons, and activities using a variety of appropriate research-based strategies and resources, including technology.	
<input type="checkbox"/> Progressing	<b>Attempts</b> to develop <b>coherent</b> units, lessons, and activities using a variety of appropriate research-based strategies and resources, including technology.	
<input type="checkbox"/> Unsatisfactory	<b>Fails</b> to develop coherent units, lessons, and activities.	
<b>Narrative Comments:</b>		

Performance Level	Differentiation  	Possible Evidence
<input type="checkbox"/> Advanced	Consistently designs and adapts instruction <b>in an exceptional manner</b> based on student's prior knowledge, abilities, student progress, assessment results, circumstances, and interests.	Lesson plans show:  <input type="checkbox"/> connection to prior knowledge <input type="checkbox"/> small groups <input type="checkbox"/> student surveys
<input type="checkbox"/> Proficient	<b>Consistently</b> designs, and adapts instruction based on student's prior knowledge, abilities, progress, assessment results, circumstances, and interests.	
<input type="checkbox"/> Progressing	<b>Attempts</b> to design and adapt instruction based on student's prior knowledge, abilities, progress, assessment results, circumstances, and interests.	
<input type="checkbox"/> Unsatisfactory	<b>Fails</b> to design and adapt instruction based on student prior knowledge, abilities, progress, assessment results, circumstances, and interests.	
<b>Narrative Comments:</b>		

**Subcategories for Planning and Preparation (continued):**


Performance Level	Teaching Strategies    	Possible Evidence
<input type="checkbox"/> Advanced	Consistently plans a variety of <b>innovative</b> , research-based teaching strategies to engage, challenge, and meet the needs of individual students.	Lesson plans show:
<input type="checkbox"/> Proficient	<b>Consistently</b> plans a variety of appropriate, research-based teaching strategies to engage, challenge, and meet the needs of individual students.	<input type="checkbox"/> using academic games <input type="checkbox"/> physical movement
<input type="checkbox"/> Progressing	<b>Attempts</b> to plan appropriate, research-based teaching strategies to engage, challenge, and meet the needs of individual students, or may show inconsistent results.	<input type="checkbox"/> maintaining a lively pace <input type="checkbox"/> identifying critical content
<input type="checkbox"/> Unsatisfactory	<b>Fails</b> to plan for research-based teaching strategies that engage, challenge, and meet the needs of individual students	<input type="checkbox"/> organizing students to interact with new content <input type="checkbox"/> previewing new content <input type="checkbox"/> chunking content into “digestible bites” Helping Students: <input type="checkbox"/> process new content <input type="checkbox"/> elaborate on new content <input type="checkbox"/> record and represent knowledge <input type="checkbox"/> reflect on learning
<b>Narrative Comments:</b>		


**(3) EFFECTIVE PRACTICE: The Learning Environment** The teacher creates and maintains a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.

**Overall Performance:**

Performance Level	The Learning Environment
<input type="checkbox"/> Advanced	The teacher creates and maintains an <b>exceptional</b> learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
<input type="checkbox"/> Proficient	The teacher creates and maintains an <b>effective</b> learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
<input type="checkbox"/> Progressing	The teacher <b>strives</b> to create and maintain a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
<input type="checkbox"/> Unsatisfactory	The teacher <b>fails</b> to create and/or maintain an effective or engaging learning environment.
<b>Narrative Comments:</b>	


**Subcategories for The Learning Environment:**

Performance Level	Routines and Procedures 	Possible Evidence
<input type="checkbox"/> Advanced	Consistently establishes and maintains <b>highly</b> effective routines, procedures, and clear standards of conduct ensuring an engaging learning environment for <b>individual</b> students.	<input type="checkbox"/> actively engages students in self-regulation <input type="checkbox"/> classroom meetings <input type="checkbox"/> reminders of rules and procedures <input type="checkbox"/> cues or signals
<input type="checkbox"/> Proficient	<b>Consistently</b> establishes and maintains effective routines, procedures, and clear standards of conduct <b>ensuring</b> an engaging learning environment for students.	
<input type="checkbox"/> Progressing	<b>Attempts</b> to establish routines, procedures, and standards of conduct, which promotes, but does not ensure, an engaging learning environment for each student.	
<input type="checkbox"/> Unsatisfactory	<b>Fails</b> to establish routines, procedures, and standards of conduct, resulting in an ineffective learning environment for students.	
<b>Narrative Comments:</b>		

Performance Level	High Expectations 	Possible Evidence
<input type="checkbox"/> Advanced	<b>Advocates</b> for the school/district in establishing high expectations for student learning, development, and achievement.	<input type="checkbox"/> rigorous learning goals <input type="checkbox"/> tracking student knowledge <input type="checkbox"/> celebrating success <input type="checkbox"/> challenging DOK
<input type="checkbox"/> Proficient	<b>Consistently</b> establishes high expectations for learning, development, and achievement.	
<input type="checkbox"/> Progressing	<b>Attempts</b> to establish high expectations for learning, development, and achievement.	
<input type="checkbox"/> Unsatisfactory	<b>Fails</b> to establish high expectations for learning, development, and achievement.	
<b>Narrative Comments:</b>		

**Subcategories for The Learning Environment (continued):**

Performance Level	Positive Behavioral Supports
<input type="checkbox"/> Advanced	Purposefully interacts with students, <b>families, and the community</b> in ways that cultivate self-motivation and values diversity.
<input type="checkbox"/> Proficient	<b>Purposefully</b> interacts with students in ways that cultivate self-motivation and value diversity.
<input type="checkbox"/> Progressing	<b>Attempts</b> to interact with students in ways that cultivate self-motivation and value diversity.
<input type="checkbox"/> Unsatisfactory	<b>Fails</b> to interact with students in ways that cultivate self-motivation or value diversity.
<b>Narrative Comments:</b>	

Performance Level	Student Learning Community 
<input type="checkbox"/> Advanced	<b>Intentionally promotes a strong and active</b> collaborative learning community built on a climate of mutual respect, trust, openness, and support that extends to the larger school community which values student, family, neighborhood, and community experiences.
<input type="checkbox"/> Proficient	<b>Consistently</b> establishes and maintains a collaborative learning community built on a climate of mutual respect, trust, openness, and support that extends to the larger school community.
<input type="checkbox"/> Progressing	<b>Strives</b> to develop a collaborative learning community built on a climate of mutual respect, trust, openness, and support, but with moderate success.
<input type="checkbox"/> Unsatisfactory	<b>Has not attempted</b> to develop a collaborative learning community built on a climate of mutual respect, trust, openness, and support.
<b>Narrative Comments:</b>	


**(4) EFFECTIVE PRACTICE: Instructional Strategies**

*The teacher uses effective instructional strategies to ensure growth in student achievement.*


**Overall Performance:**


Performance Level	Instructional Strategies
<input type="checkbox"/> Advanced	The teacher consistently uses <b>highly</b> effective instructional strategies that result in continuous growth in learning for each student.
<input type="checkbox"/> Proficient	The teacher <b>consistently</b> uses effective instructional strategies to ensure growth in student achievement.
<input type="checkbox"/> Progressing	The teacher <b>strives</b> to use effective instructional strategies to ensure growth in student achievement.
<input type="checkbox"/> Unsatisfactory	The teacher <b>fails</b> to use effective instructional strategies and growth in student achievement is <b>below</b> expectations.
<b>Narrative Comments:</b>	

**Subcategories for Instructional Strategies:**




Performance Level	Learning Goals 
<input type="checkbox"/> Advanced	Consistently provides <b>rigorous and measurable</b> learning goals.
<input type="checkbox"/> Proficient	<b>Consistently</b> provides developmentally appropriate and <b>measurable</b> learning goals.
<input type="checkbox"/> Progressing	<b>Attempts</b> to provide developmentally appropriate learning goals.
<input type="checkbox"/> Unsatisfactory	<b>Fails</b> to provide developmentally appropriate learning goals.
<b>Narrative Comments:</b>	


**Subcategories for Instructional Strategies (continued):**

Performance Level	Student Engagement 	Possible Evidence
<input type="checkbox"/> Advanced	Continuously engages students by using <b>innovative</b> activities, assignments, groupings, structure, pacing, technologies, and a variety of instructional techniques such as direct instruction, inquiry, and discussion as appropriate for individual student achievement.	<input type="checkbox"/> maintaining a lively pace
<input type="checkbox"/> Proficient	<b>Continuously</b> engages students by using varied activities, assignments, groupings, structure, pacing, technologies, and a variety of instructional techniques such as direct instruction, inquiry, and discussion as appropriate for individual student achievement.	<input type="checkbox"/> demonstrating intensity and enthusiasm
<input type="checkbox"/> Progressing	<b>Attempts</b> to engage students by using varied activities, assignments, groupings, structure, pacing, technology, and a variety of instructional techniques such as direct instruction, inquiry, and discussion as appropriate for individual student achievement.	<input type="checkbox"/> friendly controversy
<input type="checkbox"/> Unsatisfactory	<b>Minimally</b> engages students due to limited or incorrect use of activities, assignments, groupings, structure, pacing, technology, and a variety of instructional techniques.	<input type="checkbox"/> academic games <input type="checkbox"/> physical movement <input type="checkbox"/> presenting unusual or intriguing information <input type="checkbox"/> identifying critical content <input type="checkbox"/> organizing students to interact with new content <input type="checkbox"/> previewing new content <input type="checkbox"/> chunking content into “digestible bites” <input type="checkbox"/> process new content <input type="checkbox"/> elaborate on new content <input type="checkbox"/> record and represent knowledge <input type="checkbox"/> reflect on learning
<b>Narrative Comments:</b>		


Performance Level	Higher Level Thinking 
<input type="checkbox"/> Advanced	<b>Promotes</b> individual students' skills in critical thinking, creativity, and problem-solving.
<input type="checkbox"/> Proficient	<b>Develops</b> students' skills in critical thinking, creativity, and problem-solving.
<input type="checkbox"/> Progressing	<b>Attempts</b> to implement strategies to develop students' skills in critical thinking, creativity, and problem-solving.
<input type="checkbox"/> Unsatisfactory	<b>Rarely</b> uses strategies to develop students' skills in critical thinking, creativity, and problem solving.
<b>Narrative Comments:</b>	

**Subcategories for Instructional Strategies (continued):**

Performance Level	Differentiation   
<input type="checkbox"/> Advanced	Modifies, adapts, and differentiates instructional strategies based on data analysis, <b>observation, and student needs.</b>
<input type="checkbox"/> Proficient	Modifies, adapts, and differentiates instruction <b>based on data analysis.</b>
<input type="checkbox"/> Progressing	<b>Attempts</b> to modify, adapt, and differentiate instruction.
<input type="checkbox"/> Unsatisfactory	<b>Rarely</b> modifies, adapts, or differentiates instruction.
<b>Narrative Comments:</b>	

Performance Level	Student Growth 
<input type="checkbox"/> Advanced	Ensures a <b>high level</b> of student growth and achievement.
<input type="checkbox"/> Proficient	<b>Ensures</b> student growth and achievement.
<input type="checkbox"/> Progressing	Student growth and achievement is <b>limited or inconsistent.</b>
<input type="checkbox"/> Unsatisfactory	Student growth and achievement is <b>significantly below expectations.</b>
<b>Narrative Comments:</b>	

**Subcategories for Instructional Strategies (continued):**


Performance Level	Community Connections 	Possible Evidence
<input type="checkbox"/> Advanced	Effectively and <b>continuously</b> communicates with students and families to promote and support high expectations and/or <b>draws upon</b> community resources to positively impact student achievement.	<input type="checkbox"/> presenting unusual or intriguing information <input type="checkbox"/> guest speakers or presenters <input type="checkbox"/> partnerships with local businesses
<input type="checkbox"/> Proficient	<b>Effectively</b> communicates with students and families to promote and support high expectations and/or <b>draws upon</b> community resources to positively impact student achievement.	
<input type="checkbox"/> Progressing	Has <b>limited</b> communication with students and families and/or <b>does not</b> recognize or acknowledge community resources.	
<input type="checkbox"/> Unsatisfactory	Engages in <b>little or no</b> communication with students and families and/or <b>does not</b> recognize or acknowledge community resources.	
<b>Narrative Comments:</b>		




**(5) EFFECTIVE PRACTICE: Assessment** The teacher systematically uses multiple methods of formative and summative assessment to measure student progress and to inform ongoing planning, instruction, and reporting.

**Overall Performance:**


Performance Level	Assessment
<input type="checkbox"/> Advanced	The teacher consistently and systematically <b>creates</b> and uses multiple methods of formative and summative assessment to measure student progress. The teacher <b>disaggregates</b> data for use in planning, preparing for instruction, and reporting.
<input type="checkbox"/> Proficient	The teacher consistently and systematically <b>develops</b> and uses multiple methods of formative and summative assessment to measure student progress. The teacher <b>uses</b> assessment results when planning, preparing for instruction, and reporting.
<input type="checkbox"/> Progressing	The teacher has <b>limited</b> understanding of the various methods of assessment, and/or the teacher uses assessment <b>inconsistently</b> .
<input type="checkbox"/> Unsatisfactory	The teacher has <b>little or no</b> understanding of assessment methods and uses them inconsistently or incorrectly. Assessment results are <b>ignored or not used appropriately</b> .
<p><b>Narrative Comments:</b></p>	

**Subcategories for Assessment:**

Performance Level	Assessment Development 
<input type="checkbox"/> Advanced	<b>Excels</b> in the development and use of <b>highly effective</b> formative and summative assessments and accommodations that are effective free of bias.
<input type="checkbox"/> Proficient	<b>Consistently</b> develops and uses a <b>variety</b> of appropriate formative and summative assessments and accommodations that are effective and free of bias.
<input type="checkbox"/> Progressing	Possesses <b>limited</b> knowledge or makes limited efforts to develop and use appropriate formative and/or summative assessments. Assessment accommodations are effective but <b>inconsistent</b> .
<input type="checkbox"/> Unsatisfactory	Possess <b>minimal</b> knowledge of or <b>fails</b> to develop and use appropriate formative and/or summative assessments.
<b>Narrative Comments:</b>	

Performance Level	Data Analysis   
<input type="checkbox"/> Advanced	Uses <b>comprehensive data</b> analysis and interpretation to inform instruction, document and report student progress over time, and provide meaningful feedback to each student.
<input type="checkbox"/> Proficient	<b>Routinely</b> analyzes and interprets the resulting data to inform instruction, document and report student progress over time, and provide meaningful feedback to each student.
<input type="checkbox"/> Progressing	<b>Attempts</b> to analyze and/or interpret the resulting data, negatively impacting his/her ability to inform instruction, document and report student progress over time, and provide meaningful feedback to each student.
<input type="checkbox"/> Unsatisfactory	<b>Fails</b> to analyze and/or interpret the resulting data, negatively impacting his/her ability to inform instruction, document and report student progress over time, and meaningful feedback to each student.
<b>Narrative Comments:</b>	

**Subcategories for Assessment (continued):**

Performance Level	Student Reflection 	Possible Evidence
<input type="checkbox"/> Advanced	Models <b>highly effective</b> strategies that enable students to set high expectations for personal achievement, and monitor and reflect on their own work.	<input type="checkbox"/> rigorous learning goals <input type="checkbox"/> performance scales <input type="checkbox"/> tracking student progress <input type="checkbox"/> celebrating success
<input type="checkbox"/> Proficient	<b>Systematically</b> uses strategies that enable students to set high expectations for personal achievement, and monitor and reflect on their own work.	
<input type="checkbox"/> Progressing	Makes <b>limited</b> use of strategies intended to enable students to set high expectations for personal achievement, and monitor and reflect on their own work.	
<input type="checkbox"/> Unsatisfactory	<b>Rarely</b> uses strategies intended to enable students to set high expectations for personal achievement, and monitor and reflect on their own work.	
<b>Narrative Comments:</b>		

**(6) EFFECTIVE PRACTICE: Professionalism** The teacher acts as an ethical and responsible member of the professional community.

