

**REGULAR MONTHLY MEETING
GORDON-RUSHVILLE SCHOOLS BOARD OF EDUCATION
DISTRICT NO. 81-0010
Monday, July 14, 2025
Conference Room, 810 N Oak Street, Gordon, NE 69343**

The meeting agenda is available online on the district's website under the school board link and will be finalized 24 hours before the meeting.

- I. Open the Meeting
- II. Call to Order/Nebraska Open Meetings Law
- III. Recite Pledge of Allegiance
- IV. Excuse Absent Members
- V. Publication of Meeting
- VI. Acceptance of the agenda
- VII. Public Forum
- VIII. Celebration of Excellence
- IX. Reports
 - IX.A. Building Principals, Activity Director and SPED Director
 - IX.B. Superintendent
 - IX.C. Board Committees - Policy Committee and Facility Committee
 - IX.D. Other School Personnel
- X. Consent Agenda
 - X.A. Minutes of the Regular Meeting and Hearing of Dist. 81-0010 of June 9, 2025, Finances: General Fund Bills \$833,183.97, Building Fund Bills \$0, Depreciation Fund Bills \$126,903.37, Qualified Capital Fund Bills \$0, Cooperative Fund Bills \$0, Lunch Fund Bills \$19,774.10, Transfers from Investment Fund to General Fund \$322,500.00, from Building Fund to Investment Fund \$2,600.00, from Investment Fund to Depreciation Fund \$126,900.00, annual approval Notice of Rights Under FERPA, Rights Under the Protection of Pupil Rights Amendment (PPRA) and Student Records: Right of Privacy Policy 5016, Notice of Non-Discrimination, and Multicultural Report, approve 2025-2026 student handbooks as provided, approve 2025 Census Report
- XI. Discussion Items
 - XI.A. Review the following policies: 5054 - Student Bullying and 6020 - Multicultural Education.
 - XI.B. U.S. Department of Education notification to states that it will not be releasing funding at this time for six key formula grant programs for FY 2025 including Title I-C, II-A, III-A, IV-A, IV-B, and Adult Education. This includes the 21st Century Community Learning Centers (After-School program funding - Title IV-Part B).
 - XI.C. NASB Board Work Session - Board Protocols - Reschedule Date
- XII. Action Items
 - XII.A. Discuss, Consider, and Take All Necessary Action with Regard to: approve the following policy updates, revisions, and additions as presented. Updates and revisions to policies 1002, 2006, 2008, 3003, 3004.1, 3023, 3026, 3036, 3043, 3047, 3057, 4051, 4057, 4059, 5001, 5002, 5003, 5015, 5016, 5031, 5045, 6031, 6034, the addition of policies 6044 and 6045, and the removal of 5034.
 - XII.B. Discuss, Consider, and Take All Necessary Action with Regard to: raise breakfast and lunch prices as presented: Student extra breakfast from \$0.80 to \$0.90, student extra serving from \$1.55 to \$1.70, adult lunch from \$4.25 to \$4.50, adult breakfast from \$2.25 to \$2.50, and adult extra serving from \$1.50 to \$1.75.

- XII.C. Discuss, Consider, and Take All Necessary Action with Regard to: raising the classified staff hourly pay scale by \$0.50 per hour for all groups and raising the substitute teacher pay rate from \$125 per day to \$140 per day.
- XII.D. Discuss, Consider, and Take All Necessary Action with Regard to: close the cooperative fund and transfer the remaining \$11,608 to the general fund.
- XII.E. Discuss, Consider, and Take All Necessary Action with Regard to: approve bid to build a concrete retaining wall by the cafeteria ramp and Gordon-Rushville High School.
- XIII. Executive Session
- XIV. Dates to Remember
 - XIV.A. Date of Next Regular Board Meeting - August 11 at 5:30 PM
 - XIV.B. NASB Fall Area Membership Meeting - August 19 at 4:30 PM CT in Valentine (Register by August 13).
- XV. Adjournment

Nebraska Open Meetings Act

84-1407. Act, how cited. Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

84-1408. Declaration of intent; meetings open to public. It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

84-1409. Terms, defined. For purposes of the Open Meetings Act, unless the context otherwise requires:

- (1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and
- (b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;
- (2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and
- (3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

- (1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. 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, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;
 - (b) Discussion regarding deployment of security personnel or devices;
 - (c) Investigative proceedings regarding allegations of criminal misconduct;
 - (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;
 - (e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or
 - (f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

- (2) The vote to hold a closed session shall be taken in open session. 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 public body holding such a closed session 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. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

- (3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. 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.
- (4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.
- (5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.

- (1)(a) Except as provided in subsection (9) of this section, each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.
- (b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committees, such notice shall be given by:
 - (A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and
 - (III) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; or
 - (B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper.
- (ii) In the case of the governing body of a city of the second class or village, any advisory committee of such governing body, or the governing body of a rural or suburban fire protection district, such notice shall be given by:
 - (A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper;
 - (B)(I) Posting to the newspaper's website, if available, and (II) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be

finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper; or (C) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted by the public body in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (A) post such notice on its website, if available, (B) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (C) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting pursuant to subdivision (1)(b)(iv)(A) and (C) of this section and a written record of the request to the newspaper pursuant to subdivision (1)(b)(iv)(B) of this section. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

- (i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;
- (ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;
- (iii) The governing body of a public power district having a chartered territory of more than one county in this state;
- (iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;
- (v) An educational service unit;
- (vi) The Educational Service Unit Coordinating Council;
- (vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;
- (viii) A community college board of governors;
- (ix) The Nebraska Brand Committee;
- (x) A local public health department;
- (xi) A metropolitan utilities district;
- (xii) A regional metropolitan transit authority; and
- (xiii) A natural resources district.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of (a) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (b) an organization created under the Municipal Cooperative Financing Act, (C) a governing body of a risk management pool and any advisory committee of such governing body, or (D) any advisory committee of any state entity created in response to the Opioid Prevention and Treatment Act, such organization, governing body, or committee may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section 84-1413.

(8) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (2)(a) of this section may hold a meeting by virtual conferencing if:

- (a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;
- (b) No action is taken by the public body at the virtual meeting; and
- (c) The public body complies with subdivisions (2)(b)(i) and (ii) of this section.

84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing. Except for closed sessions called pursuant to section 84-1410, a public body shall allow members of the public an opportunity to speak at each meeting.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

- (a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;
- (b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;
- (c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an instate location to members, the public, or the press, if requested twenty-four hours in advance;
- (d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;
- (e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and
- (f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the instate location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.

- (1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- (2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.
- (3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- (4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.
- (5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.
- (6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Revised 06/2025

Early Childhood Report - Gordon Pre-K - May 2025

Enrollment by age - Multi-Age Classroom

3 year olds - 6 (these students will return in 25-26)

4 year olds - 11

Our enrollment for next year (2025 -2026) is currently at 15 students.

Programming information - ex. evaluation tool do you use, specific curriculum, etc.

Evaluation tool: Teaching Strategies GOLD

Curriculum: The curriculum is created using the Teaching Strategies GOLD Objectives as well as the Nebraska Early Learning Guidelines and High Scope. We use Heggerty as a phonics curriculum also. Our environment and schedule is set based on best practices as outlined by ECERS (Early Childhood Environment Rating Scale) and CLASS (Classroom Assessment Scoring System) which are both monitored and observed by NDE.

Number of paras - 2

Number of students who receive special services

SPED: 2

Early Childhood Report Rushville PK May 2025

Enrollment by age - Multi-Age Classroom

3 year olds- 7

4 year olds- 13

Expected 2025-26 enrollment is 20.

Programming information - ex. evaluation tool you use, curriculum, etc.?

Evaluation tool: Teaching Strategies GOLD

Curriculum: The curriculum is created using the Teaching Strategies GOLD Objectives as well as the Nebraska Early Learning Guidelines. We used Heggerty as a phonics curriculum . The environment and schedule are set based on best practices as outlined by ECERS (Early Childhood Environment Rating Scale).

Number of paras -2

Number of students who receive special services

SPED: 2

July 2025 Superintendent Report

- 1) The year end Early Childhood Education Annual Review is attached with my report for your review.
- 2) I have reached out to the City of Gordon regarding the availability of an SRO for next school year since Officer Fleming took the Gordon City Manager position. At this time, there are no available individuals for the position.
- 3) The classified staff hourly rate and our current substitute teacher pay are due to increases. We have been steadily increasing the hourly employee rate over the past three years to remain competitive with the minimum wage increase that was passed in Nebraska. The administrative team is recommending a \$0.50 an hour rate increase on the classified hourly salary schedule. Our current substitute teacher pay is \$125 a day. I checked with area schools and we are behind in the rate of pay. There is an action item to increase the classified hourly salary schedule by \$0.50 an hour and to increase the substitute teacher pay rate to \$140 a day.
- 4) We applied for and were awarded the 21st Century Grant for our afterschool program. Not all applications were chosen, so we were pleased to continue to receive funding to help with the costs associated with running the afterschool program at Gordon and Rushville. We were awarded \$92,625 annually for five years for the program. However, funds for the grant have been put on hold by the federal department of education and have not been released to the states. I hope to have more information soon regarding the availability of the grant funds and I hope the funding continues to be available. There is a discussion item to explain this in more detail.
- 5) The principals, Mrs. Simmons, and myself will attend Nebraska School Administrators Days in Kearney July 22 through July 25.
- 6) I have started working on the budget for next year. We will need to hold a finance committee meeting in early August to discuss a proposed budget and options for next year.
- 7) The consent agenda includes the approval of the handbooks for 2025-26 as well as the annual nondiscrimination notice, FERPA notice, and PPRA notice. The required Multicultural Report and Census Report are also included.
- 8) There is an action item to approve policy revisions and additions. Most of the revisions/additions are the result of new state and federal laws/regulations. We held a Policy Committee Meeting in July to discuss the updates before their presentation to the entire board for approval.
- 9) There is an action item to increase breakfast and lunch prices to remain consistent with prices across the state. We are currently a CEP school which means all students receive free breakfast and free lunch, so the rate increase will only apply to extra servings that are purchased and for adults who purchase meals.
- 10) There is an action item to close out the cooperative fund and transfer the remaining \$11,608 to the general fund. The cooperative fund was created/utilized when the school district received grant funds for the 21st Century After School Grant in a consortium with

Crawford Public Schools. Gordon-Rushville received funds from the NDE as the fiscal agent and used the cooperative fund to send Crawford's share of the grant funds to them. Crawford closed their after school program two years ago, so the cooperative fund is no longer needed.

- 11) There is an action item to build a concrete retaining wall on the south side of the ramp going down to the cafeteria at the high school. During large rain events, water drains down that side and mud and water flood the woodshop and cafeteria area. The retaining wall should help alleviate the flooding problem.

Sick Days: 0

PTO/Vacation Days: 10.5 Days June 9 through July 11

07/11/2025 09:09 AM

Budget VS Actual EOM June 2025

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01	DISTRICT 10					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
01 1100 111 000 0 000	SALARIES OF TEACHERS	3,000,000.00	0.00	0.00	0.00	3,000,000.00
01 1100 111 001 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	61,236.11	609,478.40	0.00	(609,478.40)
01 1100 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	37,276.64	372,530.60	0.00	(372,530.60)
01 1100 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	39,561.20	394,729.58	0.00	(394,729.58)
01 1100 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	33,564.09	336,412.98	0.00	(336,412.98)
111	SALARIES/TEACHER-PROF.STAFF	3,000,000.00	171,638.04	1,713,151.56	57.11	1,286,848.44
01 1100 113 000 0 000	SALARY-SUBSTITUTES	100,000.00	0.00	0.00	0.00	100,000.00
01 1100 113 001 0 000	SALARIES/SUBSTITUTES	0.00	2,578.15	25,535.91	0.00	(25,535.91)
01 1100 113 013 0 000	SALARIES/SUBSTITUTES	0.00	750.00	12,812.67	0.00	(12,812.67)
01 1100 113 014 0 000	SALARIES/SUBSTITUTES	0.00	875.00	5,828.12	0.00	(5,828.12)
01 1100 113 015 0 000	SALARIES/SUBSTITUTES	0.00	1,391.18	14,259.92	0.00	(14,259.92)
113	SALARIES/SUBSTITUTES	100,000.00	5,594.33	58,436.62	58.44	41,563.38
01 1100 114 000 0 000	SALARIES/TECHNICAL STAFF	100,000.00	7,447.52	74,474.84	74.47	25,525.16
114	SALARIES/TECHNICAL STAFF	100,000.00	7,447.52	74,474.84	74.47	25,525.16
01 1100 150 000 0 000	EXTRA DUTY SALARIES	17,000.00	0.00	6,944.00	40.85	10,056.00
01 1100 150 001 0 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	0.00	5,545.00	0.00	(5,545.00)
01 1100 150 015 0 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	200.00	5,150.00	0.00	(5,150.00)
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	17,000.00	200.00	17,639.00	103.76	(639.00)
01 1100 151 001 0 000	EXTRA DUTY SALARIES/TEACHERS	0.00	8,557.41	115,946.76	0.00	(115,946.76)
01 1100 151 015 0 000	EXTRA DUTY SALARIES/TEACHERS	0.00	1,839.00	32,258.06	0.00	(32,258.06)
01 1100 151 000 1 000	ADDITIONAL COMP/TEACHERS	1,093,320.00	0.00	0.00	0.00	1,093,320.00
01 1100 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	15,337.07	152,520.12	0.00	(152,520.12)
01 1100 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	9,536.69	95,272.13	0.00	(95,272.13)
01 1100 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	9,591.49	95,479.52	0.00	(95,479.52)
01 1100 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	8,074.08	81,069.61	0.00	(81,069.61)
151	ADDITIONAL COMP/TEACHERS	1,093,320.00	52,935.74	572,546.20	52.37	520,773.80
01 1100 154 000 1 000	EXTRA DUTY SALARIES/TECHNICAL STAFF	17,532.00	1,461.00	14,610.00	83.33	2,922.00
154	EXTRA DUTY SALARIES/TECHNICAL STAFF	17,532.00	1,461.00	14,610.00	83.33	2,922.00
01 1100 210 000 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	500.00	0.00	154.62	30.92	345.38
01 1100 210 001 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	211.39	0.00	(211.39)
01 1100 210 015 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	245.18	0.00	(245.18)
210	GROUP INSURANCE-NON INSTRUCTIONAL	500.00	0.00	611.19	122.24	(111.19)
01 1100 211 000 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	50,000.00	0.00	0.00	0.00	50,000.00
01 1100 211 001 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	1,884.12	18,495.96	0.00	(18,495.96)
01 1100 211 013 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	584.36	5,843.60	0.00	(5,843.60)
01 1100 211 014 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	1,163.30	11,781.74	0.00	(11,781.74)
01 1100 211 015 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	1,161.32	11,787.81	0.00	(11,787.81)
01 1100 211 001 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	283.04	2,845.60	0.00	(2,845.60)
01 1100 211 013 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	105.95	1,059.50	0.00	(1,059.50)
01 1100 211 014 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	185.77	1,885.64	0.00	(1,885.64)
01 1100 211 015 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	174.38	1,738.96	0.00	(1,738.96)
211	GROUP INSURANCE/TEACH., PROF.STAFF	50,000.00	5,542.24	55,438.81	110.88	(5,438.81)
01 1100 213 000 0 000	GROUP INSURANCE/SUBSTITUTE TEACHERS	1,000.00	0.00	0.00	0.00	1,000.00
01 1100 213 001 0 000	GROUP INSURANCE/SUBSTITUTE TEACHERS	0.00	0.00	36.21	0.00	(36.21)
01 1100 213 015 0 000	GROUP INSURANCE/SUBSTITUTE TEACHERS	0.00	3.49	24.59	0.00	(24.59)
213	GROUP INSURANCE/SUBSTITUTE TEACHERS	1,000.00	3.49	60.80	6.08	939.20
01 1100 220 000 0 000	SOCIAL SECURITY	5,000.00	0.00	508.64	10.17	4,491.36
01 1100 220 001 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	0.00	417.14	0.00	(417.14)

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01 1100 220 015 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	14.82	366.21	0.00	(366.21)
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	5,000.00	14.82	1,291.99	25.84	3,708.01
01 1100 221 000 0 000	SOCIAL SECURITY	210,000.00	0.00	0.00	0.00	210,000.00
01 1100 221 001 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	4,494.89	46,862.17	0.00	(46,862.17)
01 1100 221 013 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	2,438.44	24,366.38	0.00	(24,366.38)
01 1100 221 014 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	2,743.92	27,210.97	0.00	(27,210.97)
01 1100 221 015 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	2,588.64	26,995.96	0.00	(26,995.96)
01 1100 221 001 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	964.91	9,694.82	0.00	(9,694.82)
01 1100 221 013 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	634.68	6,339.49	0.00	(6,339.49)
01 1100 221 014 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	670.30	6,641.60	0.00	(6,641.60)
01 1100 221 015 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	590.95	5,935.18	0.00	(5,935.18)
221	SOCIAL SECURITY/TEACHERS, PROF. STAFF	210,000.00	15,126.73	154,046.57	73.36	55,953.43
01 1100 223 000 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	10,000.00	0.00	0.00	0.00	10,000.00
01 1100 223 001 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	197.02	1,943.50	0.00	(1,943.50)
01 1100 223 013 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	55.80	954.19	0.00	(954.19)
01 1100 223 014 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	66.94	445.88	0.00	(445.88)
01 1100 223 015 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS	0.00	105.54	1,087.07	0.00	(1,087.07)
223	SOCIAL SECURITY/SUBSTITUTE TEACHERS	10,000.00	425.30	4,430.64	44.31	5,569.36
01 1100 224 000 0 000	SOCIAL SECURITY/TECHNICAL STAFF	8,000.00	423.79	4,238.34	52.98	3,761.66
01 1100 224 000 1 000	SOCIAL SECURITY/TECHNICAL STAFF	0.00	83.12	831.29	0.00	(831.29)
224	SOCIAL SECURITY/TECHNICAL STAFF	8,000.00	506.91	5,069.63	63.37	2,930.37
01 1100 230 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	5,000.00	0.00	685.91	13.72	4,314.09
01 1100 230 001 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	0.00	547.71	0.00	(547.71)
01 1100 230 015 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	19.76	508.78	0.00	(508.78)
230	RETIREMENT/NON-INSTRUCTIONAL	5,000.00	19.76	1,742.40	34.85	3,257.60
01 1100 231 000 0 000	RETIREMENT	300,000.00	0.00	0.00	0.00	300,000.00
01 1100 231 001 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	6,871.74	71,433.14	0.00	(71,433.14)
01 1100 231 013 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	3,667.95	36,656.22	0.00	(36,656.22)
01 1100 231 014 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	3,893.50	38,847.83	0.00	(38,847.83)
01 1100 231 015 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	3,484.26	36,288.66	0.00	(36,288.66)
01 1100 231 001 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	577.25	5,772.54	0.00	(5,772.54)
01 1100 231 013 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	288.63	2,886.24	0.00	(2,886.24)
01 1100 231 014 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	510.50	5,105.03	0.00	(5,105.03)
01 1100 231 015 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	432.95	4,329.38	0.00	(4,329.38)
231	RETIREMENT/TEACH, PROF. STAFF	300,000.00	19,726.78	201,319.04	67.11	98,680.96
01 1100 233 000 0 000	RETIREMENT/SUBSTITUTE TEACHERS	5,000.00	0.00	0.00	0.00	5,000.00
01 1100 233 001 0 000	RETIREMENT/SUBSTITUTE TEACHERS	0.00	32.40	668.97	0.00	(668.97)
01 1100 233 013 0 000	RETIREMENT/SUBSTITUTE TEACHERS	0.00	0.00	42.45	0.00	(42.45)
01 1100 233 015 0 000	RETIREMENT/SUBSTITUTE TEACHERS	0.00	21.60	165.10	0.00	(165.10)
233	RETIREMENT/SUBSTITUTE TEACHERS	5,000.00	54.00	876.52	17.53	4,123.48
01 1100 234 000 0 000	RETIREMENT/TECHNICAL STAFF	15,000.00	733.02	7,330.19	48.87	7,669.81
01 1100 234 000 1 000	RETIREMENT/TECHNICAL STAFF	0.00	144.31	1,443.10	0.00	(1,443.10)
234	RETIREMENT/TECHNICAL STAFF	15,000.00	877.33	8,773.29	58.49	6,226.71
01 1100 320 000 0 000	PURCHASED PUPIL SERVICES	10,000.00	0.00	4,160.00	41.60	5,840.00
01 1100 320 001 0 000	PUPIL SERVICES	0.00	0.00	2,705.53	0.00	(2,705.53)
320	PUPIL SERVICES	10,000.00	0.00	6,865.53	68.66	3,134.47
01 1100 330 000 0 000	REGISTRATIONS/TRAINING	4,000.00	0.00	115.00	13.63	3,885.00
01 1100 330 001 0 000	REGISTRATIONS/TRAINING	0.00	0.00	125.00	0.00	(125.00)
330	REGISTRATIONS/TRAINING FEES	4,000.00	0.00	240.00	16.75	3,760.00

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01 1100 340 000 0 000	CONTRACTED OR SECURED SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
01 1100 340 001 0 000	PROFESSIONAL/TECHNICAL SERVICES	0.00	0.00	306.50	0.00	(306.50)
01 1100 340 015 0 000	PROFESSIONAL/TECHNICAL SERVICES	0.00	0.00	578.00	0.00	(578.00)
340	OTHER PROFESSIONAL SERVICES	2,000.00	0.00	884.50	44.23	1,115.50
01 1100 443 000 0 000	RENTALS	30,000.00	1,841.61	18,455.82	61.52	11,544.18
443	RENTALS	30,000.00	1,841.61	18,455.82	61.52	11,544.18
01 1100 530 000 0 000	OTHER COMMUNICATIONS	1,000.00	8,760.00	19,931.30	3,408.57	(18,931.30)
01 1100 530 001 0 000	OTHER COMMUNICATIONS	0.00	0.00	309.00	0.00	(309.00)
530	OTHER COMMUNICATIONS	1,000.00	8,760.00	20,240.30	3,439.47	(19,240.30)
01 1100 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	2,000.00	0.00	3,160.14	158.01	(1,160.14)
580	TRAVEL	2,000.00	0.00	3,160.14	158.01	(1,160.14)
01 1100 591 000 0 000	SERVICES PURCHASED FROM AN ESU	1,000.00	0.00	0.00	0.00	1,000.00
591	SERVICES PURCHASED FROM AN ESU	1,000.00	0.00	0.00	0.00	1,000.00
01 1100 610 000 0 000	SUPPLIES	175,000.00	588.80	26,911.10	38.98	148,088.90
01 1100 610 001 0 000	SUPPLIES	0.00	3,948.35	21,875.75	0.00	(21,875.75)
01 1100 610 004 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
01 1100 610 013 0 000	SUPPLIES	0.00	2,082.27	13,159.05	0.00	(13,159.05)
01 1100 610 014 0 000	SUPPLIES	0.00	1,244.37	11,629.25	0.00	(11,629.25)
01 1100 610 015 0 000	SUPPLIES	0.00	438.41	8,369.39	0.00	(8,369.39)
610	SUPPLIES	175,000.00	8,302.20	81,944.54	86.96	93,055.46
01 1100 626 001 0 000	GAS AND OIL	0.00	0.00	40.11	0.00	(40.11)
626	GAS AND OIL	0.00	0.00	40.11	0.00	(40.11)
01 1100 640 000 0 000	BOOKS AND PERIODICALS	15,000.00	0.00	0.00	4.02	15,000.00
01 1100 640 001 0 000	BOOKS AND PERIODICALS	0.00	0.00	186.74	0.00	(186.74)
01 1100 640 013 0 000	TEXTBOOKS	0.00	7,894.00	13,244.80	0.00	(13,244.80)
01 1100 640 014 0 000	BOOKS AND PERIODICALS	0.00	2,159.00	2,159.00	0.00	(2,159.00)
01 1100 640 015 0 000	TEXTBOOKS	0.00	0.00	163.98	0.00	(163.98)
640	BOOKS AND PERIODICALS	15,000.00	10,053.00	15,754.52	113.83	(754.52)
01 1100 641 000 0 000	E BOOKS	1,116.00	0.00	0.00	0.00	1,116.00
641	E BOOKS	1,116.00	0.00	0.00	0.00	1,116.00
01 1100 643 000 0 000	WEB-CLOUD BASED SOFTWARE	0.00	0.00	3,120.00	0.00	(3,120.00)
643	WEB-CLOUD BASED SOFTWARE	0.00	0.00	3,120.00	0.00	(3,120.00)
01 1100 650 000 0 000	TECHNOLOGY SUPPLIES	88,000.00	2,067.74	5,109.26	6.26	82,890.74
650	TECHNOLOGY SUPPLIES	88,000.00	2,067.74	5,109.26	6.26	82,890.74
01 1100 733 000 0 000	FURNITURE AND EQUIPMENT	10,000.00	0.00	490.00	4.90	9,510.00
01 1100 733 001 0 000	FURNITURE AND EQUIPMENT	0.00	0.00	485.97	0.00	(485.97)
01 1100 733 000 1 000	FURNITURE AND EQUIPMENT	0.00	0.00	0.00	0.00	0.00
733	FURNITURE AND EQUIP	10,000.00	0.00	975.97	22.65	9,024.03
01 1100 734 000 0 000	COMPUTER EQUIPMENT (HARDWARE)	75,000.00	16,756.00	24,992.08	214.99	50,007.92
01 1100 734 000 7 000	COMPUTER EQUIP(HARDWARE)	0.00	0.00	0.00	0.00	0.00
734	COMPUTER EQUIP(HARDWARE)	75,000.00	16,756.00	24,992.08	247.10	50,007.92
01 1100 735 000 0 000	COMPUTER (SOFTWARE)	15,000.00	1,750.98	1,750.98	21.67	13,249.02
735	COMPUTER (SOFTWARE)	15,000.00	1,750.98	1,750.98	21.67	13,249.02
01 1100 739 000 0 000	OTHER EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00
739	OTHER EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00
01 1100 810 000 0 000	DUES AND FEES	5,000.00	0.00	0.00	1.20	5,000.00
01 1100 810 001 0 000	DUES AND FEES	0.00	0.00	275.00	0.00	(275.00)
810	DUES AND FEES	5,000.00	0.00	275.00	6.70	4,725.00
01 1100 890 000 0 000	OTHER MISC OBJECTS	25,000.00	1,938.00	11,884.30	47.54	13,115.70
01 1100 890 001 0 000	OTHER MISC OBJECTS	0.00	1,678.96	27,063.48	0.00	(27,063.48)
01 1100 890 013 0 000	OTHER MISC OBJECTS	0.00	70.00	1,015.17	0.00	(1,015.17)
01 1100 890 014 0 000	OTHER MISC OBJECTS	0.00	70.00	919.96	0.00	(919.96)
01 1100 890 015 0 000	OTHER MISC OBJECTS	0.00	0.00	875.18	0.00	(875.18)
890	OTHER MISC SERVICES	25,000.00	3,756.96	41,758.09	174.85	(16,758.09)
1100	REGULAR INSTRUCTIONAL PROGRAMS	5,399,468.00	334,862.48	3,110,085.94	62.62	2,289,382.06
1150	LIMITED ENGLISH PROFICIENCY					
01 1150 111 000 0 000	REGULAR SALARY	64,000.00	5,303.56	53,035.60	82.87	10,964.40
111	SALARIES/TEACHER-PROF.STAFF	64,000.00	5,303.56	53,035.60	82.87	10,964.40

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01 1150 151 001 0 000	FLAT SALARIES/TEACHERS	17,532.00	0.00	0.00	0.00	17,532.00
01 1150 151 000 1 000	ADDITIONAL COMP/TEACHERS	0.00	770.69	7,706.90	0.00	(7,706.90)
151	ADDITIONAL COMP/TEACHERS	17,532.00	770.69	7,706.90	43.96	9,825.10
01 1150 211 000 0 000	GROUP INSURANCE/TEACH. , PROF.STAFF	8,300.00	602.73	6,027.30	72.62	2,272.70
01 1150 211 000 1 000	GROUP INSURANCE/TEACH. , PROF.STAFF	0.00	87.58	875.80	0.00	(875.80)
211	GROUP INSURANCE/TEACH. , PROF.STAFF	8,300.00	690.31	6,903.10	83.17	1,396.90
01 1150 221 000 0 000	SOCIAL SECURITY	5,200.00	395.17	3,951.70	75.99	1,248.30
01 1150 221 000 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	57.43	574.30	0.00	(574.30)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	5,200.00	452.60	4,526.00	87.04	674.00
01 1150 231 000 0 000	RETIREMENT	7,000.00	521.88	5,218.80	74.55	1,781.20
231	RETIREMENT/TEACH,PROF.STAFF	7,000.00	521.88	5,218.80	74.55	1,781.20
1150	LIMITED ENGLISH PROFICIENCY	102,032.00	7,739.04	77,390.40	75.85	24,641.60
1160	POVERTY PROGRAM					
01 1160 111 000 0 000	REGULAR SALARY	910,000.00	4,266.40	42,664.00	4.69	867,336.00
01 1160 111 001 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	22,906.34	228,514.16	0.00	(228,514.16)
01 1160 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	39,290.67	392,651.50	0.00	(392,651.50)
01 1160 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	3,793.67	37,936.70	0.00	(37,936.70)
01 1160 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	2,287.58	22,875.80	0.00	(22,875.80)
111	SALARIES/TEACHER-PROF.STAFF	910,000.00	72,544.66	724,642.16	79.63	185,357.84
01 1160 112 000 0 000	SALARY-CLERICAL/PARAPROF STAFF	40,000.00	0.00	0.00	0.00	40,000.00
01 1160 112 001 0 000	SALARIES/PARAPROFESSIONALS	0.00	74.75	2,166.49	0.00	(2,166.49)
01 1160 112 013 0 000	SALARIES/PARAPROFESSIONALS	0.00	2,871.72	31,251.53	0.00	(31,251.53)
112	SALARIES/PARAPROFESSIONALS	40,000.00	2,946.47	33,418.02	83.55	6,581.98
01 1160 132 013 0 000	OVERTIME SALARIES/PARAPROFESSIONALS	0.00	0.00	101.41	0.00	(101.41)
132	OVERTIME SALARIES/PARAPROFESSIONALS	0.00	0.00	101.41	0.00	(101.41)
01 1160 150 000 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	15,000.00	1,217.50	12,175.00	81.17	2,825.00
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	15,000.00	1,217.50	12,175.00	81.17	2,825.00
01 1160 151 000 1 000	ADDITIONAL COMP/TEACHERS	216,000.00	0.00	0.00	0.00	216,000.00
01 1160 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	5,884.19	58,652.36	0.00	(58,652.36)
01 1160 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	10,617.83	106,083.50	0.00	(106,083.50)
01 1160 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,461.00	14,610.00	0.00	(14,610.00)
01 1160 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,461.00	14,610.00	0.00	(14,610.00)
151	ADDITIONAL COMP/TEACHERS	216,000.00	19,424.02	193,955.86	89.79	22,044.14
01 1160 211 000 0 000	GROUP INSURANCE	16,000.00	0.00	0.00	0.00	16,000.00
01 1160 211 001 0 000	GROUP INSURANCE/TEACH. , PROF.STAFF	0.00	584.36	5,676.08	0.00	(5,676.08)
01 1160 211 013 0 000	GROUP INSURANCE/TEACH. , PROF.STAFF	0.00	577.60	5,781.95	0.00	(5,781.95)
01 1160 211 001 1 000	GROUP INSURANCE/TEACH. , PROF.STAFF	0.00	105.95	1,015.75	0.00	(1,015.75)
01 1160 211 013 1 000	GROUP INSURANCE/TEACH. , PROF.STAFF	0.00	112.71	1,121.15	0.00	(1,121.15)
211	GROUP INSURANCE/TEACH. , PROF.STAFF	16,000.00	1,380.62	13,594.93	84.97	2,405.07
01 1160 212 000 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	6,000.00	0.00	0.00	0.00	6,000.00
01 1160 212 013 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	0.00	545.66	5,456.60	0.00	(5,456.60)
212	GROUP INSURANCE/INSTRUCTIONAL AIDES	6,000.00	545.66	5,456.60	90.94	543.40
01 1160 220 000 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	1,500.00	89.93	900.87	60.06	599.13
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	1,500.00	89.93	900.87	60.06	599.13
01 1160 221 000 0 000	SOCIAL SECURITY	85,000.00	315.11	3,156.68	3.71	81,843.32
01 1160 221 001 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	1,635.37	16,321.46	0.00	(16,321.46)
01 1160 221 013 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	2,801.01	27,990.36	0.00	(27,990.36)
01 1160 221 014 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	286.36	2,865.79	0.00	(2,865.79)
01 1160 221 015 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	169.58	1,696.16	0.00	(1,696.16)

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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 1160 221 001 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	421.30	4,202.36	0.00	(4,202.36)
01 1160 221 013 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	761.10	7,603.96	0.00	(7,603.96)
01 1160 221 014 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	111.03	1,110.75	0.00	(1,110.75)
01 1160 221 015 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	110.00	1,100.24	0.00	(1,100.24)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	85,000.00	6,610.86	66,047.76	77.70	18,952.24
01 1160 222 000 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	5,000.00	0.00	0.00	0.00	5,000.00
01 1160 222 001 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	5.71	165.72	0.00	(165.72)
01 1160 222 013 0 000	SOCIAL SECURITY/INSTRUCTIONAL AIDES	0.00	183.55	2,037.18	0.00	(2,037.18)
222	SOCIAL SECURITY/INSTRUCTIONAL AIDES	5,000.00	189.26	2,202.90	44.06	2,797.10
01 1160 231 000 0 000	RETIREMENT	100,000.00	419.81	4,198.10	4.20	95,801.90
01 1160 231 001 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	2,253.13	22,477.00	0.00	(22,477.00)
01 1160 231 013 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	3,866.11	38,635.89	0.00	(38,635.89)
01 1160 231 014 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	372.21	3,722.10	0.00	(3,722.10)
01 1160 231 015 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	223.90	2,239.00	0.00	(2,239.00)
01 1160 231 001 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	360.78	3,607.85	0.00	(3,607.85)
01 1160 231 013 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	539.73	5,397.30	0.00	(5,397.30)
01 1160 231 015 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	72.15	721.56	0.00	(721.56)
231	RETIREMENT/TEACH,PROF.STAFF	100,000.00	8,107.82	80,998.80	81.00	19,001.20
01 1160 232 000 0 000	RETIREMENT/INSTRUCTIONAL AIDES	4,000.00	0.00	0.00	0.00	4,000.00
01 1160 232 013 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	283.66	3,096.97	0.00	(3,096.97)
232	RETIREMENT/INSTRUCTIONAL AIDES	4,000.00	283.66	3,096.97	77.42	903.03
1160	POVERTY PROGRAM	1,398,500.00	113,340.46	1,136,591.28	81.27	261,908.72
1200	SPECIAL EDUCATION PROGRAMS					
01 1200 111 000 0 000	SPECIAL ED SALARIES	700,000.00	4,915.57	98,403.85	14.06	601,596.15
01 1200 111 001 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	4,312.52	45,303.07	0.00	(45,303.07)
01 1200 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	6,648.10	85,088.73	0.00	(85,088.73)
01 1200 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	4,658.46	46,584.60	0.00	(46,584.60)
01 1200 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	5,883.21	22,758.16	0.00	(22,758.16)
111	SALARIES/TEACHER-PROF.STAFF	700,000.00	26,417.86	298,138.41	42.59	401,861.59
01 1200 112 000 0 000	AIDES	600,000.00	1,403.06	15,282.29	2.55	584,717.71
01 1200 112 001 0 000	SALARIES/PARAPROFESSIONALS	0.00	2,545.76	29,364.64	0.00	(29,364.64)
01 1200 112 013 0 000	SALARIES/PARAPROFESSIONALS	0.00	18,083.92	234,752.13	0.00	(234,752.13)
01 1200 112 014 0 000	SALARIES/PARAPROFESSIONALS	0.00	11,239.63	114,461.12	0.00	(114,461.12)
01 1200 112 015 0 000	SALARIES/PARAPROFESSIONALS	0.00	1,261.58	25,483.02	0.00	(25,483.02)
112	SALARIES/PARAPROFESSIONALS	600,000.00	34,533.95	419,343.20	69.89	180,656.80
01 1200 113 000 0 000	SALARY-SUBSTITUTES	25,000.00	0.00	0.00	0.00	25,000.00
01 1200 113 001 0 000	SALARIES/SUBSTITUTES	0.00	0.00	2,500.03	0.00	(2,500.03)
01 1200 113 014 0 000	SALARIES/SUBSTITUTES	0.00	113.92	502.04	0.00	(502.04)
01 1200 113 015 0 000	SALARIES/SUBSTITUTES	0.00	15.63	1,312.52	0.00	(1,312.52)
113	SALARIES/SUBSTITUTES	25,000.00	129.55	4,314.59	17.26	20,685.41
01 1200 132 013 0 000	OVERTIME SALARIES/PARAPROFESSIONALS	5,000.00	0.00	231.59	4.63	4,768.41
01 1200 132 014 0 000	OVERTIME SALARIES/PARAPROFESSIONALS	0.00	0.00	25.89	0.00	(25.89)
132	OVERTIME SALARIES/PARAPROFESSIONALS	5,000.00	0.00	257.48	5.15	4,742.52
01 1200 150 000 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	8,000.00	0.00	2,130.65	26.63	5,869.35
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	8,000.00	0.00	2,130.65	26.63	5,869.35
01 1200 151 000 0 000	EXTRA DUTY SALARIES	0.00	240.00	2,400.00	0.00	(2,400.00)
01 1200 151 001 0 000	FLAT SALARIES/TEACHERS	0.00	120.00	1,200.00	0.00	(1,200.00)
01 1200 151 013 0 000	FLAT SALARIES/TEACHERS	0.00	205.71	1,628.55	0.00	(1,628.55)
01 1200 151 014 0 000	FLAT SALARIES/TEACHERS	0.00	115.00	1,150.00	0.00	(1,150.00)
01 1200 151 015 0 000	FLAT SALARIES/TEACHERS	0.00	230.50	2,305.00	0.00	(2,305.00)
01 1200 151 000 1 000	ADDITIONAL COMP/TEACHERS	200,000.00	1,448.83	21,854.15	10.93	178,145.85
01 1200 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	642.13	7,079.62	0.00	(7,079.62)
01 1200 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	2,023.60	18,325.83	0.00	(18,325.83)
01 1200 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,402.56	14,025.60	0.00	(14,025.60)
01 1200 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,062.89	5,234.07	0.00	(5,234.07)

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151	ADDITIONAL COMP/TEACHERS		200,000.00	7,491.22	75,202.82	37.60	124,797.18
01 1200 211 000 0 000	GROUP INSURANCE		30,000.00	0.00	0.00	0.00	30,000.00
01 1200 211 001 0 000	GROUP INSURANCE/TEACH., PROF.STAFF		0.00	554.45	5,502.99	0.00	(5,502.99)
01 1200 211 013 0 000	GROUP INSURANCE/TEACH., PROF.STAFF		0.00	433.72	8,369.77	0.00	(8,369.77)
01 1200 211 015 0 000	GROUP INSURANCE/TEACH., PROF.STAFF		0.00	599.18	1,893.00	0.00	(1,893.00)
01 1200 211 001 1 000	GROUP INSURANCE/TEACH., PROF.STAFF		0.00	80.32	837.07	0.00	(837.07)
01 1200 211 013 1 000	GROUP INSURANCE/TEACH., PROF.STAFF		0.00	74.51	1,348.16	0.00	(1,348.16)
01 1200 211 015 1 000	GROUP INSURANCE/TEACH., PROF.STAFF		0.00	87.57	262.94	0.00	(262.94)
211	GROUP INSURANCE/TEACH., PROF.STAFF		30,000.00	1,829.75	18,213.93	60.71	11,786.07
01 1200 212 000 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES		40,000.00	0.00	0.00	0.00	40,000.00
01 1200 212 013 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES		0.00	1,093.94	10,939.40	0.00	(10,939.40)
01 1200 212 015 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES		0.00	0.00	3,819.68	0.00	(3,819.68)
212	GROUP INSURANCE/INSTRUCTIONAL AIDES		40,000.00	1,093.94	14,759.08	36.90	25,240.92
01 1200 213 000 0 000	GROUP INSURANCE/SUBSTITUTE TEACHERS		2,000.00	0.00	0.00	0.00	2,000.00
01 1200 213 015 0 000	GROUP INSURANCE/SUBSTITUTE TEACHERS		0.00	1.78	3.46	0.00	(3.46)
213	GROUP INSURANCE/SUBSTITUTE TEACHERS		2,000.00	1.78	3.46	0.17	1,996.54
01 1200 220 000 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL		1,500.00	0.00	158.97	10.60	1,341.03
220	SOCIAL SECURITY/NON-INSTRUCTIONAL		1,500.00	0.00	158.97	10.60	1,341.03
01 1200 221 000 0 000	SOCIAL SECURITY		60,000.00	378.67	6,433.58	10.72	53,566.42
01 1200 221 001 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF		0.00	273.12	2,902.63	0.00	(2,902.63)
01 1200 221 013 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF		0.00	442.26	5,799.70	0.00	(5,799.70)
01 1200 221 014 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF		0.00	358.06	3,580.60	0.00	(3,580.60)
01 1200 221 015 0 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF		0.00	460.58	1,859.91	0.00	(1,859.91)
01 1200 221 000 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF		0.00	107.17	1,427.95	0.00	(1,427.95)
01 1200 221 001 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF		0.00	39.57	442.01	0.00	(442.01)
01 1200 221 013 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF		0.00	140.72	1,259.09	0.00	(1,259.09)
01 1200 221 014 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF		0.00	105.21	1,052.10	0.00	(1,052.10)
01 1200 221 015 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF		0.00	79.25	381.87	0.00	(381.87)
221	SOCIAL SECURITY/TEACHERS, PROF. STAFF		60,000.00	2,384.61	25,139.44	41.90	34,860.56
01 1200 222 000 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES		35,000.00	107.33	1,169.07	3.34	33,830.93
01 1200 222 001 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES		0.00	153.98	1,883.64	0.00	(1,883.64)
01 1200 222 013 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES		0.00	1,169.77	15,887.83	0.00	(15,887.83)
01 1200 222 014 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES		0.00	832.37	8,509.34	0.00	(8,509.34)
01 1200 222 015 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES		0.00	96.51	1,840.99	0.00	(1,840.99)
222	SOCIAL SECURITY/INTRUCTIONAL AIDES		35,000.00	2,359.96	29,290.87	83.69	5,709.13
01 1200 223 000 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS		2,000.00	0.00	0.00	0.00	2,000.00
01 1200 223 001 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS		0.00	0.00	191.27	0.00	(191.27)
01 1200 223 014 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS		0.00	8.71	38.40	0.00	(38.40)
01 1200 223 015 0 000	SOCIAL SECURITY/SUBSTITUTE TEACHERS		0.00	1.20	100.20	0.00	(100.20)
223	SOCIAL SECURITY/SUBSTITUTE TEACHERS		2,000.00	9.91	329.87	16.49	1,670.13

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01 1200 231 000 0 000	RETIREMENT	60,000.00	507.55	9,922.21	16.54	50,077.79
01 1200 231 001 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	435.98	4,574.98	0.00	(4,574.98)
01 1200 231 013 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	674.75	8,534.25	0.00	(8,534.25)
01 1200 231 014 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	469.69	4,696.90	0.00	(4,696.90)
01 1200 231 015 0 000	RETIREMENT/TEACH, PROF. STAFF	0.00	601.60	2,466.60	0.00	(2,466.60)
01 1200 231 000 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	0.00	938.08	0.00	(938.08)
01 1200 231 014 1 000	RETIREMENT/TEACH, PROF. STAFF	0.00	138.54	1,385.40	0.00	(1,385.40)
231	RETIREMENT/TEACH, PROF. STAFF	60,000.00	2,828.11	32,518.42	54.20	27,481.58
01 1200 232 000 0 000	RETIREMENT/INSTRUCTIONAL AIDES	60,000.00	138.59	1,509.56	2.52	58,490.44
01 1200 232 001 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	251.47	2,900.56	0.00	(2,900.56)
01 1200 232 013 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	1,786.28	23,211.17	0.00	(23,211.17)
01 1200 232 014 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	1,109.75	11,304.12	0.00	(11,304.12)
01 1200 232 015 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	124.62	2,517.17	0.00	(2,517.17)
232	RETIREMENT/INSTRUCTIONAL AIDES	60,000.00	3,410.71	41,442.58	69.07	18,557.42
01 1200 233 001 0 000	RETIREMENT/SUBSTITUTE TEACHERS	0.00	0.00	41.67	0.00	(41.67)
01 1200 233 014 0 000	RETIREMENT/SUBSTITUTE TEACHERS	0.00	11.25	49.59	0.00	(49.59)
01 1200 233 015 0 000	RETIREMENT/SUBSTITUTE TEACHERS	0.00	1.55	6.17	0.00	(6.17)
233	RETIREMENT/SUBSTITUTE TEACHERS	0.00	12.80	97.43	0.00	(97.43)
01 1200 320 000 0 000	PURCHASED PUPIL SERVICES	40,000.00	1,462.59	7,025.93	17.56	32,974.07
320	PUPIL SERVICES	40,000.00	1,462.59	7,025.93	17.56	32,974.07
01 1200 330 000 0 000	REGISTRATIONS/TRAINING	4,000.00	119.70	2,687.30	67.18	1,312.70
330	REGISTRATIONS/TRAINING FEES	4,000.00	119.70	2,687.30	67.18	1,312.70
01 1200 340 000 0 000	CONTRACTED OR SECURED SERVICES	25,000.00	0.00	240.00	0.96	24,760.00
340	OTHER PROFESSIONAL SERVICES	25,000.00	0.00	240.00	0.96	24,760.00
01 1200 382 000 0 000	TELEPHONE	1,000.00	0.00	0.00	0.00	1,000.00
382	TELEPHONE	1,000.00	0.00	0.00	0.00	1,000.00
01 1200 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	2,000.00	0.00	3,400.13	186.56	(1,400.13)
580	TRAVEL	2,000.00	0.00	3,400.13	186.56	(1,400.13)
01 1200 591 000 0 000	SUPERVISION OF ESU PROGRAM SCHOOL AGE	8,000.00	324.16	2,299.27	28.74	5,700.73
591	SERVICES PURCHASED FROM AN ESU	8,000.00	324.16	2,299.27	28.74	5,700.73
01 1200 610 000 0 000	SUPPLIES	459,000.00	151.17	1,297.08	2.46	457,702.92
01 1200 610 015 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
01 1200 610 000 1 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	459,000.00	151.17	1,297.08	2.86	457,702.92
01 1200 626 000 0 000	GAS AND OIL	1,000.00	0.00	209.77	20.98	790.23
626	GAS AND OIL	1,000.00	0.00	209.77	20.98	790.23
01 1200 640 000 0 000	BOOKS AND PERIODICALS	1,000.00	0.00	0.00	33.92	1,000.00
640	BOOKS AND PERIODICALS	1,000.00	0.00	0.00	33.92	1,000.00
01 1200 810 000 0 000	DUES AND FEES	2,000.00	0.00	435.00	107.25	1,565.00
810	DUES AND FEES	2,000.00	0.00	435.00	107.25	1,565.00
01 1200 890 000 0 000	OTHER MISC OBJECTS	500.00	0.00	124.38	24.88	375.62
890	OTHER MISC SERVICES	500.00	0.00	124.38	24.88	375.62
1200	SPECIAL EDUCATION PROGRAMS	2,372,000.00	84,561.77	979,060.06	41.87	1,392,939.94
1291	SPED/AGE 3-5					
01 1291 591 000 0 000	SUPERVISION OF ESU PROGRAM 3-5	0.00	111.08	269.62	0.00	(269.62)
591	SERVICES PURCHASED FROM AN ESU	0.00	111.08	269.62	0.00	(269.62)
1291	SPED/AGE 3-5	0.00	111.08	269.62	0.00	(269.62)
1295	SPED INST.UNIFIED SPORTS					
01 1295 151 001 0 000	ADDITIONAL COMP/TEACHERS	8,000.00	83.33	833.30	10.42	7,166.70
151	ADDITIONAL COMP/TEACHERS	8,000.00	83.33	833.30	10.42	7,166.70
01 1295 211 001 0 000	GROUP INSURANCE/TEACH., PROF. STAFF	0.00	10.42	98.70	0.00	(98.70)
211	GROUP INSURANCE/TEACH., PROF. STAFF	0.00	10.42	98.70	0.00	(98.70)
01 1295 221 001 0 000	SOCIAL	0.00	5.13	52.05	0.00	(52.05)

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SECURITY/TEACHERS,PROF.STAFF						
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	5.13	52.05	0.00	(52.05)
01 1295 231 001 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	8.23	82.30	0.00	(82.30)
231	RETIREMENT/TEACH,PROF.STAFF	0.00	8.23	82.30	0.00	(82.30)
1295	SPED INST.UNIFIED SPORTS	8,000.00	107.11	1,066.35	13.33	6,933.65
2120 GUIDANCE SERVICES						
01 2120 111 000 0 000	REGULAR SALARY-GUIDANCE	200,000.00	0.00	0.00	0.00	200,000.00
01 2120 111 001 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	7,378.11	73,781.16	0.00	(73,781.16)
01 2120 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	1,159.65	34,523.12	0.00	(34,523.12)
111	SALARIES/TEACHER-PROF.STAFF	200,000.00	8,537.76	108,304.28	54.15	91,695.72
01 2120 151 000 1 000	ADDITIONAL COMP/TEACHERS	40,000.00	0.00	0.00	0.00	40,000.00
01 2120 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,461.00	14,610.00	0.00	(14,610.00)
01 2120 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	318.32	9,592.14	0.00	(9,592.14)
151	ADDITIONAL COMP/TEACHERS	40,000.00	1,779.32	24,202.14	60.51	15,797.86
01 2120 221 000 0 000	SOCIAL SECURITY	16,000.00	0.00	0.00	0.00	16,000.00
01 2120 221 001 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	531.26	5,312.36	0.00	(5,312.36)
01 2120 221 015 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	84.01	2,594.11	0.00	(2,594.11)
01 2120 221 001 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	105.19	1,051.96	0.00	(1,051.96)
01 2120 221 015 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	23.07	720.73	0.00	(720.73)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	16,000.00	743.53	9,679.16	60.49	6,320.84
01 2120 231 000 0 000	RETIREMENT	20,000.00	0.00	0.00	0.00	20,000.00
01 2120 231 001 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	726.06	7,260.60	0.00	(7,260.60)
01 2120 231 015 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	113.05	3,395.23	0.00	(3,395.23)
01 2120 231 001 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	144.31	1,443.17	0.00	(1,443.17)
231	RETIREMENT/TEACH,PROF.STAFF	20,000.00	983.42	12,099.00	60.50	7,901.00
01 2120 239 000 0 000	RETIREMENT	1,000.00	0.00	0.00	0.00	1,000.00
239	RETIREMENT/COMP	1,000.00	0.00	0.00	0.00	1,000.00
01 2120 320 000 0 000	PUPIL SERVICES	15,000.00	2,175.00	12,581.25	83.88	2,418.75
01 2120 320 001 0 000	PUPIL SERVICES	0.00	0.00	12,731.25	0.00	(12,731.25)
01 2120 320 015 0 000	PUPIL SERVICES	0.00	0.00	8,587.50	0.00	(8,587.50)
320	PUPIL SERVICES	15,000.00	2,175.00	33,900.00	226.00	(18,900.00)
01 2120 330 000 0 000	REGISTRATIONS/TRAINING FEES	500.00	0.00	0.00	0.00	500.00
330	REGISTRATIONS/TRAINING FEES	500.00	0.00	0.00	0.00	500.00
01 2120 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	500.00	0.00	0.00	0.00	500.00
580	TRAVEL	500.00	0.00	0.00	0.00	500.00
01 2120 610 000 0 000	SUPPLIES	5,000.00	0.00	481.99	9.64	4,518.01
610	SUPPLIES	5,000.00	0.00	481.99	9.64	4,518.01
01 2120 810 001 0 000	DUES AND FEES	1,000.00	0.00	0.00	0.00	1,000.00
810	DUES AND FEES	1,000.00	0.00	0.00	0.00	1,000.00
01 2120 890 000 0 000	OTHER MISC OBJECTS	1,000.00	111.70	111.70	11.17	888.30
890	OTHER MISC SERVICES	1,000.00	111.70	111.70	11.17	888.30
2120	GUIDANCE SERVICES	300,000.00	14,330.73	188,778.27	62.93	111,221.73
2130 HEALTH SERVICES						
01 2130 330 000 0 000	REGISTRATIONS/TRAINING FEES	500.00	130.00	130.00	26.00	370.00
330	REGISTRATIONS/TRAINING FEES	500.00	130.00	130.00	26.00	370.00
01 2130 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	500.00	0.00	0.00	0.00	500.00
580	TRAVEL	500.00	0.00	0.00	0.00	500.00
01 2130 610 000 0 000	SUPPLIES	8,000.00	0.00	1,575.78	26.38	6,424.22
610	SUPPLIES	8,000.00	0.00	1,575.78	26.38	6,424.22
01 2130 810 000 0 000	DUES AND FEES	500.00	0.00	125.00	25.00	375.00
810	DUES AND FEES	500.00	0.00	125.00	25.00	375.00
01 2130 890 000 0 000	OTHER MISC OBJECTS	8,000.00	0.00	241.47	3.02	7,758.53
890	OTHER MISC SERVICES	8,000.00	0.00	241.47	3.02	7,758.53
2130	HEALTH SERVICES	17,500.00	130.00	2,072.25	14.89	15,427.75
2140 PSYCHOLOGICAL SERVICES						
01 2140 320 000 0 000	PUPIL SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
320	PUPIL SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
2140	PSYCHOLOGICAL SERVICES	10,000.00	0.00	0.00	0.00	10,000.00

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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
2141	PSYCHOLOGICAL ASSESSMENT SCHOOL AGE					
01 2141 320 000 0 000	PUPIL SERVICES	8,000.00	0.00	0.00	0.00	8,000.00
320	PUPIL SERVICES	8,000.00	0.00	0.00	0.00	8,000.00
01 2141 591 000 0 000	PSYCHOLOGICAL ASSESSMENT SCHOOL AGE	50,000.00	3,238.78	21,437.60	42.88	28,562.40
591	SERVICES PURCHASED FROM AN ESU	50,000.00	3,238.78	21,437.60	42.88	28,562.40
2141	PSYCHOLOGICAL ASSESSMENT SCHOOL AGE	58,000.00	3,238.78	21,437.60	36.96	36,562.40
2142	PSYCHOLOGICAL ASSESSMENT 3-5					
01 2142 320 000 0 000	PUPIL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
320	PUPIL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
01 2142 591 000 0 000	SERVICES PURCHASED FROM AN ESU	1,000.00	1,388.48	3,306.46	330.65	(2,306.46)
591	SERVICES PURCHASED FROM AN ESU	1,000.00	1,388.48	3,306.46	330.65	(2,306.46)
2142	PSYCHOLOGICAL ASSESSMENT 3-5	2,000.00	1,388.48	3,306.46	165.32	(1,306.46)
2151	SPEECH SCHOOL AGE					
01 2151 320 000 0 000	PUPIL SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
320	PUPIL SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
01 2151 591 000 0 000	SPEECH/LANGUAGE SCHOOL AGE	20,000.00	0.00	0.00	0.00	20,000.00
591	SERVICES PURCHASED FROM AN ESU	20,000.00	0.00	0.00	0.00	20,000.00
2151	SPEECH SCHOOL AGE	30,000.00	0.00	0.00	0.00	30,000.00
2152	SPEECH AGE 3/5					
01 2152 320 000 0 000	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
320	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
01 2152 591 000 0 000	SPEECH/LANGUAGE 3-5	10,000.00	0.00	0.00	0.00	10,000.00
591	SERVICES PURCHASED FROM AN ESU	10,000.00	0.00	0.00	0.00	10,000.00
2152	SPEECH AGE 3/5	15,000.00	0.00	0.00	0.00	15,000.00
2153	SPEECH AGE B/2					
01 2153 320 000 0 000	PUPIL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
320	PUPIL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
2153	SPEECH AGE B/2	2,000.00	0.00	0.00	0.00	2,000.00
2160	OCCUPATIONAL THERAPY					
01 2160 580 000 0 000	TRAVEL	2,000.00	0.00	0.00	0.00	2,000.00
580	TRAVEL	2,000.00	0.00	0.00	0.00	2,000.00
2160	OCCUPATIONAL THERAPY	2,000.00	0.00	0.00	0.00	2,000.00
2161	OCCUPATIONAL THERAPY S/A					
01 2161 320 000 0 000	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
320	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
01 2161 340 000 0 000	SCHOOL AGE OT SERVICES	40,000.00	2,756.50	30,044.00	75.11	9,956.00
340	OTHER PROFESSIONAL SERVICES	40,000.00	2,756.50	30,044.00	75.11	9,956.00
01 2161 580 000 0 000	TRAVEL	1,000.00	0.00	899.81	89.98	100.19
580	TRAVEL	1,000.00	0.00	899.81	89.98	100.19
2161	OCCUPATIONAL THERAPY S/A	46,000.00	2,756.50	30,943.81	67.27	15,056.19
2162	OT AGE 3/5					
01 2162 320 000 0 000	AGE 3-5 OT SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
320	PUPIL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
01 2162 340 000 0 000	3-5 OT SERVICES	10,000.00	536.50	5,254.00	52.54	4,746.00
340	OTHER PROFESSIONAL SERVICES	10,000.00	536.50	5,254.00	52.54	4,746.00
01 2162 580 000 0 000	TRAVEL	0.00	365.40	2,539.38	0.00	(2,539.38)
580	TRAVEL	0.00	365.40	2,539.38	0.00	(2,539.38)
2162	OT AGE 3/5	12,000.00	901.90	7,793.38	64.94	4,206.62
2163	OT SERVICES AGE B/2					
01 2163 320 000 0 000	PUPIL SERVICES	2,500.00	0.00	0.00	0.00	2,500.00
320	PUPIL SERVICES	2,500.00	0.00	0.00	0.00	2,500.00
01 2163 340 000 0 000	BIRTH-2 OT SERVICES	5,000.00	610.50	3,589.00	71.78	1,411.00
340	OTHER PROFESSIONAL SERVICES	5,000.00	610.50	3,589.00	71.78	1,411.00
2163	OT SERVICES AGE B/2	7,500.00	610.50	3,589.00	47.85	3,911.00
2170	PHYSICAL THERAPY					
01 2170 580 000 0 000	TRAVEL	1,000.00	0.00	0.00	0.00	1,000.00
580	TRAVEL	1,000.00	0.00	0.00	0.00	1,000.00

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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
2170	PHYSICAL THERAPY	1,000.00	0.00	0.00	0.00	1,000.00
2171	PHYSICAL THERAPY SCHOOL AGE					
01 2171 320 000 0 000	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
320	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
01 2171 340 000 0 000	SCHOOL AGE PT SERVICE	10,000.00	850.50	4,458.24	44.58	5,541.76
340	OTHER PROFESSIONAL SERVICES	10,000.00	850.50	4,458.24	44.58	5,541.76
2171	PHYSICAL THERAPY SCHOOL AGE	15,000.00	850.50	4,458.24	29.72	10,541.76
2172	PHYSICAL THERAPY AGE 3/5					
01 2172 320 000 0 000	PUPIL SERVICES	2,800.00	0.00	0.00	0.00	2,800.00
320	PUPIL SERVICES	2,800.00	0.00	0.00	0.00	2,800.00
01 2172 340 000 0 000	AGES 3-5 PT SERVICES	6,000.00	627.75	4,244.40	70.74	1,755.60
340	OTHER PROFESSIONAL SERVICES	6,000.00	627.75	4,244.40	70.74	1,755.60
2172	PHYSICAL THERAPY AGE 3/5	8,800.00	627.75	4,244.40	48.23	4,555.60
2173	PHYSICAL THERAPY AGE B/2					
01 2173 320 000 0 000	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
320	PUPIL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
01 2173 334 000 0 000	MILEAGE	4,000.00	323.40	1,636.61	40.92	2,363.39
334	MILEAGE PD/OTHER	4,000.00	323.40	1,636.61	40.92	2,363.39
01 2173 340 000 0 000	BIRTH-2 PT SERVICES	5,000.00	492.48	2,919.24	58.38	2,080.76
340	OTHER PROFESSIONAL SERVICES	5,000.00	492.48	2,919.24	58.38	2,080.76
2173	PHYSICAL THERAPY AGE B/2	14,000.00	815.88	4,555.85	32.54	9,444.15
2181	VISION SERVICES - SCHOOL AGE					
01 2181 591 000 0 000	VISION SERVICES - SCHOOL AGE	2,200.00	198.05	5,730.70	260.49	(3,530.70)
591	SERVICES PURCHASED FROM AN ESU	2,200.00	198.05	5,730.70	260.49	(3,530.70)
2181	VISION SERVICES - SCHOOL AGE	2,200.00	198.05	5,730.70	260.49	(3,530.70)
2182	VISION AGE 1-3					
01 2182 591 000 0 000	SERVICES PURCHASED FROM AN ESU	4,000.00	495.55	559.30	13.98	3,440.70
591	SERVICES PURCHASED FROM AN ESU	4,000.00	495.55	559.30	13.98	3,440.70
2182	VISION AGE 1-3	4,000.00	495.55	559.30	13.98	3,440.70
2183	VISION SERVICES BIRTH-2					
01 2183 320 000 0 000	PUPIL SERVICES	3,000.00	0.00	0.00	0.00	3,000.00
320	PUPIL SERVICES	3,000.00	0.00	0.00	0.00	3,000.00
2183	VISION SERVICES BIRTH-2	3,000.00	0.00	0.00	0.00	3,000.00
2190	OTHER PUPIL SUPPORT SERV					
01 2190 591 000 0 000	SERVICES PURCHASED FROM AN ESU	10,000.00	40.00	2,911.00	29.11	7,089.00
591	SERVICES PURCHASED FROM AN ESU	10,000.00	40.00	2,911.00	29.11	7,089.00
2190	OTHER PUPIL SUPPORT SERV	10,000.00	40.00	2,911.00	29.11	7,089.00
2213	EMPLOYEE TRAINING AND DEVELOP SERIES					
01 2213 330 000 0 000	REGISTRATIONS/TRAINING FEES	0.00	0.00	525.00	0.00	(525.00)
330	REGISTRATIONS/TRAINING FEES	0.00	0.00	525.00	0.00	(525.00)
2213	EMPLOYEE TRAINING AND DEVELOP SERIES	0.00	0.00	525.00	0.00	(525.00)
2220	LIBRARY					
01 2220 111 000 0 000	LIBRARIAN SALARY	60,000.00	4,552.93	45,529.30	75.88	14,470.70
111	SALARIES/TEACHER-PROF.STAFF	60,000.00	4,552.93	45,529.30	75.88	14,470.70
01 2220 151 000 1 000	ADDITIONAL COMP/TEACHERS	18,000.00	1,461.00	14,610.00	81.17	3,390.00
151	ADDITIONAL COMP/TEACHERS	18,000.00	1,461.00	14,610.00	81.17	3,390.00
01 2220 221 000 0 000	SOCIAL SECURITY	5,000.00	285.24	2,476.77	49.54	2,523.23
01 2220 221 000 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	91.53	794.61	0.00	(794.61)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	5,000.00	376.77	3,271.38	65.43	1,728.62
01 2220 231 000 0 000	RETIREMENT	8,000.00	447.80	4,477.92	55.97	3,522.08
01 2220 231 000 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	144.31	1,443.11	0.00	(1,443.11)
231	RETIREMENT/TEACH,PROF.STAFF	8,000.00	592.11	5,921.03	74.01	2,078.97
01 2220 610 000 0 000	SUPPLIES	0.00	0.00	317.66	0.00	(317.66)
610	SUPPLIES	0.00	0.00	317.66	0.00	(317.66)
01 2220 640 000 0 000	BOOKS AND PERIODICALS	14,000.00	0.00	59.00	0.42	13,941.00
01 2220 640 013 0 000	BOOKS AND PERIODICALS	0.00	0.00	428.38	0.00	(428.38)
01 2220 640 014 0 000	BOOKS AND PERIODICALS	0.00	0.00	87.93	0.00	(87.93)

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01 2220 640 015 0 000	LIBRARY BOOKS	0.00	0.00	234.89	0.00	(234.89)
640	BOOKS AND PERIODICALS	14,000.00	0.00	810.20	5.79	13,189.80
01 2220 641 000 0 000	EBOOKS	0.00	0.00	465.00	0.00	(465.00)
641	E BOOKS	0.00	0.00	465.00	0.00	(465.00)
01 2220 735 000 0 000	COMPUTER (SOFTWARE)	5,000.00	0.00	0.00	0.00	5,000.00
735	COMPUTER (SOFTWARE)	5,000.00	0.00	0.00	0.00	5,000.00
2220	LIBRARY	110,000.00	6,982.81	70,924.57	66.06	39,075.43
2224	EDUCATIONAL TV SERVICES					
01 2224 382 000 0 000	TELEPHONE	35,000.00	2,264.33	22,713.30	64.90	12,286.70
382	TELEPHONE	35,000.00	2,264.33	22,713.30	64.90	12,286.70
2224	EDUCATIONAL TV SERVICES	35,000.00	2,264.33	22,713.30	64.90	12,286.70
2310	BOARD OF EDUCATION					
01 2310 330 000 0 000	REGISTRATIONS/TRAINING FEES	2,000.00	0.00	1,886.00	94.30	114.00
330	REGISTRATIONS/TRAINING FEES	2,000.00	0.00	1,886.00	94.30	114.00
01 2310 340 000 0 000	CONTRACTED OR SECURED SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
340	OTHER PROFESSIONAL SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
01 2310 350 000 0 000	ACCOUNTING & AUDITING SERVICES	40,000.00	0.00	37,000.00	92.50	3,000.00
350	TECHNICAL SERVICES	40,000.00	0.00	37,000.00	92.50	3,000.00
01 2310 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	5,000.00	0.00	745.54	14.91	4,254.46
580	TRAVEL	5,000.00	0.00	745.54	14.91	4,254.46
01 2310 610 000 0 000	SUPPLIES	0.00	0.00	962.69	0.00	(962.69)
610	SUPPLIES	0.00	0.00	962.69	0.00	(962.69)
01 2310 650 000 0 000	TECHNOLOGY SUPPLIES	0.00	0.00	1,986.00	0.00	(1,986.00)
650	TECHNOLOGY SUPPLIES	0.00	0.00	1,986.00	0.00	(1,986.00)
01 2310 735 000 0 000	COMPUTER (SOFTWARE)	5,000.00	0.00	2,600.00	52.00	2,400.00
735	COMPUTER (SOFTWARE)	5,000.00	0.00	2,600.00	52.00	2,400.00
01 2310 810 000 0 000	DUES AND FEES	8,000.00	293.65	8,886.16	111.08	(886.16)
810	DUES AND FEES	8,000.00	293.65	8,886.16	111.08	(886.16)
01 2310 890 000 0 000	OTHER MISC OBJECTS	5,000.00	0.00	5,804.48	116.09	(804.48)
890	OTHER MISC SERVICES	5,000.00	0.00	5,804.48	116.09	(804.48)
2310	BOARD OF EDUCATION	75,000.00	293.65	59,870.87	79.83	15,129.13
2320	EXECUTIVE ADMINISTRATION					
01 2320 105 000 0 000	SALARY-SUPERINTENDENT	150,000.00	12,374.71	123,747.10	82.50	26,252.90
105	SALARY-SUPERINTENDENT	150,000.00	12,374.71	123,747.10	82.50	26,252.90
01 2320 110 000 0 000	SALARIES/NON-INSTRUCTIONAL	130,000.00	8,732.46	87,325.41	67.17	42,674.59
110	SALARIES/NON-INSTRUCTIONAL	130,000.00	8,732.46	87,325.41	67.17	42,674.59
01 2320 150 000 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	40,000.00	1,461.00	14,610.00	36.53	25,390.00
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	40,000.00	1,461.00	14,610.00	36.53	25,390.00
01 2320 151 000 1 000	ADDITIONAL COMP/TEACHERS	40,000.00	2,231.69	22,316.90	55.79	17,683.10
151	ADDITIONAL COMP/TEACHERS	40,000.00	2,231.69	22,316.90	55.79	17,683.10
01 2320 211 000 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	40.47	404.70	0.00	(404.70)
211	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	40.47	404.70	0.00	(404.70)
01 2320 215 000 0 000	GROUP INSURANCE/SUPERINTENDENTS	0.00	649.84	6,498.40	0.00	(6,498.40)
215	GROUP INSURANCE/SUPERINTENDENTS	0.00	649.84	6,498.40	0.00	(6,498.40)
01 2320 220 000 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	15,000.00	624.51	6,245.36	41.64	8,754.64
01 2320 220 000 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	99.03	990.32	0.00	(990.32)
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	15,000.00	723.54	7,235.68	48.24	7,764.32
01 2320 221 000 0 000	SOCIAL SECURITY	3,000.00	0.00	0.00	0.00	3,000.00
01 2320 221 000 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	159.34	1,593.31	0.00	(1,593.31)
221	SOCIAL SECURITY/TEACHERS, PROF.STAFF	3,000.00	159.34	1,593.31	53.11	1,406.69
01 2320 225 000 0 000	SOCIAL SECURITY/SUPERINTENDENT	11,500.00	824.13	8,241.30	71.66	3,258.70
225	SOCIAL SECURITY/SUPERINTENDENT	11,500.00	824.13	8,241.30	71.66	3,258.70
01 2320 230 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	15,000.00	859.13	8,591.39	57.28	6,408.61