**Overall Performance:**

Performance Level	Professionalism
<input type="checkbox"/> Advanced	The teacher <b>serves as a role model</b> for ethical and responsible behavior and serves as a leader in the professional community.
<input type="checkbox"/> Proficient	The teacher <b>consistently models</b> ethical and responsible behavior as a member of the professional community.
<input type="checkbox"/> Progressing	The teacher <b>understands</b> ethical and responsible behavior but is <b>inconsistent</b> in demonstrating a high level of professional practice.
<input type="checkbox"/> Unsatisfactory	The teacher <b>fails to act</b> in an ethical and/or professionally responsible manner.
<b>Narrative Comments:</b>	

**Subcategories for Professionalism:**

Performance Level	Policies and Procedures
<input type="checkbox"/> Advanced	Adheres to and <b>positively influences</b> school policies, procedures, and regulations.
<input type="checkbox"/> Proficient	<b>Adheres</b> to school policies, procedures, and regulations.
<input type="checkbox"/> Progressing	<b>Generally</b> adheres to school policies, procedures, and regulations.
<input type="checkbox"/> Unsatisfactory	<b>Does not</b> regularly follow school policies, procedures, or regulations.
<b>Narrative Comments:</b>	

**Subcategories for Professionalism (continued):**

<b>Performance Level</b>	<b>Confidentiality</b>
<input type="checkbox"/> Advanced	<b>Advocates</b> for and protects the rights and confidentiality of students and families.
<input type="checkbox"/> Proficient	<b>Protects</b> the rights and confidentiality of students and families.
<input type="checkbox"/> Progressing	<b>Seeks</b> to protect the rights and confidentiality of students and families, but results may be inconsistent.
<input type="checkbox"/> Unsatisfactory	Actions <b>may compromise</b> the right and confidentiality of students and families.
<b>Narrative Comments:</b>	

<b>Performance Level</b>	<b>Documentation</b>
<input type="checkbox"/> Advanced	Maintains <b>accurate</b> records, documentation, and data and consistently uses them to meet <b>individual</b> student needs.
<input type="checkbox"/> Proficient	Maintains <b>accurate</b> records, documentation, and data.
<input type="checkbox"/> Progressing	Maintains <b>rudimentary</b> records, documentation, and data.
<input type="checkbox"/> Unsatisfactory	<b>Fails</b> to maintain accurate records, documentation, and data.
<b>Narrative Comments:</b>	

**Subcategories for Professionalism (continued):**

<b>Performance Level</b>	<b>Professional Development</b>
<input type="checkbox"/> Advanced	Actively pursues <b>targeted</b> professional development and systematically and <b>thoughtfully</b> reflects on professional practices <b>in order to improve</b> .
<input type="checkbox"/> Proficient	<b>Actively pursues</b> meaningful professional development and <b>systematically</b> reflects on his/her own professional practices.
<input type="checkbox"/> Progressing	Participates in <b>required</b> professional development and/or a limited amount of optional activities and <b>periodically</b> reflects on own professional practices.
<input type="checkbox"/> Unsatisfactory	<b>Seldom</b> participates in any professional development and <b>rarely</b> reflects on professional practices.
<b>Narrative Comments:</b>	

<b>Performance Level</b>	<b>Professional Contributions</b>
<input type="checkbox"/> Advanced	<b>Provides</b> leadership to and for the profession.
<input type="checkbox"/> Proficient	<b>Contributes</b> to and advocates for the profession.
<input type="checkbox"/> Progressing	Makes <b>limited</b> contributions to the profession.
<input type="checkbox"/> Unsatisfactory	Makes <b>very limited</b> contributions to the profession.
<b>Narrative Comments:</b>	

**(7) EFFECTIVE PRACTICE: Collaboration** The teacher contributes to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.

**Overall Performance:**

Performance Level	Collaboration
<input type="checkbox"/> Advanced	The teacher takes a <b>leadership role</b> in contributing to and promoting the vision of the school and <b>continuously</b> collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
<input type="checkbox"/> Proficient	The teacher <b>contributes</b> to and promotes the vision of the school and collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
<input type="checkbox"/> Progressing	The teacher <b>strives</b> to contribute to and promote the vision of the school and to collaborate with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
<input type="checkbox"/> Unsatisfactory	The teacher <b>fails to contribute</b> to and promote the vision of the school and <b>fails to recognize</b> his/her responsibility to collaborate with students, families, colleagues, and the larger community, and to share responsibility for the growth of student learning, development, and achievement.
<p><b>Narrative Comments:</b></p>	

**Subcategories for Collaboration:**

Performance Level	Vision
<input type="checkbox"/> Advanced	<b>Provides leadership</b> for the development and implementation of the district’s and/or school’s vision, mission, and goals for teaching and learning.
<input type="checkbox"/> Proficient	<b>Actively</b> participates in the development and implementation of the school’s vision, mission, and goals for teaching and learning.
<input type="checkbox"/> Progressing	Participates <b>to some extent</b> in the development and/or implementation of the school’s vision, mission, and goals for teaching and learning.
<input type="checkbox"/> Unsatisfactory	<b>Does not</b> participate in the development and/or implementation of the school’s vision, mission, and goals for teaching and learning.
<b>Narrative Comments:</b>	

Performance Level	School Improvement
<input type="checkbox"/> Advanced	Takes a <b>leadership role</b> in the school improvement process by serving as a teacher mentor <b>and</b> team leader.
<input type="checkbox"/> Proficient	<b>Contributes</b> to the school improvement process by serving as a teacher mentor <b>and/or</b> team leader.
<input type="checkbox"/> Progressing	Makes <b>limited</b> contribution to the school improvement process.
<input type="checkbox"/> Unsatisfactory	Makes <b>little or no</b> contribution to the school improvement process.
<b>Narrative Comments:</b>	

**Subcategories for Collaboration (continued):**

Performance Level	Communication	Possible Evidence
<input type="checkbox"/> Advanced	Deliberately and consistently <b>models</b> effective communication strategies and technological resources to create and sustain meaningful and collaborative relationships with students, families, colleagues, and the community in order to <b>advance</b> the learning process.	<input type="checkbox"/> updated grades on PS <input type="checkbox"/> updated Google Classroom <input type="checkbox"/> teacher website <input type="checkbox"/> parent newsletters <input type="checkbox"/> emails/phone calls <input type="checkbox"/> permission slips <input type="checkbox"/> communication folder
<input type="checkbox"/> Proficient	Deliberately and consistently <b>uses</b> effective communication strategies to create meaningful and collaborative relationships with students, families, colleagues, and the community in order to <b>enhance</b> the learning process.	
<input type="checkbox"/> Progressing	<b>Sporadically</b> uses effective communication strategies while working with students, families, colleagues, and the community.	
<input type="checkbox"/> Unsatisfactory	<b>Fails</b> to use effective communication strategies while working with students, families, colleagues, and the community.	
<b>Narrative Comments:</b>		

**(8) EFFECTIVE PRACTICE: Professional Growth Target** The teacher utilizes the teacher evaluation document to facilitate self reflection based on the eight effective practices and utilizes this information to develop a professional growth target.

**Professional Growth Target**

*I will...*

- 

**Professional Growth Target - Benchmarks / Actions**

*By...*

- 
- 
- 

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

*The teacher's signature of this evaluation 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 their supervisor. Any rebuttal or response by the teacher is contained on the attached pages and will be filed in the District office.*

\*This section to be utilized for Special Education Case Managers only.

**(9) SPECIAL EDUCATION: Specialized Instruction** The teacher designs and facilitates a focused, goal driven, and targeted/explicit instructional program addressing a deficiency in students' academics, behavior, or education environment.


**Overall Performance:**


Performance Level	Specialized Instruction
<input type="checkbox"/> Advanced	The teacher takes a <b>leadership role</b> in contributing to and promoting individualized instruction and <b>consistently</b> collaborates with general education teachers to share responsibility for the growth of student learning, development, and achievement as <b>evidenced by student performance data</b> .
<input type="checkbox"/> Proficient	The teacher <b>contributes</b> to and promotes individualized instruction and <b>routinely</b> collaborates with general education teachers to share responsibility for the growth of student learning, development, and achievement.
<input type="checkbox"/> Progressing	The teacher <b>strives</b> to contribute to and promote individualized instruction but <b>inconsistently</b> collaborates with general education teachers to share responsibility for the growth of student learning, development, and achievement.
<input type="checkbox"/> Unsatisfactory	The teacher <b>fails</b> to contribute to and promote individualized instruction and <b>fails to recognize</b> his/her responsibility to collaborate with general education teachers, and to share responsibility for the growth of student learning, development, and achievement.
<p><b>Narrative Comments:</b></p>	

**Subcategories for Special Education:**

Performance Level	Compliance	Possible Evidence
<input type="checkbox"/> Advanced	<b>Provides leadership</b> for the implementation of Rule 51 Program Standards within the district and <b>serves as a mentor</b> to other staff in an official or unofficial capacity.	<input type="checkbox"/> IEPs completed on time <input type="checkbox"/> Knowledge of Procedural Safeguard processes <input type="checkbox"/> Utilization of Special Education Handbook for guidance of paperwork. <input type="checkbox"/> Knowledge of the school's responsibility for summer services, support services, transportation, and assessment. <input type="checkbox"/> Knowledge of best practice for summer services, support services, transportation, and assessment.
<input type="checkbox"/> Proficient	<b>Actively</b> participates in the implementation of Rule 51 Program Standards within the district.	
<input type="checkbox"/> Progressing	<b>Strives</b> to implement Rule 51 Program Standards but still requires guidance on maintaining or implementing Program Standards.	
<input type="checkbox"/> Unsatisfactory	<b>Does not</b> demonstrate an understanding of Rule 51 Program Standards and <b>does not strive</b> to implement said standards.	
<b>Narrative Comments:</b>		

Performance Level	Maintaining Accurate Records
<input type="checkbox"/> Advanced	The teacher writes IEPs that <b>rarely</b> require administrative correction for compliance. <b>All required aspects</b> are addressed at the meeting, recorded in meeting notes, and accurately represented in the IEP and PWN.
<input type="checkbox"/> Proficient	The teacher writes IEPs that <b>sometimes</b> require administrative correction for compliance. <b>Most required aspects</b> are addressed at the meeting, recorded in meeting notes, and accurately represented in the IEP and PWN.
<input type="checkbox"/> Progressing	The teacher writes IEPs that <b>often</b> require administrative correction for compliance. Most required aspects are addressed at the meeting <b>but not recorded</b> in meeting notes or accurately represented in the IEP and/or PWN.
<input type="checkbox"/> Unsatisfactory	The teacher writes IEPs that are <b>not in compliance</b> . Required aspects are <b>not addressed</b> or recorded in meeting notes, the IEP, or PWN.
<b>Narrative Comments:</b>	

Performance Level	Progress Monitoring 
<input type="checkbox"/> Advanced	Utilizes an <b>innovative</b> system to collect progress monitoring data <b>specific to each student</b> and consistently uses the data to meet <b>individual</b> student instructional needs.
<input type="checkbox"/> Proficient	Utilizes an <b>effective</b> system to collect progress monitoring data for students and <b>consistently</b> uses the data to meet student instructional needs.
<input type="checkbox"/> Progressing	Utilizes a <b>rudimentary</b> system to collect progress monitoring data for <b>groups of students</b> and <b>sometimes</b> uses the data to meet student instructional needs.
<input type="checkbox"/> Unsatisfactory	<b>Fails</b> to utilize a system to collect progress monitoring data.
<b>Narrative Comments:</b>	

Performance Level	Relationships 	Possible Evidence
<input type="checkbox"/> Advanced	The teacher creates and maintains <b>exceptional</b> relationships with families and students that <b>ensures</b> active student engagement in learning, development of their individualized plan, and improved achievement evidenced by data.	<input type="checkbox"/> Gathers information from families in prep for IEP. <input type="checkbox"/> Uses a variety of means to gather data (i.e. phone calls, questionnaire, emails) <input type="checkbox"/> Communication logs show consistent and positive communication. <input type="checkbox"/> Family concerns are addressed and considered. <input type="checkbox"/> Parents feel like an important part of the IEP team. <input type="checkbox"/> Teacher communicates regularly with families. <input type="checkbox"/> Teacher incorporates parentally identified priorities outside school routines (i.e. social stories)
<input type="checkbox"/> Proficient	The teacher creates and maintains <b>good</b> relationships with families and students that <b>promotes</b> active student engagement in learning, development of their individualized plan, and improved achievement evidenced by data.	
<input type="checkbox"/> Progressing	The teacher <b>strives</b> to create and maintain good relationships with families and students that promote active student engagement in learning, development of their individualized plan, and improved achievement but <b>data does not reflect these efforts</b> .	
<input type="checkbox"/> Unsatisfactory	The teacher <b>fails</b> to create and maintain good relationships with families and students that promote active student engagement in learning, development of their individualized plan, and improved achievement.	
<b>Narrative Comments:</b>		

# Gothenburg Public Schools

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

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



# COUNSELOR EVALUATION CRITERIA

## Criterion 1

**Personal Qualities.** The certificated counselor exhibits personal qualities and values, which are conducive to a positive educational setting.