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Budget VS Actual EOM June 2025

User ID: 262

Account Number		Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
230		RETIREMENT/NON-INSTRUCTIONAL	15,000.00	859.13	8,591.39	57.28	6,408.61
01 2320	231 000 0 000	RETIREMENT	3,000.00	0.00	0.00	0.00	3,000.00
01 2320	231 000 1 000	RETIREMENT/TEACH, PROF.STAFF	0.00	144.32	1,443.11	0.00	(1,443.11)
231		RETIREMENT/TEACH, PROF.STAFF	3,000.00	144.32	1,443.11	48.10	1,556.89
01 2320	235 000 0 000	RETIREMENT/SUPERINTENDENTS	15,000.00	1,218.26	12,182.60	81.22	2,817.40
235		RETIREMENT/SUPERINTENDENTS	15,000.00	1,218.26	12,182.60	81.22	2,817.40
01 2320	239 000 0 000	RETIREMENT	2,500.00	0.00	0.00	0.00	2,500.00
239		RETIREMENT/COMP	2,500.00	0.00	0.00	0.00	2,500.00
01 2320	330 000 0 000	REGISTRATIONS/TRAINING	1,000.00	0.00	498.00	49.80	502.00
330		REGISTRATIONS/TRAINING FEES	1,000.00	0.00	498.00	49.80	502.00
01 2320	350 000 0 000	OTHER PROPERTY SERVICES	8,000.00	290.00	2,770.50	34.63	5,229.50
350		TECHNICAL SERVICES	8,000.00	290.00	2,770.50	34.63	5,229.50
01 2320	530 000 0 000	OTHER COMMUNICATIONS	0.00	96.00	96.00	0.00	(96.00)
530		OTHER COMMUNICATIONS	0.00	96.00	96.00	0.00	(96.00)
01 2320	540 000 0 000	ADVERTISING AND PRINTING	6,000.00	204.48	3,095.36	51.59	2,904.64
540		ADVERTISING AND PRINTING	6,000.00	204.48	3,095.36	51.59	2,904.64
01 2320	580 000 0 000	TRAVEL EXPENSE AND MILEAGE	5,000.00	67.60	543.53	10.87	4,456.47
580		TRAVEL	5,000.00	67.60	543.53	10.87	4,456.47
01 2320	610 000 0 000	SUPPLIES	2,000.00	32.85	1,205.71	60.29	794.29
610		SUPPLIES	2,000.00	32.85	1,205.71	60.29	794.29
01 2320	626 000 0 000	GAS AND OIL	0.00	0.00	138.66	0.00	(138.66)
626		GAS AND OIL	0.00	0.00	138.66	0.00	(138.66)
01 2320	810 000 0 000	DUES AND FEES	3,000.00	0.00	1,745.00	63.00	1,255.00
810		DUES AND FEES	3,000.00	0.00	1,745.00	63.00	1,255.00
01 2320	890 000 0 000	OTHER MISC OBJECTS	0.00	91.50	1,716.09	0.00	(1,716.09)
890		OTHER MISC SERVICES	0.00	91.50	1,716.09	0.00	(1,716.09)
2320		EXECUTIVE ADMINISTRATION	450,000.00	30,201.32	305,998.75	68.03	144,001.25
2330		DIST LEGAL SERVICES					
01 2330	317 000 0 000	LEGAL SERVICES	75,000.00	3,189.00	44,389.21	59.19	30,610.79
317		LEGAL SERVICES	75,000.00	3,189.00	44,389.21	59.19	30,610.79
2330		DIST LEGAL SERVICES	75,000.00	3,189.00	44,389.21	59.19	30,610.79
2410		OFFICE OF THE PRINCIPAL					
01 2410	110 000 0 000	SALARIES/NON-INSTRUCTIONAL	100,000.00	0.00	0.00	0.00	100,000.00
01 2410	110 001 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	2,652.57	28,258.05	0.00	(28,258.05)
01 2410	110 013 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	3,391.72	31,650.68	0.00	(31,650.68)
01 2410	110 014 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	1,833.15	17,668.06	0.00	(17,668.06)
01 2410	110 015 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	2,348.64	21,818.21	0.00	(21,818.21)
110		SALARIES/NON-INSTRUCTIONAL	100,000.00	10,226.08	99,395.00	99.40	605.00
01 2410	111 000 0 000	PRINCIPAL'S SALARIES	353,500.00	0.00	0.00	0.00	353,500.00
01 2410	111 001 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	8,070.78	80,707.80	0.00	(80,707.80)
01 2410	111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	7,292.85	72,928.50	0.00	(72,928.50)
01 2410	111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	3,718.59	37,185.90	0.00	(37,185.90)
01 2410	111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	6,691.40	66,914.00	0.00	(66,914.00)
111		SALARIES/TEACHER-PROF.STAFF	353,500.00	25,773.62	257,736.20	72.91	95,763.80
01 2410	130 000 0 000	OVERTIME SALARIES	2,500.00	0.00	0.00	0.00	2,500.00
01 2410	130 001 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	144.41	999.23	0.00	(999.23)
01 2410	130 013 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	85.26	1,033.64	0.00	(1,033.64)
01 2410	130 014 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	32.09	423.01	0.00	(423.01)
01 2410	130 015 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	1.86	26.74	0.00	(26.74)
130		OVERTIME SALARIES/NON-INSTRUCTIONAL	2,500.00	263.62	2,482.62	99.30	17.38
01 2410	150 000 1 000	ADDITIONAL COMP/NON-INSTRUCTIONAL	51,500.00	0.00	0.00	0.00	51,500.00
01 2410	150 001 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	0.00	7,305.00	0.00	(7,305.00)
01 2410	150 013 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	0.00	3,163.10	0.00	(3,163.10)
01 2410	150 014 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	0.00	3,956.85	0.00	(3,956.85)
150		EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	51,500.00	0.00	14,424.95	28.01	37,075.05

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 2410 151 000 1 000	ADDITIONAL COMP/TEACHERS	60,000.00	0.00	0.00	0.00	60,000.00
01 2410 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	2,231.69	15,011.90	0.00	(15,011.90)
01 2410 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	2,093.62	17,773.10	0.00	(17,773.10)
01 2410 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,521.87	11,261.85	0.00	(11,261.85)
01 2410 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	2,523.89	22,678.55	0.00	(22,678.55)
151	ADDITIONAL COMP/TEACHERS	60,000.00	8,371.07	66,725.40	111.21	(6,725.40)
01 2410 210 000 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	8,000.00	0.00	0.00	0.00	8,000.00
01 2410 210 013 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	700.86	6,934.23	0.00	(6,934.23)
01 2410 210 013 1 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	670.03	0.00	(670.03)
210	GROUP INSURANCE-NON INSTRUCTIONAL	8,000.00	700.86	7,604.26	95.05	395.74
01 2410 211 000 0 000	GROUP INSURANCE	16,000.00	0.00	0.00	0.00	16,000.00
01 2410 211 001 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	630.14	6,146.85	0.00	(6,146.85)
01 2410 211 015 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	609.48	6,094.80	0.00	(6,094.80)
01 2410 211 001 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	60.17	586.96	0.00	(586.96)
01 2410 211 013 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	127.52	679.54	0.00	(679.54)
01 2410 211 015 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	70.20	702.00	0.00	(702.00)
211	GROUP INSURANCE/TEACH., PROF.STAFF	16,000.00	1,497.51	14,210.15	88.81	1,789.85
01 2410 220 000 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	9,000.00	0.00	0.00	0.00	9,000.00
01 2410 220 001 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	207.23	2,176.96	0.00	(2,176.96)
01 2410 220 013 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	181.25	1,661.95	0.00	(1,661.95)
01 2410 220 014 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	138.29	1,344.69	0.00	(1,344.69)
01 2410 220 015 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	179.81	1,657.54	0.00	(1,657.54)
01 2410 220 001 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	0.00	545.11	0.00	(545.11)
01 2410 220 013 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	0.00	160.94	0.00	(160.94)
01 2410 220 014 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	0.00	295.20	0.00	(295.20)
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	9,000.00	706.58	7,842.39	87.14	1,157.61
01 2410 221 000 0 000	SOCIAL SECURITY	26,000.00	0.00	0.00	0.00	26,000.00
01 2410 221 001 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	498.58	5,014.89	0.00	(5,014.89)
01 2410 221 013 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	557.91	5,579.10	0.00	(5,579.10)
01 2410 221 014 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	280.82	2,810.15	0.00	(2,810.15)
01 2410 221 015 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	500.03	5,000.30	0.00	(5,000.30)
01 2410 221 001 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	155.84	1,020.25	0.00	(1,020.25)
01 2410 221 013 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	144.73	1,277.38	0.00	(1,277.38)
01 2410 221 014 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	113.82	844.95	0.00	(844.95)
01 2410 221 015 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	191.70	1,713.23	0.00	(1,713.23)
221	SOCIAL SECURITY/TEACHERS, PROF.STAFF	26,000.00	2,443.43	23,260.25	89.46	2,739.75
01 2410 230 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	12,000.00	0.00	0.00	0.00	12,000.00
01 2410 230 001 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	275.00	2,877.22	0.00	(2,877.22)
01 2410 230 013 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	342.09	3,214.87	0.00	(3,214.87)
01 2410 230 014 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	183.37	1,778.22	0.00	(1,778.22)
01 2410 230 015 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	231.48	2,149.42	0.00	(2,149.42)
230	RETIREMENT/NON-INSTRUCTIONAL	12,000.00	1,031.94	10,019.73	83.50	1,980.27
01 2410 231 000 0 000	RETIREMENT	33,000.00	0.00	0.00	0.00	33,000.00
01 2410 231 001 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	794.34	7,943.40	0.00	(7,943.40)
01 2410 231 013 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	717.79	7,177.90	0.00	(7,177.90)
01 2410 231 014 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	365.93	3,659.30	0.00	(3,659.30)
01 2410 231 015 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	658.52	6,585.20	0.00	(6,585.20)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
231	RETIREMENT/TEACH, PROF. STAFF	33,000.00	2,536.58	25,365.80	76.87	7,634.20
01 2410 330 000 0 000	REGISTRATIONS/TRAINING	500.00	0.00	0.00	0.00	500.00
330	REGISTRATIONS/TRAINING FEES	500.00	0.00	0.00	0.00	500.00
01 2410 350 000 0 000	OTHER PURCHASED SERVICES	2,000.00	0.00	266.00	13.30	1,734.00
350	TECHNICAL SERVICES	2,000.00	0.00	266.00	13.30	1,734.00
01 2410 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	2,000.00	0.00	0.00	0.00	2,000.00
580	TRAVEL	2,000.00	0.00	0.00	0.00	2,000.00
01 2410 610 000 0 000	SUPPLIES	12,000.00	0.00	14,596.61	123.17	(2,596.61)
01 2410 610 001 0 000	SUPPLIES	0.00	0.00	756.33	0.00	(756.33)
01 2410 610 013 0 000	SUPPLIES	0.00	0.00	2,847.33	0.00	(2,847.33)
01 2410 610 014 0 000	SUPPLIES	0.00	0.00	5,132.33	0.00	(5,132.33)
01 2410 610 015 0 000	SUPPLIES	0.00	0.00	529.23	0.00	(529.23)
610	SUPPLIES	12,000.00	0.00	23,861.83	211.56	(11,861.83)
01 2410 810 000 0 000	DUES AND FEES	6,000.00	0.00	2,600.00	45.83	3,400.00
01 2410 810 001 0 000	DUES AND FEES	0.00	0.00	435.00	0.00	(435.00)
01 2410 810 013 0 000	DUES AND FEES	0.00	0.00	435.00	0.00	(435.00)
01 2410 810 014 0 000	DUES AND FEES	0.00	0.00	435.00	0.00	(435.00)
01 2410 810 015 0 000	DUES AND FEES	0.00	0.00	335.00	0.00	(335.00)
810	DUES AND FEES	6,000.00	0.00	4,240.00	73.17	1,760.00
01 2410 890 000 0 000	OTHER MISC OBJECTS	6,000.00	0.00	1,759.46	29.32	4,240.54
01 2410 890 001 0 000	OTHER MISC OBJECTS	0.00	0.00	1,651.31	0.00	(1,651.31)
890	OTHER MISC SERVICES	6,000.00	0.00	3,410.77	58.94	2,589.23
2410	OFFICE OF THE PRINCIPAL	700,000.00	53,551.29	560,845.35	80.38	139,154.65
2580	ADMIN TECH SERVICES					
01 2580 530 000 0 000	OTHER COMMUNICATIONS	0.00	0.00	1,725.00	0.00	(1,725.00)
530	OTHER COMMUNICATIONS	0.00	0.00	1,725.00	0.00	(1,725.00)
2580	ADMIN TECH SERVICES	0.00	0.00	1,725.00	0.00	(1,725.00)
2610	OPERATION OF PLANT					
01 2610 110 000 0 000	SALARIES/NON-INSTRUCTIONAL	450,000.00	5,127.74	51,277.76	11.40	398,722.24
01 2610 110 001 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	8,115.29	80,162.75	0.00	(80,162.75)
01 2610 110 013 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	6,397.22	62,859.96	0.00	(62,859.96)
01 2610 110 014 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	4,526.27	44,844.76	0.00	(44,844.76)
01 2610 110 015 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	8,111.83	99,154.50	0.00	(99,154.50)
110	SALARIES/NON-INSTRUCTIONAL	450,000.00	32,278.35	338,299.73	75.18	111,700.27
01 2610 130 000 0 000	OVERTIME SALARIES	10,000.00	0.00	0.00	0.00	10,000.00
01 2610 130 001 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	24.59	682.76	0.00	(682.76)
01 2610 130 013 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	199.24	1,299.77	0.00	(1,299.77)
01 2610 130 014 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	13.94	204.65	0.00	(204.65)
01 2610 130 015 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	42.79	339.19	0.00	(339.19)
130	OVERTIME SALARIES/NON-INSTRUCTIONAL	10,000.00	280.56	2,526.37	25.26	7,473.63
01 2610 150 000 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	160,000.00	770.69	7,706.90	4.82	152,293.10
01 2610 150 001 1 000	FLAT SALARIES/NON-INSTRUCTIONAL	0.00	1,461.00	21,790.04	0.00	(21,790.04)
01 2610 150 013 1 000	FLAT SALARIES/NON-INSTRUCTIONAL	0.00	2,922.00	29,131.48	0.00	(29,131.48)
01 2610 150 014 1 000	FLAT SALARIES/NON-INSTRUCTIONAL	0.00	2,191.50	21,915.00	0.00	(21,915.00)
01 2610 150 015 1 000	FLAT SALARIES/NON-INSTRUCTIONAL	0.00	5,113.50	49,037.94	0.00	(49,037.94)
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	160,000.00	12,458.69	129,581.36	80.99	30,418.64
01 2610 151 015 0 000	FLAT SALARIES/TEACHERS	25,000.00	0.00	0.00	0.00	25,000.00
01 2610 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,461.00	7,305.00	0.00	(7,305.00)
151	ADDITIONAL COMP/TEACHERS	25,000.00	1,461.00	7,305.00	29.22	17,695.00
01 2610 210 000 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	30,000.00	576.79	5,719.07	19.06	24,280.93
01 2610 210 001 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	36.30	7,366.46	0.00	(7,366.46)
01 2610 210 000 1 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	86.69	859.55	0.00	(859.55)
01 2610 210 001 1 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	1,169.36	0.00	(1,169.36)

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Budget VS Actual EOM June 2025

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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
210	GROUP INSURANCE-NON INSTRUCTIONAL	30,000.00	699.78	15,114.44	50.38	14,885.56
01 2610 211 000 0 000	GROUP INSURANCE	15,000.00	0.00	0.00	0.00	15,000.00
211	GROUP INSURANCE/TEACH., PROF. STAFF	15,000.00	0.00	0.00	0.00	15,000.00
01 2610 220 000 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	40,000.00	376.35	3,764.71	9.41	36,235.29
01 2610 220 001 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	612.53	5,540.81	0.00	(5,540.81)
01 2610 220 013 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	498.17	4,843.99	0.00	(4,843.99)
01 2610 220 014 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	322.87	3,204.66	0.00	(3,204.66)
01 2610 220 015 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	557.67	6,597.30	0.00	(6,597.30)
01 2610 220 000 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	56.56	565.80	0.00	(565.80)
01 2610 220 001 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	107.95	1,505.87	0.00	(1,505.87)
01 2610 220 013 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	220.41	2,197.00	0.00	(2,197.00)
01 2610 220 014 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	156.66	1,567.57	0.00	(1,567.57)
01 2610 220 015 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	350.28	3,260.62	0.00	(3,260.62)
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	40,000.00	3,259.45	33,048.33	82.62	6,951.67
01 2610 221 015 0 000	SOCIAL SECURITY/MEDICARE/COMP	1,000.00	0.00	0.00	0.00	1,000.00
01 2610 221 001 1 000	SOCIAL SECURITY/TEACHERS, PROF. STAFF	0.00	111.76	558.82	0.00	(558.82)
221	SOCIAL SECURITY/TEACHERS, PROF. STAFF	1,000.00	111.76	558.82	55.88	441.18
01 2610 230 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	50,000.00	504.56	5,045.63	10.09	44,954.37
01 2610 230 001 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	553.49	7,354.67	0.00	(7,354.67)
01 2610 230 013 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	648.86	6,310.34	0.00	(6,310.34)
01 2610 230 014 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	446.49	4,430.09	0.00	(4,430.09)
01 2610 230 015 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	770.99	9,751.52	0.00	(9,751.52)
01 2610 230 013 1 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	144.32	1,443.14	0.00	(1,443.14)
01 2610 230 014 1 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	72.16	721.60	0.00	(721.60)
01 2610 230 015 1 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	360.80	3,547.93	0.00	(3,547.93)
230	RETIREMENT/NON-INSTRUCTIONAL	50,000.00	3,501.67	38,604.92	77.21	11,395.08
01 2610 239 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	10,000.00	0.00	0.00	0.00	10,000.00
239	RETIREMENT/COMP	10,000.00	0.00	0.00	0.00	10,000.00
01 2610 340 000 0 000	CONTRACTED OR SECURED SERVICES	35,000.00	379.00	1,224.45	3.50	33,775.55
01 2610 340 001 0 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	4,106.41	0.00	(4,106.41)
01 2610 340 015 0 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	1,780.97	0.00	(1,780.97)
340	OTHER PROFESSIONAL SERVICES	35,000.00	379.00	7,111.83	20.32	27,888.17
01 2610 382 000 0 000	TELEPHONE	60,000.00	1,881.26	17,370.99	30.10	42,629.01
382	TELEPHONE	60,000.00	1,881.26	17,370.99	30.10	42,629.01
01 2610 410 000 0 000	WATER AND SEWER	60,000.00	2,543.52	42,990.58	71.65	17,009.42
410	WATER AND SEWER	60,000.00	2,543.52	42,990.58	71.65	17,009.42
01 2610 420 000 0 000	GROUNDS MAINTENANCE	10,000.00	0.00	0.00	0.00	10,000.00
420	GROUNDS MAINTENANCE	10,000.00	0.00	0.00	0.00	10,000.00
01 2610 440 000 0 000	RENTALS OR LEASES	1,000.00	0.00	0.00	0.00	1,000.00
440	RENTALS/LEASES	1,000.00	0.00	0.00	0.00	1,000.00
01 2610 443 000 0 000	RENTALS	2,000.00	0.00	1,164.21	58.21	835.79
443	RENTALS	2,000.00	0.00	1,164.21	58.21	835.79
01 2610 520 000 0 000	PROPERTY INSURANCE	245,000.00	0.00	175,945.50	71.81	69,054.50
520	PROPERTY INSURANCE	245,000.00	0.00	175,945.50	71.81	69,054.50
01 2610 531 000 0 000	POSTAGE	13,000.00	1,166.00	4,024.70	30.96	8,975.30
531	POSTAGE	13,000.00	1,166.00	4,024.70	30.96	8,975.30
01 2610 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	300.00	0.00	0.00	0.00	300.00
580	TRAVEL	300.00	0.00	0.00	0.00	300.00
01 2610 610 000 0 000	SUPPLIES	146,800.00	3,914.48	26,091.10	17.77	120,708.90
01 2610 610 001 0 000	SUPPLIES	0.00	550.11	25,587.15	0.00	(25,587.15)
01 2610 610 013 0 000	SUPPLIES	0.00	849.95	8,668.75	0.00	(8,668.75)
01 2610 610 014 0 000	SUPPLIES	0.00	0.00	305.42	0.00	(305.42)

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01 2610 610 015 0 000	SUPPLIES	0.00	7,988.63	26,736.87	0.00	(26,736.87)
01 2610 610 000 1 000	SUPPLIES	0.00	0.00	733.61	0.00	(733.61)
610	SUPPLIES	146,800.00	13,303.17	88,122.90	60.03	58,677.10
01 2610 621 000 0 000	UTILITIES	230,000.00	8,847.65	121,335.93	52.75	108,664.07
621	NATURAL GAS	230,000.00	8,847.65	121,335.93	52.75	108,664.07
01 2610 733 000 0 000	FURNITURE AND EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00
733	FURNITURE AND EQUIP	5,000.00	0.00	0.00	0.00	5,000.00
01 2610 890 000 0 000	OTHER MISC OBJECTS	5,000.00	0.00	1,302.86	26.06	3,697.14
01 2610 890 001 0 000	OTHER MISC OBJECTS	0.00	0.00	1,902.45	0.00	(1,902.45)
01 2610 890 015 0 000	OTHER MISC OBJECTS	0.00	0.00	191.95	0.00	(191.95)
890	OTHER MISC SERVICES	5,000.00	0.00	3,397.26	67.95	1,602.74
2610	OPERATION OF PLANT	1,604,100.00	82,171.86	1,026,502.87	64.04	577,597.13
2620	MAINTENANCE OF PLANT					
01 2620 340 000 0 000	CONTRACTED OR SECURED SERVICES	57,900.00	0.00	990.00	1.71	56,910.00
01 2620 340 001 0 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	8,832.42	0.00	(8,832.42)
01 2620 340 013 0 000	CONTRACTED OR SECURED SERVICES	0.00	360.00	3,553.48	0.00	(3,553.48)
01 2620 340 014 0 000	CONTRACTED OR SECURED SERVICES	0.00	446.75	2,789.95	0.00	(2,789.95)
01 2620 340 015 0 000	CONTRACTED OR SECURED SERVICES	0.00	441.38	5,337.38	0.00	(5,337.38)
340	OTHER PROFESSIONAL SERVICES	57,900.00	1,248.13	21,503.23	37.14	36,396.77
01 2620 610 001 0 000	SUPPLIES	5,000.00	0.00	3,562.50	71.25	1,437.50
01 2620 610 014 0 000	SUPPLIES	0.00	0.00	399.00	0.00	(399.00)
01 2620 610 015 0 000	SUPPLIES	0.00	0.00	1,158.66	0.00	(1,158.66)
610	SUPPLIES	5,000.00	0.00	5,120.16	102.40	(120.16)
01 2620 733 000 0 000	FURNITURE AND EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00
733	FURNITURE AND EQUIP	2,000.00	0.00	0.00	0.00	2,000.00
01 2620 890 000 0 000	OTHER MISC OBJECTS	10,000.00	0.00	569.99	5.70	9,430.01
890	OTHER MISC SERVICES	10,000.00	0.00	569.99	5.70	9,430.01
2620	MAINTENANCE OF PLANT	74,900.00	1,248.13	27,193.38	36.31	47,706.62
2630	CARE/UPKEEP GROUNDS					
01 2630 340 000 0 000	PROFESSIONAL/TECHNICAL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
01 2630 340 001 0 000	OTHER PROFESSIONAL SERVICES	0.00	1,248.06	1,748.06	0.00	(1,748.06)
340	OTHER PROFESSIONAL SERVICES	2,000.00	1,248.06	1,748.06	87.40	251.94
01 2630 420 000 0 000	GROUNDS MAINTENANCE	25,000.00	0.00	1,400.00	5.60	23,600.00
01 2630 420 001 0 000	GROUNDS MAINTENANCE	0.00	0.00	4,175.00	0.00	(4,175.00)
01 2630 420 013 0 000	GROUNDS MAINTENANCE	0.00	0.00	1,700.00	0.00	(1,700.00)
01 2630 420 014 0 000	GROUNDS MAINTENANCE	0.00	0.00	900.00	0.00	(900.00)
01 2630 420 015 0 000	GROUNDS MAINTENANCE	0.00	0.00	900.00	0.00	(900.00)
420	GROUNDS MAINTENANCE	25,000.00	0.00	9,075.00	36.30	15,925.00
01 2630 610 001 0 000	SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00
610	SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00
01 2630 739 000 0 000	OTHER EQUIPMENT	30,000.00	0.00	0.00	0.00	30,000.00
739	OTHER EQUIPMENT	30,000.00	0.00	0.00	0.00	30,000.00
01 2630 890 000 0 000	OTHER MISC SERVICES	0.00	0.00	320.00	0.00	(320.00)
890	OTHER MISC SERVICES	0.00	0.00	320.00	0.00	(320.00)
2630	CARE/UPKEEP GROUNDS	58,000.00	1,248.06	11,143.06	19.21	46,856.94
2650	VEHICLE ACQUISITION,SERV,MTNCE					
01 2650 340 000 0 000	OTHER PROFESSIONAL SERVICES	150,000.00	0.00	0.00	0.00	150,000.00
340	OTHER PROFESSIONAL SERVICES	150,000.00	0.00	0.00	0.00	150,000.00
01 2650 610 000 0 000	SUPPLIES	10,000.00	0.00	0.00	0.00	10,000.00
610	SUPPLIES	10,000.00	0.00	0.00	0.00	10,000.00
01 2650 626 000 0 000	GAS AND OIL	50,000.00	0.00	0.00	0.00	50,000.00
626	GAS AND OIL	50,000.00	0.00	0.00	0.00	50,000.00
01 2650 890 000 0 000	OTHER MISC SERVICES	50,000.00	0.00	0.00	0.00	50,000.00
890	OTHER MISC SERVICES	50,000.00	0.00	0.00	0.00	50,000.00
2650	VEHICLE ACQUISITION, SERV, MTNCE	260,000.00	0.00	0.00	0.00	260,000.00
2660	SECURITY					

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01 2660 350 000 0 000	TECHNICAL SERVICES	0.00	0.00	11,482.89	0.00	(11,482.89)
350	TECHNICAL SERVICES	0.00	0.00	11,482.89	0.00	(11,482.89)
01 2660 650 000 0 000	COMPUTER EQUIP(HARDWARE)	3,000.00	0.00	0.00	0.00	3,000.00
650	TECHNOLOGY SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00
2660	SECURITY	3,000.00	0.00	11,482.89	382.76	(8,482.89)
2710	REGULAR PUPIL TRANSPORTATION					
01 2710 110 000 0 000	SALARIES/NON-INSTRUCTIONAL	30,000.00	1,667.45	20,555.38	68.52	9,444.62
01 2710 110 001 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	0.00	1,925.51	0.00	(1,925.51)
01 2710 110 015 0 000	SALARIES/NON-INSTRUCTIONAL	0.00	0.00	72.00	0.00	(72.00)
110	SALARIES/NON-INSTRUCTIONAL	30,000.00	1,667.45	22,552.89	75.18	7,447.11
01 2710 210 000 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	1,000.00	28.32	274.10	27.41	725.90
01 2710 210 001 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	5.70	0.00	(5.70)
210	GROUP INSURANCE-NON INSTRUCTIONAL	1,000.00	28.32	279.80	27.98	720.20
01 2710 220 000 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	2,000.00	115.71	1,456.75	72.84	543.25
01 2710 220 001 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	0.00	144.48	0.00	(144.48)
01 2710 220 015 0 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	0.00	5.50	0.00	(5.50)
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	2,000.00	115.71	1,606.73	80.34	393.27
01 2710 230 000 0 000	RETIREMENT/NON-INSTRUCTIONAL	2,500.00	164.71	2,030.25	81.21	469.75
01 2710 230 001 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	0.00	190.19	0.00	(190.19)
01 2710 230 015 0 000	RETIREMENT/NON-INSTRUCTIONAL	0.00	0.00	7.11	0.00	(7.11)
230	RETIREMENT/NON-INSTRUCTIONAL	2,500.00	164.71	2,227.55	89.10	272.45
01 2710 332 000 0 000	MILEAGE TO PARENTS	140,000.00	0.00	0.00	0.00	140,000.00
01 2710 332 013 0 000	MILEAGE TO PARENTS	0.00	25,967.68	50,169.68	0.00	(50,169.68)
01 2710 332 014 0 000	MILEAGE TO PARENTS	0.00	37,377.60	75,736.36	0.00	(75,736.36)
01 2710 332 015 0 000	MILEAGE TO PARENTS	0.00	21,185.75	40,930.13	0.00	(40,930.13)
332	MILEAGE TO PARENTS	140,000.00	84,531.03	166,836.17	119.17	(26,836.17)
01 2710 340 000 0 000	PROFESSIONAL/TECHNICAL SERVICES	0.00	0.00	390.52	0.00	(390.52)
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	390.52	0.00	(390.52)
01 2710 352 000 0 000	OTHER PROF/TECH SERVICES	45,000.00	1,345.00	10,713.71	23.81	34,286.29
352	OTHER PROF/STAFF DEVELOPMENT	45,000.00	1,345.00	10,713.71	23.81	34,286.29
01 2710 890 000 0 000	OTHER MISC OBJECTS	5,000.00	0.00	2,786.19	55.72	2,213.81
890	OTHER MISC SERVICES	5,000.00	0.00	2,786.19	55.72	2,213.81
2710	REGULAR PUPIL TRANSPORTATION	225,500.00	87,852.22	207,393.56	91.97	18,106.44
2712	SCHOOL AGE SPEC ED TRANSPORT					
01 2712 332 000 0 000	MILEAGE TO PARENTS	37,000.00	0.00	0.00	0.00	37,000.00
332	MILEAGE TO PARENTS	37,000.00	0.00	0.00	0.00	37,000.00
2712	SCHOOL AGE SPEC ED TRANSPORT	37,000.00	0.00	0.00	0.00	37,000.00
2720	SAFETY MONITOR					
01 2720 735 000 0 000	COMPUTER (SOFTWARE)	6,000.00	0.00	0.00	108.45	6,000.00
735	COMPUTER (SOFTWARE)	6,000.00	0.00	0.00	108.45	6,000.00
2720	SAFETY MONITOR	6,000.00	0.00	0.00	108.45	6,000.00
2730	VEHICLE MAINTENANCE					
01 2730 340 000 0 000	OTHER PROFESSIONAL SERVICES	30,000.00	33.10	14,634.23	48.78	15,365.77
340	OTHER PROFESSIONAL SERVICES	30,000.00	33.10	14,634.23	48.78	15,365.77
01 2730 431 000 0 000	REPARIS AND MAINTENANCE	5,500.00	0.00	0.00	0.00	5,500.00
431	REPAIRS AND MAINTENANCE	5,500.00	0.00	0.00	0.00	5,500.00
01 2730 442 001 0 000	RENTAL/LEASE VEHICLE	3,000.00	0.00	0.00	0.00	3,000.00
442	RENTAL/LEASE VEHICLE	3,000.00	0.00	0.00	0.00	3,000.00
01 2730 626 000 0 000	GAS AND OIL	50,000.00	211.24	31,551.40	63.10	18,448.60
626	GAS AND OIL	50,000.00	211.24	31,551.40	63.10	18,448.60
01 2730 890 000 0 000	OTHER MISC SERVICES	5,000.00	650.00	2,981.89	59.64	2,018.11
890	OTHER MISC SERVICES	5,000.00	650.00	2,981.89	59.64	2,018.11
2730	VEHICLE MAINTENANCE	93,500.00	894.34	49,167.52	52.59	44,332.48
2900	MAINTENANCE OF BLDGS					
01 2900 110 000 0 000	FOOD SERVICES	0.00	2,845.85	28,458.50	0.00	(28,458.50)
01 2900 110 001 0 000	FODD SERVICES	0.00	6,205.30	98,299.16	0.00	(98,299.16)