*Indicators: Minimum of 8 out of 10 to meet District Criterion.*

The evaluation procedure assesses the extent to which the teacher:

- 1.1 Is appropriately dressed for assigned duties; is neat and clean.
- 1.2 Is tactful.
- 1.3 Is patient.
- 1.4 Is tolerant and open-minded; accepts constructive criticism.
- 1.5 Is punctual and efficient in meeting all assignments.
- 1.6 Displays self-control in emotional situations.
- 1.7 Displays a sense of humor.
- 1.8 Maintains positive relations with students.
- 1.9 Maintains positive relations with parents.
- 1.10 Maintains positive relations with colleagues.
- 1.11 An explanation or suggestion for improvement:

Comments:

# COUNSELOR EVALUATION CRITERIA

## Criterion 2:

**Guidance and Counseling Skill.** The certificated counselor demonstrates, in his or her performance, a competent level of knowledge and skill in designing and conducting guidance and counseling experiences.

*Indicators: Minimum of 3 out of 4 to meet District Criterion.*

The evaluation procedure assesses the extent to which the teacher:

- 2.1 Identifies the learning needs of individual pupils.
- 2.2 Evaluates pupil achievement of learning objectives.
- 2.3 Provides in-service to teachers.
- 2.4 Works towards the implementation and successful completing of school district goals.
- 2.5 An explanation or suggestion for improvement:

Comments:

# COUNSELOR EVALUATION CRITERIA

## Criterion 3:

**Management Competence.** The certificated counselor demonstrates, in his or her performance, a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.

*Indicators: Minimum of 7 out of 9 to meet District Criterion.*

The evaluation procedure assesses the extent to which the teacher:

- 3.1 Utilizes instructional materials and media appropriate to the pupil(s) needs.
- 3.2 Organizes the physical setting so that it contributes to learning through scheduling.
- 3.3 Utilizes community resources.
- 3.4 Organizes individual, small group and large group experiences as appropriate to the pupil.
- 3.5 Promotes office climate conducive to counseling and guidance.
- 3.6 Encourages students to assume responsibilities for behavior.
- 3.7 Secures permanent records.
- 3.8 Determines and maintains guidance budget.
- 3.9 Coordinates the school testing program.
- 3.10 An explanation or suggestion for improvement:

Comments:

# COUNSELOR EVALUATION CRITERIA

## Criterion 4:

**Professional Preparation and Commitment.** The certificated counselor exhibits, in his or her performance, evidence of having a theoretical background and knowledge of the principals and methods of counseling, and a commitment to education as a profession.

*Indicators: Minimum of 3 out of 3 to meet District Criterion.*

The evaluation procedure assesses the extent to which the teacher:

- 4.1 Demonstrates enthusiasm and interest in counseling as reflected in the counselor's continuing professional development.
- 4.2 Keeps abreast of the new developments, ideas, and events in guidance and counseling.
- 4.3 Demonstrates a commitment to school and professional activities (attendance at local, district, and state meetings, consortium activities, participation on special committees, etc.)
- 4.4 An explanation or suggestion for improvement:

Comments:

# COUNSELOR EVALUATION CRITERIA

## Criterion 5:

**Effort Toward Improvement.** The certificated counselor demonstrates an awareness of his or her limitations and strengths, and demonstrates continued professional growth.

*Indicators: Minimum of 3 out of 3 to meet District Criterion.*

The evaluation procedure assesses the extent to which the teacher:

- 5.1 Identifies strengths, limitations, needs, etc. through continuous self-evaluation activities.
- 5.2 Responds to recommendation (if any) included in periodic and annual personnel evaluations.
- 5.3 Participates in activities sponsored by the district education service district, and professional organizations.
- 5.4 An explanation or suggestion for improvement:

Comments:

# COUNSELOR EVALUATION CRITERIA

## Criterion 6:

**The Handling of Student Discipline and Attendant Problems.** The certificated counselor demonstrates the ability to manage the non-instructional, human dynamics in the educational setting.

*Indicators: Minimum of 4 out of 5 to meet District Criterion.*

The evaluation procedure assesses the extent to which the teacher:

- 6.1 Recognizes conditions which may lead to disciplinary problems.
- 6.2 Develops appropriate strategies for preventing disciplinary problems.
- 6.3 Responds appropriately to disciplinary problems when they do occur.
- 6.4 Resolves discipline problems in accordance with law, school board policy, and administrative regulations and policies.
- 6.5 Assists students toward self-discipline and acceptable standards of student behavior.
- 6.6 An explanation or suggestion for improvement:

Comments:

# COUNSELOR EVALUATION CRITERIA

## Criterion 7:

**Interest in Students.** The certificated counselor demonstrates an understanding of and commitment to each pupil, taking into account each individual's unique background and characteristics. The certificated counselor demonstrates enthusiasm for or enjoyment in working with pupils.

*Indicators: Minimum of 4 out of 4 to meet District Criterion.*

The evaluation procedure assesses the extent to which the teacher:

- 7.1 Enjoys the process of working with students.
- 7.2 Recognizes the process of working with students.
- 7.3 Seeks to maintain and increase the enthusiasm of the students for their studies.
- 7.4 Seeks to improve students' self-esteem.
- 7.5 An explanation or suggestion for improvement:

Comments:

# COUNSELOR EVALUATION CRITERIA

## Criterion 8:

**Professional Competence.** The certificated counselor demonstrates a depth and breadth of knowledge of theory and content in general education and guidance and counseling appropriate to the elementary and/or secondary levels.

*Indicators: Minimum of 2 out of 2 to meet District Criterion.*

The evaluation procedure assesses the extent to which the teacher:

- 8.1 Demonstrates a depth of knowledge in the area of guidance and counseling.
- 8.2 Recognizes the relationship between counseling and the total educational program.
- 8.3 An explanation or suggestion for improvement:

Comments:

# COUNSELOR EVALUATION CRITERIA

## Criterion 9:

**Counselor-Staff Relations.** The certificated counselor contributes to improved employee relationships by exhibiting professional behavioral qualities.

*Indicators: Minimum of 4 out of 5 to meet District Criterion.*

The evaluation procedure assesses the extent to which the teacher:

- 9.1 Assumes his or her share of responsibilities.
- 9.2 Uses discretion when speaking of school or colleagues.
- 9.3 Observes “channels” when speaking on matters affecting the welfare of the school and staff.
- 9.4 Shows a willingness to share ideas and techniques.
- 9.5 Is professional in all contacts with colleagues.
- 9.6 An explanation or suggestion for improvement:

Comments:

# COUNSELOR EVALUATION CRITERIA

## Criterion 10:

**Community-School Relations.** The certificated counselor demonstrates an awareness of the importance of maintaining positive relations between the schools and the community they serve.

*Indicators: Minimum of 2 out of 2 to meet District Criterion.*

The evaluation procedure assesses the extent to which the teacher:

- 10.1 Is professional in all contacts with students, parents, and the community.
- 10.2 Strives to communicate his or her program and/or the total school program in a creditable fashion.
- 10.3 An explanation or suggestion for improvement:

Comments:

# COUNSELOR EVALUATION CRITERIA

## GOALS:

**Personal Goals.** Goals are based on areas of this document where you want to see improvement. They will be composed of two parts: **WHAT** the goal is and the *ACTION* that will be taken to achieve the goal. i.e. **I will establish clearer learning objectives** by *posting lesson objectives at the front of the room and going over them with students.*

Please align your goal to the criteria and strand it corresponds to.

Met

Goal 1:

Criterion \_\_\_\_\_ Strand \_\_\_\_\_

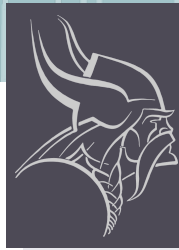
Goal 2:

Criterion \_\_\_\_\_ Strand \_\_\_\_\_

Goal 3:

Criterion \_\_\_\_\_ Strand \_\_\_\_\_

Comments:



# School Psychologist Evaluation

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**Psychologist:**

**Date:**

**Administrator:**

## *Instructions for use*

### **Overview**

The School Psychologist evaluation document has been adapted from the Danielson Framework for School Psychologists. The purpose of the evaluation is to cover those attributes needed specifically for school psychologists to be successful. The evaluation tool is broken into four domains:

Domain 1 - Planning and Preparation

Domain 2 - The Environment

Domain 3 - Delivery of Service

Domain 4 - Professional Responsibilities

It is expected that school psychologists become, at a minimum, proficient in all domain indicators. A score of “beginning” indicates that the school psychologist does not meet district standards and a plan of improvement will be developed.

### **Self Evaluation**

Each year, the school psychologist is to complete this document as a self-evaluation prior to being evaluated by an administrator. The purpose of the self-evaluation is to allow for self-reflection as it pertains to the district’s expectations and to set a minimum of three goals based on previous evaluations or a current self-evaluation.

# Summary of Strengths and Opportunities for Growth

## Domain 1: Planning & Preparation

- **Strengths:**

- 

- 

- **Opportunity for Growth:**

- 

## Domain 2: The Environment

- **Strengths:**

- 

- 

- **Opportunity for Growth:**

- 

## Domain 3: Delivery of Service

- **Strengths:**

- 

- 

- **Opportunity for Growth:**

- 

## Domain 4: Professional Responsibilities

- **Strengths:**

- 

- 

- **Opportunity for Growth:**

-

Domain 1: Planning & Preparation	Level of Performance			
	Advanced	Proficient	Progressing	Beginning
<b>1a. Demonstrating knowledge and skills in using psychological instruments to evaluate students.</b>	Psychologist uses a wide range of psychological instruments to evaluate students and knows the proper situations in which each should be used.	Psychologist uses 5-8 psychological instruments to evaluate students and determine accurate diagnoses.	Psychologist uses a limited number of psychological instruments to evaluate students	Psychologist demonstrates little or no knowledge and skill in using psychological instruments to evaluate students.
<b>1b. Demonstrating knowledge of child and adolescent development and psychopathology.</b>	Psychologist demonstrates extensive knowledge of child and adolescent development and psychopathology and knows variations of the typical patterns.	Psychologist demonstrates thorough knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates basic knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates little or no knowledge of child and adolescent development and psychopathology.
<b>1c. Establishing goals for the psychology program appropriate to the setting and the students served.</b>	Psychologist's goals for the treatment program are highly appropriate to the situation in the school and to the age of the students and have been developed following consultations with students, parents, and colleagues.	Psychologist's goals for the treatment program are clear and appropriate to the situation in the school and to the age of the students.	Psychologist's goals for the treatment program are rudimentary and are partially suitable to the situation and the age of the students.	Psychologist has no clear goals for the psychology program, or they are inappropriate to either the situation or age of the students.
<b>1d. Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district.</b>	Psychologist's knowledge of governmental regulations and of resources for students is extensive, including those available through the school or district and in the community.	Psychologist displays awareness of governmental regulations and of resources for students available through the school or district and some familiarity with resources external to the district.	Psychologist displays awareness of governmental regulations and of resources for students available through the school or district, but no knowledge of resources available more broadly.	Psychologist demonstrates little or no knowledge of governmental regulations of resources for students available through the school or district.
<b>1e. Planning the psychology program, integrated with the regular school program, to meet the needs of individual students and including prevention.</b>	Psychologist's plan is highly coherent and preventative and serves to support students individually, within the broader educational program.	Psychologist has developed a plan that includes the important aspects of work in the setting.	Psychologist's plan has a guiding principle and includes a number of worthwhile activities, but some of them don't fit with the broader goals.	Psychologist's plan consists of a random collection of unrelated activities, lacking coherence or an overall structure.
<b>1f. Developing a plan to evaluate the psychology program.</b>	Psychologist's evaluation plan is highly sophisticated, with imaginative sources of evidence and a clear path toward improving the program on an ongoing basis.	Psychologist's plan to evaluate the program is organized around clear goals and the collection of evidence to indicate the degree to which the goals have been met.	Psychologist has a rudimentary plan to evaluate the psychology program.	Psychologist has no plan to evaluate the program or resists suggestions that such an evaluation is important.
<b>Notes:</b>				

Domain 2: The Environment	Level of Performance			
	Advanced	Proficient	Progressing	Beginning
<b>2a. Establishing rapport with students.</b>	Students seek out the psychologist, reflecting a high degree of comfort and trust in the relationship.	Psychologist's interactions with students are positive and respectful; students appear comfortable in the testing center.	Psychologist's interactions are a mix of positive and negative; the psychologist's efforts at developing rapport are partially successful.	Psychologist's interactions with students are negative or inappropriate; students appear uncomfortable in the testing center.
<b>2b. Establishing a culture of positive mental health throughout the school.</b>	The culture in the school for positive mental health among students and teachers, while guided by the psychologist, is maintained by both teachers and students.	Psychologist promotes a culture throughout the school for positive mental health in the school among students and teachers.	Psychologist's attempts to promote a culture throughout the school for positive mental health in the school among students and teachers are partially successful.	Psychologist makes no attempt to establish a culture for positive mental health in the school as a whole, either among students or teachers, or between students and teachers.
<b>2c. Establishing and maintaining clear procedures for referrals. (MTSS, SAT)</b>	Procedures for all aspects of referral and testing protocols are clear to everyone and have been developed in consultation with teachers and administrators.	Procedures for referrals for meetings and consultations with parents and administrators are clear to everyone.	Psychologist has established procedures for the referrals, but the details are not always clear.	No procedures for referrals have been established; when teachers want to refer a student for special services, they are not sure how to go about it.
<b>2d. Establishing standards of conduct in the testing center.</b>	Standards of conduct have been established in the testing center. Psychologist's monitoring of students is subtle and preventive, and students engage in self-monitoring behavior.	Standards of conduct have been established in the testing center. Psychologist monitors student behavior against those standards; response to students in appropriate and respectful.	Standards of conduct appear to have been established in the testing center. Psychologist's attempts to monitor and correct negative student behavior during an evaluation are partially successful.	No standards of conduct have been established, and psychologist disregards or fails to address negative student behavior during an evaluation.
<b>2e. Organizing physical space for testing of students and storage of materials.</b>	The testing center is highly organized and is inviting to students. Materials are stored in a secure location and are convenient when needed.	Testing center is well organized; materials are stored in a secure location and are available when needed.	Materials in the testing center are stored securely, but the center is not completely well organized, and materials are difficult to find when needed.	The testing center is disorganized and poorly suited to student evaluations. Materials are not stored in a secure location and are difficult to find when needed.

**Notes:**

Domain 3: Delivery of Service	Level of Performance			
	Advanced	Proficient	Progressing	Beginning
<b>3a. Responding to referrals; consulting with teachers and administrators.</b>	Psychologist consults frequently with colleagues, contributing own insights and tailoring evaluations to the questions raised in the referral.	Psychologist consults frequently with colleagues, tailoring evaluations to the questions raised in the referral.	Psychologist consults on a sporadic basis with colleagues, making partially successful attempts to tailor evaluations to the questions raised in the referral.	Psychologist fails to consult with colleagues or to tailor evaluations to the questions raised in the referral.
<b>3b. Evaluating student needs in compliance with National Association of School Psychologists (NASP) guidelines.</b>	Psychologist selects, from a broad repertoire, those assessments that are the most appropriate to the referral questions and conducts information sessions with colleagues to ensure that they fully understand and comply with procedural timelines and safeguards.	Psychologist administers appropriate evaluation instruments to students and ensures that all procedures and safeguards are faithfully adhered to.	Psychologist attempts to administer appropriate evaluation instruments to students but does not always follow established timelines and safeguards.	Psychologist resists administering evaluations, selects instruments inappropriate to the situation, or does not follow established procedures and guidelines.
<b>3c. Chairing evaluation team.</b>	Psychologist assumes leadership of the evaluation team and takes initiative in assembling materials for meetings. MDTs are prepared in an exemplary manner.	Psychologist assumes leadership of the evaluation team as a standard expectation; prepares detailed MDTs.	Psychologist assumes leadership of the evaluation team when directed to do so, preparing adequate MDTs.	Psychologist declines to assume leadership of the evaluation team.
<b>3d. Planning interventions to maximize students' likelihood of success.</b>	Psychologist develops comprehensive plans for students, finding ways to creatively meet student needs and incorporate many related elements.	Psychologist's plans for students are suitable for them and are aligned with identified needs.	Psychologist's plans for students are partially suitable for them or are sporadically aligned with identified needs.	Psychologist fails to plan interventions suitable for students, or interventions are mismatched with the finding of the assessment.
<b>3e. Maintaining contact with physicians and community mental health service providers.</b>	Psychologist maintains ongoing contact with physicians and community mental health service providers and initiates contacts when needed.	Psychologist maintains ongoing contact with physicians and community mental health service providers.	Psychologist maintains occasional contact with physicians and community mental health service providers.	Psychologist declines to maintain contact with physicians and community mental health service providers.
<b>3f. Demonstrating flexibility and responsiveness.</b>	Psychologist is continually seeking ways to improve the treatment program and makes changes as needed in response to student, parent, or teacher input.	Psychologist makes revisions in the treatment program when it is needed.	Psychologist makes modest changes in the treatment program when confronted with evidence of the need for change.	Psychologist adheres to the plan or program, in spite of evidence of its inadequacy.
<b>Notes:</b>				

Domain 4: Professional Responsibilities	Level of Performance			
	Advanced	Proficient	Progressing	Beginning
<b>4a. Reflecting on practice.</b>	Psychologist's reflection is highly accurate and perceptive. Psychologist draws on an extensive repertoire to suggest alternative strategies.	Psychologist's reflection provides an accurate and objective description of practice. Psychologist makes some specific suggestions as to how the program might be improved.	Psychologist's reflection on practice is moderately accurate and objective. Only global suggestions are made as to how the program might be improved.	Psychologist does not reflect on practice, or the reflections are inaccurate or self-serving.
<b>4b. Communicating with families.</b>	Psychologist secures necessary permissions and communicates with families in a highly effective manner. Psychologist reaches out to families of students to enhance trust.	Psychologist communicates with families and secures necessary permission.	Psychologist's communication with families is partially successful; permissions are obtained, but there are occasional insensitivities that do not build trust.	Psychologist fails to communicate with families and secure necessary permission; communicates in an insensitive manner.
<b>4c. Maintaining accurate records.</b>	Psychologist's records are accurate and legible, well organized, and stored in a secure location. They are written to be understandable to another qualified professional.	Psychologist's records are accurate and legible, well organized, and stored in a secure location.	Psychologist's records are accurate and legible, and stored in a secure location.	Psychologist's records are in disarray; they may be missing, illegible, or stored in an insecure location.
<b>4d. Participating in a professional community.</b>	Psychologist makes a substantial contribution to school and district events and projects and assumes leadership with colleagues.	Psychologist participates actively in school and district events and projects and maintains positive and productive relationships with colleagues.	Psychologist's relationships with colleagues are cordial, and psychologist participates in school and district events and projects when specifically requested.	Psychologist's relationships with colleagues are negative or self-serving, and psychologist avoids being involved in school and district events and projects.
<b>4e. Engaging in professional development.</b>	Psychologist actively pursues professional development opportunities and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.	Psychologist actively pursues appropriate professional development opportunities.	Psychologist's participation in professional development activities is limited to those that are convenient or required.	Psychologist does not participate in professional development activities, even when such activities are clearly needed for the ongoing development of skills.
<b>4f. Showing professionalism.</b>	Psychologist can be counted on to hold the highest standards of honesty, integrity, and confidentiality and to advocate for students, taking a leadership role with colleagues.	Psychologist displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public, and advocates for students when needed.	Psychologist is honest in interactions with colleagues, students, and the public, plays a moderate advocacy role for students, and does not violate confidentiality.	Psychologist displays dishonesty in interactions with colleagues, students, and the public and/or violates principles of confidentiality.
<b>Notes:</b>				

# *Improvement of Professional Practices*

## **Goal Development**

Goals are based on areas of this document or previous evaluations where you want to see improvement. They will be composed of two parts:

**WHAT** the goal is and the ***ACTION*** that will be taken to achieve the goal.

I.e. **I will utilize a wider range of psychological instruments to evaluate students.** *To do this I will become familiar with three additional instruments.*

Goal 1)

Goal 2)

Goal 3)

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

## *Credits*

Special thanks to all the people who made and released these awesome resources for free:

- ▷ Presentation template by SlidesCarnival
- ▷ Charlotte Danielson School Psychologists Framework

## **STATEMENT OF PHILOSOPHY**

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, drama, journalism, music and related academic areas. Participation in these activities should provide students with a lifetime basis for personal values, for work and for leisure activities. Our job is to ensure a supportive and safe environment for student participation, which encourages the development of skills and the building of relationships.

Coaching leadership should provide participants with examples of exemplary behavior. Measurement of leadership success will emphasize character, courage and integrity as the major objectives of the program. This program should prepare students to assume positions of leadership and enable students to appropriately deal with adversity and success. Coaches and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of proper practice and training habits.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels (Sophomore, Junior Varsity) should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Best of luck,

Mr. Tyler Herman  
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. 8-12</b>
<b>LB 260 Concussion Legislation</b>	<b>pg. 13</b>

## **VARSIY SPORTS SEASONS – 2017-2018 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.

<b><u>FALL</u></b>	<b><u>FIRST DAY OF PRACTICE</u></b>	<b><u>CLOSE OF SEASON</u></b>
Football	August 6 <sup>th</sup>	Football Playoffs
Cross Country	August 6 <sup>th</sup>	State Meet
Volleyball	August 6 <sup>th</sup>	State Tournament
Golf – Girls	August 6 <sup>th</sup>	State Meet
Softball	August 6 <sup>th</sup>	State Tournament
<b><u>WINTER</u></b>		
Basketball	November 12 <sup>th</sup>	State Tournament
Wrestling	November 12 <sup>th</sup>	State Meet
<b><u>SPRING</u></b>		
Golf	February 25 <sup>th</sup>	State Meet
Track	February 25 <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 fundraising 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 paperwork 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 principles 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 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

NON-CERTIFICATED EMPLOYEE

HAND BOOK

July, 2018

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## 1. INTRODUCTION

Gothenburg Public Schools employs support personnel in order to carry out the operation of the School District. Non-certificated departments include: food service/cafeteria, para-educators, custodial/maintenance, secretarial, and bus drivers.

It is important to remember that non-certificated employees have an impact on the lives of our students, just as teachers and other professional members of the staff. The children in our community will not receive a quality education without the proper completion of tasks by the non-certificated employees

The purpose of this booklet is to provide the non-certificated employees with a set of guidelines concerning the benefits and procedures of Gothenburg Public Schools. This handbook is not a contract, and it is not intended as a set of binding rules and obligations as might be defined in a legal contract. Rather, it provides useful information that will contribute to the harmonious and efficient operation of Gothenburg Public Schools.

Should questions arise, please feel free to contact the Superintendent's Office or Business Manager's Office for additional information (537-3653).

## 2. TIME CARDS AND PAY DATES

Each non-certificated employee paid on an hourly rate must use time clock (if available) or fill out a time card (if time clock is not available) for each week. The pay period is one month in length with payment occurring on the 20th day of the following month. The district office will deposit the payment electronically on the 20th of each month.

The employee shall receive a copy of "Time Sheet" for review. All discrepancies MUST be reported to district office PRIOR to payment. In addition, all time sheets must be approved by a supervisor and submitted to district office. Failure to get approval may result in delay of payment until the next time period.

**Time Cards** (used only if Time Clock system is not available)

It is possible that some employees may not have access to the Time Clock program. Employees will complete a time card with name, school/position and the days worked on the time card. Only hours that are actually worked are to be included, just as if the time clock was used. The Business Manager will calculate the time worked for compensation purposes.

**Hourly employees are not to "volunteer" time in any circumstance. They are to "clock-in" when they arrive and "clock out" when they leave while remaining within the predetermined number of hours.**

The time spent traveling between cities is counted as hours worked when an employee takes a one-day job related trip. However, time spent traveling between home and other public conveyance is considered the equivalent of travel between home and work, and is not compensable. Time spent traveling to and from another city is counted as hours

worked only to the extent that it falls within the employee's regular work hours, including days that are not normal workdays if the travel requires an overnight stay.

**Time Sheets and Time Cards** are to be **accurate, approved** by your supervisor, and submitted to Business Manager according to the schedule.

A staff absence report must be filed if leave is used.

Please use either blue or black ink, reserving red for Payroll use. Direct any questions regarding your paycheck to the Business Manager (537-3653).

### **3. EMPLOYMENT**

All non-certificated employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment. Employees are expected to give two weeks notice of intention to terminate employment if possible. Written notice of resignation should be addressed to the appropriate administrator or supervisor.

### **4. COMPLAINT PROCEDURES**

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the superintendent.

### **5. INCLEMENT WEATHER CONDITIONS**

Non-certificated employees who do not report for work on days of inclement weather will not be paid for the time missed.

### **6. MEAL/LUNCH BREAKS**

Non-certificated employees who work an entire day will have at least a 30-minute lunch break per day. Custodians shall have a one-hour lunch break. Lunch breaks will be compensated if:

- A) Employees are not relieved of their duties.
- B) Employees are not free to leave their posts.

The lunch break is to be scheduled so as not to disrupt building or departmental functions.

Rest breaks are subject to departmental needs and are not guaranteed on a day-to-day basis. If rest breaks are approved, the breaks should be not longer than **15 minutes** for each half-day worked.

## **7. MILEAGE AND EXPENSES**

All conventions, conferences, meetings, clinics and school business trips shall be reimbursed at the current approved rate per mile if a private car is used IF previously **approved** by the Superintendent and/or Board of Education. All normal expenses will also be allowed.

## **8. WORKERS COMPENSATION INSURANCE**

All employees of the School District are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law.

A report of every accident occurring on the job must be completed in the building where the employee is based, and filed with the Business Manager within 24 hours of the accident. Worker's Compensation Insurance claims should only be made on reported accidents.

## **9. NON-CERTIFICATED PERSONNEL BENEFITS**

Employees filling regularly scheduled positions are eligible for benefits when specific criteria are met per benefit. Temporary employees are not eligible for benefits. Leave and insurance benefits are determined by the FTE of the employee. See Appendix B.

## **10. RETIREMENT BENEFITS**

The district is required to make monthly deductions from earnings for any employee working at least fifteen hours per week and submit them to the Nebraska Public Employees Retirement System (NPERS). The District will contribute an additional amount equivalent to 101% of the contribution. Retirement funds may be recovered if the employee leaves the school system. Employees under 21 years of age may elect not to join. A member who terminates employment with Gothenburg Public Schools may:

- A) Leave the account on an inactive basis in order to draw a retirement benefit (the employee must have five years of creditable service).

or

- B) Receive a refund of the account. An application must be filed with the Nebraska Retirement System.

Nebraska School Retirement System  
P.O. Box 94816  
Lincoln, NE 68509

1-800-245-5712 or 1-402-471-2053

## **11. 403(b) ELIGIBILITY**

If an employee chooses to participate in the school's 403(b) plan, the district will withhold employee elected deferrals from the employee's paycheck at a participation rate determined by the employee. A variety of investment options may exist based upon current plan information. The district does not match employee contributions in this plan.

Eligibility to participate is determined by current plan rules. Paperwork to begin deferrals is available in the district office.

## **12. HOLIDAY PAY**

Full time, 12-month employees shall be compensated for 7 holidays with pay each year. The holidays include New Year's Day, Easter (Good Friday), Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. A "day" for vacation and holiday leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight-hour day. The rate of pay for holiday pay shall be the regular hourly rate. The hours are not considered to be overtime.

## **13. OVERTIME PAY**

All overtime hours must be pre-approved by the supervisor. In addition, overtime pay for hourly employees whose duties are split among multiple assignments with varying rates of pay will be prorated.

## **14. VACATION**

Each employee who is employed by the Gothenburg Public Schools on a regular twelve month basis will be eligible for 5 days of vacation with pay at the conclusion of one 12 month period of employment and 10 days of vacation with pay at the conclusion of a 24 month period of employment and each 12 month period thereafter (seasonal or temporary employees shall not be eligible for vacation or holiday leave).

A day for vacation leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight-hour day.

Vacation schedules shall be arranged with the immediate supervisor and approved by the Superintendent. The use of vacation on student days may be limited due to the impact on students.

## **15. LEAVE**

### **a. Personal Leave**

All non-certificated persons who are considered full time will be allowed two personal days for the amount of time that they are regularly scheduled. Reasons for personal leave are not required.

### **b. Sick Leave**

Each employee of the Gothenburg School District shall be eligible for one day of leave for personal illness or injury each month worked with a maximum

accumulation of 10 days of leave annually without loss of pay. Unused leave may accumulate to a maximum of 45 days per employee.

A “Day” of such leave with pay shall be defined as the average number of hours worked by the employee not to exceed 8 hours. i.e. an employee normally working 4 hours daily would receive 4 hours of pay at the regular hourly rate for each day of leave. An individual shall not be eligible for the full 10 days of leave or any portion thereof until such time as it becomes “earned”. i.e. (An employee sick two days after the first month of employment would be eligible for one “day” of leave with pay. The second “day” would be regarded as a day without pay.)