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01 2900 110 013 0 000	FOOD SERVICES	0.00	177.60	518.00	0.00	(518.00)
01 2900 110 015 0 000	FOOD SERVICES	0.00	6,552.18	55,778.19	0.00	(55,778.19)
110	SALARIES/NON-INSTRUCTIONAL	0.00	15,780.93	183,053.85	0.00	(183,053.85)
01 2900 130 015 0 000	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	0.00	732.46	0.00	(732.46)
130	OVERTIME SALARIES/NON-INSTRUCTIONAL	0.00	0.00	732.46	0.00	(732.46)
01 2900 150 000 1 000	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	1,339.25	13,392.50	0.00	(13,392.50)
150	EXTRA DUTY SALARIES/NON-INSTRUCTIONAL	0.00	1,339.25	13,392.50	0.00	(13,392.50)
01 2900 210 001 0 000	FOOD SERVICES	0.00	599.32	5,993.20	0.00	(5,993.20)
01 2900 210 015 0 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	495.84	1,560.12	0.00	(1,560.12)
210	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,095.16	7,553.32	0.00	(7,553.32)
01 2900 220 000 0 000	FOOD SERVICES	0.00	207.31	2,083.50	0.00	(2,083.50)
01 2900 220 001 0 000	FOOD SERVICES	0.00	432.17	7,104.94	0.00	(7,104.94)
01 2900 220 013 0 000	FOOD SERVICES	0.00	13.58	39.63	0.00	(39.63)
01 2900 220 015 0 000	FOOD SERVICES	0.00	472.18	4,064.79	0.00	(4,064.79)
01 2900 220 000 1 000	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	97.55	980.40	0.00	(980.40)
220	SOCIAL SECURITY/NON-INSTRUCTIONAL	0.00	1,222.79	14,273.26	0.00	(14,273.26)
01 2900 230 000 0 000	FOOD SERVICES	0.00	279.87	2,798.70	0.00	(2,798.70)
01 2900 230 001 0 000	FOOD SERVICES	0.00	540.37	8,801.63	0.00	(8,801.63)
01 2900 230 013 0 000	FOOD SERVICES	0.00	17.54	51.16	0.00	(51.16)
01 2900 230 015 0 000	FOOD SERVICES	0.00	647.22	5,582.02	0.00	(5,582.02)
230	RETIREMENT/NON-INSTRUCTIONAL	0.00	1,485.00	17,233.51	0.00	(17,233.51)
2900	MAINTENANCE OF BLDGS	0.00	20,923.13	236,238.90	0.00	(236,238.90)
3510	X					
01 3510 610 000 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00
3510	X	0.00	0.00	0.00	0.00	0.00
3515	IN/OUT GRANTS					
01 3515 610 000 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00
3515	IN/OUT GRANTS	0.00	0.00	0.00	0.00	0.00
3535	HI-ABILITY					
01 3535 610 001 0 000	SUPPLIES	5,000.00	0.00	42.08	0.84	4,957.92
01 3535 610 013 0 000	SUPPLIES	0.00	0.00	242.53	0.00	(242.53)
610	SUPPLIES	5,000.00	0.00	284.61	5.69	4,715.39
01 3535 890 000 0 000	OTHER MISC SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
890	OTHER MISC SERVICES	10,000.00	0.00	0.00	0.00	10,000.00
3535	HI-ABILITY	15,000.00	0.00	284.61	1.90	14,715.39
3540	PRESCHOOL					
01 3540 610 000 0 000	SUPPLIES	10,000.00	0.00	0.00	0.29	10,000.00
610	SUPPLIES	10,000.00	0.00	0.00	0.29	10,000.00
01 3540 890 000 0 000	OTHER	0.00	0.00	0.00	0.00	0.00
890	OTHER MISC SERVICES	0.00	0.00	0.00	0.00	0.00
3540	PRESCHOOL	10,000.00	0.00	0.00	0.76	10,000.00
3551	EDUCATION QUEST					
01 3551 580 000 0 000	TRAVEL	5,000.00	0.00	1,165.02	23.30	3,834.98
580	TRAVEL	5,000.00	0.00	1,165.02	23.30	3,834.98
01 3551 610 000 0 000	SUPPLIES	8,000.00	237.00	7,534.61	94.18	465.39
610	SUPPLIES	8,000.00	237.00	7,534.61	94.18	465.39
01 3551 640 000 0 000	BOOKS AND PERIODICALS	10,000.00	0.00	0.00	0.00	10,000.00
640	BOOKS AND PERIODICALS	10,000.00	0.00	0.00	0.00	10,000.00
01 3551 641 001 0 000	E BOOKS	1,000.00	0.00	0.00	0.00	1,000.00
641	E BOOKS	1,000.00	0.00	0.00	0.00	1,000.00
01 3551 890 000 0 000	TRAVEL	1,000.00	0.00	1,138.46	113.85	(138.46)
01 3551 890 015 0 000	OTHER MISC SERVICES	0.00	0.00	424.00	0.00	(424.00)
890	OTHER MISC SERVICES	1,000.00	0.00	1,562.46	156.25	(562.46)
3551	EDUCATION QUEST	25,000.00	237.00	10,262.09	41.05	14,737.91
3599	IN/OUT AND CA GRANT					

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01 3599 610 000 0 000	SUPPLIES	22,000.00	0.00	499.98	23.74	21,500.02
610	SUPPLIES	22,000.00	0.00	499.98	23.74	21,500.02
01 3599 640 000 0 000	COLLEGE ACCESS GRANT TEXTBOOKS	1,000.00	0.00	0.00	0.00	1,000.00
640	BOOKS AND PERIODICALS	1,000.00	0.00	0.00	0.00	1,000.00
01 3599 890 000 0 000	COLLEGE ACCESS GRANT OTHER	2,000.00	0.00	0.00	0.00	2,000.00
890	OTHER MISC SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
3599	IN/OUT AND CA GRANT	25,000.00	0.00	499.98	20.89	24,500.02
6200	TITLE 1 (CURRENT)					
01 6200 111 000 0 000	TITLE I SALARY	350,000.00	0.00	0.00	0.00	350,000.00
01 6200 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	1,789.98	32,458.05	0.00	(32,458.05)
01 6200 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	5,303.56	53,035.60	0.00	(53,035.60)
01 6200 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	6,356.86	63,568.60	0.00	(63,568.60)
111	SALARIES/TEACHER-PROF.STAFF	350,000.00	13,450.40	149,062.25	42.59	200,937.75
01 6200 151 000 1 000	ADDITIONAL COMP/TEACHERS	60,000.00	0.00	0.00	0.00	60,000.00
01 6200 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	54.23	6,649.82	0.00	(6,649.82)
01 6200 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	770.69	7,706.90	0.00	(7,706.90)
01 6200 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,461.00	14,610.00	0.00	(14,610.00)
151	ADDITIONAL COMP/TEACHERS	60,000.00	2,285.92	28,966.72	48.28	31,033.28
01 6200 211 000 0 000	GROUP INSURANCE	15,000.00	0.00	0.00	0.00	15,000.00
01 6200 211 013 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	670.01	5,784.72	0.00	(5,784.72)
01 6200 211 014 0 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	602.73	6,027.30	0.00	(6,027.30)
01 6200 211 013 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	20.30	1,118.38	0.00	(1,118.38)
01 6200 211 014 1 000	GROUP INSURANCE/TEACH., PROF.STAFF	0.00	87.58	875.80	0.00	(875.80)
211	GROUP INSURANCE/TEACH., PROF.STAFF	15,000.00	1,380.62	13,806.20	92.04	1,193.80
01 6200 221 000 0 000	TITLE I SOCIAL SECURITY	20,000.00	0.00	0.00	0.00	20,000.00
01 6200 221 013 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	59.51	1,814.54	0.00	(1,814.54)
01 6200 221 014 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	315.08	3,150.80	0.00	(3,150.80)
01 6200 221 015 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	336.01	3,410.06	0.00	(3,410.06)
01 6200 221 013 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	1.79	379.41	0.00	(379.41)
01 6200 221 014 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	45.78	457.80	0.00	(457.80)
01 6200 221 015 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	77.23	783.77	0.00	(783.77)
221	SOCIAL SECURITY/TEACHERS, PROF.STAFF	20,000.00	835.40	9,996.38	49.98	10,003.62
01 6200 231 000 0 000	TITLE I RETIREMENT	30,000.00	0.00	0.00	0.00	30,000.00
01 6200 231 013 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	175.35	3,191.52	0.00	(3,191.52)
01 6200 231 014 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	521.88	5,218.80	0.00	(5,218.80)
01 6200 231 015 0 000	RETIREMENT/TEACH, PROF.STAFF	0.00	625.60	6,255.98	0.00	(6,255.98)
01 6200 231 015 1 000	RETIREMENT/TEACH, PROF.STAFF	0.00	144.31	1,443.10	0.00	(1,443.10)
231	RETIREMENT/TEACH, PROF.STAFF	30,000.00	1,467.14	16,109.40	53.70	13,890.60
6200	TITLE 1 (CURRENT)	475,000.00	19,419.48	217,940.95	45.88	257,059.05
6330	REAP-TITLE VI					
01 6330 111 001 0 000	SALARIES/TEACHER-PROF.STAFF	15,000.00	892.61	9,436.16	62.91	5,563.84
111	SALARIES/TEACHER-PROF.STAFF	15,000.00	892.61	9,436.16	62.91	5,563.84
01 6330 151 001 1 000	ADDITIONAL COMP/TEACHERS	5,000.00	306.81	3,243.42	64.87	1,756.58
151	ADDITIONAL COMP/TEACHERS	5,000.00	306.81	3,243.42	64.87	1,756.58
01 6330 221 001 0 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	2,000.00	66.40	701.94	35.10	1,298.06
01 6330 221 001 1 000	SOCIAL SECURITY/TEACHERS, PROF.STAFF	0.00	22.83	241.32	0.00	(241.32)
221	SOCIAL SECURITY/TEACHERS, PROF.STAFF	2,000.00	89.23	943.26	47.16	1,056.74
01 6330 231 001 0 000	RETIREMENT/TEACH, PROF.STAFF	5,000.00	87.81	928.32	18.57	4,071.68
231	RETIREMENT/TEACH, PROF.STAFF	5,000.00	87.81	928.32	18.57	4,071.68
6330	REAP-TITLE VI	27,000.00	1,376.46	14,551.16	53.89	12,448.84
6406	IDEA-PRESCHOOL					
01 6406 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	5,000.00	194.10	1,941.00	38.82	3,059.00
111	SALARIES/TEACHER-PROF.STAFF	5,000.00	194.10	1,941.00	38.82	3,059.00

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01 6406 112 000 0 000	SALARY-CLERICAL/PARAPROF STAFF	2,000.00	0.00	0.00	0.00	2,000.00
112	SALARIES/PARAPROFESSIONALS	2,000.00	0.00	0.00	0.00	2,000.00
01 6406 151 014 1 000	ADDITIONAL COMP/TEACHERS	1,000.00	58.44	584.40	58.44	415.60
151	ADDITIONAL COMP/TEACHERS	1,000.00	58.44	584.40	58.44	415.60
01 6406 212 014 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	2,000.00	0.00	0.00	0.00	2,000.00
212	GROUP INSURANCE/INSTRUCTIONAL AIDES	2,000.00	0.00	0.00	0.00	2,000.00
01 6406 221 014 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	500.00	14.57	145.70	29.14	354.30
01 6406 221 014 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	4.37	43.70	0.00	(43.70)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	500.00	18.94	189.40	37.88	310.60
01 6406 222 000 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES	200.00	0.00	0.00	0.00	200.00
222	SOCIAL SECURITY/INTRUCTIONAL AIDES	200.00	0.00	0.00	0.00	200.00
01 6406 231 014 0 000	RETIREMENT/TEACH,PROF.STAFF	1,000.00	19.10	191.00	19.10	809.00
01 6406 231 014 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	5.77	57.70	0.00	(57.70)
231	RETIREMENT/TEACH,PROF.STAFF	1,000.00	24.87	248.70	24.87	751.30
01 6406 232 000 0 000	RETIREMENT/INSTRUCTIONAL AIDES	500.00	0.00	0.00	0.00	500.00
232	RETIREMENT/INSTRUCTIONAL AIDES	500.00	0.00	0.00	0.00	500.00
01 6406 610 000 0 000	SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00
01 6406 610 013 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	3,000.00	0.00	0.00	1.80	3,000.00
6406	IDEA-PRESCHOOL	15,200.00	296.35	2,963.50	19.85	12,236.50
6408	IDEA - BASE					
01 6408 111 000 0 000	REGULAR SALARY	150,000.00	9,074.44	40,454.75	26.97	109,545.25
01 6408 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	864.34	8,643.40	0.00	(8,643.40)
01 6408 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	2,919.15	29,191.50	0.00	(29,191.50)
111	SALARIES/TEACHER-PROF.STAFF	150,000.00	12,857.93	78,289.65	52.19	71,710.35
01 6408 151 000 1 000	ADDITIONAL COMP/TEACHERS	40,000.00	1,753.20	8,035.50	20.09	31,964.50
01 6408 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	154.14	1,541.40	0.00	(1,541.40)
01 6408 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	1,168.80	11,688.00	0.00	(11,688.00)
151	ADDITIONAL COMP/TEACHERS	40,000.00	3,076.14	21,264.90	53.16	18,735.10
01 6408 211 000 0 000	GROUP INSURANCE	15,000.00	0.00	0.00	0.00	15,000.00
01 6408 211 013 0 000	GROUP INSURANCE/TEACH. , PROF.STAFF	0.00	114.47	1,144.70	0.00	(1,144.70)
01 6408 211 013 1 000	GROUP INSURANCE/TEACH. , PROF.STAFF	0.00	20.41	204.10	0.00	(204.10)
211	GROUP INSURANCE/TEACH. , PROF.STAFF	15,000.00	134.88	1,348.80	8.99	13,651.20
01 6408 221 000 0 000	SOCIAL SECURITY	15,000.00	517.94	2,455.39	16.37	12,544.61
01 6408 221 013 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	44.46	444.60	0.00	(444.60)
01 6408 221 015 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	205.60	2,055.99	0.00	(2,055.99)
01 6408 221 000 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	100.72	492.85	0.00	(492.85)
01 6408 221 013 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	7.93	79.30	0.00	(79.30)
01 6408 221 015 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	82.32	823.23	0.00	(823.23)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	15,000.00	958.97	6,351.36	42.34	8,648.64
01 6408 222 000 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES	500.00	0.00	0.00	0.00	500.00
222	SOCIAL SECURITY/INTRUCTIONAL AIDES	500.00	0.00	0.00	0.00	500.00
01 6408 231 000 0 000	RETIREMENT	15,000.00	893.11	3,981.48	26.54	11,018.52
01 6408 231 013 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	85.03	850.30	0.00	(850.30)
01 6408 231 015 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	287.11	2,871.16	0.00	(2,871.16)
01 6408 231 000 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	144.32	505.12	0.00	(505.12)
231	RETIREMENT/TEACH,PROF.STAFF	15,000.00	1,409.57	8,208.06	54.72	6,791.94
01 6408 232 000 0 000	RETIREMENT/INSTRUCTIONAL AIDES	1,000.00	0.00	0.00	0.00	1,000.00
232	RETIREMENT/INSTRUCTIONAL AIDES	1,000.00	0.00	0.00	0.00	1,000.00
01 6408 340 000 0 000	PROFESSIONAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00

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340	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
01 6408 610 000 0 000	SUPPLIES	6,000.00	0.00	1,698.00	28.30	4,302.00
610	SUPPLIES	6,000.00	0.00	1,698.00	28.30	4,302.00
01 6408 890 000 0 000	OTHER MISC OBJECTS	0.00	0.00	840.86	0.00	(840.86)
890	OTHER MISC SERVICES	0.00	0.00	840.86	0.00	(840.86)
6408	IDEA - BASE	247,500.00	18,437.49	118,001.63	47.68	129,498.37
6412	IDEA/NON-PUBLIC					
01 6412 111 000 0 000	SALARIES/TEACHER-PROF.STAFF	35,000.00	668.78	6,687.80	19.11	28,312.20
01 6412 111 001 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	226.97	2,384.36	0.00	(2,384.36)
01 6412 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	302.53	3,025.30	0.00	(3,025.30)
111	SALARIES/TEACHER-PROF.STAFF	35,000.00	1,198.28	12,097.46	34.56	22,902.54
01 6412 151 000 1 000	ADDITIONAL COMP/TEACHERS	8,000.00	146.10	1,461.00	18.26	6,539.00
01 6412 151 001 1 000	ADDITIONAL COMP/TEACHERS	0.00	33.79	372.56	0.00	(372.56)
01 6412 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	53.95	539.50	0.00	(539.50)
151	ADDITIONAL COMP/TEACHERS	8,000.00	233.84	2,373.06	29.66	5,626.94
01 6412 211 000 0 000	COMPENSATION	1,000.00	0.00	0.00	0.00	1,000.00
01 6412 211 001 0 000	GROUP INSURANCE/TEACH. , PROF.STAFF	0.00	28.39	282.13	0.00	(282.13)
01 6412 211 013 0 000	GROUP INSURANCE/TEACH. , PROF.STAFF	0.00	40.06	400.60	0.00	(400.60)
01 6412 211 001 1 000	GROUP INSURANCE/TEACH. , PROF.STAFF	0.00	4.22	44.04	0.00	(44.04)
01 6412 211 013 1 000	GROUP INSURANCE/TEACH. , PROF.STAFF	0.00	7.14	71.40	0.00	(71.40)
211	GROUP INSURANCE/TEACH. , PROF.STAFF	1,000.00	79.81	798.17	79.82	201.83
01 6412 221 000 0 000	SOCIAL SECURITY	3,000.00	49.41	494.10	16.47	2,505.90
01 6412 221 001 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	13.98	148.71	0.00	(148.71)
01 6412 221 013 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	15.58	155.80	0.00	(155.80)
01 6412 221 000 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	10.80	108.00	0.00	(108.00)
01 6412 221 001 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	2.07	23.35	0.00	(23.35)
01 6412 221 013 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	2.77	27.70	0.00	(27.70)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	3,000.00	94.61	957.66	31.92	2,042.34
01 6412 231 000 0 000	RETIREMENT	5,000.00	65.82	658.20	13.16	4,341.80
01 6412 231 001 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	22.33	234.55	0.00	(234.55)
01 6412 231 013 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	29.76	297.60	0.00	(297.60)
01 6412 231 000 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	0.00	0.00	0.00	0.00
231	RETIREMENT/TEACH,PROF.STAFF	5,000.00	117.91	1,190.35	23.81	3,809.65
01 6412 330 000 0 000	REGISTRATIONS/TRAINING FEES	0.00	0.00	0.00	0.00	0.00
330	REGISTRATIONS/TRAINING FEES	0.00	0.00	0.00	0.00	0.00
01 6412 332 000 0 000	MILEAGE TO PARENTS	0.00	0.00	42.70	0.00	(42.70)
332	MILEAGE TO PARENTS	0.00	0.00	42.70	0.00	(42.70)
01 6412 334 000 0 000	MILEAGE PD/OTHER	4,000.00	1,079.82	2,079.59	51.99	1,920.41
334	MILEAGE PD/OTHER	4,000.00	1,079.82	2,079.59	51.99	1,920.41
01 6412 340 000 0 000	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
340	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
01 6412 580 000 0 000	TRAVEL	0.00	0.00	0.00	0.00	0.00
580	TRAVEL	0.00	0.00	0.00	0.00	0.00
01 6412 591 000 0 000	SERVICES PURCHASED FROM AN ESU	15,000.00	0.00	0.00	0.00	15,000.00
591	SERVICES PURCHASED FROM AN ESU	15,000.00	0.00	0.00	0.00	15,000.00
01 6412 610 000 0 000	SUPPLIES	0.00	0.00	1,637.75	0.00	(1,637.75)
610	SUPPLIES	0.00	0.00	1,637.75	0.00	(1,637.75)
6412	IDEA/NON-PUBLIC	76,000.00	2,804.27	21,176.74	27.86	54,823.26
6421	IDEA PART B ARP					
01 6421 330 000 0 000	REGISTRATIONS/TRAINING FEES	2,000.00	0.00	0.00	0.00	2,000.00
330	REGISTRATIONS/TRAINING FEES	2,000.00	0.00	0.00	0.00	2,000.00
01 6421 610 000 0 000	SUPPLIES	15,000.00	0.00	0.00	0.00	15,000.00
610	SUPPLIES	15,000.00	0.00	0.00	0.00	15,000.00
6421	IDEA PART B ARP	17,000.00	0.00	0.00	0.00	17,000.00

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6422	IDEA PART C PRESSCHOOL ARP					
01 6422 332 000 0 000	MILEAGE TO PARENTS	3,000.00	0.00	0.00	0.00	3,000.00
332	MILEAGE TO PARENTS	3,000.00	0.00	0.00	0.00	3,000.00
01 6422 619 000 0 000	IDEA PART C PRESCHOOL 3-5 SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
619	IDEA PART C PRESCHOOL 3-5 APR SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
6422	IDEA PART C PRESSCHOOL ARP	5,000.00	0.00	0.00	0.00	5,000.00
6423	NONPUBLIC SPED IDEA					
01 6423 610 000 0 000	SUPPLIES	4,000.00	0.00	0.00	0.00	4,000.00
610	SUPPLIES	4,000.00	0.00	0.00	0.00	4,000.00
01 6423 890 000 0 000	OTHER MISC SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
890	OTHER MISC SERVICES	2,000.00	0.00	0.00	0.00	2,000.00
6423	NONPUBLIC SPED IDEA	6,000.00	0.00	0.00	0.00	6,000.00
6700	PERKINS					
01 6700 330 000 0 000	REGISTRATIONS/TRAINING FEES	2,000.00	0.00	0.00	0.00	2,000.00
330	REGISTRATIONS/TRAINING FEES	2,000.00	0.00	0.00	0.00	2,000.00
01 6700 580 000 0 000	TRAVEL	2,000.00	0.00	0.00	0.00	2,000.00
580	TRAVEL	2,000.00	0.00	0.00	0.00	2,000.00
01 6700 610 000 0 000	SUPPLIES	4,000.00	0.00	2,868.01	71.70	1,131.99
610	SUPPLIES	4,000.00	0.00	2,868.01	71.70	1,131.99
01 6700 739 000 0 000	OTHER EQUIPMENT	6,000.00	0.00	0.00	0.00	6,000.00
739	OTHER EQUIPMENT	6,000.00	0.00	0.00	0.00	6,000.00
01 6700 810 000 0 000	DUES AND FEES	1,000.00	0.00	0.00	0.00	1,000.00
810	DUES AND FEES	1,000.00	0.00	0.00	0.00	1,000.00
01 6700 890 000 0 000	PERKINS	15,000.00	0.00	6,286.67	41.91	8,713.33
890	OTHER MISC SERVICES	15,000.00	0.00	6,286.67	41.91	8,713.33
6700	PERKINS	30,000.00	0.00	9,154.68	30.52	20,845.32
6910	INDIAN EDUCATION					
01 6910 111 000 0 000	INDIAN ED. SALARY	50,000.00	0.00	0.00	0.00	50,000.00
01 6910 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	1,276.59	12,765.90	0.00	(12,765.90)
01 6910 111 014 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	319.15	3,191.50	0.00	(3,191.50)
01 6910 111 015 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	386.56	11,507.80	0.00	(11,507.80)
111	SALARIES/TEACHER-PROF.STAFF	50,000.00	1,982.30	27,465.20	54.93	22,534.80
01 6910 151 000 1 000	ADDITIONAL COMP/TEACHERS	15,000.00	0.00	0.00	0.00	15,000.00
01 6910 151 013 1 000	ADDITIONAL COMP/TEACHERS	0.00	292.20	2,922.00	0.00	(2,922.00)
01 6910 151 014 1 000	ADDITIONAL COMP/TEACHERS	0.00	73.05	730.50	0.00	(730.50)
01 6910 151 015 1 000	ADDITIONAL COMP/TEACHERS	0.00	106.10	3,197.37	0.00	(3,197.37)
151	ADDITIONAL COMP/TEACHERS	15,000.00	471.35	6,849.87	45.67	8,150.13
01 6910 221 000 0 000	INDIAN ED. SOCIAL SECURITY	5,000.00	0.00	0.00	0.00	5,000.00
01 6910 221 013 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	94.63	946.30	0.00	(946.30)
01 6910 221 014 0 000	SOCIAL SECURITY/MEDICARE/COMP	0.00	23.66	236.60	0.00	(236.60)
01 6910 221 015 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	28.01	864.67	0.00	(864.67)
01 6910 221 013 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	21.64	216.40	0.00	(216.40)
01 6910 221 014 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	5.42	54.20	0.00	(54.20)
01 6910 221 015 1 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	7.66	240.23	0.00	(240.23)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	5,000.00	181.02	2,558.40	51.17	2,441.60
01 6910 231 000 0 000	INDIAN ED. RETIREMENT	8,000.00	0.00	0.00	0.00	8,000.00
01 6910 231 013 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	125.64	1,256.40	0.00	(1,256.40)
01 6910 231 014 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	31.41	314.10	0.00	(314.10)
01 6910 231 015 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	37.69	1,131.72	0.00	(1,131.72)
01 6910 231 013 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	28.86	288.60	0.00	(288.60)
01 6910 231 014 1 000	RETIREMENT/TEACH,PROF.STAFF	0.00	7.22	72.20	0.00	(72.20)
231	RETIREMENT/TEACH,PROF.STAFF	8,000.00	230.82	3,063.02	38.29	4,936.98
01 6910 890 000 0 000	OTHER MISC OBJECTS	0.00	0.00	400.00	0.00	(400.00)
890	OTHER MISC SERVICES	0.00	0.00	400.00	0.00	(400.00)
6910	INDIAN EDUCATION	78,000.00	2,865.49	40,336.49	51.71	37,663.51
6968	21ST CENTURY GRANT					

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Budget VS Actual EOM June 2025

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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
01 6968 111 000 0 000	REGULAR SALARY	15,000.00	0.00	0.00	0.00	15,000.00
01 6968 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	2,961.25	30,443.42	0.00	(30,443.42)
111	SALARIES/TEACHER-PROF.STAFF	15,000.00	2,961.25	30,443.42	202.96	(15,443.42)
01 6968 112 000 0 000	SALARY-CLERICAL/PARAPROF STAFF	70,000.00	0.00	0.00	0.00	70,000.00
01 6968 112 013 0 000	SALARIES/PARAPROFESSIONALS	0.00	2,323.01	26,672.35	0.00	(26,672.35)
01 6968 112 014 0 000	SALARIES/PARAPROFESSIONALS	0.00	2,137.65	25,048.61	0.00	(25,048.61)
112	SALARIES/PARAPROFESSIONALS	70,000.00	4,460.66	51,720.96	73.89	18,279.04
01 6968 212 000 0 000	GROUP INSURANCE/INSTRUCTIONAL AIDES	1,000.00	0.00	0.00	0.00	1,000.00
212	GROUP INSURANCE/INSTRUCTIONAL AIDES	1,000.00	0.00	0.00	0.00	1,000.00
01 6968 221 000 0 000	SOCIAL SECURITY	1,000.00	0.00	0.00	0.00	1,000.00
01 6968 221 013 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	207.88	2,162.51	0.00	(2,162.51)
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	1,000.00	207.88	2,162.51	216.25	(1,162.51)
01 6968 222 000 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES	8,000.00	0.00	0.00	0.00	8,000.00
01 6968 222 013 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES	0.00	177.71	2,040.43	0.00	(2,040.43)
01 6968 222 014 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES	0.00	163.54	1,916.30	0.00	(1,916.30)
222	SOCIAL SECURITY/INTRUCTIONAL AIDES	8,000.00	341.25	3,956.73	49.46	4,043.27
01 6968 231 000 0 000	RETIREMENT	1,000.00	0.00	0.00	0.00	1,000.00
01 6968 231 013 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	292.51	3,007.15	0.00	(3,007.15)
231	RETIREMENT/TEACH,PROF.STAFF	1,000.00	292.51	3,007.15	300.72	(2,007.15)
01 6968 232 000 0 000	RETIREMENT/INSTRUCTIONAL AIDES	3,000.00	0.00	0.00	0.00	3,000.00
01 6968 232 014 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	52.71	580.98	0.00	(580.98)
232	RETIREMENT/INSTRUCTIONAL AIDES	3,000.00	52.71	580.98	19.37	2,419.02
01 6968 320 000 0 000	PUPIL SERVICES	500.00	0.00	0.00	0.00	500.00
320	PUPIL SERVICES	500.00	0.00	0.00	0.00	500.00
01 6968 330 000 0 000	REGISTRATIONS/TRAINING	0.00	0.00	90.00	0.00	(90.00)
330	REGISTRATIONS/TRAINING FEES	0.00	0.00	90.00	0.00	(90.00)
01 6968 580 000 0 000	TRAVEL EXPENSE AND MILEAGE	500.00	0.00	214.00	42.80	286.00
580	TRAVEL	500.00	0.00	214.00	42.80	286.00
01 6968 610 000 0 000	SUPPLIES	1,300.00	0.00	98.79	7.60	1,201.21
610	SUPPLIES	1,300.00	0.00	98.79	7.60	1,201.21
01 6968 890 000 0 000	OTHER MISC OBJECTS	1,000.00	0.00	0.00	0.00	1,000.00
890	OTHER MISC SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
6968	21ST CENTURY GRANT	102,300.00	8,316.26	92,274.54	90.20	10,025.46
6988	ASP SCHOOL YEAR ESSER GRANT					
01 6988 111 013 0 000	SALARIES/TEACHER-PROF.STAFF	0.00	0.00	0.00	0.00	0.00
111	SALARIES/TEACHER-PROF.STAFF	0.00	0.00	0.00	0.00	0.00
01 6988 221 013 0 000	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY/TEACHERS,PROF.STAFF	0.00	0.00	0.00	0.00	0.00
01 6988 231 013 0 000	RETIREMENT/TEACH,PROF.STAFF	0.00	0.00	0.00	0.00	0.00
231	RETIREMENT/TEACH,PROF.STAFF	0.00	0.00	0.00	0.00	0.00
01 6988 610 000 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00
6988	ASP SCHOOL YEAR ESSER GRANT	0.00	0.00	0.00	0.00	0.00
6989	SUMMER SCHOOL GRANT					
01 6989 112 014 0 000	SALARIES/PARAPROFESSIONALS	0.00	0.00	0.00	0.00	0.00
112	SALARIES/PARAPROFESSIONALS	0.00	0.00	0.00	0.00	0.00
01 6989 222 014 0 000	SOCIAL SECURITY/INTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY/INTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00
01 6989 232 014 0 000	RETIREMENT/INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00
232	RETIREMENT/INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00
01 6989 610 000 0 000	SUPPLIES	0.00	0.00	2,273.93	0.00	(2,273.93)
610	SUPPLIES	0.00	0.00	2,273.93	0.00	(2,273.93)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
6989	SUMMER SCHOOL GRANT	0.00	0.00	2,273.93	0.00	(2,273.93)
6990	OTHER FEDERAL CATEGORICAL					
01 6990 610 000 0 000	SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00
01 6990 610 013 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
01 6990 610 015 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	3,000.00	0.00	0.00	90.96	3,000.00
6990	OTHER FEDERAL CATEGORICAL	3,000.00	0.00	0.00	90.96	3,000.00
6992	REAP GRANT					
01 6992 111 000 0 000	REGULAR SALARY	10,000.00	0.00	0.00	0.00	10,000.00
111	SALARIES/TEACHER-PROF.STAFF	10,000.00	0.00	0.00	0.00	10,000.00
01 6992 151 000 1 000	ADDITIONAL COMP/TEACHERS	4,000.00	0.00	0.00	0.00	4,000.00
151	ADDITIONAL COMP/TEACHERS	4,000.00	0.00	0.00	0.00	4,000.00
01 6992 221 000 0 000	SOCIAL SECURITY	2,000.00	0.00	0.00	0.00	2,000.00
221	SOCIAL SECURITY/TEACHERS, PROF.STAFF	2,000.00	0.00	0.00	0.00	2,000.00
01 6992 231 000 0 000	RETIREMENT	2,000.00	0.00	0.00	0.00	2,000.00
231	RETIREMENT/TEACH, PROF.STAFF	2,000.00	0.00	0.00	0.00	2,000.00
6992	REAP GRANT	18,000.00	0.00	0.00	0.00	18,000.00
6997	ESSER II					
01 6997 650 000 0 000	TECHNOLOGY SUPPLIES	0.00	0.00	0.00	0.00	0.00
650	TECHNOLOGY SUPPLIES	0.00	0.00	0.00	0.00	0.00
6997	ESSER II	0.00	0.00	0.00	0.00	0.00
6998	ESSER III					
01 6998 320 000 0 000	PUPIL SERVICES	0.00	0.00	0.00	0.00	0.00
320	PUPIL SERVICES	0.00	0.00	0.00	0.00	0.00
01 6998 610 000 0 000	SUPPLIES	0.00	0.00	2,519.00	0.00	(2,519.00)
610	SUPPLIES	0.00	0.00	2,519.00	0.00	(2,519.00)
01 6998 890 000 0 000	OTHER MISC SERVICES	0.00	0.00	0.00	0.00	0.00
890	OTHER MISC SERVICES	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	0.00	0.00	2,519.00	0.00	(2,519.00)
8000	TRANSFERS					
01 8000 890 000 0 000	OTHER MISC SERVICES	571,268.00	0.00	0.00	0.00	571,268.00
890	OTHER MISC SERVICES	571,268.00	0.00	0.00	0.00	571,268.00
01 8000 912 000 0 000	TRANSFERS TO LUNCH FROM GENERAL	0.00	0.00	80,000.00	0.00	(80,000.00)
912	TRANSFERS TO LUNCH FROM GENERAL	0.00	0.00	80,000.00	0.00	(80,000.00)
01 8000 913 001 0 000	TRANSFERS TO ACTIVITY FROM GENERAL	0.00	0.00	20,000.00	0.00	(20,000.00)
913	TRANSFERS TO ACTIVITY FROM GENERAL	0.00	0.00	20,000.00	0.00	(20,000.00)
8000	TRANSFERS	571,268.00	0.00	100,000.00	17.50	471,268.00
01	DISTRICT 10	15,393,268.00	911,679.50	8,853,197.44	59.57	6,540,070.56