Seasonal or temporary employees shall not be eligible for such leave.

Accumulated Leave may be used for serious illness or death in the employee’s immediate family. Immediate family shall mean husband, wife, or children.

Leave for family is limited in the following manner:

- 15 days per contract year - immediate family (spouse, children),
- 5 days per contract year - parents and in-laws,
- 2 days per contract year - siblings and grandparents,
- 1 day - other family.

**c. Military and Family Military Leave**

Military leave shall be granted as defined in Board Policy 4022. A copy of this policy is available in the district office.

**d. Leave for Jury Duty**

Salaried employees selected to serve on jury duty will be paid the difference daily from what the courts allow them and what they would have earned in a regular working day. All employees paid on an hourly basis may keep all money allowed them by the courts for daily duties and expenses and mileage. Hourly employees will not be paid for the time missed from work.

All School district employees shall report back to their school as soon as it is practically possible. Example: If jury members are dismissed in the middle of the day they should report back to their school on that day within a short time after they have been dismissed.

**e. Other Leave**

Employees who wish leave to attend meetings pertaining to their school position must receive prior approval from their supervisor.

**f. Family and Medical Leave Act**

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

The “leave year” for purposes of the FMLA shall be the School District’s fiscal year.

Substitution of accrued paid leave for otherwise unpaid FMLA leave may be required in the discretion of the Superintendent of the Board of Education. Employees shall be required to submit medical certification to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board of Education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent's or the School Board's discretion, be required. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employees serious health condition or from sick leave taken by reason of the employee illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board of Education based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of non-certificated employees or positions, be a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board of Education.

## **16. INSURANCE**

Any employee considered full time would qualify for Health and/or Dental Insurance with the District's share of the premium prorated by F.T.E. percentage. If insurance selections are not made prior to 30 days of employment, it may either carry stipulations or not be available.

## **17. COBRA BENEFITS**

Consolidated Omnibus Budget Reconciliation Act  
Public Law 99-272

Continuation of health coverage for 18 months is available to:

1. Employees terminated for reasons other than gross misconduct.
2. Employees who are laid off for economic reasons.
3. Employees with reduced work hours.
4. Employees who voluntarily quit.

Continuation of health coverage for 36 months is available to:

1. Surviving spouses and children of deceased employees.
2. Separated or divorced spouses and children of current employees.
3. Eligible dependents of current employees who would lose their coverage because of age.

Each covered employee or eligible dependent/spouse should notify the Gothenburg Public Schools Business Office of a qualifying event, within 30 days of the event triggering the continuation offer. Gothenburg Public School will send a notice explaining the person's rights within ten days. The person eligible for continuation coverage has 60 days from the later of: A) receipt of the notice or B) the date on which Plan coverage terminates because of the qualifying event, in which to elect to continue coverage under the Plan. The person electing continuation coverage has 45 days from the date of the election to pay for the coverage during the period preceding the election. The person electing the continuation coverage shall pay the premium.

The continuation coverage shall expire at the earliest of the following:

1. At the end of the Specified Period (Cobra coverage 18 or 36 months).
2. On the date coverage ceases because of the person's failure to pay the premium.
3. On the date the person becomes eligible for Medicare.
4. On the date the person remarries and qualifies for another group health plan.
5. On the date the person becomes covered under another group health plan.
6. On the date the employer terminates the group health plan.
7. On the date the person exercises a conversion privilege.

When the continuation coverage expires because the maximum time has expired, the Plan will provide the option of enrollment under a conversion health plan then available under the Plan.

**A EMPLOYMENT AGREEMENT Form A - Indefinite Term  
NON-CERTIFICATED STAFF**

This employment agreement is made by and between Gothenburg Public Schools, (Dawson County School District 20), hereinafter referred to as the "District," and \_\_\_\_\_, "Employee." hereinafter referred to as the Employee."

WITNESSETH: Gothenburg Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

**SECTION 1. Term of Contract.** This contract shall commence on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SECTION 2. Duties of Employee.** The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

**SECTION 3. Days and Hours of Employment.** The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

**SECTION 4. Compensation.** The wage of the Employee shall be \$\_\_\_\_\_ per hour, payable in the following manner: on the 20th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

**SECTION 5. Fringe Benefits.** The Employee shall receive the following fringe benefits:

---

**SECTION 6. Policies, Rules and Regulations.** The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

**SECTION 7. Termination of Employment.** This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

**SECTION 8. Compensation Upon Termination.** The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

**SECTION 9. Deductions.** The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

**SECTION 10. Entirety of Agreement and Amendments.** The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

**SECTION 11. Applicable Law.** This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Superintendent**

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

Gothenburg Public Schools  
1322 Avenue I  
Gothenburg, NE 69138

NAME:

**LETTER OF INTENT FOR NON-CERTIFICATED PERSONNEL**

The Gothenburg Public Schools Board of Education considered salaries for non-certificated staff at the regular board meeting which was held on . This action set your rate of pay at:

Hourly Rate:  
Job Classification

beginning on . Please indicate your intent by returning this form to the Superintendent by .

I plan to remain employed by the district.

I DO NOT plan on continuing employment with the district.

\_\_\_\_\_  
\_\_\_\_\_  
Date

**Gothenburg Public Schools**

NAME:

**LETTER OF INTENT FOR NON-CERTIFICATED PERSONNEL**

The Gothenburg Public Schools Board of Education considered salaries for non-certificated staff at the regular board meeting which was held on . This action set your rate of pay at:

Salary:  
Job Classification

beginning on . Please indicate your intent by returning this form to the Superintendent by .

\_\_\_\_\_ I plan to remain employed by the district.

\_\_\_\_\_ I DO NOT plan on continuing employment with the district.

\_\_\_\_\_

\_\_\_\_\_ Date

TO: All new non-certificated employees of Gothenburg Public Schools  
FROM: Superintendent of Schools

Please take care of the following when signing an employment contract.

- \_\_\_\_\_ Application form signed.
- \_\_\_\_\_ Copy of signed contract on file in the office.
- \_\_\_\_\_ Fringe benefits description.
- \_\_\_\_\_ Retirement number on file or application filled out for one (15 hours or more).
- \_\_\_\_\_ Application or waiver for Blue Cross Blue Shield health/dental ins. if applicable.
- \_\_\_\_\_ Job description received and accepted.
- \_\_\_\_\_ Drug test completed if applicable. (drivers)
  - \_\_\_\_\_ Level I course completed (good for five years).
  - \_\_\_\_\_ Pre-service check list bus driving maneuvers.
  - \_\_\_\_\_ Physical.
  - \_\_\_\_\_ Alcohol and Drug Testing Policy For Bus Drivers sign off complete.
- \_\_\_\_\_ Data sheet filled out for all statistical information.
  
- \_\_\_\_\_ Form I-9 (Employment Eligibility Verification Form) on file with a copy of Social Security card & driver's license.
- \_\_\_\_\_ Drug abuse awareness policy understood and signed form on file. (revised 2008)
- \_\_\_\_\_ W-4 (withholding) filled out and returned to the office.
- \_\_\_\_\_ Background check on all non-certificated staff-reported to the State Directory of New Hires.
- \_\_\_\_\_ Cobra sample packet received.

\_\_\_\_\_  
Signature of staff member

\_\_\_\_\_  
Signature of verifying staff member

***BENEFITS FOR SALARIED EMPLOYEES***

**Salaried 12-month employee**

- Insurance - Insurance at level for which qualified.
- Sick Days - 10 days annually cumulative to 45 days.
- Personal Leave - 2 days annually.
- Bereavement - 3 days annually.
- Vacation - 10 days annually, NOT cumulative or reimbursable.
- Holidays - 7 days annually (New Years Day, Friday before Easter, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas.)

**Salaried school year employee (9 or 10 months)**

- Insurance - Single insurance.
- Sick Days - 10 days annually cumulative to 45 days.
- Personal Leave - 2 days annually.
- Bereavement - 3 days annually.
- Vacation - None.
- Holidays - None.

## ***BENEFITS FOR HOURLY EMPLOYEES***

### **Full-time 12-month hourly employee (at least 40 hours/week for 12 months)**

- Insurance - Insurance at level for which qualified.
- Sick Days - 10 days annually cumulative to 45 days.
- Personal Leave - 2 days annually.
- Bereavement - 3 days annually.
- Vacation - 10 days annually, NOT cumulative or reimbursable.
- Holidays - 7 days annually (New Years Day, Friday before Easter, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas).

### **Full-time extended school year hourly employee as REQUIRED by DISTRICT (at least 40 hours/week for more than 10 months but less than 12 months)**

- Insurance - Single insurance.
- Sick Days - 10 days annually cumulative to 45 days.
- Personal Leave - 2 days annually.
- Bereavement - 3 days annually.
- Vacation - prorated based upon 50-week year.
- Holidays - prorated based upon 50-week year.

### **Full-time school year (>24 hours/week for 9 or 10 months)**

- Insurance - Single insurance.
- Sick Days - 10 days annually cumulative to 45 days.
- Personal Leave - 2 days annually.
- Bereavement - 3 days annually.
- Vacation - None.
- Holidays - None.
- (EMPLOYEE REQUEST- Employees in this category may request additional days beyond the position's 9 or 10-month duties. The request will be evaluated by the Superintendent on multiple areas including, but not limited to, available tasks, employee performance level, budgetary concerns, etc. ***Benefits remain the same.***)

### **Route Bus Driver**

- Insurance -Single insurance.

### **Part-time or temporary hourly employee (<25 hours/week or seasonal)**

- No benefits.

**A EMPLOYMENT AGREEMENT Form A - Indefinite Term  
NON-CERTIFICATED STAFF**

This employment agreement is made by and between Gothenburg Public Schools, (Dawson County School District 20), hereinafter referred to as the "District," and \_\_\_\_\_, "Employee." hereinafter referred to as the Employee."

WITNESSETH: Gothenburg Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

**SECTION 1. Term of Contract.** This contract shall commence on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SECTION 2. Duties of Employee.** The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

**SECTION 3. Days and Hours of Employment.** The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

**SECTION 4. Compensation.** The wage of the Employee shall be \$\_\_\_\_\_ per hour, payable in the following manner: on the 20th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

**SECTION 5. Fringe Benefits.** The Employee shall receive the following fringe benefits:

---

**SECTION 6. Policies, Rules and Regulations.** The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

**SECTION 7. Termination of Employment.** This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

**SECTION 8. Compensation Upon Termination.** The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

**SECTION 9. Deductions.** The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

**SECTION 10. Entirety of Agreement and Amendments.** The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

**SECTION 11. Applicable Law.** This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Superintendent**

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

Executed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

# PERSONNEL EVALUATION

**NAME:**

**DATE:**

## 1. Punctuality and Attendance

	<b>Above</b>	<b>Average</b>	<b>Poor</b>	<b>Unacceptable</b>
* Arrives at work, and leaves work, on time				
*Absences are acceptable				
*Begins duties promptly				
*Informs Supervisor of problems				

**Comments:**

## 2. Ability and Willingness to Follow Instructions

	<b>Above</b>	<b>Average</b>	<b>Poor</b>	<b>Unacceptable</b>
*Does work needing to be done without constant supervision				
*Has basic skills necessary				
*Has knowledge of what to do				
*Has sufficient interest				
*Follows procedures/techniques for maintaining/operating assigned tools/equipment				
*Follows safety/guidelines				
*Follows instructions given by immediate supervisor				

**Comments:**

### 3. Responsibility and Initiative

	Above	Average	Poor	Unacceptable
*Able to handle most situations				
*Able to take initiative				
*Work is well done				
*Seeks guidance when necessary				
*Follows established rules and procedures				
*Dependable in demonstrating all assigned responsibilities				
*Demonstrates initiative in tasks approved by the immediate supervisor				
*Maintains confidentiality in matters pertaining to district				

**Comments:**

### 4. Policies and Procedures

	Above	Average	Poor	Unacceptable
*Understands and observes school district's policies and procedures				
*Understands and observes the necessary local, state, and federal laws				
*Understands and observes confidentiality of tasks performed				

**Comments:**

### 5. Organizational Skills

	Above	Average	Poor	Unacceptable
*Organizes tasks assigned to ensure an effective and efficient operation				
*Completes tasks on time				
*Asks to help others, when the employee's workload is complete				

**Comments:**

**6. Rapport with others**

	Above	Average	Poor	Unacceptable
*Interacts and relates well with staff, students, and the general public				
*Demonstrates cooperation				
*Demonstrates courtesy for others				

**Comments:**

**7. Attitude and Pride**

	Above	Average	Poor	Unacceptable
*Appreciates help and correction				
*Respects school and position				
*Gets along well with others				
*Demonstrates a positive attitude				
*Consistently supports district goals				
*Consistently supports program/building goals				

**Comments:**

**8. Personal Standard**

	Above	Average	Poor	Unacceptable
*Dresses appropriately with assigned duties				
*Takes pride in appearance				
*Clean and neat				
*Bright outlook				
*Demonstrates a desirable standard of personal hygiene				
*Communicates (verbally, written, and gesture) in appropriate manner				

**Comments:**

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

# Paraprofessional Appraisal

Gothenburg Public Schools

Paraprofessional \_\_\_\_\_

Evaluator \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

Paraeducator \_\_\_\_\_

Evaluator \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Rating Scale for each Paraprofessional Standard

0-Unsatisfactory   1-Needs Improvement   2-Developing   3-Meets Expectations   4-Exceeds Expectations

SECTION I.    COMMUNICATION

Rating: \_\_\_\_\_

Strengths:

1)

2)

Growth Opportunity:

1)

SECTION II.    RESPONSIVENESS TO STUDENT NEEDS

Rating: \_\_\_\_\_

Strengths:

1)

2)

Growth Opportunity:

1)

SECTION III.    WORKING RELATIONSHIPS

Rating: \_\_\_\_\_

Strengths:

1)

2)

Growth Opportunity:

1)

SECTION IV.    RESPONSIBILITY

Rating: \_\_\_\_\_

Strengths:

1)

2)

Growth Opportunity:

1)