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
02	DEPRECIATION FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
02 1100 734 000 0 000	COMPUTER EQUIP(HARDWARE<5000)	0.00	0.00	0.00	0.00	0.00
734	COMPUTER EQUIP(HARDWARE)	0.00	0.00	0.00	0.00	0.00
1100	REGULAR INSTRUCTIONAL PROGRAMS	0.00	0.00	0.00	0.00	0.00
2900	MAINTENANCE OF BLDGS					
02 2900 340 000 0 000	PROFESSIONAL SERVICES	0.00	0.00	3,647.70	0.00	(3,647.70)
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	3,647.70	0.00	(3,647.70)
02 2900 350 000 0 000	TECHNICAL SERVICES	0.00	0.00	24,150.00	0.00	(24,150.00)
350	TECHNICAL SERVICES	0.00	0.00	24,150.00	0.00	(24,150.00)
02 2900 430 000 0 000	REPAIR AND MAINTENANCE	0.00	0.00	40,266.00	0.00	(40,266.00)
430	REPAIR AND MAINTENANCE	0.00	0.00	40,266.00	0.00	(40,266.00)
02 2900 450 000 0 000	CONSTRUCTION SERVICES	0.00	77,455.35	455,018.69	0.00	(455,018.69)
450	CONSTRUCTION SERVICES	0.00	77,455.35	455,018.69	0.00	(455,018.69)
02 2900 610 000 0 000	SUPPLIES	0.00	25,565.34	34,915.34	0.00	(34,915.34)
610	SUPPLIES	0.00	25,565.34	34,915.34	0.00	(34,915.34)
02 2900 650 000 0 000	TECHNOLOGY SUPPLIES	0.00	10,380.00	10,380.00	0.00	(10,380.00)
650	TECHNOLOGY SUPPLIES	0.00	10,380.00	10,380.00	0.00	(10,380.00)
02 2900 950 000 0 000	REDEMPTION OF PRINCIPAL	0.00	0.00	118,839.76	0.00	(118,839.76)
950	OTHER PYMTS	0.00	0.00	118,839.76	0.00	(118,839.76)
2900	MAINTENANCE OF BLDGS	0.00	113,400.69	687,217.49	0.00	(687,217.49)
6998	ESSER III					
02 6998 733 000 0 000	FURNITURE AND EQUIP	0.00	0.00	0.00	0.00	0.00
733	FURNITURE AND EQUIP	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS					
02 8000 911 000 0 000	OTHER TRANSFERS	2,858,953.00	0.00	0.00	0.00	2,858,953.00
911	TRANSFERS TO GENERAL FUND	2,858,953.00	0.00	0.00	0.00	2,858,953.00
8000	TRANSFERS	2,858,953.00	0.00	0.00	0.00	2,858,953.00
02	DEPRECIATION FUND	2,858,953.00	113,400.69	687,217.49	24.66	2,171,735.51

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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
05	ACTIVITIES FUND					
2900	MAINTENANCE OF BLDGS					
05 2900 610 000 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
05 2900 610 000 0 001	ACTIVITY SUPPLIES/ANNUAL	0.00	0.00	8,700.40	0.00	(8,700.40)
05 2900 610 000 0 002	ACTIVITY SUPPLIES/EQUIPMENT/BANNER	0.00	721.75	2,337.17	0.00	(2,337.17)
05 2900 610 000 0 003	ACTIVITY SUPPLIES/ATHLETIC	0.00	6,403.90	60,216.42	0.00	(60,216.42)
05 2900 610 000 0 004	ACTIVITY SUPPLIES/CONCESSIONS	0.00	0.00	30,567.99	0.00	(30,567.99)
05 2900 610 000 0 005	ACTIVITY SUPPLIES/ CLASS OF 26	0.00	0.00	13,886.82	0.00	(13,886.82)
05 2900 610 000 0 006	ACTIVITY SUPPLIES/ CLASS OF 25	0.00	0.00	844.34	0.00	(844.34)
05 2900 610 000 0 007	ACTIVITY SUPPLIES/ CLASS OF 24	0.00	0.00	10.00	0.00	(10.00)
05 2900 610 000 0 009	ACTIVITY SUPPLIES/COMMUNITY BUILDING	0.00	0.00	1,530.00	0.00	(1,530.00)
05 2900 610 000 0 011	ACTIVITY SUPPLIES/HS COURTESY FUND	0.00	279.34	3,395.02	0.00	(3,395.02)
05 2900 610 000 0 012	ACTIVITY SUPPLIES/SPEECH	0.00	244.47	794.47	0.00	(794.47)
05 2900 610 000 0 014	ACTIVITY SUPPLIES/FFA	0.00	6,341.50	37,443.63	0.00	(37,443.63)
05 2900 610 000 0 015	ACTIVITY SUPPLIES/CLUB CONCESSIONS	0.00	0.00	3,013.46	0.00	(3,013.46)
05 2900 610 000 0 017	ACTIVITY SUPPLIES/CHEERLEADER	0.00	2,862.50	10,562.59	0.00	(10,562.59)
05 2900 610 000 0 018	ACTIVITY SUPPLIES/GR CLUB	0.00	192.00	327.00	0.00	(327.00)
05 2900 610 000 0 022	ACTIVITY SUPPLIES/KINDNESS COMMITTEE	0.00	167.90	569.28	0.00	(569.28)
05 2900 610 000 0 024	ACTIVITY SUPPLIES/GORDON LIBRARY	0.00	0.00	4,158.86	0.00	(4,158.86)
05 2900 610 000 0 025	ACTIVITY SUPPLIES/RUSHVILLE LIBRARY	0.00	0.00	2,218.29	0.00	(2,218.29)
05 2900 610 000 0 026	ACTIVITY SUPPLIES/HS GENERAL ACTIVITIES	0.00	0.00	700.00	0.00	(700.00)
05 2900 610 000 0 028	ACTIVITY SUPPLIES/PRO START - KURGER	0.00	0.00	4,333.81	0.00	(4,333.81)
05 2900 610 000 0 030	ACTIVITY SUPPLIES/MUSICAL	0.00	46.06	808.84	0.00	(808.84)
05 2900 610 000 0 031	ACTIVITY SUPPLIES/NHS	0.00	1,100.00	1,766.25	0.00	(1,766.25)
05 2900 610 000 0 034	ACTIVITY SUPPLIES/STUDENT CNCL	0.00	821.57	2,981.07	0.00	(2,981.07)
05 2900 610 000 0 040	ACTIVITY SUPPLIES/GES FAMILIES IN NEED	0.00	0.00	24.09	0.00	(24.09)
05 2900 610 000 0 041	ACTIVITY SUPPLIES/RMS ST.COUNCIL	0.00	136.20	994.26	0.00	(994.26)
05 2900 610 000 0 043	ACTIVITY SUPPLIES/GES WW MISCELLAN	0.00	0.00	222.94	0.00	(222.94)
05 2900 610 000 0 044	ACTIVITY SUPPLIES/GES ST.COUNCIL	0.00	131.01	677.17	0.00	(677.17)
05 2900 610 000 0 045	ACTIVITY SUPPLIES/GES PARENT ACCT	0.00	0.00	2,486.29	0.00	(2,486.29)
05 2900 610 000 0 047	ACTIVITY SUPPLIES/GES INCENTIVES	0.00	400.00	2,703.32	0.00	(2,703.32)
05 2900 610 000 0 048	ACTIVITY SUPPLIES/RMS POP FUND	0.00	0.00	177.31	0.00	(177.31)
05 2900 610 000 0 049	ACTIVITY SUPPLIES/WEIGHT LIFTING	0.00	0.00	2,099.41	0.00	(2,099.41)
05 2900 610 000 0 050	ACTIVITY SUPPLIES/RES TEACHER ACCT	0.00	0.00	152.95	0.00	(152.95)
05 2900 610 000 0 051	ACTIVITY SUPPLIES/RES PARENT FUND	0.00	0.00	2,300.88	0.00	(2,300.88)
05 2900 610 000 0 052	ACTIVITY SUPPLIES/GES 4TH GRADE ACCT	0.00	420.67	420.67	0.00	(420.67)
05 2900 610 000 0 053	ACTIVITY SUPPLIES/MS HOPE SQUAD	0.00	0.00	361.15	0.00	(361.15)
05 2900 610 000 0 054	EXPENDITURES/ONE-ACT	0.00	0.00	2,321.06	0.00	(2,321.06)
05 2900 610 000 0 055	EXPENDITURES/BAND-CHOIR FUND RAISER	0.00	2,288.98	11,557.94	0.00	(11,557.94)
05 2900 610 000 0 056	EXPENDITURES/ADULT WELDING	0.00	0.00	0.00	0.00	0.00
05 2900 610 000 0 059	ACTIVITY SUPPLIES/MUSIC-FINE ARTS JOHNSON FUND	0.00	0.00	0.00	0.00	0.00
05 2900 610 000 0 066	ACTIVITY SUPPLIES/GRHS SPED COFFEE SHOP	0.00	0.00	1,420.55	0.00	(1,420.55)
05 2900 610 000 0 072	ACTIVITY / BOWLING	0.00	0.00	875.00	0.00	(875.00)
05 2900 610 000 0 073	GES BACKPACK PROGRAM	0.00	0.00	881.52	0.00	(881.52)

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Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
05 2900 610 000 0 100	EXPENDITURES/FOOTBALL FNDRSR	0.00	0.00	3,159.07	0.00	(3,159.07)
05 2900 610 000 0 106	SUPPLIES/MS WR	0.00	0.00	15.10	0.00	(15.10)
05 2900 610 000 0 108	PIPER BOOK FUND	0.00	0.00	336.32	0.00	(336.32)
05 2900 610 000 0 200	EXPENDITURES/VB FNDRSR	0.00	0.00	4,081.76	0.00	(4,081.76)
05 2900 610 000 0 300	EXPENDITURES/BBB FNDRSR	0.00	(200.00)	3,143.85	0.00	(3,143.85)
05 2900 610 000 0 400	EXPENDITURES/GBB FNDRSR	0.00	0.00	3,811.51	0.00	(3,811.51)
05 2900 610 000 0 500	EXPENDITURES/WRSTLNG FNDRSR	0.00	0.00	6,417.81	0.00	(6,417.81)
05 2900 610 000 0 600	CROSS COUNTRY FUNDRAISER	0.00	0.00	1,575.65	0.00	(1,575.65)
05 2900 610 000 0 602	TRACK FUNDRAISER	0.00	0.00	8,381.57	0.00	(8,381.57)
05 2900 610 000 0 800	ACTIVITY SUPPLIES/GOLF FNDRSR	0.00	0.00	426.99	0.00	(426.99)
610	SUPPLIES	0.00	22,357.85	252,191.85	0.00	(252,191.85)
2900	MAINTENANCE OF BLDGS	0.00	22,357.85	252,191.85	0.00	(252,191.85)
8000	TRANSFERS					
05 8000 911 000 0 000	TRANSFERS TO GENERAL FUND	929,673.00	0.00	0.00	0.00	929,673.00
911	TRANSFERS TO GENERAL FUND	929,673.00	0.00	0.00	0.00	929,673.00
8000	TRANSFERS	929,673.00	0.00	0.00	0.00	929,673.00
05	ACTIVITIES FUND	929,673.00	22,357.85	252,191.85	29.51	677,481.15

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
06	LUNCH FUND					
2190	OTHER PUPIL SUPPORT SERV					
06 2190 810 000 0 000	DUES AND FEES	0.00	0.00	30.00	0.00	(30.00)
810	DUES AND FEES	0.00	0.00	30.00	0.00	(30.00)
2190	OTHER PUPIL SUPPORT SERV	0.00	0.00	30.00	0.00	(30.00)
3100	FOOD SERVICES					
06 3100 110 000 0 000	SALARIES/NON-INSTRUCTIONAL	300,000.00	0.00	0.00	0.00	300,000.00
110	SALARIES/NON-INSTRUCTIONAL	300,000.00	0.00	0.00	0.00	300,000.00
06 3100 200 000 0 000	EMPLOYEE COMPENSATIONS	50,000.00	0.00	0.00	0.00	50,000.00
200	EMPLOYEE COMPENSATIONS	50,000.00	0.00	0.00	0.00	50,000.00
06 3100 340 000 0 000	CONTRACTED OR SECURED SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
340	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
06 3100 570 000 0 000	FOOD SERVICE REIMBURSEMENT	0.00	0.00	39.65	0.00	(39.65)
570	FOOD SERVICE MNGMNT	0.00	0.00	39.65	0.00	(39.65)
06 3100 610 000 0 000	SUPPLIES AND MATERIALS	20,000.00	312.44	17,744.80	88.72	2,255.20
610	SUPPLIES	20,000.00	312.44	17,744.80	88.72	2,255.20
06 3100 630 000 0 000	FOOD	450,000.00	15,560.29	264,238.92	58.72	185,761.08
630	FOOD	450,000.00	15,560.29	264,238.92	58.72	185,761.08
06 3100 890 000 0 000	OTHER MISC SERVICES	0.00	20,923.13	236,238.90	0.00	(236,238.90)
890	OTHER MISC SERVICES	0.00	20,923.13	236,238.90	0.00	(236,238.90)
3100	FOOD SERVICES	825,000.00	36,795.86	518,262.27	62.82	306,737.73
06	LUNCH FUND	825,000.00	36,795.86	518,292.27	62.82	306,707.73

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
08	SPECIAL BUILDING FUND					
2610	OPERATION OF PLANT					
08 2610 610 000 0 000	SUPPLIES	754,404.00	0.00	0.00	0.00	754,404.00
610	SUPPLIES	754,404.00	0.00	0.00	0.00	754,404.00
2610	OPERATION OF PLANT	754,404.00	0.00	0.00	0.00	754,404.00
2620	MAINTENANCE OF PLANT					
08 2620 340 000 0 000	CONTRACTED OR SECURED SERVICES	0.00	0.00	264.10	0.00	(264.10)
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	264.10	0.00	(264.10)
2620	MAINTENANCE OF PLANT	0.00	0.00	264.10	0.00	(264.10)
08	SPECIAL BUILDING FUND	754,404.00	0.00	264.10	0.04	754,139.90

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
09	QUALIFIED CAPITAL FUND					
2515	BUILDING & SITES					
09 2515 720 000 0 000	BUILDINGS AND IMPROVEMENTS	56,000.00	0.00	0.00	0.00	56,000.00
720	BUILDINGS AND IMPROVEMENTS	56,000.00	0.00	0.00	0.00	56,000.00
09 2515 831 000 0 000	DEBT RELATED EXPENDITURES	436,910.00	0.00	0.00	0.00	436,910.00
831	REDEMPTION OF PRINCIPAL	436,910.00	0.00	0.00	0.00	436,910.00
2515	BUILDING & SITES	492,910.00	0.00	0.00	0.00	492,910.00
4500	4500					
09 4500 443 000 0 000	RENTALS	0.00	55,030.60	55,030.60	0.00	(55,030.60)
443	RENTALS	0.00	55,030.60	55,030.60	0.00	(55,030.60)
4500	4500	0.00	55,030.60	55,030.60	0.00	(55,030.60)
5000	DEBT SERVICES					
09 5000 830 000 0 000	DEBT RELATED EXPENDITURES	0.00	0.00	400.00	0.00	(400.00)
830	DEBT RELATED EXPENDITURES	0.00	0.00	400.00	0.00	(400.00)
09 5000 831 000 0 000	REDEMPTION OF PRINCIPAL	0.00	0.00	164,000.00	0.00	(164,000.00)
831	REDEMPTION OF PRINCIPAL	0.00	0.00	164,000.00	0.00	(164,000.00)
09 5000 832 000 0 000	REDEMPTION OF INTEREST	0.00	0.00	8,660.20	0.00	(8,660.20)
832	DEBT SERVICE INTEREST	0.00	0.00	8,660.20	0.00	(8,660.20)
5000	DEBT SERVICES	0.00	0.00	173,060.20	0.00	(173,060.20)
09	QUALIFIED CAPITAL FUND	492,910.00	55,030.60	228,090.80	46.27	264,819.20

Account Number		Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
10		COOPERATIVE FUND D10					
2320		EXECUTIVE ADMINISTRATION					
10 2320 890 000 0 000		OTHER MISC SERVICES	11,608.00	0.00	0.00	0.00	11,608.00
890		OTHER MISC SERVICES	11,608.00	0.00	0.00	0.00	11,608.00
2320		EXECUTIVE ADMINISTRATION	11,608.00	0.00	0.00	0.00	11,608.00
10		COOPERATIVE FUND D10	11,608.00	0.00	0.00	0.00	11,608.00

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
13	INVESTMENT FUND					
8000	TRANSFERS					
13 8000 754 000 0 000	TRANSFERS TO GENERAL	0.00	296,300.00	1,531,200.00	0.00	(1,531,200.00)
13 8000 754 000 9 000	TRANSFERS TO DEPRECIATION	0.00	113,400.00	687,150.00	0.00	(687,150.00)
754	OTHER TRANSFERS	0.00	409,700.00	2,218,350.00	0.00	(2,218,350.00)
8000	TRANSFERS	0.00	409,700.00	2,218,350.00	0.00	(2,218,350.00)
13	INVESTMENT FUND	0.00	409,700.00	2,218,350.00	0.00	(2,218,350.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
15	SFB SCHOLARSHIPS					
2900	MAINTENANCE OF BLDGS					
15 2900 890 000 0 903	OTHER MISC SERVICES	0.00	0.00	100.00	0.00	(100.00)
15 2900 890 000 0 904	OTHER MISC SERVICES	0.00	0.00	75.00	0.00	(75.00)
15 2900 890 000 0 905	OTHER MISC SERVICES	0.00	0.00	137.50	0.00	(137.50)
15 2900 890 000 0 907	OTHER MISC OBJECTS	0.00	0.00	750.00	0.00	(750.00)
15 2900 890 000 0 909	OTHER MISC SERVICES	0.00	0.00	300.00	0.00	(300.00)
15 2900 890 000 0 910	OTHER MISC SERVICES	0.00	0.00	75.00	0.00	(75.00)
15 2900 890 000 0 911	OTHER MISC SERVICES	0.00	0.00	100.00	0.00	(100.00)
15 2900 890 000 0 912	OTHER MISC SERVICES	0.00	0.00	75.00	0.00	(75.00)
15 2900 890 000 0 920	OTHER MISC SERVICES	0.00	0.00	12,375.00	0.00	(12,375.00)
15 2900 890 000 0 925	OTHER MISC SERVICES	0.00	0.00	2,650.00	0.00	(2,650.00)
890	OTHER MISC SERVICES	0.00	0.00	16,637.50	0.00	(16,637.50)
2900	MAINTENANCE OF BLDGS	0.00	0.00	16,637.50	0.00	(16,637.50)
15	SFB SCHOLARSHIPS	0.00	0.00	16,637.50	0.00	(16,637.50)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
20	SELMA JONES BARKER					
2900	MAINTENANCE OF BLDGS					
20 2900 890 000 0 000	OTHER MISC SERVICES	0.00	0.00	75.00	0.00	(75.00)
890	OTHER MISC SERVICES	0.00	0.00	75.00	0.00	(75.00)
2900	MAINTENANCE OF BLDGS	0.00	0.00	75.00	0.00	(75.00)
20	SELMA JONES BARKER	0.00	0.00	75.00	0.00	(75.00)

BUDGET VS.ACTUAL (Exp.by Function)

Budget VS Actual EOM June 2025

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
22	ALBERT J BORNEMANN					
2900	MAINTENANCE OF BLDGS					
22 2900 890 000 0 000	OTHER MISC SERVICES	0.00	0.00	100.00	0.00	(100.00)
890	OTHER MISC SERVICES	0.00	0.00	100.00	0.00	(100.00)
2900	MAINTENANCE OF BLDGS	0.00	0.00	100.00	0.00	(100.00)
22	ALBERT J BORNEMANN	0.00	0.00	100.00	0.00	(100.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
23	SARAH LUCILLE BREWER					
2900	MAINTENANCE OF BLDGS					
23 2900 890 000 0 000	OTHER MISC SERVICES	0.00	0.00	50.00	0.00	(50.00)
890	OTHER MISC SERVICES	0.00	0.00	50.00	0.00	(50.00)
2900	MAINTENANCE OF BLDGS	0.00	0.00	50.00	0.00	(50.00)
23	SARAH LUCILLE BREWER	0.00	0.00	50.00	0.00	(50.00)

Account Number		Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
24		GRISWOLD					
2900		MAINTENANCE OF BLDGS					
24 2900 890 000 0 000		OTHER MISC SERVICES	0.00	0.00	100.00	0.00	(100.00)
890		OTHER MISC SERVICES	0.00	0.00	100.00	0.00	(100.00)
2900		MAINTENANCE OF BLDGS	0.00	0.00	100.00	0.00	(100.00)
24		GRISWOLD	0.00	0.00	100.00	0.00	(100.00)

Account Number		Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
25		G/R RURAL					
2900		MAINTENANCE OF BLDGS					
25 2900 890 000 0 000		OTHER MISC SERVICES	0.00	0.00	150.00	0.00	(150.00)
890		OTHER MISC SERVICES	0.00	0.00	150.00	0.00	(150.00)
2900		MAINTENANCE OF BLDGS	0.00	0.00	150.00	0.00	(150.00)
25		G/R RURAL	0.00	0.00	150.00	0.00	(150.00)

BUDGET VS.ACTUAL (Exp.by Function)

Budget VS Actual EOM June 2025

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
26	HOLLSTEIN					
2900	MAINTENANCE OF BLDGS					
26 2900 890 000 0 000	OTHER MISC SERVICES	0.00	0.00	75.00	0.00	(75.00)
890	OTHER MISC SERVICES	0.00	0.00	75.00	0.00	(75.00)
2900	MAINTENANCE OF BLDGS	0.00	0.00	75.00	0.00	(75.00)
26	HOLLSTEIN	0.00	0.00	75.00	0.00	(75.00)

BUDGET VS.ACTUAL (Exp.by Function)

Budget VS Actual EOM June 2025

User ID: 262

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
27	HOLZBERGER					
2900	MAINTENANCE OF BLDGS					
27 2900 890 000 0 000	OTHER MISC SERVICES	0.00	0.00	300.00	0.00	(300.00)
890	OTHER MISC SERVICES	0.00	0.00	300.00	0.00	(300.00)
2900	MAINTENANCE OF BLDGS	0.00	0.00	300.00	0.00	(300.00)
27	HOLZBERGER	0.00	0.00	300.00	0.00	(300.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
28	W.E. SULLENS					
2900	MAINTENANCE OF BLDGS					
28 2900 890 000 0 000	OTHER MISC SERVICES	0.00	0.00	125.00	0.00	(125.00)
890	OTHER MISC SERVICES	0.00	0.00	125.00	0.00	(125.00)
2900	MAINTENANCE OF BLDGS	0.00	0.00	125.00	0.00	(125.00)
28	W.E. SULLENS	0.00	0.00	125.00	0.00	(125.00)

Account Number		Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
33		TURNER FOUNDATION					
2900		MAINTENANCE OF BLDGS					
33 2900 610 000 0 000		SUPPLIES	0.00	0.00	2,714.00	0.00	(2,714.00)
610		SUPPLIES	0.00	0.00	2,714.00	0.00	(2,714.00)
2900		MAINTENANCE OF BLDGS	0.00	0.00	2,714.00	0.00	(2,714.00)
33		TURNER FOUNDATION	0.00	0.00	2,714.00	0.00	(2,714.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
70	PETTY CASH FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
70 1100 113 013 0 000	SALARIES/SUBSTITUTES	0.00	0.00	538.25	0.00	(538.25)
113	SALARIES/SUBSTITUTES	0.00	0.00	538.25	0.00	(538.25)
70 1100 890 000 0 000	OTHER MISC SERVICES	0.00	0.00	508.91	0.00	(508.91)
890	OTHER MISC SERVICES	0.00	0.00	508.91	0.00	(508.91)
1100	REGULAR INSTRUCTIONAL PROGRAMS	0.00	0.00	1,047.16	0.00	(1,047.16)
2310	BOARD OF EDUCATION					
70 2310 810 000 0 000	DUES AND FEES	0.00	0.00	1,036.82	0.00	(1,036.82)
810	DUES AND FEES	0.00	0.00	1,036.82	0.00	(1,036.82)
2310	BOARD OF EDUCATION	0.00	0.00	1,036.82	0.00	(1,036.82)
2610	OPERATION OF PLANT					
70 2610 610 000 0 000	SUPPLIES	0.00	0.00	276.15	0.00	(276.15)
610	SUPPLIES	0.00	0.00	276.15	0.00	(276.15)
2610	OPERATION OF PLANT	0.00	0.00	276.15	0.00	(276.15)
2710	REGULAR PUPIL TRANSPORTATION					
70 2710 332 013 0 000	MILEAGE TO PARENTS	0.00	0.00	1,145.70	0.00	(1,145.70)
332	MILEAGE TO PARENTS	0.00	0.00	1,145.70	0.00	(1,145.70)
70 2710 890 000 0 000	OTHER MISC OBJECTS	0.00	0.00	364.66	0.00	(364.66)
890	OTHER MISC SERVICES	0.00	0.00	364.66	0.00	(364.66)
2710	REGULAR PUPIL TRANSPORTATION	0.00	0.00	1,510.36	0.00	(1,510.36)
70	PETTY CASH FUND	0.00	0.00	3,870.49	0.00	(3,870.49)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM
Grand Total:		21,265,816.00	1,548,964.50	12,781,800.94	61.78	8,484,015.06

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 01 DISTRICT 10

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	TAX REVENUE	7,960,000.00	489,812.65	9,293,537.50	116.75	(1,333,537.50)
01 1120	PUBLIC POWER DIST SALES TAX	75,000.00	0.00	0.00	0.00	75,000.00
01 1125	MOTOR VEHICLE TAX	340,000.00	0.00	0.00	0.00	340,000.00
01 1510	INTEREST ON INVESTMENT	3,000.00	1,357.15	9,051.17	301.71	(6,051.17)
01 1910	RENTAL OF SCHOOL FACILITIES	0.00	600.00	11,700.00	0.00	(11,700.00)
01 1911	LOCAL LICENSE FEES	0.00	0.00	3,040.00	0.00	(3,040.00)
01 1990	OTHER LOCAL RECEIPTS	0.00	3,616.66	25,899.93	0.00	(25,899.93)
	Subtotal: 1000	8,378,000.00	495,386.46	9,343,228.60	111.52	(965,228.60)
01 2110	COUNTY FINES AND LICENSE FEES	45,000.00	0.00	2,260.00	5.02	42,740.00
01 2130	OTHER COUNTY SOURCES	0.00	0.00	1,273.13	0.00	(1,273.13)
	Subtotal: COUNTY AND ESU RECEIPTS	45,000.00	0.00	3,533.13	7.85	41,466.87
01 3110	STATE AID	808,246.00	80,821.00	808,246.00	100.00	0.00
01 3120	SPECIAL ED SCHOOL AGE	650,000.00	256,985.00	851,948.00	131.07	(201,948.00)
01 3180	PRO-RATE MOTOR VEHICLE	15,000.00	0.00	0.00	0.00	15,000.00
01 3400	STATE APPORTIONMENT	70,000.00	0.00	163,948.02	234.21	(93,948.02)
01 3535	HI-ABILITY LEARNER	0.00	0.00	4,677.00	0.00	(4,677.00)
01 3551	EDUCATION QUEST	0.00	0.00	5,302.48	0.00	(5,302.48)
	Subtotal: STATE RECEIPTS	1,543,246.00	337,806.00	1,834,121.50	118.85	(290,875.50)
01 4307	TITLE VI	40,000.00	0.00	18,371.00	45.93	21,629.00
01 4418	PEAK GRANT	0.00	0.00	4,349.92	0.00	(4,349.92)
01 4505	TITLE I, CURRENT FY	150,000.00	0.00	178,295.00	118.86	(28,295.00)
01 4509	TITLE II-A	0.00	0.00	31,992.00	0.00	(31,992.00)
01 4511	TITLE V RLIS	0.00	0.00	38,588.00	0.00	(38,588.00)
01 4516	IDEA/PRESCHOOL	0.00	0.00	4,738.00	0.00	(4,738.00)
01 4518	IDEA-BASE	150,000.00	0.00	128,047.00	85.36	21,953.00
01 4521	IDEA/NON-PUBLIC	0.00	0.00	9,323.00	0.00	(9,323.00)
01 4525	FED VOC ED (CARL PERKINS)	7,500.00	0.00	1,231.50	16.42	6,268.50
01 4531	21ST CENTURY GRANT	100,000.00	17,707.00	121,978.00	121.98	(21,978.00)
01 4709	MEDICAID ADMINISTRATIVE ACTIVITIES	25,000.00	0.00	8,222.11	32.89	16,777.89
01 4969	PIRC GRANT	0.00	0.00	14,457.00	0.00	(14,457.00)
01 4989	ESSERS SUMMER ASP GRANT	0.00	0.00	20,965.00	0.00	(20,965.00)
01 4996	ESSER	1,052,451.00	0.00	0.00	0.00	1,052,451.00
01 4998	ESSERS III	0.00	0.00	1,210,314.00	0.00	(1,210,314.00)
	Subtotal: FEDERAL RECEIPTS	1,524,951.00	17,707.00	1,790,871.53	117.44	(265,920.53)
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	20,923.13	236,238.90	0.00	(236,238.90)
	Subtotal: NON-REVENUE RECEIPTS	0.00	20,923.13	236,238.90	0.00	(236,238.90)
	Fund Total:	11,491,197.00	871,822.59	13,207,993.66	114.94	(1,716,796.66)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 02 DEPRECIATION FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INTEREST ON INVESTMENT	0.00	325.00	4,305.39	0.00	(4,305.39)
	Subtotal: 1000	0.00	325.00	4,305.39	0.00	(4,305.39)
02 5200	TRANSFERS FROM OTHER FUNDS	1,000,000.00	0.00	0.00	0.00	1,000,000.00
	Subtotal: NON-REVENUE RECEIPTS	1,000,000.00	0.00	0.00	0.00	1,000,000.00
	Fund Total:	1,000,000.00	325.00	4,305.39	0.43	995,694.61

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 05 ACTIVITIES FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1790	OTHER ACTIVITY REC	300,000.00	0.00	0.00	0.00	300,000.00
05 1790 0001	OTHER LOCAL REC/ANNUAL	0.00	0.00	23,005.00	0.00	(23,005.00)
05 1790 0003	OTHER LOCAL REC/ATHLETICS	0.00	0.00	39,243.37	0.00	(39,243.37)
05 1790 0004	OTHER LOCAL REC/CONCESSIONS	0.00	0.00	30,574.01	0.00	(30,574.01)
05 1790 0005	OTHER LOCAL REC/CLASS OF 26	0.00	0.00	17,256.05	0.00	(17,256.05)
05 1790 0007	OTHER LOCAL REC/CLASS OF 24	0.00	0.00	685.22	0.00	(685.22)
05 1790 0008	OTHER LOCAL REC/CLASS OF 27	0.00	0.00	1,538.70	0.00	(1,538.70)
05 1790 0009	OTHER LOCAL REC/COMMUNITY BLDG	0.00	140.00	1,345.00	0.00	(1,345.00)
05 1790 0010	OTHER LOCAL REC/PROM RENTAL	0.00	0.00	300.00	0.00	(300.00)
05 1790 0011	OTHER LOCAL REC/COURTESY FUND	0.00	0.00	250.00	0.00	(250.00)
05 1790 0012	OTHER LOCAL REC/SPEECH	0.00	0.00	730.70	0.00	(730.70)
05 1790 0014	OTHER LOCAL REC/FFA	0.00	0.00	36,918.63	0.00	(36,918.63)
05 1790 0015	OTHER LOCAL REC/ CLUB CONCESSIONS	0.00	0.00	2,684.58	0.00	(2,684.58)
05 1790 0017	OTHER LOCAL REC/CHEERLEADING	0.00	4,469.00	15,284.66	0.00	(15,284.66)
05 1790 0018	OTHER LOCAL REC/"GR" CLUB	0.00	40.00	935.00	0.00	(935.00)
05 1790 0024	OTHER LOCAL REC/GORDON LIBRARY	0.00	0.00	4,204.28	0.00	(4,204.28)
05 1790 0025	OTHER LOCAL REC/RUSHVILLE LIBRARY	0.00	0.00	2,335.92	0.00	(2,335.92)
05 1790 0026	OTHER LOCAL REC/GNRL ACTIVITIES	0.00	0.00	700.00	0.00	(700.00)
05 1790 0028	OTHER LOCAL REC/PRO START - KRUGER	0.00	0.00	3,677.00	0.00	(3,677.00)
05 1790 0030	OTHER LOCAL REC/MUSICAL/SPRING PLAY	0.00	0.00	2,418.23	0.00	(2,418.23)
05 1790 0034	OTHER LOCAL REC/STUDENT COUNCI	0.00	0.00	3,634.28	0.00	(3,634.28)
05 1790 0041	OTHER LOCAL REC/RMS ST.COUNCIL	0.00	0.00	1,341.77	0.00	(1,341.77)
05 1790 0042	OTHER LOCAL REC/MEDICAL EXPLORERS	0.00	0.00	393.60	0.00	(393.60)
05 1790 0043	OTHER LOCAL REC/GES WW MISCELLAN	0.00	0.00	70.00	0.00	(70.00)
05 1790 0044	OTHER LOCAL REC/GES ST.COUNCIL	0.00	0.00	1,373.09	0.00	(1,373.09)
05 1790 0045	OTHER LOCAL REC/GES PARENT ACCT	0.00	0.00	2,149.22	0.00	(2,149.22)
05 1790 0047	OTHER LOCAL REC/GES INCENTIVES	0.00	64.00	1,568.50	0.00	(1,568.50)
05 1790 0048	OTHER LOCAL REC/RMS POP FUND	0.00	0.00	32.23	0.00	(32.23)
05 1790 0051	OTHER LOCAL REC/RES PARENT FUND	0.00	0.00	1,654.51	0.00	(1,654.51)
05 1790 0052	OTHER LOCAL REC/GES 4TH GRADE ACCT	0.00	0.00	666.00	0.00	(666.00)
05 1790 0053	OTHER LOCAL REC/MS HOPE SQUAD	0.00	0.00	309.00	0.00	(309.00)
05 1790 0054	OTHER LOCAL REC/ONE ACT	0.00	0.00	2,473.60	0.00	(2,473.60)
05 1790 0055	OTHER LOCAL REC/BAND FND RAISR	0.00	0.00	24,748.00	0.00	(24,748.00)
05 1790 0060	OTHER LOCAL REC WOOD SHOP	0.00	0.00	400.00	0.00	(400.00)
05 1790 0066	OTHER LOCAL REC GRHS SPED COFFEE SHOP	0.00	0.00	663.55	0.00	(663.55)
05 1790 0069	GES LIBRARY UPDATE	0.00	0.00	1,328.00	0.00	(1,328.00)
05 1790 0072	OTHER ACTIVITY REC/BOWLING	0.00	0.00	2,452.14	0.00	(2,452.14)
05 1790 0073	GES BACKPACK PROGRAM	0.00	0.00	2,570.00	0.00	(2,570.00)
05 1790 0074	OTHER ACTIVITY REC	0.00	0.00	120.00	0.00	(120.00)
05 1790 0075	OTHER LOCAL REC/HS CARE CLOSET	0.00	0.00	140.00	0.00	(140.00)
05 1790 0100	OTHER LOCAL REC/FB FNDRSR	0.00	0.00	7,713.34	0.00	(7,713.34)
05 1790 0101	OTHER LOCAL REC/MS ATHLETICS	0.00	0.00	150.00	0.00	(150.00)
05 1790 0108	PIPER BOOK FUND	0.00	0.00	358.24	0.00	(358.24)
05 1790 0200	OTHER LOCAL REC/VB FNDRSR	0.00	0.00	4,934.29	0.00	(4,934.29)
05 1790 0300	OTHER LOCAL REC/BBB FNDRSR	0.00	0.00	1,555.70	0.00	(1,555.70)
05 1790 0400	OTHER LOCAL REC/GBB FNDRSR	0.00	0.00	2,023.60	0.00	(2,023.60)
05 1790 0500	OTHER LOCAL REC/WRSTLNG FNDRSR	0.00	0.00	5,300.00	0.00	(5,300.00)
05 1790 0600	OTHER LOCAL REC/CC FUNDRAISER	0.00	0.00	2,854.75	0.00	(2,854.75)
05 1790 0602	OTHER LOCAL REC/TRACK FNDRSR	0.00	0.00	7,858.23	0.00	(7,858.23)
05 1790 0800	OTHER LOCAL REC GOLF FUNDRAISER	0.00	0.00	40.11	0.00	(40.11)
Subtotal: 1000		300,000.00	4,713.00	264,962.10	88.32	35,037.90
Fund Total:		300,000.00	4,713.00	264,962.10	88.32	35,037.90

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 06 LUNCH FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1611	SALE OF STUDENT LUNCHES	40,000.00	32,063.81	376,723.64	941.81	(336,723.64)
06 1613	SALE OF MILK	0.00	201.32	586.20	0.00	(586.20)
06 1620	SALE OF ADULT LUNCHES	0.00	126.95	16,604.45	0.00	(16,604.45)
06 1990	OTHER LOCAL RECEIPTS	0.00	192.06	84,019.02	0.00	(84,019.02)
	Subtotal: 1000	40,000.00	32,584.14	477,933.31	1,194.83	(437,933.31)
06 3150	STATE REIMBURSEMENT	5,000.00	0.00	5,603.58	112.07	(603.58)
	Subtotal: STATE RECEIPTS	5,000.00	0.00	5,603.58	112.07	(603.58)
06 4210	FRESH FRUIT & VEG. PROGRAM	688,422.00	1,351.10	31,500.77	4.58	656,921.23
	Subtotal: FEDERAL RECEIPTS	688,422.00	1,351.10	31,500.77	4.58	656,921.23
	Fund Total:	733,422.00	33,935.24	515,037.66	70.22	218,384.34

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 08 SPECIAL BUILDING FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	LOCAL PROPERTY TAXES	250,000.00	14,504.37	226,306.99	90.52	23,693.01
08 1510	INTEREST ON INVESTMENT	0.00	230.10	1,294.91	0.00	(1,294.91)
Subtotal: 1000		250,000.00	14,734.47	227,601.90	91.04	22,398.10
Fund Total:		250,000.00	14,734.47	227,601.90	91.04	22,398.10

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 09 QUALIFIED CAPITAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
09 1100	LOCAL PROPERTY TAXES	174,200.00	10,107.84	174,594.20	100.23	(394.20)
	Subtotal: 1000	174,200.00	10,107.84	174,594.20	100.23	(394.20)
	Fund Total:	174,200.00	10,107.84	174,594.20	100.23	(394.20)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 13 INVESTMENT FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
13 5200	TRANSFERS FROM OTHER FUNDS	0.00	14,600.00	5,767,200.00	0.00	(5,767,200.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	14,600.00	5,767,200.00	0.00	(5,767,200.00)
	Fund Total:	0.00	14,600.00	5,767,200.00	0.00	(5,767,200.00)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 15 SFB SCHOLARSHIPS

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
15 1510 0903	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	88.16	0.00	(88.16)
15 1510 0904	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	21.33	0.00	(21.33)
15 1510 0905	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	289.41	0.00	(289.41)
15 1510 0906	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	21.52	0.00	(21.52)
15 1510 0907	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	994.01	0.00	(994.01)
15 1510 0908	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	9.80	0.00	(9.80)
15 1510 0909	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	460.37	0.00	(460.37)
15 1510 0910	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	54.93	0.00	(54.93)
15 1510 0911	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	175.74	0.00	(175.74)
15 1510 0912	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	17.49	0.00	(17.49)
15 1510 0913	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	10.57	0.00	(10.57)
15 1510 0914	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	52.20	0.00	(52.20)
15 1510 0920	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	11,400.00	0.00	(11,400.00)
15 1920 0925	CONTRIBUTIONS & DONATIONS	0.00	0.00	5,000.00	0.00	(5,000.00)
Subtotal: 1000		0.00	0.00	18,595.53	0.00	(18,595.53)
Fund Total:		0.00	0.00	18,595.53	0.00	(18,595.53)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 20 SELMA JONES BARKER

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
20 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	149.00	0.00	(149.00)
	Subtotal: 1000	0.00	0.00	149.00	0.00	(149.00)
20 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	149.00	0.00	(149.00)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 21 FRED & VALLIE BERNDT

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
21 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	242.36	0.00	(242.36)
	Subtotal: 1000	0.00	0.00	242.36	0.00	(242.36)
	Fund Total:	0.00	0.00	242.36	0.00	(242.36)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 22 ALBERT J BORNEMANN

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
22 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	227.84	0.00	(227.84)
	Subtotal: 1000	0.00	0.00	227.84	0.00	(227.84)
22 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	227.84	0.00	(227.84)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 23 SARAH LUCILLE BREWER

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
23 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	148.46	0.00	(148.46)
	Subtotal: 1000	0.00	0.00	148.46	0.00	(148.46)
23 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	148.46	0.00	(148.46)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 24 GRISWOLD

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
24 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	150.47	0.00	(150.47)
	Subtotal: 1000	0.00	0.00	150.47	0.00	(150.47)
24 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	150.47	0.00	(150.47)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 25

G/R RURAL

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
25 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	484.65	0.00	(484.65)
	Subtotal: 1000	0.00	0.00	484.65	0.00	(484.65)
25 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	484.65	0.00	(484.65)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 26 HOLLSTEIN

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
26 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	595.70	0.00	(595.70)
	Subtotal: 1000	0.00	0.00	595.70	0.00	(595.70)
26 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	595.70	0.00	(595.70)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 27 HOLZBERGER

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
27 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	849.32	0.00	(849.32)
	Subtotal: 1000	0.00	0.00	849.32	0.00	(849.32)
27 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	849.32	0.00	(849.32)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 28 W.E. SULLENS

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
28 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	605.81	0.00	(605.81)
	Subtotal: 1000	0.00	0.00	605.81	0.00	(605.81)
28 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	605.81	0.00	(605.81)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 30 WATERMAN

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
30 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	42.11	0.00	(42.11)
	Subtotal: 1000	0.00	0.00	42.11	0.00	(42.11)
	Fund Total:	0.00	0.00	42.11	0.00	(42.11)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 31 JOHNSON FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
31 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	0.00	956.89	0.00	(956.89)
	Subtotal: 1000	0.00	0.00	956.89	0.00	(956.89)
	Fund Total:	0.00	0.00	956.89	0.00	(956.89)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

Fund: 70 PETTY CASH FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
70 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	4,746.10	0.00	(4,746.10)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	4,746.10	0.00	(4,746.10)
	Fund Total:	0.00	0.00	4,746.10	0.00	(4,746.10)

Revenue Summary Report
Processing Month: 06/2025
Revenue Summary Report EOM June 2025

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	13,948,819.00	950,238.14	20,189,489.15	144.74	(6,240,670.15)

GORDON-RUSHVILLE PUBLIC SCHOOLS - DISTRICT NO. 10
FINANCIAL SUMMARY
Month of July 2025

GENERAL FUND

Reconciled Bank Balance, June 30, 2025		381,684.08
On Deposit, County Treasurer	CC 50,519.81	+ 130,132.98
Total Available Cash	SC 79,613.17	511,817.06
Less: General Fund Bills		- 833,183.97
Plus or Minus Cash Balance		- 321,366.91
Transfer FROM Investment Fund		+ 322,500.00
Anticipated Checkbook Balance, End of Month		1,133.09

BUILDING FUND

Reconciled Bank Balance, June 30, 2025		1,137.20
On Deposit, County Treasurer	CC 1,048.47	+ 2,477.19
Total Available Cash	SC 1,428.72	+ 3,614.39
Less Bills		- 0.00
Plus or Minus Cash Balance		+ 3,614.39
Transfer TO Investment Fund		- 2,600.00
Anticipated Checkbook Balance, End of Month		1,014.39

DISTRICT 10 DEPRECIATION FUND

Reconciled Bank Balance June 30, 2025		+ 1,046.73
Less Bills		- 126,903.37
Plus or Minus Cash Balance		- 125,856.64
Transfer FROM Investment Fund		+ 126,900.00
Anticipated Checkbook Balance, End of Month		1,043.36

GRPS INVESTMENT FUND (money market)

Reconciled Bank Balance, June 30, 2025		9,051,831.51
Fund Balances in Investment Fund:		
Balance + Transfers + Interest =		
Dist. 10 Gen. Fund 7,059,518.91 - 296,300.00 + 1,357.15		= 6,764,576.06
Dist. 10 Building 695,146.61 + 14,600.00 + 133.45		= 709,880.06
Dist. 10 Deprec. 1,690,450.39 - 113,400.00 + 325.00		= 1,577,375.39
Total of Fund Balances D10 Deprec Bldg		9,051,831.51
Trnsfr TO & FROM Inv.Fund fm D-10	- 322,500.00	- 322,500.00
Trnsfr TO & FROM Inv.Fund fm Bldg	+ 2,600.00	+ 2,600.00
Trnsfr TO/FROM Inv Fund to Deprec.	- 126,900.00	- 126,900.00
Anticipated Fund Balance, End of Month		+ 0.00
DIST. 10 CERTIFICATES OF DEPOSIT		0.00
Total Investment Fund Balance, End of Month		+ 8,605,031.51

DISTRICT 10 LUNCH FUND

Reconciled Bank Balance, June 30, 2025	24,427.21
Anticipated Receipts	+ 0.00
Total Available Cash	+ 24,427.21
Less Bills	- 19,774.10
Transfer from District 10 General	+ 0.00
Anticipated Checkbook Balance, End of Month	4,653.11

DISTRICT 10 COOPERATIVE FUND

Reconciled Bank Balance, June 30, 2025	11,607.27
Less Bills	- 0.00
Transfer from District 10 General	+ 0.00
Anticipated Checkbook Balance, End of Month	11,607.27

DISTRICT 10 QUALIFIED CAPITAL FUND

Reconciled Bank Balance June 30, 2025	241,066.23
On Deposit, County Treasurer CC 769.93	+ 1,765.32
Total Available Cash SC 995.69	242,831.55
Less Bills	- 0.00
Anticipated Checkbook Balance, End of Month	242,831.55

SCHOLARSHIPS 04/30/2025

Dollars for Scholars (223,282.23 CD)	21,480.71
Selma Jones Barker Scholarship (10,000 CD)	297.51
Berndt Scholarship (10,000 CD)	536.13
Albert J. Bornemann Scholarship (10,000 CD)	703.83
Brewer Scholarship Fund (10,000) Savings Account	316.53
Griswold Scholarship Fund (15,000 CD)	282.26
GR Rural Scholarship Fund (20,000 CD)	1,299.99
Hollstein Foundation (16,000) Savings Account	3,927.44
Holzberger Memorial (25,000 CD)	1,245.39
Sullens Memorial Scholarship (25,000 CD)	1,847.22
Rusty Thorp Memorial	1.53
Waterman	400.70

MONTHLY FINANCIAL SUMMARY
July 2025

MONTH ENDING JUNE 2025

ACCOUNT	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY EXPENSES	ENDING BALANCE
DISTRICT NO.10 GENERAL FUND	\$125,281.55	\$1,166,765.44	\$910,362.91	\$381,684.08
DISTRICT NO. 10 SPECIAL FUNDS	\$299,779.86	\$138,108.86	\$183,031.29	\$254,857.43
PETTY CASH FUND	\$12,000.00	\$0.00	\$0.00	\$12,000.00
PAYROLL ACCOUNT	\$1,000.00	\$0.00	\$0.00	\$1,000.00
SCHOOL LUNCH FUND	\$27,287.83	\$33,935.24	\$36,795.86	\$24,427.21
ACTIVITY FUND	\$215,997.97	\$4,913.00	\$22,557.85	\$198,353.12
GRPS INVESTMENT FUND	\$9,445,115.91	\$16,415.60	\$409,700.00	\$9,051,831.51

MONTHLY FINANCIAL SUMMARY
June 2025

MONTH ENDING MAY 2025

ACCOUNT	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY EXPENSES	ENDING BALANCE
DISTRICT NO.10 GENERAL FUND	\$234,996.50	\$3,142,575.97	\$3,252,290.92	\$125,281.55
DISTRICT NO. 10 SPECIAL FUNDS	\$403,258.13	\$310,696.91	\$414,175.18	\$299,779.86
PETTY CASH FUND	\$12,000.00	\$0.00	\$0.00	\$12,000.00
PAYROLL ACCOUNT	\$1,000.00	\$0.00	\$0.00	\$1,000.00
SCHOOL LUNCH FUND	\$35,232.73	\$51,173.02	\$59,117.92	\$27,287.83
ACTIVITY FUND	\$194,441.29	\$38,878.40	\$17,321.72	\$215,997.97
GRPS INVESTMENT FUND	\$7,098,290.26	\$2,498,975.65	\$152,150.00	\$9,445,115.91

District 10 Expenditures Comparison Report

	2021 - 22	2022-23	2023-24	2024-25
September	\$921,724.17	\$795,539.68	\$860,651.02	\$839,528.43
October	\$836,219.03	\$821,763.06	\$876,813.04	\$901,371.95
November	\$818,784.81	\$810,239.29	\$831,404.43	\$945,248.78
Lunch Fund				*(80,000 to lunch)
December	\$792,707.10	\$775,829.63	\$879,268.86	\$876,914.88
January	\$797,784.01	\$780,998.91	\$824,518.62	\$908,790.59
February	\$778,977.94	\$760,484.02	\$772,787.07	\$870,136.71
March	\$797,725.74	\$798,151.45	\$873,630.69	820,584.42
April	\$798,306.39	\$929,996.28	\$801,596.01	\$918,117.84
GF to Activity				(20,000.00 to Annual)
May	\$794,559.89	\$761,017.10	\$791,905.12	\$848,790.92
June	\$1,046,947.80	\$863,961.72	\$891,182.36	\$910,362.91
July	\$781,464.19	\$783,162.83	\$771,750.40	833,183.97
Investment	*(400,000.00 trnsfr to derec)		*(600,0000.00 to deprec)	
August	\$723,222.31	\$813,908.82	\$704,022.95	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
Checking	12	Fund: 02 DEPRECIATION FUND	
FULLER	FULLER CONSTRUCTION, INC.	JULY 2025	50,216.52
02 2900 450 000 0 000	HS LIFT PYMT 5		
Vendor Total:			50,216.52
HINNSH	HINNS HOME FURNISHINGS INC.	10041	4,639.15
02 2900 450 000 0 000	CARPET AT GES		
Vendor Total:			4,639.15
PALMHAM	PALMER HAMILTON	SI001186	68,889.97
02 6998 733 000 0 000	14 CAFETERIA TABLES GES		
Vendor Total:			68,889.97
PURERES	PURE RESONANCE AUDIO	7969	3,157.73
02 2900 610 000 0 000	Paging System Featuring 4		
Vendor Total:			3,157.73
Fund Total:			126,903.37
Checking Account Total:			126,903.37

Multicultural Report July, 2025

Gordon-Rushville Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies related to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans with special emphasis on human relations and sensitivity toward all races.

Curriculum and instruction are designed to provide opportunities for students to expand their knowledge and understanding of diversity and the importance of multicultural humanity.

Current practices include:

1. Use of textbooks and other curricula that include multicultural perspectives and content and are appropriate at all grade levels.
2. A multicultural fair and/or guest speaker is held semi-annually at the high school celebrating diverse cultures in our communities.
3. Students in high school foreign language classes are immersed in Hispanic culture through practice, food, song and ceremony.
4. Students at the elementary level have an introduction to multicultural experiences through classroom instruction.
5. All staff are trained in culturally responsive instruction practices.

Goals:

1. Continue to find ways to prepare students to (a) value and respect their own culture and race as well as cultures and races other than their own, and (b) eliminate stereotypes and different treatment of others based on culture and race.
2. Preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

NOTICE OF PARENTAL RIGHTS

The Family Education Rights and Privacy Act (FERPA) provides parents and guardians certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the day the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If you believe one of your student's records is inaccurate, you should write the school principal, clearly identify the part of the record you want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if it were disclosed. For example, an athletic program that lists the names of team members and their heights and/or weights and an academic program that lists the names of students receiving academic awards both contain directory information. So do other school district publications and the district's web site. Directory information includes the following information about a student:

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet

- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information about your student(s) can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

You have two options:

If you *DO NOT OBJECT* to the disclosure of directory information about your student, you do not need to do anything.

If you *OBJECT* to the disclosure of any directory information about your student, you should write a letter to the principal at the building where your student(s) attend(s) school. This letter should specify the particular categories of directory information that you do not wish to have released about your child or the particular types of outside organizations to which you do not wish directory information to be released. This letter must be received by the school district no later than *September 1 of the current school year*.

Non-directory Information. Please be aware that all of the other personally identifiable information about your student(s) that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except: (1) in accordance with the provisions of FERPA and regulations, (2) in accordance with state statutes and regulations, or (3) in accordance with your written instructions.

Internal Use of Information. Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with law.

Transfer of Records Upon Student Enrollment. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform you when it makes a disclosure under this provision.

Complaints. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Nathan Livingston
Title: Superintendent
Address: 810 N Oak St., PO Box 530, Gordon, NE 69343
Telephone: 308-282-1323
E-mail: nathan.livingston@grmustangs.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

Gordon-Rushville Public School Staff Handbook

2025-2026



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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: Jill Simmons at 308-282-0894 (phone number), jill.simmons@grmustangs.org (e-mail address) or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Nathan Livingston at 308-282-1323 (phone number), nathan.livingston@grmustangs.org (e-mail address), PO Box 530, Gordon, NE 69343 (mailing address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.grmustangs.org/o/grps/page/non-discrimination-notice>

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Nathan Livingston at 308-282-1323 (phone number), nathan.livingston@grmustangs.org (e-mail address), PO Box 530, Gordon, NE 69343 (mailing address) or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent, Nathan Livingston at 308-282-1323 (phone number), nathan.livingston@grmustangs.org (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

Activity tickets will be issued to staff through the building offices.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedule

High School, Elementary, Middle School, and Pre-school schedules are available at the sites. Additional schedules for late starts and early outs are also available from the principals' office.

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect.

Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

- a) Complaints about the operation, decisions, or personnel

within a building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

- 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its

administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist

the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or

(c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use - Policy 4051.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building

principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the

purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Jill Simmons at (308)282-1322 (phone number), jill.simmons@grmustangs.org (e-mail address) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Nathan Livingston at (308)282-1322 (phone number), nathan.livingston@grmustangs.org (e-mail address), P.O. Box 530, Gordon, NE (mailing address), or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Nathan Livingston at (308)282-1322 (phone number), nathan.livingston@grmustangs.org (e-mail address) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Rubber soled 'flip flop' thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related

to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is

prohibited, regardless of whether that personal e-mail is received on the staff member's school email account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision. Policy 4062

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Building Principal/Superintendent.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$4.50 per day or \$22.50 per week. The lunch price includes one carton of milk. Extra cartons of milk cost .75 cents. Breakfast costs are \$2.50 per day and extra servings cost \$1.75. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These

are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must complete 6 hours of college credit within 6 years of employment and/or other professional growth activities as approved by the building principal and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for

the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recordings.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time, without approval by the superintendent. Policy 3016.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.

3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies 4012 and 4051 regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, without prior approval by the superintendent.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class

time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion

without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of _the superintendent, building principals, guidance counselors and other district staff members. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan. Policy 3039.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct

deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on the district website and social media.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on

school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal or designee by 6:30 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;

- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks

Assignment Notebooks function as students' make-up slips, as well as a pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class during class time, it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all

grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it

is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Gordon Rushville Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computer Lab

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use it during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Down Slips

Your building principal may require you to provide down slips, emails, or other types of notice to parents on the performance of students in your classes. Consistent communication with parents/guardians and teachers is

an essential part of student growth. Provide communication with the home for both good progress as well as areas needing improvement.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in one or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. Eligibility expectations for individual buildings are specified in the student handbooks. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances, and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class.

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.

- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook and are available online.

Examinations

Semester examinations or final projects are expected in classes at the senior high level. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office as outlined in the specific student handbooks through the means requested by the building principal.

Grades are given as a letter or percentage as requested by the building principal. No incomplete or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the numerical or letter grading format included in the building handbook. Speak with your building principal for guidance on grading practices to be used. Grades should be taken in every class every week.

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Friday of each week or the last day of the week if it ends earlier.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to

use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Staff members have the identified parking lot(s) reserved for them. **Students are not to park their cars in the staff lot.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

Infinite Campus

All teacher/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count may also be taken with Infinite Campus.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Certified staff who have trouble/problems with Infinite Campus, should contact the building principal.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work,

notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.

2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:30 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods. Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the

beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without

an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified staff is allowed bereavement leave the same as outlined in the certified staff Master Agreement. Sick leave, personal leave, and/or vacation leave may be used for bereavement leave.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas Day. More specifically, paid holidays are as follows:

Holiday	12 Month (Full Time Employees)	10 Month Employees	9 Month Employees
New Year's Day	1	1	-
Easter	2	2	2
Memorial Day	2	2	-
Fourth of July	2	-	-
Labor Day	1	1	-
Thanksgiving	2	2	2
Christmas Eve	1	1	1
Christmas	1	1	1
New Year's Eve	1	1	-

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Personal Leave

Classified employees will receive up to 4 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

Sick Leave

Full time (12 month) employees are granted 10 sick days per year and allowed to accumulate to 30 days. Ten month and nine month employees are granted 6 sick days per year and allowed to accumulate to 20 days. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment. Retirees only will be compensated at the rate of \$25 per day for unused sick leave upon official retirement.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

Full time 12 month employees may accrue up to 10 days of vacation per year, and upon five successful years of experience an additional 3 days of vacation leave will be granted up to a maximum of 16 days of vacation per year. Unused vacation from prior years may only be carried over and utilized through December of the following school year. After December unused vacation days from the previous year will be lost. In no event shall the employee receive any additional days beyond the maximum accrual cap listed above.

STAFF DIRECTORY

Members of the Board of Education:

Carrie Child..... President
Bobbi Archibald..... Vice-President
Gary Hoagland..... Secretary
Ryan Alcorn..... Treasurer
Nicholas Sasse..... Member
Seth Tausan..... Member

Administration:

Nathan Livingston..... Superintendent
Dennis Dolezal..... High School Principal
Zachery Deleski-Taylor.....Gordon-Rushville Middle School Principal
Robin Johnson..... Gordon Elementary Principal
Keith Mills.....Rushville Elementary Principal

Administrative Staff:

Alton Archibald.....IT Director
Stacey Meeks..... Business Manager
Tory Sasse..... Accounts Payable/Administrative Secretary
Jill Simmons.....Special Education Director
Darren Probst.....Athletic Director
Ashlei Tausan.....District Wide Nurse

Office Staff:

High School:

Brooke Simmons.....School Counselor
Daneen Anderson..... Principal's Secretary

Middle School:

Shebly Coomes.....School Counselor
Jordan Andrews.....Principal's Secretary

Gordon Elementary:

Lynn Schott.....School Counselor
Jackie Roth..... Principal's Secretary

Rushville Elementary:

Lynn Schott.....School Counselor
Anna Licking.....Principal's Secretary

Child Nutrition Program:

Jessica Olson..... Food Service Director

High School:

Rhonda Roberts.....Head Cook

Paul Kruger, Melanie Sexton..... Assistant Cook

Middle School:

Gian Darl Aguas.....Head Cook

Marika Halverson..... Assistant Cook

Gordon Elementary:

Rhonda Roberts.....Head Cook

Adena Lima..... Assistant Cook

District Assistant Cooks:

Mary Jo Moore

Custodians:

Chad Allison..... Head of Maintenance

Joel Burbach.....Maintenance Supervisor

Barb Haller, Chloe Meng..... High School Custodian

Pam Burbach, Craig Stouffer.....Middle School Custodian

Chris Grover, Jason Dane.....Gordon Elementary Custodian

Holly Lechleitner.....Rushville Elementary Custodian

Transportation Department:

Joel Burbach..... Route Driver

Randy Hurlburt..... Route Driver

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes

with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

TITLE 92
Appendix A
CHAPTER 59

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR**. Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

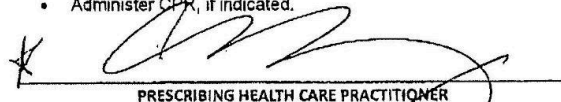
- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.



PRESCRIBING HEALTH CARE PRACTITIONER

8/26/24

DATE

When signed by a licensed prescribing health care practitioner, these orders shall serve as a prescription as defined in Neb. Rev. Stat. § 71-2475 for emergency use for epinephrine auto injectors and nebulized albuterol to be used accordingly.

District Calendar for 2025-2026 School Year

Gordon-Rushville Public Schools 2025-2026 Calendar (approved 6-9-25)

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug Prof Dev - 8, 11-13
District Meeting - 11
Aug 14 1st Day of Classes/noon dismiss
Aug 15 noon dismiss
12 student/15 staff days

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 1 No School Labor Day
Sept 19 No School
Sept 22 PD No Students
19 student/20 staff days

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Oct 13 PD No Students
Oct 17 End 1st Qtr 42 days - Noon dis.
Oct 3 and 31 No School
20 student/21 staff days

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov 11 Annual Veterans' Day Program
Nov 14 No School
Nov 25-28 Thanksgiving Break No Sch
16 student/16 staff days

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dec 12 Staff PD
Dec 19 End 1st sem 39 qtr/ 81 sem
Dec 22 - 31 Christmas Break No School
14 student/15 staff days

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1-2 Winter Break No School
Jan 5 PD No Students
Jan 6 1st Day 2nd Sem
Jan 23 No School
18 student/19 staff days

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb 6 and 27 No School
Feb 16 PD No Students
17 student/18 staff days

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 10 End 3rd Qtr 42 days - Noon dis.
March 11-13 No School Spring Break
19 student/19 staff days

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 3 & 6 Easter Break No School
April 24 No School
19 student/19 staff days

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 9 Graduation
May 21 last day students
May 22 PD and teacher last day
4th Qtr 46 days/2nd Sem 88 days
15 student/16 staff days

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

169 student days
178 teacher days

***May 26-29 tentative snow make-up days

* Additional inservice days may be added or adjusted as needed to accommodate new curriculum trainings.

Current No school days may be subject to change to regular school days in the event of closings due to extreme weather.

Federal Holidays

Sept 1 Labor Day	Nov 27 Thanksgiving	Jan 20 Martin Luther King Day
Oct 13 Columbus and Indigenous People Day	Nov 29 Native American Day	Feb 16 Presidents' Day
Nov 11 Veterans Day	Dec 25 Christmas	May 25 Memorial Day
	Jan 1 New Years	July 4 Independence Day

Days Per Quarter						
Q-1 St.	Q-1 Tck	Q-2 St.	Q-2 Tck	Q-3 St.	Q-3 Tck	Q-4 St.
A-12	A-15	J-18	J-19	S-19	S-20	P-17
P-18	P-19	M-19	M-20	N-18	N-19	A-19
D-14	D-15	M-15	M-16			
81	87	95	91			

Gordon-Rushville Summative Teacher Evaluation

ALIGNED TO THE DANIELSON FRAMEWORK FOR TEACHING

District Name: Gordon-Rushville Public School

TEACHER INFORMATION:

Teacher/Specialist Name: Click here to enter text.

Grade/Subject Area: Click here to

School(s) 1. Click here to enter text.
enter text.

Evaluator: Click here to

2. Click here to enter text.
enter text.

School Year: Click here to

3. Click here to enter text.
enter text.

Date of Evaluation: Click here to

Part I: Nebraska Effective Practices (see detailed Frameworks rubrics)

EFFECTIVE PRACTICE: (1) Foundational Knowledge (Danielson 1a, 1b). 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.

Evaluator Rating	Description
☐ Distinguished	The teacher demonstrates a current and comprehensive knowledge of content, pedagogy, students, and standards needed to provide each student with effective opportunities for learning, development, and achievement.
☐ Proficient	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.
☐ Basic	The teacher demonstrates limited knowledge of content, pedagogy, students, or standards needed to provide each student with effective opportunities for learning, development, and achievement.
☐ Unsatisfactory	The teacher demonstrates a lack of knowledge of content, pedagogy, students, or standards needed to provide each student with effective opportunities for learning, development, and achievement.
Evidence/Comments	

Click here to enter text.

EFFECTIVE PRACTICE: (2) Planning and Preparation (Danielson 1c, 1d, 1e, 1f). 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.

Evaluator Rating	Description
☐ Distinguished	The teacher purposefully and consistently integrates a comprehensive knowledge of content, pedagogy, students, and standards with the established curriculum to develop units, lessons, and other learning experiences that support the growth of individual student learning, development, and achievement.
☐ Proficient	The teacher consistently integrates knowledge of content, pedagogy, students, and standards with the established curriculum to develop coherent and rigorous units, lessons, and activities that support the growth of student learning, development, and achievement.
☐ Basic	The teacher demonstrates a basic knowledge of content, pedagogy, students, and curriculum standards, but fails to integrate them consistently to develop units, lessons, and learning activities.
☐ Unsatisfactory	The teacher displays a very limited knowledge of content, pedagogy, students, or curriculum standards, and/or fails to develop coherent and rigorous units, lessons, and learning activities.
Evidence/Comments	
Click here to enter text.	

EFFECTIVE PRACTICE: (3) The Learning Environment (Danielson 2a, 2b, 2c, 2d, 2e). The teacher creates and maintains a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.

Evaluator Rating	Description
☐ Distinguished	The teacher creates and consistently maintains an exceptional learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
☐ Proficient	The teacher creates and maintains an effective learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.
☐ Basic	The teacher strives to create and maintain a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement; however, the results are not consistent. The teacher fails to create and/or maintain an effective or engaging learning environment.

☐ Unsatisfactory	The teacher fails to create and/or maintain an effective or engaging learning environment.
Evidence/Comments	
Click here to enter text.	