Overall Rating: \_\_\_\_\_/3

## PARAEDUCATOR EVALUATION

Paraeducator \_\_\_\_\_ Evaluator \_\_\_\_\_ Date of Eval \_\_\_\_\_

### SECTION I. COMMUNICATION

	Unsatisfactory	Needs Improvement	Developing	Meets Expectations	Exceeds Expectations	
	0	1	2	3	4	
<b>1</b>	Does not use appropriate & clear language or grammar. Difficult to understand	Occasionally uses appropriate & clear language or grammar	Usually uses appropriate & clear language or grammar	Consistently uses appropriate & clear language	Always uses appropriate & clear language & encourages other to do the same	
<b>2</b>	Rarely responds appropriately to difficulties or seeks help from appropriate individuals	Occasionally responds appropriately to difficulties & seeks help from appropriate individuals	Usually responds appropriately to difficulties & seeks help from appropriate individuals	Consistently responds to difficulties & seeks help from appropriate individuals	Always responds to difficulties & actively seeks help from appropriate individuals	
<b>3</b>	Rarely communicates student needs or concerns to appropriate persons	Occasionally communicates student needs or concerns to appropriate persons	Usually communicates student needs or concerns to appropriate persons	Consistently communicates student needs or concerns to appropriate persons	Always communicates student needs or concerns regularly to appropriate persons	
<b>4</b>	Documented breaches of confidentiality have occurred	Needs regular reminders to handle confidential matters professionally & in accordance with legal requirements	Usually handles confidential matters professionally & in accordance with legal requirements	Handles confidential matters professionally & in accordance with legal requirements	Handles confidential matters professionally & in accordance with legal requirements	
<b>5</b>	Does not maintain records as instructed by supervisor	Some components of the required documentation are missing, incomplete or illegible	Most components of the required documentation are present	Required documentation is consistently maintained as instructed and is legible	All required documentation is present, clearly written, legible and completed as instructed	
<b>6</b>	Engages in arguing & power struggles with students.	Communicates & works with students in a manner that inconsistently fosters positive & productive relationships	Communicates & works with students in a manner that usually fosters positive & productive relationships	Communicates & works with students in a manner that fosters positive & productive relationships	Goes above & beyond communicating & working with students fostering positive & productive relationships	
<b>7</b>	Communicates & works with co-workers in a manner that rarely fosters positive and productive relationships. Is involved in gossiping, negative talk regarding teacher, administrators &/or District	Communicates & works with co-workers in a manner that inconsistently fosters positive and productive relationships.	Communicates & works with co-workers in a manner that usually fosters positive and productive relationships.	Communicates & works with co-workers in a manner that fosters positive and productive relationships	Understands the unique perspectives & philosophies of people they work with and responds in a manner that is sensitive to varying views.	

**COMMENTS:**

## PARAEDUCATOR EVALUATION

Paraeducator \_\_\_\_\_ Evaluator \_\_\_\_\_ Date of Eval \_\_\_\_\_

### SECTION II. RESPONSIVENESS TO STUDENT NEEDS

	Unsatisfactory 0	Needs Improvement 1	Developing 2	Meets Expectations 3	Exceeds Expectations 4	
<b>1</b>	Unable to adjust management style in response to student needs, ability levels & maturity levels	With great difficulty is able to occasionally adjust management style in response to student needs, ability levels & maturity levels	Is able but inconsistently attempts to adjust management style in response to student needs, ability levels & maturity levels	Quickly able to gage management style required in response to student needs, ability levels & maturity levels	Always able to easily adjust management style in response to student needs, ability levels & maturity levels	
<b>2</b>	Rarely responds appropriately to difficulties or seeks help from appropriate individuals	Sometimes responds appropriately to difficulties or seeks help from appropriate individuals	Is able but inconsistently responds appropriately to difficulties or seeks help from appropriate individuals	Responds appropriately to difficulties or seeks help from appropriate individuals	Consistently responds appropriately to difficulties or seeks help from appropriate individuals	
<b>3</b>	Never attempts to adapt instructional activities & materials according to learner needs & individualized program	Rarely attempts & does not exhibit an interest or ability to adapt instructional activities & materials according to learner needs and individual programs	Inconsistently adapts instructional activities & materials according to learner needs & individual programs	Adapts instructional activities & materials according to learner needs & individual programs	Regularly adapts instructional activities & materials according to learner needs & individualized program	
<b>4</b>	Does not recognize strengths of student. Provides excessive help, completes assignments for student or gives them answers	Rarely recognizes strengths of student & provide with excessive help or does not know when to provide assistance	Usually recognizes strengths of student & provides the appropriate amount of support & assistance	Is able to recognize strengths of student & exhibits awareness of student needs	Always able to recognize student strengths. Challenges them.	
<b>5</b>	Fosters student dependency. Does not encourage socialization and self-esteem. Talks down or disrespectfully to students.	Does not encourage students to be independent learners or engage with their peers.	Encourages students to be independent learners in some situations throughout instructional time. Supportive of socialization with peers & fosters self-esteem	Encourages students to be independent learners throughout instructional time. Supportive of socialization with peers & fosters self-esteem	Always encourages student independence, socialization & self-esteem. Shows he respects & accepts student as they are	
<b>6</b>	Never suggests ideas for changes to student support	Rarely offers suggestions or ideas for changes in student support	Occasionally offers suggestions or ideas for changes in student support	Regularly shares suggestions to support students & better meet their needs	Consistently shares suggestions to support students & better meet their needs	
<b>7</b>	Never demonstrates interest or enthusiasm. Always has to be given instruction of what to do. Rarely interacts with students in the classroom unless asked	Rarely demonstrates interest or enthusiasm.	Occasionally demonstrates interest or enthusiasm	Consistently demonstrates positive attitude.	Always demonstrates positive attitude and willing to do anything asked. Appears to enjoy work.	
<b>8</b>	Always has to be asked to help out during down time. Sits in the back of the room, reads, visits or uses phone.	Rarely shows initiative	Occasionally shows initiative	Regularly shows initiative	Consistently finds tasks to be completed without prompting	

## PARAEDUCATOR EVALUATION

Paraeducator	Evaluator			Date of Eval	
<b>9</b>	Does not demonstrate the ability to work independently. Is not where he is supposed be. Does not follow schedule	Rarely demonstrates ability to work independently. Has difficulty following schedule & being on time for class	Occasionally demonstrates the ability to work independently. Follows schedule and on time more often than not	Demonstrates the ability to work independently. Follows schedules and is on time to class	Is always where he is supposed to be. Carries out needed tasks without being asked or told.
<b>10</b>	Unable to demonstrate effective strategies for management of student behavior. Student's behavior is disruptive Does not follow BIP.	Addresses student behaviors inconsistently & the techniques used frequently do not result in positive outcomes. Occasionally follows BIP	Demonstrates effective strategies to manage student behavior, many of which end with a positive outcome.	Quickly & positively addresses student behaviors, resulting in consistently positive outcomes.	Readily uses multiple positive behavior support strategies to address student behaviors & actively teaches students to self-regulate behaviors, resulting in positive outcomes. Always follows BIP

**COMMENTS:**

## PARAEDUCATOR EVALUATION

Paraeducator \_\_\_\_\_ Evaluator \_\_\_\_\_ Date of Eval \_\_\_\_\_

### SECTION III. WORKING RELATIONSHIPS

	Unsatisfactory 0	Needs Improvement 1	Developing 2	Meets Expectations 3	Exceeds Expectations 4	
<b>1</b>	Does not follow written or oral plans & instructions or seek help when needed	Rarely follows written or oral plans & instructions or seeks help when needed	Occasionally follows written or oral plans & instructions or seeks help when needed	Follows written or oral plans & instructions or seeks help when needed.	Always follows written or oral plans/instructions given by teacher. Will actively seek out help or clarification if needed	
<b>2</b>	Does not demonstrate flexibility to changes in schedules, plans &/or assignments	Rarely demonstrates flexibility to changes in schedules, plans &/or assignments	Occasionally demonstrates flexibility to changes in schedules, plans &/or assignments	Demonstrates flexibility to changes in schedules, plans &/or assignments	Is always flexible to changes in schedules, plans &/or assignments. Willing to work with any student or wherever most needed.	
<b>3</b>	Does not participate effectively as a team member. Critical of other team members & gossips	Rarely participates effectively as a team member. Does not engage with other team members	Occasionally participates effectively as a team member	Participates effectively as a team member	Always makes an effort to contribute to the team in a positive & helpful manner	
<b>4</b>	Does not respond appropriately to input or direction from teachers/other team members. Is resistant to change & does not acknowledge need for improvement	Rarely responds appropriately to input/direction from teachers/other team members. Is usually defensive, argumentative & requires repeated guidance to implement suggested improvements	Occasionally responds appropriately to input/direction from teachers/other team members. Listens & accepts feedback over time &/or through a variety of communication attempts.	Regularly seeks feedback from teachers or other team members. Readily engages in implementing or trying suggestions	Recognizes areas where improvement is needed and independently initiates professional growth activities on an ongoing basis	
<b>5</b>	Does not contribute or attend scheduled team meetings.	Has poor attendance at scheduled team meetings	Occasionally attends scheduled team meetings	Attends scheduled team meetings as instructed.	Always attends scheduled team meetings and makes significant & innovative contributions	
<b>6</b>	Does not maintain composure under pressure	Rarely maintains composure under pressure. Very easily flustered and frustrated	Occasionally able to maintain composure under pressure.	Able to maintain composure under pressure	Always handles stressful events & negative behavior in a positive, professional manner	
<b>7</b>	Does not demonstrate an understanding of the subjects or concepts covered in classes.	Demonstrates poor understanding of the subjects or concepts covered in classes	Demonstrates an understanding of most subjects or concepts covered in classes	Demonstrates an understanding of the subjects or concepts covered in classes. Actively seeks materials or learning opportunities to increase understanding of subject	Clearly demonstrates an understanding of the subjects or concepts covered in class	

**COMMENTS:**

## PARAEDUCATOR EVALUATION

Paraeducator \_\_\_\_\_ Evaluator \_\_\_\_\_ Date of Eval \_\_\_\_\_

### SECTION IV. RESPONSIBILITY

	Unsatisfactory <b>0</b>	Needs Improvement <b>1</b>	Developing <b>2</b>	Meets Expectations <b>3</b>	Exceeds Expectations <b>4</b>	
<b>1</b>	Does not follow through on directions & student program requirements outlined on the IEP on a consistent basis	Rarely follows through on directions & student program requirements as outlined on the IEP	Regularly attempts to follow through on directions & student program requirements as outlined on the IEP	Follows through on directions & student program requirements outlined on the IEP	Always follows through on directions & student program requirements as outlined on the IEP	
<b>2</b>	Angry & argumentative when given constructive feedback	Defensive & has great difficulty accepting constructive feedback	Able to listen & recognize needed improvements/changes after a period of time & multiple reminders	Accepts and acts on constructive feedback	Able to recognize areas of need and readily implements changes when given constructive feedback	
<b>3</b>	Does not follow classroom, school or District policies or procedures	Rarely follows classroom, school or District policies even after reminding	Occasionally follows classroom, school or District policies when it suits them	Follows classroom, school or District policies or procedures	Demonstrates a clear understanding & always follows classroom, school & District policies. Is a role model for others	
<b>4</b>	Consistently absent, tardy or leaves early	Regularly absent and tardy	Present & on time more days than not	Usually present & on time	Always present & on time.	

**COMMENTS:**

Paraeducator \_\_\_\_\_

Evaluator \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

**Directions for Summary Page:** Add totals for each section and place in TOTALS box. Divide that number by the number of question under each subject (DO NOT include any questions marked N/A). Place that number in the AVERAGE RATING box. Add all of the AVERAGE RATING boxes and divide by 4. This is the OVERALL rating for the para.

Should the evaluation reveal performance concerns (a rating of "0" or "1" on any item), a re-evaluation of those specific items shall be completed within a month. If improvements do not occur, a Plan of Improvement will be developed.

## Professional Goals

Goals are based on areas of this document where you want to see improvement.

They will be composed of two parts: WHAT the goal is and the *ACTION* that will be taken to achieve the goal.

i.e. I will establish clearer learning objectives by *posting lesson objectives at the front of the room and going over them with students.*

1)

2)

3)

Administrator Signature \_\_\_\_\_

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

Staff Signature \_\_\_\_\_

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

*The paraprofessional'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.*

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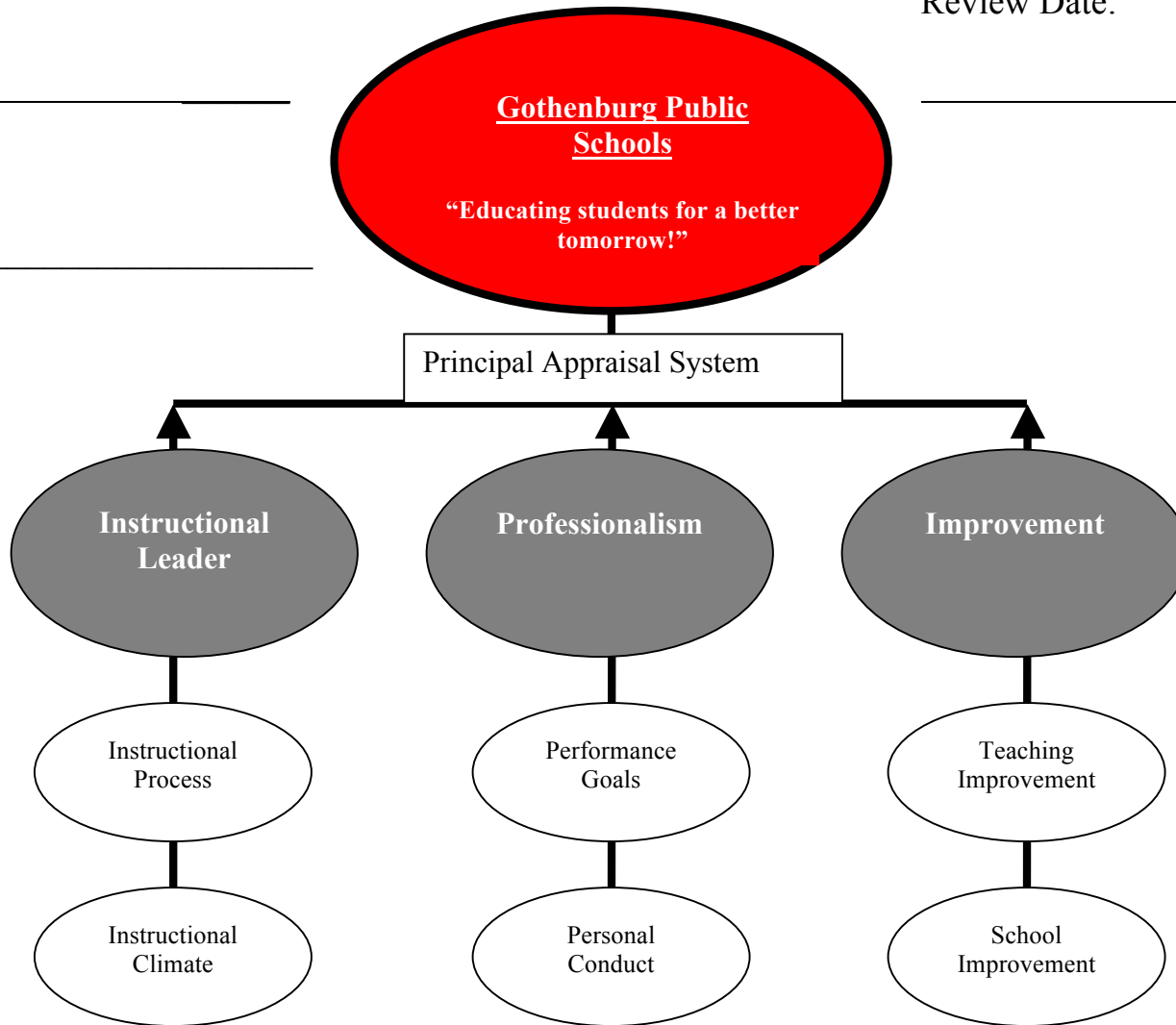
**Gothenburg Public Schools**  
**Summative Principal Appraisal Form-ADI**