EFFECTIVE PRACTICE: (4) Instructional Strategies (Danielson 3a, 3b, 3c, 3d, 3e). The teacher uses effective instructional strategies to ensure growth in student achievement.	
Evaluator Rating	Description
☐ Distinguished	The teacher consistently uses highly effective instructional strategies that result in continuous growth in learning for each student.
☐ Proficient	The teacher regularly uses effective instructional strategies to ensure growth in student achievement.
☐ Basic	The teacher strives to use effective instructional strategies to ensure growth in student achievement, but has inconsistent results.
☐ Unsatisfactory	The teacher fails to use effective instructional strategies and growth in student achievement is below expectations.
Evidence/Comments	
Click here to enter text.	

EFFECTIVE PRACTICE: (5) Assessment 9 (Danielson 1f, 3d). The teacher systematically uses multiple methods of formative and summative assessment to measure student progress and to inform ongoing planning, instruction, and reporting.	
Evaluator Rating	Description
☐ Distinguished	The teacher is viewed as an assessment leader for the building/district. He/she consistently and systematically creates and uses multiple methods of formative and summative assessment to measure student progress. The teacher disaggregates data for use in planning, preparing for instruction, and reporting.
☐ Proficient	The teacher consistently and systematically develops and uses multiple methods of formative and summative assessment to measure student progress. The teacher uses assessment results when planning, preparing for instruction, and reporting.
☐ Basic	The teacher has limited understanding of the various methods of assessment, and/or the teacher uses assessment results inconsistently.
☐ Unsatisfactory	The teacher has little or no understanding of assessment methods and uses them inconsistently or incorrectly. Assessment results are ignored or not used appropriately.

Evidence/Comments
Click here to enter text.

EFFECTIVE PRACTICE: (6) Professionalism (Danielson 4a, 4b, 4c, 4d, 4e, 4f). The teacher acts as an ethical and responsible member of the professional community.	
Evaluator Rating	Description
☐ Distinguished	The teacher serves as a role model for ethical and responsible behavior and serves as a leader in the professional community.
☐ Proficient	The teacher consistently models ethical and responsible behavior as a member of the professional community.
☐ Basic	The teacher understands ethical and responsible behavior, but is inconsistent in demonstrating a high level of professional practice
☐ Unsatisfactory	The teacher fails to act in an ethical and/or professional responsible manner.
Evidence/Comments	
Click here to enter text.	

EFFECTIVE PRACTICE: (7) Vision and Collaboration (Danielson 4c, 4d, 4e). 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.	
Evaluator Rating	Description
☐ Distinguished	The teacher takes a leadership role in the contributing to and promoting the vision of the school and continuously collaborates with students, families, colleagues, and the larger community to share responsibility for the growth of student learning, development, and achievement.
☐ Proficient	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.
☐ Basic	The teacher strives to promote the vision of the school and to collaborate with students, families, colleagues, and the larger community to share responsibility for the growth of the student learning, development, and achievement.
☐ Unsatisfactory	The teacher fails to contribute to and promote the vision of the school. The teacher fails to recognize 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.
Evidence/Comments	

Click here to enter text.

SUMMARY OF EFFECTIVE PRACTICES

Areas of Strength

Click here to enter text.

Areas of Development

Click here to enter text.

- ☐ Plan for Assistance (required for rating of “Basic” on any of the Effective Practices)
- ☐ Plan for Improvement attached (required for rating “Unsatisfactory” on any of the Effective Practices)

Additional Comments

Click here to enter text.

Evaluator Signature:

Date:

Teacher Signature:

Date:

My signature certifies that the evaluation results have been discussed with me. I understand my signature does not necessarily indicate agreement and that I may respond in writing to any issues contained in the evaluation.

Part II: Attachments (attach the following items)

1. Classroom Observation Summaries

2. Plan for Assistance (if any)
3. Plan of Improvement (if any)

PLAN FOR ASSISTANCE

A Plan for Assistance is required for Teacher/Educational Specialists or Principals or School/District Administrators who receive a rating of “Basic” on any component of a summative or formative evaluation. Components include each of the Effective Practices, SLO or Action Plans, Individual Professional Development Plans, and Overall ratings.

Educator Name: [Click here to enter text.](#)

School: [Click here to enter text.](#)

Evaluator: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

1. Component(s) rated as “Basic”

[Click here to enter text.](#)

2. Rationale for rating(s) of “Basic”

[Click here to enter text.](#)

3. Recommendations for Improvement

[Click here to enter text.](#)

4. Assistance and Resources to be Provided (if appropriate)

[Click here to enter text.](#)

5. Timeline for Improvement

Click here to enter text.

6. Date of Next Evaluations

A. Formative evaluation to be conducted on or before:

B. Summative evaluation to be conducted on or before:

My signature verifies that this Plan for Assistance has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may respond in writing regarding this plan within

Click here to enter text. days of receipt.

Educator Signature: _____ Date:

Evaluator Signature: _____ Date:

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Gordon-Rushville School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

5015

Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 - (1) that is created by a person or entity other than a district staff member or student;
 - (2) regardless of whether the student answering the questions can be identified; and
 - (3) regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 - (1) Political affiliations or beliefs of the student or the student's parent(s);
 - (2) Mental or psychological problems of the student or the student's family;
 - (3) Sexual behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

- written consent of a student's parent(s) before the student participates in the survey.
- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
 - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
- i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.

2. Invasive Physical Examinations

- a. The term "invasive physical examination" means:
 - i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
 - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

- a. The term "personal information" means individually identifiable information including:
 - i. student's and parent(s)' first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.

4. Inspection of Instructional Material

- a. Definition
 - i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: 2/14/2022

Revised on: _____

Reviewed on: _____

5016

Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Infinite Campus.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct

control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: 2/14/2022

Revised on: _____

Reviewed on: _____

**SCHOOL DISTRICT
CENSUS REPORT
2025**

NDE 02-023
Data Submitted: 7/9/2025
Date Final: July 20

County-District Number:	District Name:	District City:	Class of District:
81-0010-000	GORDON-RUSHVILLE PUBLIC SCHS	GORDON	2

This is the school district's official consolidated census report of children. Please refer to Section 79-528(1) of the Nebraska Revised Statutes for the state requirements in completing this form. The purpose of this form is to report the count of children age five through eighteen years by age, county and school district in which they reside on June 30. Please keep a copy for your files.

Age	COUNTY NAMES AND NUMBERS						
	SHERIDAN 81	CHERRY 16					
Age 5	14	0					
Age 6	23	4					
Age 7	35	7					
Age 8	32	3					
Age 9	25	3					
Age 10	28	5					
Age 11	41	6					
Age 12	37	2					
Age 13	39	6					
Age 14	38	2					
Age 15	36	4					
Age 16	35	5					
Age 17	37	3					
Age 18	30	1					
Total	450	51					

District Total Census		
Total Current	Total Prior	Total Difference
501	521	-20
-3.84% of change		



Gordon-Rushville High School
STUDENT HANDBOOK

2025-26 Edition

810 North Oak Street
PO Box 530
Gordon, NE 69343

Phone: (308) 282-0894
Fax: (308) 282-2207

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than SEPTEMBER 1.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Nathan Livingston
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Brooke Simmons at 308-282-0894, brook.simmons@grmustangs.org, or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Nathan Livingston at 309-282-1322, nathan.livingston@grmustangs.org, or in person at school. The School District’s specific Notice of Nondiscrimination on

the Basis of Sex may be accessed at the following link:
<https://www.grmustangs.org/page/non-discrimination-notice>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Nathan Livingston at 309-282-1322, nathan.livingston@grmustangs.org, or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Nathan Livingston (the superintendent) at 308-282-0894, nathan.livingston@grmustangs.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences and Expectations for Regular Attendance

- 1) Students are expected to attend every class, every day.
- 2) The only excused absences shall be:
 - a. absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
 - b. absences when severe weather conditions have made the roads impassable so that the student's attendance is impracticable or impossible;
 - c. student attendance at a school-sponsored activity;

- d. student has been suspended or expelled from school by the school district; and
- e. absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.

Excessive Absenteeism

When a student receives 10 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer shall file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

When a student is absent 20 or more days per semester in any given period, the student will not earn credit for that period regardless of the grade in the class. Exceptions may be made by the building principal for extenuating circumstances.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence up to a total of 10 days to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

School Activity Related Absences

Students are responsible for making up all school work missed due to an activity. The procedures for an activity absence are:

- 1) A student involved in any school activity will be responsible for communicating with their teachers at least three days prior to the activity so advanced assignments may be given and completed by the student.

- 2) The student will make up work assigned by the teacher before the activity absence unless other arrangements were made with the teacher.
- 3) The activity sponsor will send a list of students participating in a specific activity to all teachers, administrative assistants, and administration three days prior to an activity.
- 4) A student may be prohibited from attending an activity if prior arrangements were not made with all of their teachers.
- 5) Students who are scheduled to attend an activity and miss school may be counted truant.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed. Any assignment assigned before a student absence and due during the time of the absence must be turned into the teacher upon the student's return to class.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle

school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the building or district office. Any check for these payments should be made out to Gordon-Rushville Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher may prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the office.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or

witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Gordon- Rushville High School has a closed campus for lunch. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal. Only students going daily to their residence or a relative's residence will be permitted to leave campus for lunch. There is a contract in the high school office for students wishing to go home for lunch.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy, Gum, and Energy / Nutritional Supplements

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration. Energy/nutritional supplement powders, drinks, or substances of any description including but not limited to coffee drinks, Red Bull, Amp, creatine, etc. are not allowed during the school day or at school activities.

Cell Phones and Other Electronic Devices

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Cell phone or other personal electronic use is not allowed in the classroom unless the teacher has planned the use with the office.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student based on the penalty guidelines below. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion, and/or be required to check their phone into the office at the start of every day.

To start the day, students must make sure their cell phones are either locked in the school locking cabinets, locked in the student's car, or left at home. The phones will remain locked up until 9th period, when they will be unlocked for students not on the down list.

PENALTY GUIDELINES FOR INAPPROPRIATE USE OF ELECTRONIC DEVICES:

1st Offense- Cell phone or electronic device will be kept in the office until the end of the school day, and a 30 minute after school detention will be assigned.

2nd Offense- Cell phone or electronic device will be kept until the end of the school day, and a 30 minute after school detention will be assigned.

3rd Offense- Cell phone or electronic device will be kept until the end of the school day, in school suspension, and parent(s) may be required to pick up the device in the Principal's Office

4th Offense- Because of the disruption to the educational process, two in school suspension days, the student will be required to turn their phone into the office every day for a one-month period of time.

5th Offense- Because of the disruption to the educational process, two in school suspension days, potential out of school suspension, the student will be required to turn their phone into the office every day for the remainder of the school year.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a

school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene

or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not to leave the building without permission from the administration. High school students may leave campus to go home for lunch if they have secured a completed contract and submitted it to the office.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by

personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

- a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with the respondent.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

- 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.-
- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a. When the complaint is about a board policy, not implementation of the policy;
 - b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c. When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d. This appeal must be in writing.
 - e. This appeal must be received by the board president no later than ten(10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - f. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - h. There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
 - a) Coordinate with school district staff, other than the superintendent to determine if another procedure in policy or law requires the complaint against the superintendent will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex

discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by the complainant.

b) Determine whether the complainant has discussed the matter with the superintendent.

- 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
- 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

For more information regarding educational services and related services to students with disabilities see the documents *Special Education Procedures* and *Section 504 and Title II Procedures* in the Gordon-Rushville Board Policy 6000s Section.

Bad Faith or Serial Filings.

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or

another student without permission from the system administrator.

11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;

- c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deems appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

A. **Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized

reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their teacher or building principal, review the school district’s copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student’s school performance, or (3) otherwise adversely affects a student’s school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Brook Simmons at 308-282-0894 (phone number), brooke.simmons@grmustangs.org (e-mail address) or in person at school. Students who believe that they have been the subject of

unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Nathan Livingston at 308-282-1322 (phone number), nathan.livingston@grmustangs.org (e-mail address), PO Box 530, Gordon, NE, 69343 (mailing address) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent at 308-282-1322 (phone number), nathan.livingston@grmustangs.org (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where

the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Driving and Parking Personal Vehicles

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

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.

3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

School officials will not be held responsible for students who drive a motorized vehicle during school hours or to and from any school activity. Motor-driven vehicles should be parked carefully so as not to obstruct sidewalks or street crossings. All cars are to be parked on the appropriate side of the street. Students may park their cars in the south, east, or north parking area. The area directly south of the elevator is reserved for staff parking. Failure to follow appropriate procedures will result in the parking privileges being restricted or other disciplinary action.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist

, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$0 and adults \$2.30 for breakfast. Students will be charged \$0.80 for an extra breakfast entrée.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$0. Lunch for 7-12 lunch is \$0 for students and \$4.25 for adults. Students will be charged \$1.55 for an extra lunch entrée. An extra milk will cost \$0.60.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

The district qualifies for the CEP program, where each child may receive one free breakfast and one free lunch daily. A la carte or extra items, are not part of the CEP program and may be purchased at the cost per item set annually by the district. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student.

Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may

not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Guidance Services

Gordon-Rushville High School guidance and counseling services are dedicated to the idea that high school years should be satisfying, productive, and rewarding. Counseling services are designed to help high school students gain in self-understanding so they may use their assets effectively and plan attainable goals for the future.

The guidance services offered to students:

Counseling interviews - vocational counseling, educational planning, personal-social adjustment, interpersonal relationships, evaluation of long term goals, pre-college counseling for graduates.

Individual and group testing services - abilities, attitudes, interests, personal traits, educational backgrounds.

Occupational, educational facts - job qualifications, vocational trends, training courses, functions of general education, military obligations and opportunities.

Study skills and reading courses - efficient learning technique, planning time effectively, practical study methods, improvement of reading skills.

All counseling is on a voluntary basis. Appointments may be made at the convenience of the student. The office is open during the school day, but other arrangements may be made. Sometimes tests may be indicated for students. This decision is made when students visit with the counselor. Many pieces of literature are available and they deal with vocational and educational planning as well as social adjustment. The counselor aids students in planning schedules to meet all graduation requirements.

Students may visit with the counselor at any time. They do not have to have a problem to profit from the counselor's services. Students do not need to be referred by teachers or parents. The office is not a disciplinary or rule-enforcing agency. The counselor does not provide placement in jobs. The counselor is, however, available to help students with any type of concern.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Mr. Nathan Livingston, who may be contacted at 308-282-1322.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the high school office. Students may claim lost articles there. If items accumulate and are not claimed after a week, items may be placed on a table in the cafeteria. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian or paraprofessional on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 308-282-1322 or nathan.livingston@grmustangs.org.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program.

Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will 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.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but should wear tennis shoes and athletic clothing for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school. Students wishing to participate in athletics at the high school are also required to get a physical examination.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their

students or of their student's class composite may purchase them directly from the photographer.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: _1) Risk and Protective Survey in the fall biannually (<https://bosr.unl.edu/nebraska-risk-and-protective-factor-student-survey-nrpfs>), 2) Survey in 9th Grade Health regarding alcohol and drug knowledge, 3) Survey in High School for the College Access Grant, 4) Other surveys may periodically be administered where guardians will receive at least 30 days prior notice. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 7:58 a.m. and ends at 3:56 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 20 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing/Testing Programs

Testing Services - The purpose of the testing program is to help each student gain the highest possible level of development in scholastic, mental, emotional and social levels.

Tests are administered at different levels of academic achievement. Results are recorded in student permanent files. Guidance and administrative personnel carefully review all test results. The following tests may be administered through Gordon-Rushville High School:

Grade Ten Accuplacer - Students with a qualifying GPA will take the Accuplacer in grade 10. The Accuplacer is a college entrance exam that allows students who meet minimum score requirements to take college level courses through some of our community college partners.

Grade Eleven American College Testing Program (ACT) -The results of the ACT go to the college of the student's choice for entrance, placement, and scholarship purposes. The ACT is also now a state required assessment for all juniors in Nebraska. Many colleges and universities also require the test.

PSAT - The Preliminary Scholastic Aptitude Test is designed to help juniors and seniors estimate their ability to do college level work, to guide them in making their college plans, and to familiarize themselves with timed multiple-choice items. The PSAT is a shorter version of the SAT required for admission at more than 600 colleges. The National Merit Scholarship Qualifying Test is used primarily to provide scholarship information. The results are often used for college entrance and counseling. Students receiving extremely high scores may become semi-finalists and finalists in the program.

ASVAB - The Armed Services Vocational Aptitude Battery is a multiple aptitude battery with students in Grades 11 and 12. The ASVAB measures developed abilities and predicts what a person could accomplish with training and further education. Unless requested in writing by the parent or guardian, a student's ASVAB scores will be released to the appropriate military personnel. In addition, the Accuplacer is given to students in grades 11 and 12. The Accuplacer is used to determine student placement in dual credit and college credit courses.

Grade Twelve American College Testing Program (ACT) -The results of the ACT go to the college of the student's choice for entrance, placement, and scholarship purposes. Many colleges and universities now require the test.

Scholastic Aptitude Test - The SAT is part of the College Entrance Examination Board Program. Results are sent to the college of the student's choice for entrance and placement purposes. Many colleges and universities require this test. Achievement tests, as well as a writing sample may be taken with the SAT. Seniors may have the option of taking the ACT test one time during their senior year, at the school's expense.

Grades 9-11 Standardized Testing administered yearly. State required yearly testing is also administered.

GRHS Testing Schedule:

NWEA Measure of Academic Progress	September/October and April/May
PSAT or Pre-ACT	October/November
ASVAB	October/November
Accuplacer	Fall/Spring
ACT	Nebraska State Test in April

*For more information regarding testing requirements and procedures, please contact the building principal.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school

district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. 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.

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means 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" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

- 1. Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and 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 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 does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. 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 they lose.

4. Materials Required for Course Projects. The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices. The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$200.

As with all school property, students may be charged for damage to such devices. The charge for damages will be the cost to repair or replace the item. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$400.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. Extracurricular Activities. The school 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. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional 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.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: \$75
 - Covers admission to all extracurricular events
- Cheerleading, Drill Team, Flag Corps:
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$500
- Football:
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf:
 - Students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, Basketball, and Wrestling:
 - Students must provide their own shoes and undergarments
- Future Farmers of America:
 - Students must purchase their own jackets and pay dues

7. Post-Secondary Education Costs. Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school 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. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs. The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount

of the transportation fee charged by this district shall be \$50 per activity trip.

9. Copies of Student Files or Records. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 25 cents per page for reproduction of student records.

10. Participation in Before-School, After-School or Pre-Kindergarten Services. The district may charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

11. Participation in Summer School or Night School. The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$300.

12. 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, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6
 - Regular Price \$0
 - Reduced Price \$0
- Breakfast Program – Grades 7-12
 - Regular Price \$0
 - Reduced Price \$0
- Lunch Program – Grades K-6
 - Regular Price \$0
 - Reduced Price \$0
- Lunch Program – Grades 7-12
 - Regular Price \$0
 - Reduced Price \$0

- Second milk \$0.55
- Second breakfast entrée (each) \$0.80
- Second lunch entrée (each) \$ 1.55

13. Charges for Musical Extracurricular Activities. Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.

14. Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in 9th grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$10 to \$40 per year.

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) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program 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. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the

district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within

45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district

in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st of the current school year.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement

between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

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

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

Punctuality is required on a daily basis. Students are to be in their assigned classroom and seated before the bell rings to start the class period.

Students who are tardy or late arriving to school will have a detention until 4:00 PM on the day in which they were late or tardy.

Tardiness to class is to be handled by the individual classroom teacher. Parents/Guardians will be notified of student tardiness by the classroom teacher via phone calls, e-mail, or regular mail. Classroom teachers will assign appropriate corrective measures for tardiness to their class, prior to an office referral.

Excessive tardiness is considered to be three times a student is tardy to a class. Being tardy to a class three times is equivalent to one absence, and may count toward the total count of absences. Being tardy to a class five times will subject the student to an office referral and the potential for additional consequences from the Principal.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, principal(s), guidance counselor, and law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media.

However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.

- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance and Photographs

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be

destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities Page 2 of 2 without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school 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. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on the district website www.grmustangs.org and district/school social media pages. Parents should assume that school is open and a regular schedule is being followed if there is

no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Certificate of Attendance

To qualify for a Certificate of Attendance, which will be awarded at a time other than the commencement exercises, a student must: 1) attend four complete years of high school; and 2) accumulate the number of credit hours required as determined by their individualized educational plan team. Students may not participate in commencement exercises to receive a Certificate of Attendance except as provided by law.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner: For students graduating in 2022, 2023, 2024 and 2025 senior recognition will be: Any eligible student with a class rank of 1 will receive Valedictorian honors. Students in the top 10% of the senior class will be recognized at the graduation ceremony.

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Beginning with the graduating class of 2026 the following criteria will be used for senior recognition. Summa Cum Laude - A graduating senior with a cumulative GPA of 4.0 or greater and a minimum of 20 credits advanced core coursework. Magna Cum Laude - A graduating senior with a cumulative GPA between 3.833 - 3.999 and a minimum of 15 credits advanced core coursework. Cum Laude - A graduating senior with a cumulative GPA between 3.667 - 3.832 and a minimum of 10 credits advanced core coursework.

Advanced core coursework is defined as any course beyond graduation requirements in one of the four core areas: English, Math, Science and Social Science or any Dual Credit course taken through an accredited college or university.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Correspondence and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Grades

Students will receive letter grades for their academic core classes.

The high school grading system is as follows:

A	Superior	100%-	94%
B	Above Average	93%	- 86%
C	Average	85%	- 78%
D	Unsatisfactory/Below Average	77%	- 70%
F	Failing (no credit)	69%	- 0%
I	Incomplete		

WEIGHTED GRADE POINT AVERAGE

To raise academic standards and implement a more rigorous curriculum, students should be encouraged and rewarded for taking classes with a higher level of difficulty. The classes to be weighed are those taken for dual credit. There is an option to add advanced classes in the future, if deemed appropriate.

Dual credit and advanced classes will be graded on the following grading scale to provide a weighted grade point average for students taking these classes. Instead of the normal grading scale, the following scale will be used for dual credit and advanced classes:

- A - 90-100%
- B - 80-89%
- C - 70-79%
- D - 60-69%
- F - 59% and below
- I - Incomplete

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 9-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

ACADEMIC ACTIVITIES ELIGIBILITY

High School eligibility is determined on a weekly basis. High school students failing ONE (1) class will be declared ineligible for any and all extra-curricular competitions/performances/etc. for the week which will run Tuesday through the following Monday.

Teachers will post grades by 8:00 am on Monday mornings. A tentative ineligibility list will be posted. Students will be given the opportunity to get the grade up to a passing grade in the class they are failing in by Tuesday morning when the final ineligibility list will be posted for the week. This gives

students the opportunity to make up any assignment, project, test, etc. that they are allowed to in order to get their grade up by the following morning.

In the event that a student is declared ineligible for the week, the student becomes eligible the following Tuesday morning by raising grades so that they are not failing any classes. Students declared ineligible are to practice during their week of ineligibility, but may not compete/perform/etc. at any level. Ineligibility for Homecoming and Prom due to low grades may be waived by the administration. However, students who are chronically on the ineligible list may not be allowed to participate in those activities as well.

Ineligibility for Homecoming and Prom due to low grades may be waived by the administration.

Graduation Awards

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner: For students graduating in 2022, 2023, 2024 and 2025 senior recognition will be: Any eligible student with a class rank of 1 will receive Valedictorian honors. Students in the top 10% of the senior class will be recognized at the graduation ceremony.

Beginning with the graduating class of 2026 the following criteria will be used for senior recognition. Summa Cum Laude - A graduating senior with a cumulative GPA of 4.0 or greater and a minimum of 20 credits advanced core coursework. Magna Cum Laude - A graduating senior with a cumulative GPA between 3.833 - 3.999 and a minimum of 15 credits advanced core coursework. Cum Laude - A graduating senior with a cumulative GPA between 3.667 - 3.832 and a minimum of 10 credits advanced core coursework.

Advanced core coursework is defined as any course beyond graduation requirements in one of the four core areas: English, Math, Science and Social Science or any Dual Credit course taken through an accredited college or university.

Graduation Requirements

Students are required to earn a minimum of 250 credits for high school graduation, and must have completed and passed courses in the following categories:

English	40 credits - must include English 1, English 2, English 3, and English 4 or English Composition.
Mathematics	30 credits - must include Algebra
Science	30 credits - must include Biology and Physical Science
Social Studies	40 credits - must include American Government and

	American History
Physical Educ/Health	20 credits must include Health
Financial Literacy	5 credits
Fine Arts	
Career/Technical Exploration	

In addition adequate attendance is required to graduate from Gordon-Rushville High School.

* (The graduation ceremony is a formal school sponsored event and is subject to teacher/sponsor and administrative guidelines)

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and

advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

At the end of each quarter, an Honor Roll is compiled and published by the guidance office. The Honor Roll recognizes students who have made outstanding achievement in the classroom. A student must earn a grade of "A" in all classes to achieve the "A" Honor Roll. A student must earn two "A's" and no grade lower than a "B" in all classes enrolled to achieve the "A-B" Honor Roll. Students in grades 9-11 must be enrolled in 8 class periods per day to be eligible for the Honor Roll, and students in grade 12 must be enrolled in 7 class periods per day to be eligible for the Honor Roll.

National Honor Society

Gordon-Rushville High School is privileged to have a chapter of the National Honor Society. Membership in the National Honor Society is granted on the basis of faculty selection and such membership is conferred upon those students who have distinguished themselves in Scholarship, Service, Leadership, and Character.

The selection procedure for National Honor Society (NHS) is described as follows:

- 1) To be eligible students must be in grades 11 or 12 and have a true 3.5 or better cumulative grade point average. No rounding of decimals is allowed at any step.
- 2) Students who are eligible are asked to fill out and return a Student Activity Information Form. This is the student's opportunity to provide information on his/her school and out-of-school activities.
- 3) The faculty is asked to fill out and return rating sheets on candidates in the areas of Leadership, Character and Service (these numbers are averaged separately and faculty are asked to rate only those students they feel they know well).
- 4) Each NHS Faculty Council Member receives a copy of the results of the faculty rating and student activity information form. After reviewing these, each faculty council member gives each candidate a point of 1-5 in the areas of Leadership, Character and Service (with 1 low and 5 high).
- 5) An average in each area of Leadership, Character and Service is obtained from the scores of the faculty council for each candidate.
- 6) Scholarship points are assigned as follows:
 - 3.5 1 point
 - 3.6 2 points
 - 3.7 3 points

- 3.8 4 points
 - 3.9 5 points
 - 4.0 5 points
- 7) The averaged scores in Leadership, Character and Service are added to the Scholarship points and are then averaged once more. The number obtained is a number between 1-5, with 1 low and 5 high (each area - Leadership, Character, Service, and Scholarship accounts for 1/4 of the final score).

Those candidates with an average of 3.0 or better are accepted for membership by majority vote of the faculty council. No rounding up of decimals is allowed at any step. Candidates must be inducted into the NHS in order to become a member.

A National Honor Society member who fails to uphold the Gordon -Rushville High School chapter's standards of Scholarship, Leadership, Character and Service upon which his or her membership is based will be subject to discipline and possible dismissal from the National Honor Society. Procedures for dismissal are based upon the guidelines set forth by the national and local constitutions and the official Handbook of the National Honor Society and are available to interested persons by contacting the Principal's office (282-0894).

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

Report cards are generally sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject, but may also be sent to all parents.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, 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 during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Recommended Consequences:

The following categories will be used as a guideline to determine consequences for student misconduct, however, not all behavior can be predicted and/or categorized; therefore, the administration reserves the right to handle situations on an individual basis.

1. CONSEQUENCES:

a. Category 0

- Teacher disciplines for minor offenses – Teacher may issue detentions for the first two offenses
- 1st Offense – Teacher/Student private conference
- 2nd Offense – Teacher will contact parent or guardian
- 3rd Offense – Referred to Principal
- 4th Offense – Referred to Principal

b. Category N (Nuisance Items)

- Nuisance items include, but are not limited to: personal stereos, beepers, and laser pointers.

- 1st Offense – Parents notified and item confiscated until end of school day, 30-minute detention
- 2nd Offense – Item confiscated and parent/guardian must meet with the principal before the item will be returned, 30-minute detention
- 3rd Offense – Same as 2nd offense and the student will be assigned ISS.
- 4th Offense – Same as 2nd offense and the student will be assigned OSS

c. Category I

- Category I Offenses Include:
 - Public display of affection
 - Failure to keep locker clean
 - Littering
 - Dress Code Violation
 - Profanity/Vulgarity
 - Inappropriate dress
 - Excessive Tardies (Groups of five)
 - Being in unauthorized area without permission
 - Unauthorized occupancy of school facilities by student
 - Wearing hats or caps in building during class or pass time
 - Disruptive behavior
 - General Rudeness
 - Computer Usage Violation 1st offense
 - Throwing snowballs on school grounds
 - Other
- 1st Offense – Conference with the Principal
- 2nd Offense – Detention
- 3rd Offense – 1-day in-school suspension
- 4th Offense – 1-day out-of-school suspension

d. Category II

- Category II Offenses Include:
 - Skipping class*
 - Academic dishonesty
 - *Inappropriate cell phone usage (in addition to previously stated consequences)
 - Disorderly conduct
 - Bus violations 1st and 2nd offenses
 - Inappropriate cafeteria behavior
 - Indecent material
 - Dress Code Violation 2nd offense
 - Leaving school grounds without permission
 - Lunch Truancy 1st and 2nd offense
 - Lying

- Misuse of school material and equipment
 - Disorderly conduct on school bus
 - Skipping closed campus
 - Computer Usage violation 2nd offense * plus three-day Internet suspension
 - Unauthorized energy/nutritional substances
 - Other
 - 1st Offense – Detention
 - 1st Offense skipping – Detention or ISS for each class skipped
 - 2nd Offense – 1-day in-school suspension
 - 3rd Offense – 1-day out-of-school suspension
 - 4th Offense – 2-day out-of-school suspension
 - 5th Offense – 3-day out-of-school suspension
- e. Category III
- Category III Offenses Include:
 - Disruption of school/class
 - Disruption of assemblies or programs
 - Inappropriate behavioral gestures
 - Bus violations 3rd offense
 - Skipping 9th period 1st offense
 - Lunch truancy 3rd offense
 - Attendance Truancy * one day of ISS per day of Truancy
 - Computer Usage Violation 3rd Offense * plus Internet suspension until further notice
 - Disruptive objects
 - Excessive Profanity/Vulgarity
 - Minor Physical Altercation
 - Use of Culturally Insensitive, Demeaning, and/or Derogatory Language
 - Refusal to serve detention and/or skipping detention
 - Other
 - 1st Offense – 1-day in-school suspension
 - 2nd Offense – 2-day in-school suspension
 - 3rd Offense – 2-day out-of-school suspension
 - 4th Offense – 3-day out-of-school suspension
 - 5th Offense – 5-day out-of-school suspension
- f. Category IV
- Category IV Offenses Include:
 - Careless driving/endangerment, parking violations
 - False Calls
 - Forgery of notes
 - Skipping 9th period 2nd offense

- Minor vandalism, including but not limited to, improper care of books or school materials, deliberate damage to books or school materials, marking or defacing other school property
- Minor Theft
- Disrespect to staff/**Vulgarity to Staff**
- Publishing/Sharing of Unauthorized Video/Audio Taken at School
- Other
- 1st Offense – 1-day out-of-school suspension
- 2nd Offense – 2-day out-of-school suspension
- 3rd Offense – 3-day out-of-school suspension
- 4th Offense – 5-day out-of-school suspension

g. Category V

- Category V Offenses Include:
 - Gross misbehavior
 - Harassment/Intimidation
 - Major Theft
 - Verbal Assault / Use of Racial Slurs
 - Insubordination / Deliberate Dishonesty to Administration
 - Skipping 9th period 3rd and additional offenses
 - Bus violations 4th offense
 - Lunch truancy 4th offense
 - Defiance
 - Misuse of elevator
 - Bullying/Cyberbullying/Hazing
 - Sexting
 - Tampering with report cards, warning cards, or other school records
 - *Possession or use of tobacco on school grounds (in addition to previously stated consequences)
 - Other
- 1st Offense – 3-day out-of-school suspension
- 2nd Offense – 3-day out-of-school suspension
- 3rd Offense – 5-day out-of-school suspension

h. Category VI

- Category VI Offenses Include:
 - Indecent exposure
 - Intimate acts
 - Fighting
 - Open and persistent defiance of authority
 - Vandalism
 - Threatening behavior: written, verbal, or physical to staff members

- Sexual harassment – verbal
 - Any 3rd incident of an offense not previously described
 - Other
 - 1st Offense – 5-day out-of-school suspension
 - 2nd Offense – 5-day out-of-school suspension
 - 3rd Offense – 10-day out-of-school suspension
- i. Category VII
- Category VII Offenses Include:
 - Extortion
 - False fire alarm
 - Possession of weapon other than firearm (police will be called)
 - Alcohol/Drug possession or use (police will be called)
 - Physical assault
 - Cheating/Dishonesty on MAPS or other standardized test
 - 1st Offense – 5-day out-of-school suspension
 - 2nd Offense – Recommended Expulsion
- j. Category VIII
- Category VIII Offenses Include:
 - Arson
 - Bomb threat
 - Physical assault on a staff member
 - Possession and/or use of explosives
 - Use of any instrument as a weapon
 - Excessive vandalism
 - Possession of a firearm
 - Cheating/Dishonesty on ACT test
 - Alcohol/Drug selling
 - Use of violence, force, coercion, threat, substantial interference with school purpose
 - Physical sexual harassment
 - Other
 - 1st Offense – Recommended Expulsion

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. 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:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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 he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: school work that is given to the student while suspended must be completed upon the student's return to school.