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

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

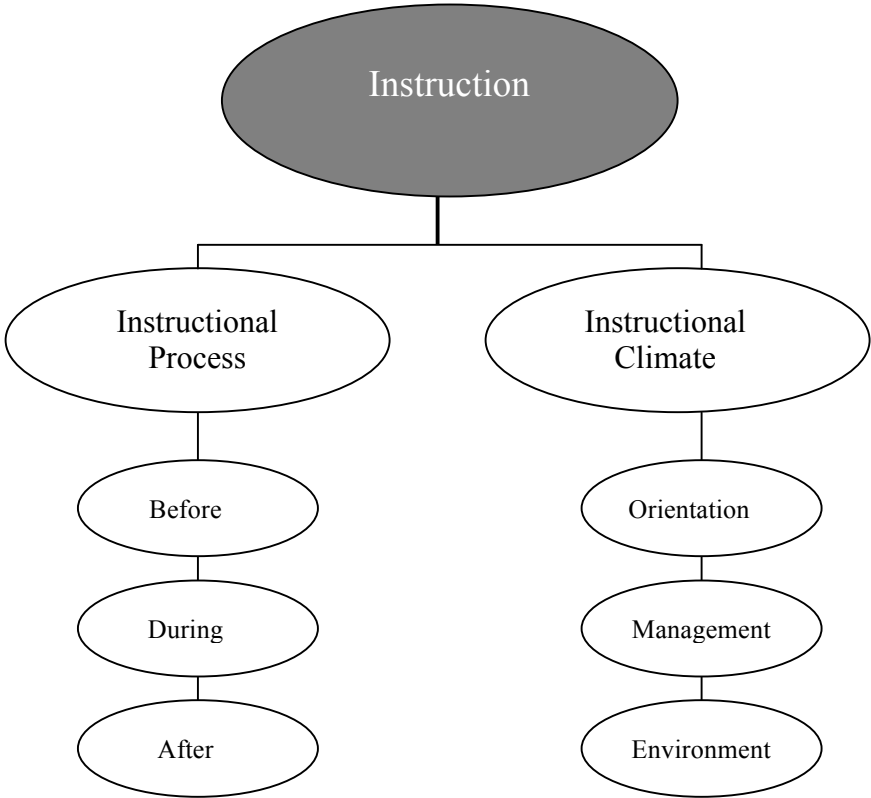
Superintendent: \_\_\_\_\_



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**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**  
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**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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**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**  
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**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>		

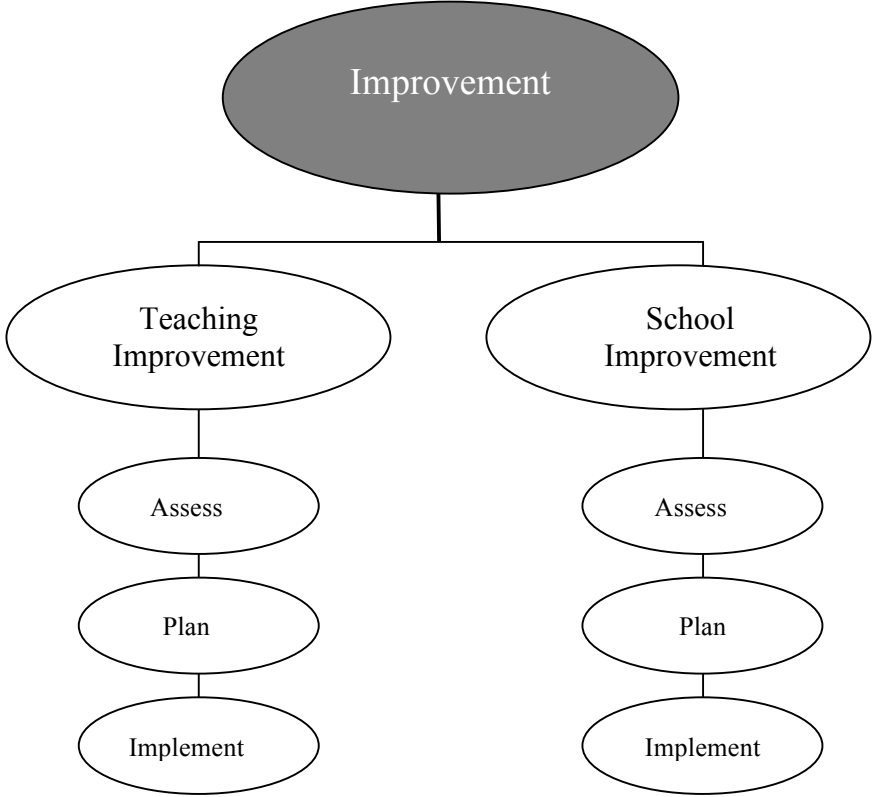
Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with superintendent and school board c. Collaborate constructively with parents	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input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

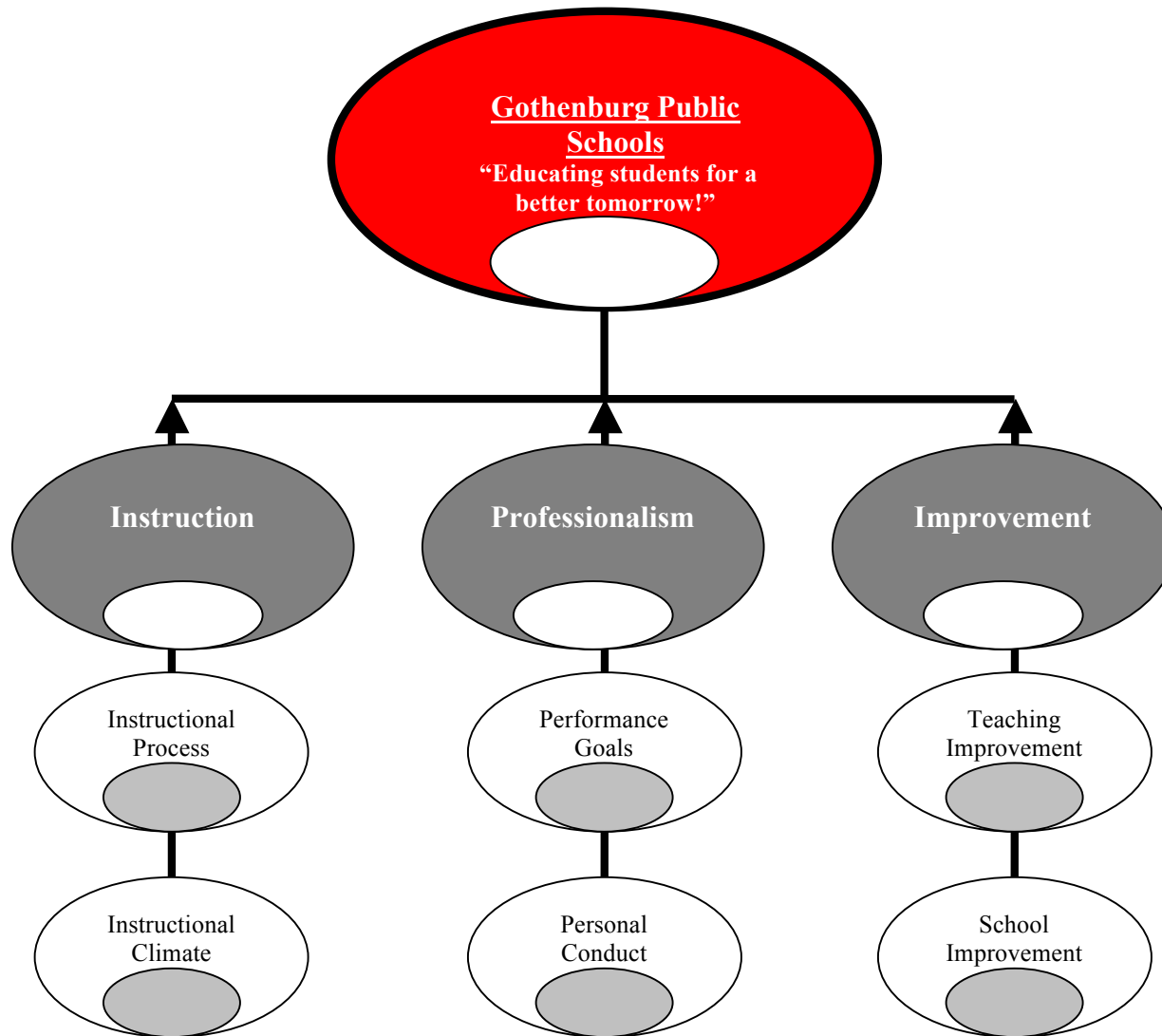
Description	Standard	Development Rating
3. Implement	a. Monitor implementation of school improvement interventions/strategies/activities b. Record progress of school improvement interventions/strategies/activities	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (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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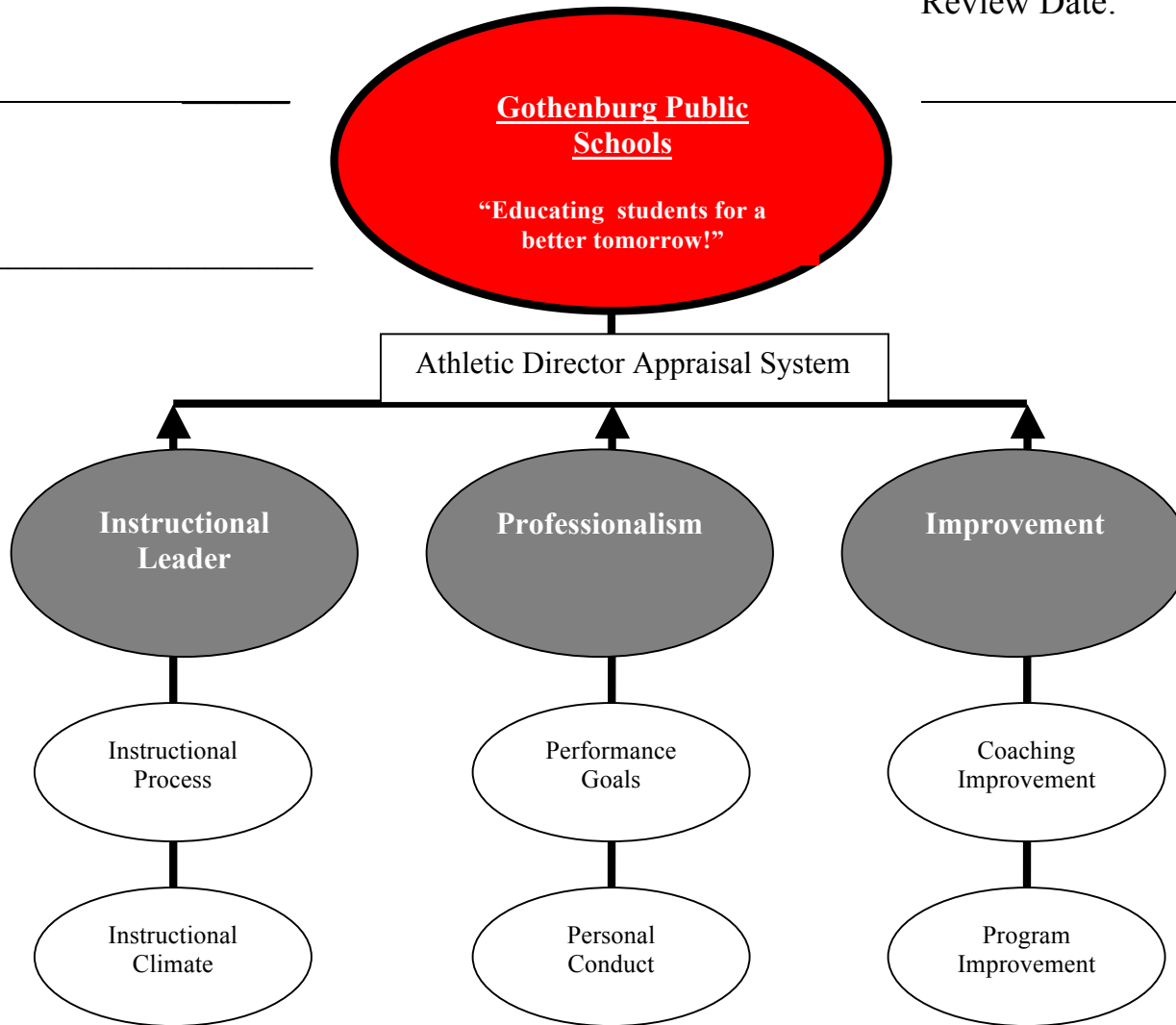
**Gothenburg Public Schools**  
**Summative Athletic Director Appraisal Form-ADI**

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Athletic Director: \_\_\_\_\_

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

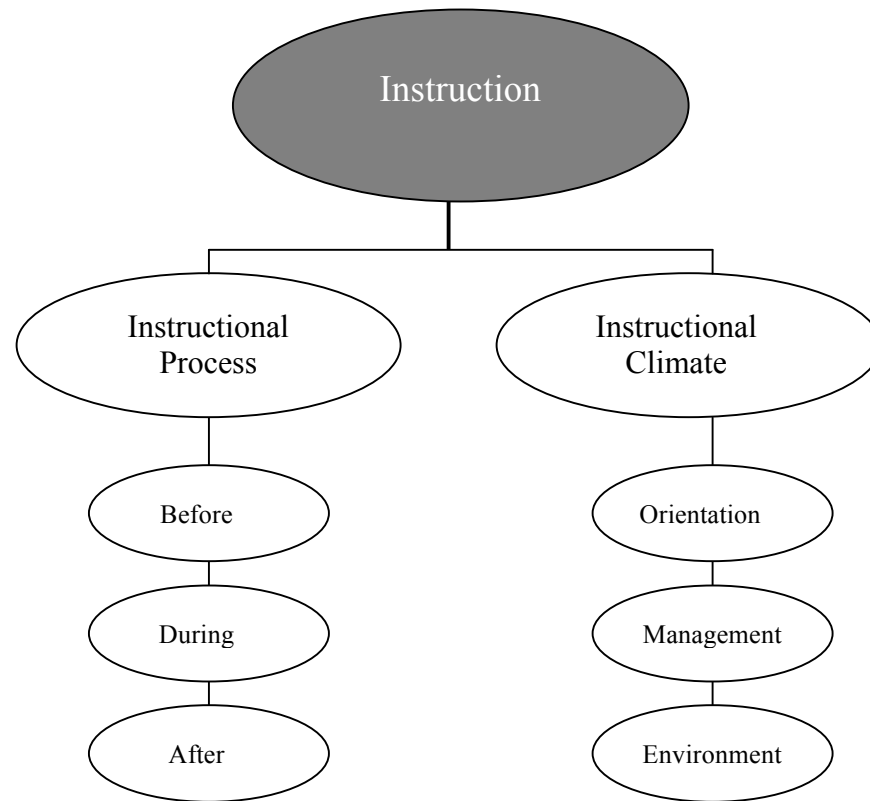
Superintendent: \_\_\_\_\_



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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

**Narrative Comments:**

Description	Standard	Development Rating
2. During Instruction	a. Explain coach appraisal method to staff b. Explain how to demonstrate mastery of each coaching standard c. Explain the importance of the coaching standards and steps taken when mastery is not acquired/maintained	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
3. After Instruction	a. Summarize expected coach actions b. Provide prompt feedback on coach performance c. Record coach performance data promptly and accurately	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

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

**B. Instructional Climate**

Description	Standard	Development Rating
1. Orientation	a. Communicate a predictable activity routine for coaches and students to follow b. Communicate a predictable activity calendar for coaches and students to follow c. Provide maximum time for constructive educational activities through activity schedule preparation d. Communicate directions for smooth transitions when changes to the activity routine occur	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<b>Narrative Comments:</b>		

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
<b>Narrative Comments:</b>		

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
<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**

**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>		

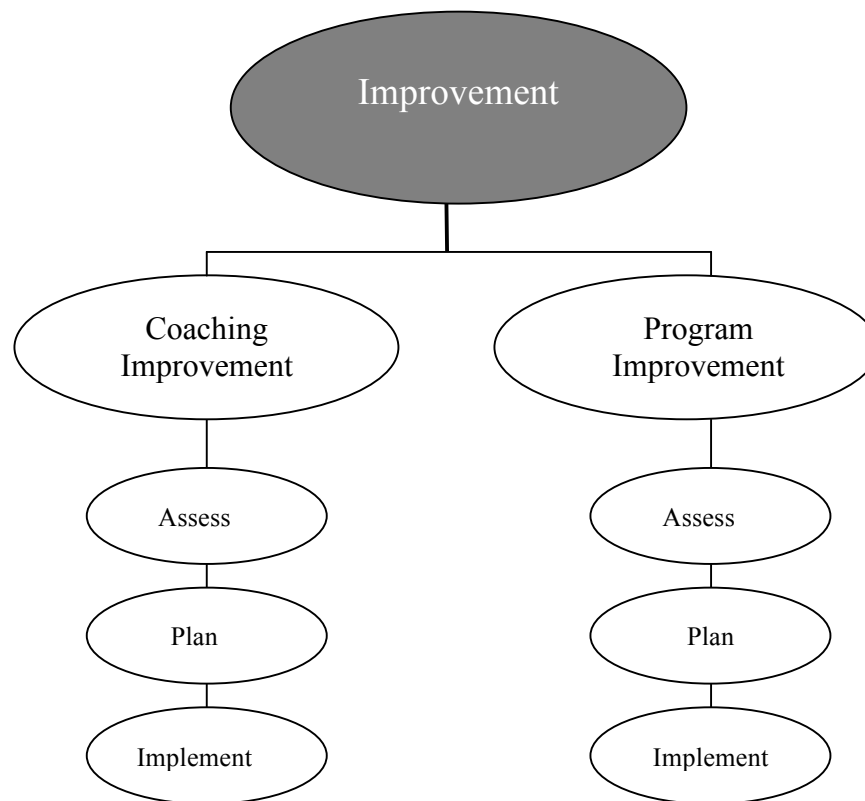
Description	Standard	Development Rating
2. Relationship Building	a. Collaborate constructively with staff b. Collaborate constructively with superintendent and school board c. Collaborate constructively with parents	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input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

**Narrative Comments:**

Description	Standard	Development Rating
2. Plan	a. Plan instructional process training in response to identified area(s) of improvement b. Plan instructional climate training needs in response to identified area(s) of improvement	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

Description	Standard	Development Rating
3. Implement	a. Implement proven instructional training plan b. Record progress toward coaching appraisal goals	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning

**Narrative Comments:**

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

**B. Program Improvement**

Description	Standard	Development Rating
1. Assess	a. Monitor the alignment of program goals to school mission b. Provide methods to be used for activity data collection c. Systematically provide a method of decision making for program improvement through the use of data	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input type="checkbox"/> (2) Progressing <input type="checkbox"/> (1) Beginning
<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>		

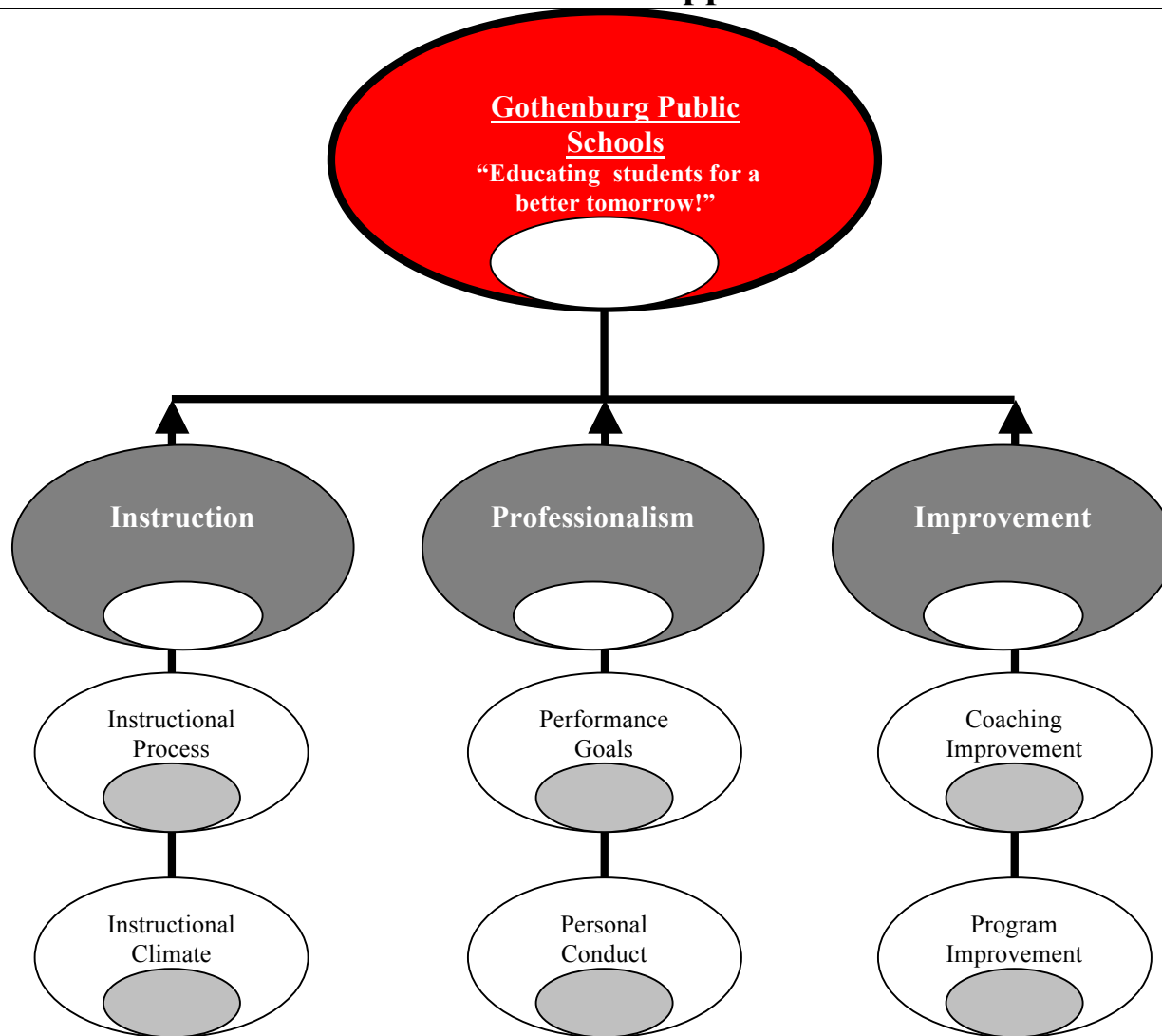
Description	Standard	Development Rating
3. Implement	a. Monitor implementation of program improvement interventions/strategies/activities b. Record progress of program improvement interventions/strategies/activities	<input type="checkbox"/> (4) Advanced <input type="checkbox"/> (3) Proficient <input 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  
2018 – 2019**

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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2019 Goals for the Superintendent

## **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,

Mr. Tyler Herman  
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.

Internal Board Policies - OrganizationStanding Committees

It shall be the policy of Gothenburg Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Curriculum, Americanism Committee and Staff Relations
3. Transportation/Facilities
4. Finance Committee
5. Policy Committee

It shall further be the policy of Gothenburg Public Schools that the Superintendent shall appoint the members of the above committees.

Legal Reference:           §79-724  
                                  §79-520

Date of Adoption: April 14, 2008

## **Administrator Report**

Meeting: July Board Meeting

Date: 7/9/18

Jay Holmes, Maintenance Supervisor

### **Summer Project updates**

**Storage Shed** - Done for summer, finish in fall

**Main Street Lighting** - Complete

**Community Building Door Replacement** - Outside SW doors - Completed, Inside Gym doors - completed

**Car Replacement** - On site and in use

**Tractor replacement** - On site and in use

### **Hail / Insurance Items**

**Main School Building** - Replace HS Skylight - Pending

Replace vents on E/W Lower CB roof - Completed

Replace DAIKIN mini split unit's on HS and CB roof

**Greenhouse** - Completed

**Concession Stand** - Roof - done, Replace 4 windows - July

**Restrooms** - Replace shingle roof - done

**Green area Garage** - Shingle roof - done, Replace siding, soffit, fascia and gutters - July

### **May 10th Wind and Hail Repairs**

**PAC and South Gym roofs** - Both roofs are completed, water damage progress has been slowed by both Insurance companies. Back Stage has been replaced and repainted, Acoustic panels have been ordered, Curtains are at a standstill. Drywall clouds are waiting for contractor.

**Goal Post upright** - Our Insurance adjuster is currently looking for a representative.

**Administrator Report**

Meeting: September Board Meeting

Date: 7/9/18

Mr. Seth Ryker, Jr/Sr. High Principal

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**Topics:**

Credit Recovery

Back to School Night

**I. Credit Recovery**

- a. All of our students who enrolled in Credit Recovery successfully passed their required coursework. 14 semesters of equivalent credits.
- b. Transcripts - GPA impact

**II. Back to School Night**

- a. We are making preparations for another Back to School orientation night.
- b. Vendor tables, orientation for 7th and 9th grade students and parents, etc.

Board Report – Tyler Herman A.D.

Nebraska Coaches Clinic (July 24-26)

- 15 coaches from Gothenburg will be attending this year
- I will be serving my second year as a Class C Rep for the NSAA Class Caucus Committee. I will be attending a Class Caucus meeting in addition to the AD sessions at the Coaches Clinic.

## **Administrator Report**

Meeting: July Board Meeting

Date: 7/9/18

Mrs. Allison Jonas

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**Pk Programs:** Jump Start began today and will run through July 27<sup>th</sup>. We have about 90% of our enrolled kindergarteners attending Jump Start. Mrs. Michelle Stienike and Mrs. Anne Ostendorf have spent a lot of time at school this summer ensuring a great program. Swede Preschool Academy is currently full and has a waiting list of three students.

### **Curriculum:**

**Math:** Eureka Math will be on campus August 6<sup>th</sup> and 7<sup>th</sup> providing training to our K-6 math teachers, SPED teachers, and building administrator.

**Language Arts:** Supporting materials were ordered this year. We'll be looking at options for 2019-2020.

**Science** – K-8 Pilot materials have arrived from Amplify, the only recommended program at this time. They'll be providing a three hour, building-specific online PD opportunity for science teachers during our Back to School in-service days.

**Mentor Program:** Mentors have made contact with their mentees and everyone is excited for the new year! Board members are invited to join us on their first day (July 30<sup>th</sup>) for lunch at the Barn N Grill at noon. Please let me know if you plan to attend.

- [Swede Orientation](#) – A week with new teachers to prepare them for their life as a Swede!

### **Professional Development:**

- [Assessment Manual](#) – Updated CRT Assessments and NSCAS
- [Continuous Improvement Manual](#) – Updated Professional Development Calendar, Eureka Math training, Spotlight Week, MTSS Problem Solving Process, Guiding Coalition, and AdvancED/AQuESTT Connections
- [Weekly Learning Team Agendas](#) – Updated weekly with upcoming agenda items
- [Back to School In-service](#) – A working document with professional development opportunities offered in the days leading up to school starting.

**Administrator Report**

Meeting: July Board Meeting

Date: 7/9/18

Dr. Michael Teahon, Superintendent

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**Summer:** Another busy summer as it seems like there is more to do each year. Preparation for August are in full swing as we get ready for another year.

**Security Upgrades:** Typical of all projects, this seems to be moving more slowly than we hoped. GPS hired Josh Clark from Central PPD. Central hired Dustin from Platte Valley who was coordinating our project. John J is now in charge of the project but we have had to catch him up.

**PLC Conferences:** We will have sent staff to PLC conferences in Oklahoma City, Dallas, and San Antonio by the end of the summer leaving only a handful of teacher not trained.

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