Weapons and/or Firearms

No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **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.
2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the

student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **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, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. 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;
3. 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;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance,

or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes 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 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*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. 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, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including

cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;

e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

e.f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;

f.g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;

g.h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;

h.i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting

new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

i-j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

j-k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;

k-l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;

l-m. Using any object to simulate possession of a weapon;

m-n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and

n-o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the

school district's alternative programs for expelled students in order to complete classwork or;

- d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
- 3. 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 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.
 - 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
 - 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in

writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

SECTION FOUR

STAFF DIRECTORY

Members of the Board of Education:

Candie Johnson..... President
Zach Kearns..... Vice-President
Bobbi Archibald..... Secretary
Carrie Child..... Treasurer
Cassie Craven..... Member
Seth Tausan..... Member

Administrative Staff:

Nathan Livingston..... Superintendent
Dennis Dolezal..... High School Principal
Jill Simmons..... Special Education Director
Darren Probst..... High School Activities Director
Brooke Simmons..... High School Guidance Counselor

Teaching Staff:

Maurita Runkel.....English Language Learners
Melanie Black Calf..... Special Education
Jose Benetiz..... Spanish
David Browder.....Industrial Technology
Kim Turnbull-Campbell..... Business and Technology
Nate Haag..... Science
Beradette Layosa.....English Language Arts
Michelle Hardin..... Librarian
Kacy Heiser..... Math
Kay Kruger.....Family Consumer Science
Gary Klahn..... Math / Science
George Meng..... Vocal and Instrumental Music
Chris Jones.....Physical Education
Shawn McKimmey.....Agriculture/FFA
David Morris..... Science
Brock Belgum..... Social Science
Melissa Rosfeld.....English Language Arts
Ward Wacker.....Social Science
Esther Wilson.....Visual Art

Support Staff:

Brianna Fresquez..... Special Education Aide
Erica Perez..... Special Education Aide
Jim Dykes..... Special Education Aide

Office Staff

Daneen Anderson..... Principal's Secretary

Child Nutrition Program

Jessica Olsen..... Cafeteria Manager

Rhonda Roberts..... Assistant Cook

Maintenance Staff

Chad Allison..... Head of Maintenance

Barb Haller..... Custodian

Jose Lima..... Custodian

Leontre Johnson..... Custodian

Nurse

Ashlei Tausan..... School Nurse

SCHOOL CALENDAR

Gordon-Rushville Public Schools 2024-2025 Calendar (approved - 3/18/2024)

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug Prof Dev - 9, 12-14

District Meeting - 12

Aug 15 1st Day of Classes/noon dismiss

Aug 16 noon dismiss

12 student/16 staff days

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2 No School Labor Day

Sept 25 PD No Students

19 student/20 staff days

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 14 PD/ No Students

Oct 18 End 1st Qtr 44 days - Noon Dismissal

Oct 25 Tent. Fall Break

21 student/22 staff days

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 10 Annual Veterans' Day Program

Nov 27-29 Thanksgiving Break No Sch

18 student/18 staff days

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 11 Noon Dismissal PD

Dec 20 End 1st sem 41 qtr/85 sem

Dec 23 - 31 Christmas Break No School

15 student/15 staff days

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1-3 Winter Break No School

Jan 6 PD No Students

Jan 7 1st Day 2nd Sem

19 student/20 staff days

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 17 All Day PD No School Students

19 student/20 staff days

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 11 End 3rd Qtr 45 days

March 12 - 14 Spring Break

18 student/18 staff days

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 18 & 21 Easter Break No School

20 student/20 staff days

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 10 Graduation

May 21 last day students

May 22 PD and teacher last day

4th Qtr days/2nd Sem days

15 student/16 staff days

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

176 student days

185 teacher days

***May 23, 27-30 tentative snow make-up days

* * * Additional Inservice days may be added or adjusted as needed to accommodate new curriculum trainings.

Days Per Quarter			
S-1 St.	S-1 Tch	S-2 St	S-2 Tch
A-12	A-16	J-19	J-20
S-19	S-20	F-19	F-20
O-21	O-22	M-18	M-18
N-18	N-18	A-20	A-20
D-15	D-15	M-15	M-16
85	91	91	94

Federal Holidays

Sept 2 Labor Day

Oct 14 Columbus and Indigenous People Day

Nov 11 Veterans Day

Nov 28 Thanksgiving

Nov 29 Native American Day

Dec 25 Christmas

Jan 1 New Years

Jan 20 Martin Luther King Day

Feb 17 Presidents' Day

May 26 Memorial Day

July 4 Independence Day

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN SEPTEMBER 1.**

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...” The handbook is available online at grmustangs.org. If you would like to request a paper copy, please fill out the form included in the GRHS paperwork packet and one will be distributed to you.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Gordon-Rushville School District’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Gordon-Rushville Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

Random Drug Testing

All students participating in any extra-curricular activities must participate in the random drug testing pool. Information regarding the random drug testing procedures at GRHS is included in board policy and the activities handbook. All students are automatically enrolled in the random drug testing pool at GRHS and will be subject to potential random tests. If you would like your student to opt out of the random drug testing pool at GRHS, please contact the office for a form to request the that the student not be included in the pool.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district’s regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student’s Signature Date

Parent/Guardian’s Signature Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

Parent’s Email Address (Optional)

Parent’s Email Address (Optional)

GORDON-RUSHVILLE PUBLIC SCHOOLS ENROLLMENT & EMERGENCY CONTACT FORM

***(Returning students need only to fill out name, grade, and any information that has changed since last school year)**

Grade Level: PreK K 1 2 3 4 5 6 7 8 9 10 11 12

Entry Date: _____

Student Name: _____

Gender: M / F Student Age: _____

Student Date of Birth: _____ Student Social Security #: _____

Mailing Address: _____ City: _____ Zip: _____

Physical Address: _____ City: _____ Zip: _____

Email Address: _____

Mother/Guardian Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Father/Guardian Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Family Situation:

Parents Married _____ Parent Separated _____ Parents Divorced _____ Single Parent _____ Father Deceased _____ Mother Deceased _____

****If parents are separated or divorced, please provide address and contact info for both parents, if available.****

PLEASE FILL OUT OTHER SIDE

Mother's Maiden Name: _____
Live at home? _____ Gender _____

Siblings: _____ Birth Date: _____
YES / NO M / F

_____ Birth Date: _____
YES / NO M / F

_____ Birth Date: _____
YES / NO M / F

_____ Birth Date: _____
YES / NO M / F

Emergency Contact: _____ Relationship: _____

(Person who will take responsibility for your child in an emergency when the parent/guardian cannot be reached.)

Home Phone: _____ Cell _____
Phone: _____

Previous Schools
attended: _____
School Name and Address _____

Has your child ever been expelled? YES NO Date: _____ From Where? _____

Reason: _____

Does the student have any medical conditions or limitations that we should be aware of? _____

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Indicate the medications that your student is permitted to receive from authorized school personnel.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

My student may take the following: Tums____, cough drops____, Tylenol____ and/or Ibuprofen____ as needed. Please check all that apply.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this ____ day of _____, 20__.

Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the GRHS Office.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the GRHS Office.
3. Make sure personally that the drug is received by GRHS Office staff and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under
my care and must take medication which I have prescribed during the school
day.

Name of medication (as it appears on container in which the drug is stored) _____

Dosage and time _____

Date _____ administration _____ of _____ drug _____ is _____ to _____ begin _____

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative
training as adequate to administer the medication, have evaluated the
situation, the general administration plan and if applicable, the self
administration plan or emergency care plan, and deemed each to be safe and
appropriate, and if applicable authorize the use of hypodermic syringes and
needles or similar medical terms.

Name of Physician and Designee _____

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone _____
Student Name _____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor _____ Phone #1 _____
Phone # _____
Possible Adverse Reaction: _____
_____ gives permission for _____ our
son/daughter to self-administer specific medications at school. This medication
cannot be taken at any other non-school time.
DATED this _____ day of _____, 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature _____

Gordon-Rushville PUBLIC SCHOOLS



Gordon-Rushville Elementary Schools

STUDENT-PARENT HANDBOOK 2025-2026

Rushville Elementary School
401 Sprague St.
P.O. Box 590
Rushville, NE 69360
Phone: (308) 327-2448
Fax: (308) 327-2504

Gordon Elementary School
500 W. 2nd St.
Gordon, NE 69343
Phone: (308) 282-0216
Fax: (308) 282-1512

www.grmustangs.org

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Welcome Letter

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than August 29th, 2025.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Nathan Livingston
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Nathan Livingston at 308-282-1322 , nathan.livingston@grmustangs.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Nathan Livingston at 308-282-1322 nathan.livinston@grmustangs.org, PO Box 530, Gordon, Nebraska 69343 or in person at school. The School District’s specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: www.grmustangs.org

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Nathan

Livingston at 308-282-1322, nathan.livingston@grmustangs.org, PO Box 530, Gordon, Nebraska 69343 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 308-282-1322, nathan.livingston@grmustangs.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 5053– Nondiscrimination.

GORDON RUSHVILLE PUBLIC SCHOOLS

Dedicated Life Long Learning

Mission Statement

Gordon-Rushville Public Schools is committed to developing well-rounded leaders and lifelong learners. We share a vision of creating a system that enables every student in our diverse community to meet or exceed rigorous standards for academic performance.

Belief Statement

At Gordon-Rushville Schools we strive to provide a safe environment where every student can be a lifelong, productive, and successful learner.

Purpose Statement

Gordon-Rushville Public Schools is committed to developing well-rounded leaders and lifelong learners. We share a vision of creating a system that enables every student in our diverse community to meet or exceed rigorous standards for academic performance.

Direction Statement

At Gordon-Rushville Schools we strive to provide a safe environment where every student can be a lifelong, productive, and successful learner.

Gordon-Rushville Elementary Schools Continuous Improvement Goals

Reading: All students will demonstrate an increase of grade-level comprehension and vocabulary in all content areas.

Math: All students will improve in algebraic concepts and mathematical number sense.

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Admission of Students

Students shall be admitted to the school district who are required by law to be enrolled or are permitted to enroll by law or board policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the “Education Court Report Form” promulgated by the Nebraska Supreme Court’s Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district’s enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school,;
2. is a resident of this school district or a resident of another school district attending a private, denominational, parochial, or exempt school. For residents of another school district, the student is only eligible to part-time enroll if
 - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity, or
 - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district,;
3. has not graduated from high school, ; and
4. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by _____ prior to the year of enrollment. For second semester high school courses, the application must be filed by _____. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

Limitations Based on Resources. The part-time enrollment of students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Students accepted for part-time enrollment shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in

policy, handbooks or other communications, as well as the rules and directives of the building administration and staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, course-related activity, or an extracurricular activity or sport, unless the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an

affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
 - a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice,

the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
b.) absences when severe weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
c.) student attendance at a school-sponsored activity;
d.) student has been suspended or expelled from school by the school district; and
e.) absences required by law enforcement, child protective services or a court of competent jurisdiction confirmed in writing to the school district.

3. All other absences, including absences for minor illnesses, family events, routine medical appointments are simply "absences."
4. Students must not be absent from any course more than 20 days in any given quarter in order to earn academic credit for that course for that quarter. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and will schedule a meeting with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian and may schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences Due to Illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned Absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed. Any assignment assigned before a student's absence and due during the time of the absence must be turned into the teacher upon the student's return to class.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

School Activity Related Absences

Students are responsible for making up all school work missed due to an activity. The procedures for an activity absence are:

- 1) A student involved in any school activity will be responsible for communicating with their teachers at least three days prior to the activity so advanced assignments may be given and completed by the student.
- 2) The student will make up work assigned by the teacher before the activity absence unless other arrangements were made with the teacher.
- 3) The activity sponsor will send a list of students participating in a specific activity to all teachers, administrative assistants, and administration three days prior to an activity.
- 4) A student may be prohibited from attending an activity if prior arrangements were not made with all of their teachers.
- 5) Students who are scheduled to attend an activity and miss school may be counted truant.

Assignment of Students

Gordon and Rushville Elementary Schools encourage communication with parents at all times. Through this open communication hopefully we can place your student in the best educational setting possible. We feel that it is important that parents

understand the process that is used by staff for placement of each student. It is our goal that each student will be assigned to the classroom where he or she will have the most educational success. Placement will be made by recommendations from: the teachers from the current grade level, Title I teachers (if applicable), resource teachers (if applicable), the guidance counselor, the principal, and the upcoming grade level teachers if deemed necessary to have their input. Factors taken into consideration by the staff would include: student's academic needs, student's learning style, teacher's teaching style, student's ability to get along with others, student's social development, student's physical/motor skill development, and the student's emotional development. Through a study of these factors, by the staff, placement for the following year is then made.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Gordon Rushville Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Gordon-Rushville Elementary Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

[Link to Nebraska Birth Certificate Information](#)

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

- 1) All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
- 2) All postings must identify the student or the student organization posting or publishing the notice.
- 3) Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Bicycles and Other Items with Wheels

It is the responsibility of parents to determine whether students bring bicycles to school. The school may revoke this privilege if safety violations occur. The school is NOT responsible for lost or damaged bicycles. BICYCLES ARE NOT TO BE RIDDEN ON PLAYGROUNDS OR SIDEWALKS. Students should know how to use proper hand signals and rules of the road before being allowed to ride them to school. Bicycles must be parked in the racks provided, and bike locks are encouraged. Also, students are NOT allowed to ride skateboards, roller blades, scooters, or any item with wheels on school property.

Cafeteria Rules

- 1) All food must be consumed in the areas designated by the school.
- 2) After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
- 3) Students are to use proper manners including eating quietly.
- 4) Students may not throw food or other items.
- 5) Gum must be disposed of properly before entering the lunch line.
- 6) Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
- 7) Students should remain at their tables until they are dismissed.
- 8) Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
- 9) Students must treat lunch personnel with respect.
- 10) Students who violate the above rules will be disciplined.

Candy and Gum

Students are not to have or consume candy/gum/food in the halls and classrooms. It is discouraged for students to have candy in individual quantities in their lunch container to be consumed during lunch, or at any other time during school hours. Any teacher or staff member has the right to confiscate food products from students. Students who chew gum are expected to follow these guidelines:

- Students must dispose of all wrappers in used gum properly by wrapping in paper and/or placing in a lined trash can.
- Students will be allowed to chew gum in classes or at activities only if the teacher or instructor approves. If a teacher or instructor does not allow gum chewing,

the student will dispose of it properly upon entering the location of the class or activity.

- Students will dispose of gum immediately without comment upon the request of any adult.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Infractions:

During school hours students' personal cell phones and electronic devices will remain off and out of sight or will only be allowed for educational purposes. If contact needs to be made with a student during school hours please call the office.

Consequences for Infractions:

- 1st Offense: One verbal warning (per class). Once a student is given a verbal warning, any future noncompliance will become the 2nd offense, whether on the same day/class or on future days.
Protocol: A staff member will give the student a verbal reminder that their cell phone needs to be off and out of sight.
- 2nd Offense: The device is taken away for the class period (per class). If a device is taken away during a class any future non-compliance during that class will become the 3rd offense.
Protocol: A staff member will take away the student's cell phone and keep it on their desk until the end of the class period.
- 3rd Offense: The device is taken to the office and the student must pick it up there at the end of the day.
Protocol: A staff member will take away the student's cell phone and it will be given to the office. The student may pick up the cell phone at the end of the school day.

Chain of Command

Chain of Command Process

- Level 1 -- the teacher/sponsor
- Level 2 -- the building principal
- Level 3 -- the superintendent of schools
- Level 4 -- the Board of Education

All problems are to be solved at the lowest possible level. Complaints will be accepted at any level only if remedies at lower levels have been exhausted. Refer to Policy # 3035 for the full list of chain of command recommendations.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.

- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom respect agreements that students must obey.

Classroom Celebrations

Your students' class will celebrate various events throughout the year. Parents may be asked to assist the teacher if needed.

- Birthday treats may be provided for classes. Teachers will exercise judgment as to the most appropriate time to celebrate.
- Invitations to attend private parties will NOT be distributed at school unless distributed to ALL boys or ALL girls or to the entire class.

Closed Campus

Students may not leave the building without permission from the administration.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student’s report card. Parents will also be notified of their student’s possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student’s transfer when the district receives a written request signed by the student’s parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex

discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the

complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations

of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint

against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and

will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

Student Expectations in the Use of the Internet

1) Acceptable Use

- a) Students may use the Internet to conduct research assigned by teachers.
- b) Students may use the Internet to conduct research for classroom projects.
- c) Students may use the Internet to gain access to information about current events.
- d) Students may use the Internet to conduct research for school-related activities.
- e) Students may use the Internet for appropriate educational purposes.

2) Unacceptable Use

- a) Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.

- b) Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- c) Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
- d) Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
- e) Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- f) Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- g) Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
- h) Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- i) Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- j) Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- k) Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- l) Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- m) Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- n) Students shall not falsify electronic mail messages or web pages.

3) Enforcement

a) Methods of Enforcement

- i) The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to

any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

- ii) The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- iii) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
- iv) The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

4) Consequences for Violation of this Policy

- a) Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - i) Loss of computer privileges;
 - ii) Short-term suspension;
 - iii) Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - iv) Other discipline as school administration and the school board deem appropriate.
 - v) Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

5) Protection of Students

a) Children's Online Privacy Protection Act (COPPA)

- i) The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- ii) This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

6) Education About Appropriate On-Line Behavior

- a) School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
- b) Staff will specifically educate students on

- i) Appropriate interactions with other individuals on social networking websites and in chat rooms.
- ii) Cyberbullying awareness and response.
- c) The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline

policies. The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Jill Simmons, GES at (308) 282-0216, RES at (308) 327-2448. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Nathan Livingston at (308)282-1322, nathan.livingston@grmustangs.org, PO Box 530, Gordon, NE 69343 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (308)282-1322, nathan.livingston@grmustangs.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed in clothing that is conformed to educational standards.

The district prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech or harassing speech.
- Includes words, gestures or images that contain or imply sexual content or innuendo.
- Otherwise underlines the District's mission to inculcate the habits, manners, and values fundamental to civility, community and the educational environment.
- Bare feet (some type of footwear must be worn).
- Students may not wear Open-Toe shoes to school, as it is a safety factor on the playground. Crocs are allowed, but must wear tennis shoes for P.E.
- Any clothing that could cause damage to others or school property.
- Costumes only on specified days by the school.
- Pants and shorts worn below the waist so as to expose undergarments or butt crack.

- Coats during school hours unless the student has permission from a faculty member.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Standard Response Protocol:

Secure (formally called "Lockout"): Secure will be announced over the intercom and is followed by the Directive: "Secure the Perimeter." This is the protocol used to safeguard students and staff within the building. Secure is used when there is a potential threat outside of the building and students and staff need to safely remain in the building. Classes in the building will go on as usual, but no one will be allowed to enter or leave the building until the Secure is lifted.

Lockdown: When Lockdown is announced, it is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet

and in place. Teachers will lock doors, turn out lights, and keep students away from windows. Teachers will not unlock doors. Only law enforcement or administration with keys will unlock doors as classrooms are “cleared”.

Evacuate: Students and staff may be asked to Evacuate over the intercom. This notification is always followed by a location to where evacuated individuals will report to. Evacuation is used to move students and staff from one location to a different location in or out of the building if there is ever a safety concern that would necessitate the evacuation of any location.

Shelter: When Shelter is announced, students and staff will be asked to take shelter of a specific type and using a specific method depending on the safety concern that may be present. This is the protocol for group and self protection. Shelter will most often be used in the event of severe weather concerns.

Hold: A Hold may be activated at any time. During a Hold, students are to return to their classrooms directly, or stay in the classroom. Classroom teachers are to continue teaching, but not excuse anyone from the classroom until the all clear is announced. This is not the same as a lockdown or a lockout; this is for routine procedures like locker checks.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Fees for School District Records

Requests for school district records shall be subject to applicable fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

Student Records. Students and their parents or guardians shall not be charged any fee to inspect and review the student’s files or records. Students and their parents or guardians who desire a copy of the student’s files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: No charge for the first copy; copies; \$.20 cents for each copied page thereafter.

- Computer data printouts: No charge for the first pages; \$.20 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

Student Records – Transfer School. A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

Public Records. Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

- For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional payment obligation for the time of contractors necessarily incurred to comply with the copy request.
- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- For residents of Nebraska, the actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first four eight hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first eight hours. The fee for records shall not include any charge for the services of an attorney or any other person to review the requested public records seeking a legal basis to withhold the public records from the public. No special service charge or fee shall be charged for copies of blank forms or pages that have all meaningful information redacted.
- For nonresidents of Nebraska, the actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of

the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records.

- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: \$.25 cents for each copied page. Colored copies \$.30 cents for each copied page.
- Computer data printouts: \$.25 cents for each page.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Deposit. The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

Waiver. Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

- (1) School breakfast and lunch is available to all students free of charge. Breakfast is served in the cafeteria beginning at 7:30 a.m. Please encourage your student to participate in the school breakfast. Research studies show that eating breakfast can help students perform better in the classroom. School lunch offers a variety of choices for students. All meals include an entrée choice plus “all you can eat” salad bar.
- (2) All students may have extra servings from the salad bar, fresh fruit, canned fruit; vegetables, and salad. All extra servings of these items are free.
- (3) All students at an extra cost may purchase an additional entrée offered as part of the school lunch program. Students can also purchase additional entrees and charge them to their account, provided there is a positive balance in the account.
- (4) Families are encouraged to visit with their students about their school lunch account and set any limits necessary. To assist parents with monitoring their student’s lunch account activity, please call the office at RES (308) 327-2448, GES (308) 282-0216.
- (5) Families are responsible for notifying the School Nurse if their child requires a diet modification because of a certified disability. A licensed physician must provide specific written medical documentation indicating the need for the dietary change. Please contact the School Nurse for more information

Payment for Meals

The district qualifies for the CEP program, where each child may receive one free breakfast and one free lunch daily. A la carte or extra items, are not part of the CEP program and may be purchased at the cost per item set annually by the district. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance. Students are encouraged to pay for al la carte items several weeks in advance. Payment should be made to the bookkeeper in the office.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

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Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Firearms and Weapons for Non-Students

Weapons. No person may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device,

instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term “firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers’ Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
4. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
5. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or
6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;

- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Guidance and Counseling

Our elementary school guidance program, provided by the school counselor, consists of classroom guidance lessons, group and individual counseling, and parent and teacher consultations.

Head Lice

Your child should not miss one day of school due to nits or lice. We ask that your child return to school the following school day, after treatment. Nits/head lice are not considered to be a communicable disease, but if a chronic, untreated infestation persists, your child may be sent home from school until treated. The school nurse/health clerk may check your child after treatment in order to assist you in managing head lice. Parents may pick-up their child after notification to immediately start treatment.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet

the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law. Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Nathan Livingston, who may be contacted at (308) 282-1322.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

- Nebraska Immunization records may be viewed at [NESIIS](#). If you have any questions, please call the school for more information.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription Medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-Prescription Medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end

of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Multicultural Education

Philosophy, Mission, and Program Goals. The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures. Refer to Policy #6020 for more information.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at <https://meeting.sparqdata.com/Public/Organization/385>

Title I Parental Engagement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

- 1) An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
- 2) An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

- 3) Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
- 4) The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
- 5) Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
- 6) The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
- 7) The district will 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.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Sports Physicals

All students participating in school-sponsored sports in grades 7-12 must have a physical. A single physical will be sufficient to fulfill both entrance and sports

requirements. The sports physical for the current year must be done on or after May 1st.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Recess Rules

Students must follow these rules to keep safe when they are using spaces used for recess as part of the school day:

1. Students must obey the supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the supervisor.
3. Students must play away from the school windows.
4. Touch and flag football may be permitted, but tackle football is prohibited. Students may only play football in designated areas.
5. Students are not permitted to spike balls.
6. Students are not permitted to throw or kick balls across or through crowds.
7. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
8. Students must use the equipment properly and in a safe manner.
9. Students may not leave the assigned area after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

I. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 - (1) that is created by a person or entity other than a district staff member or student;
 - (2) regardless of whether the student answering the questions can be identified; and
 - (3) regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 - (1) Political affiliations or beliefs of the student or the student's parent(s);
 - (2) Mental or psychological problems of the student or the student's family;
 - (3) Sexual behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
 - iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

c. **Survey Inspection Requests**

i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.

iii. The principal shall respond to survey inspection requests without delay.

d. The district will also comply with any survey requirements found in Policy 5108 –the district’s policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

a. The term “invasive physical examination” means:

i. any medical examination that involves the exposure of private body parts; or

ii. any act during such examination that includes incision, insertion, or injection into the body; and

iii. does not include a hearing, vision, or scoliosis screening.

b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

i. required as a condition of attendance;

ii. administered by the school and scheduled by the school in advance; and

iii. not necessary to protect the immediate health and safety of the student, or of other students.

c. This policy does not apply to any physical examination or screening that:

i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)

iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

a. The term “personal information” means individually identifiable information including:

i. student’s and parent(s)’ first and last name;

ii. home or other physical address;

iii. telephone number; and/or

iv. social security number.

b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.

c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:

- i. post-secondary education recruitment;
- ii. military recruitment;
- iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
- iv. student recognition programs.

4. Inspection of Instructional Material

a. Definition

- i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
- ii. The term does not include academic tests or academic assessments.

b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.

c. Curriculum inspection requests must be made to the building principal in writing.

d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

a. The superintendent shall notify parents of:

- i. this policy and its availability upon request from the office of the district;
- ii. how to opt their child out of participation in activities as provided for in this policy;
- iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
- iv. how to request access to any survey or other material described in this policy.

b. This notification shall be given to parents at least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging,

kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Request to Stay Indoors for Recess

Notes from parents generally will be honored by the school to allow a student to remain inside. However, we do feel that if a child is well enough to come to school, usually the child is well enough to participate in the daily school program. Special arrangements may be made for children with chronic health problems.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances

In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

Who Can/Can't Attend Dances:

- Only students of Gordon-Rushville Public Schools in the grade(s) for which the dance is being held may attend.
- Students who have been suspended from school or from extracurricular activities may not attend.
- The school reserves the right to exclude persons who may or do cause a disruption or detract from the event.
- Rules for dances may restrict students from leaving the dance until the dance ends without written parental permission on a form provided.
- Students who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted and school and legal consequences may apply.

- Students may be required to submit to a breathalyzer prior to gaining entrance.
- Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student is under the influence of alcohol or drugs.

Appropriate Attire: Students must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

School Day

Monday-Thursday 8:00 a.m. – 3:45 p.m.– tardy at 8:10 a.m.

Friday's 8:00 a.m. – 3:15 p.m. – tardy at 8:10 a.m.

K – 5 students will not be allowed in the building before 7:35 a.m., unless weather conditions would warrant students to come into the building.

Students are to leave the school grounds after dismissal. **There will be no supervision provided by the school before 7:30 a.m. or after 4:15 p.m.** Parents must arrange for their children to leave school promptly at the end of the day. The After School

Program is provided for all students K-5 until p.m. Please contact your child's school for more information.

Monday-Thursday student interventions will run from 3:15 p.m.- 3:45 p.m. Students may be required to stay during interventions for a number of reasons including but not limited to academic support, study skills, behavior support, and extra opportunities to receive academic help. Students are responsible for communicating with their parent/guardian if they are required to stay for interventions.

School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

Memorials and Funerals Policy

The loss of a loved one is always very difficult and the desire to remember that loved one is significant. The staff and administration of Gordon-Rushville Public Schools will adhere to the following guidelines when memorializing deceased students and staff.

Guidelines

During the School Day

1. The school will not be routinely dismissed for funerals; exceptions will be made for enrolled students or staff member's funerals. The administration will have the sole discretion to determine whether or not to dismiss school and which grades will be dismissed to facilitate funeral attendance.
2. Students will be required to have permission from his/her parent/guardian to attend funerals if school is not dismissed for the funeral.
3. Parents need to provide for the transportation needs of their students to and from the funeral as well as the emotional support necessary before, during, and after the service. It is for those reasons that Gordon-Rushville Public Schools will not transport students to and from funerals.
4. Using school grounds or facilities for funerals of students or staff will be discouraged.
 - a. In the event that the school is the only facility in the community that is determined to be large enough to accommodate a funeral service the following conditions will be applied.
 1. A facility usage agreement will be issued between the school district and the funeral home in charge of arrangements. The usage agreement will include labor and/or other costs incurred by the school district directly associated with the funeral service being held in a school building. These costs will be reimbursed to the district by the funeral home.
 2. If at all possible funeral services will be scheduled on weekends or other times which are the least disruptive to the school day or school activities.

Current Students and Staff

1. Memorials will be allowed for those students who are or were enrolled in Gordon-Rushville Public Schools or for staff who are or were serving the district at the time of their death.
2. All visible memorials will be of the same design. The design of the memorial will be a wood and or brass plaque measuring no larger than 12" x 15". The top of the plaque will be inscribed with the words, "In Memory Of" with the deceased's name appearing below. The plaque will have no pictures or other ornations. The plaque will be offered to the parents, spouse, or relatives of the deceased when it is removed from the wall. If no one wants the plaque it will be disposed of.
3. In the unfortunate case that a death is the result of a suicide, only memorials which support mental health education and services will be accepted.

Permissible Memorials

1. Any memorial must be of the form and content so as to memorialize the deceased student or staff member without disrupting the operation of the District.
2. Items that in the Board and Superintendent's discretion, improve the school campus (such as benches, sidewalks, playground equipment and the like) may be accepted.

3. No memorials will be acceptable that infringe on the separation of church and state.

Money Donation

1. Anyone donating money to the school on behalf of the deceased may make suggestions on how the money is to be used, but the final determination of how the funds will be used will be made by the Superintendent with approval by the Gordon-Rushville Board of Education. Once money is donated, the donor may not receive a refund of any amount.
2. If at the time of death a student is enrolled in grades 9-12 at Gordon-Rushville High School the class of the student may choose to honor the deceased at their class's graduation ceremony, provided that the method of memorializing the student will not cause a disruption at the graduation ceremony, will not detract from the celebration of graduation and graduates and has been approved by the deceased's family, the senior class sponsors, and the principal.
3. No scholarships or awards in the deceased's name will be arranged directly by the school. Memorials may be made through the Gordon-Rushville Public Schools Foundation and include the following:
 - a. Monetary funds designated for scholarship(s).
 - b. Monetary funds designated for library books, digital media, supplies and equipment, with the approval of the school principal or department leader. Items purchased through these funds will become part of the Gordon-Rushville Public Schools and their maintenance and potential removal will be governed by the District.
 - c. Monetary funds may be designated to a particular activity or department, providing these funds do not result in an agreement to "name" the activity or department in that person's honor.
 - d. Monetary funds designated for plantings on school grounds, such as trees, shrubs, perennials and garden elements. The type and placement of these requires the additional approval of the Facilities and Maintenance Department. Items purchased through these funds will become part of the Gordon-Rushville Public Schools and their maintenance and potential removal will be governed by the District.
15. Scholarships or awards in the deceased's name that are established by outside organizations or individuals will be allowed by approval of the Superintendent.
16. Publications in the school's newspaper, yearbook, or webpage that memorialize the deceased must be approved by the Superintendent and by the parent(s) of the deceased. Only students who are currently enrolled in grades 9-12 at the time of his/her death will be memorialized in the yearbook.
17. The Board of Education recognizes the guidelines listed above are not an all-encompassing list and respectfully reserve the right to exercise its best judgment for those instances not covered by the guidelines appearing above.

18. Any memorial display in existence at the time these regulations are initially adopted, whether in compliance with these guidelines or not, will be removed when four years have elapsed since the death of the individual and offered to the parents or guardians or family, if possible.

19. Parents or guardians or family members of deceased students and employees are encouraged to inform the school or department responsible for the location of the memorial display of any change of address so the memorial displays may be returned to them, if possible.

I. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Information technology staff
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audit using an external consultant utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

II. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. It is recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical

management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. 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.

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means 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" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and 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 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 may provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. 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 they lose.
4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the

basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. As with all school property, students may be charged for damage to or replacement of such devices. Additionally, the district may allow students to make repair cost or replacement cost payments by arranging for the students to utilize a single, or series of, payments.
6. **Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$50 per activity trip.
7. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$.25 cents per page for reproduction of student records.
8. **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. The maximum dollar amount for summer and night school shall be \$N/A.
9. **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, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6
 - Regular Price \$ N/A
 - Reduced Price \$ N/A
- Breakfast Program – Grades 7-12
 - Regular Price \$ N/A
 - Reduced Price \$ N/A

- Lunch Program – Grades K-6
Regular Price \$ N/A
Reduced Price \$ N/A
- Lunch Program – Grades 7-12
Regular Price \$ N/A
Reduced Price \$ N/A
- Extra Milk \$.55 cents
- Extra Breakfast Entrée \$.75
- Extra Lunch Entrée \$1.50
- Adult Breakfast Entrée \$ 2.50
- Adult Lunch Entrée \$ 4.25
- Adult Milk \$.55

10. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.

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) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program 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. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have

intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Infinite Campus.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No “student record” or record required to be retained by the Nebraska Secretary of State’s Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and “student records” as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, “teachers” include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. “School official” includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district’s direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district’s insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a “legitimate educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation

or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

1. Students are considered tardy after 8:10 a.m. Students who arrive after that must report to the office for a late pass.
2. Students who arrive after 8:10 a.m., but before 10:00 a.m. will be considered tardy.
3. Students arriving after 10:00 a.m. will be considered absent for a half-day. Students arriving after 1:00 p.m. will be considered absent for a full day.
4. Parents/guardians will be required to conference with the Principal if their student has excessive tardies.
5. A student who does not have a valid excuse for being tardy may be required to stay after school with the teacher to make up for lost learning time/work missed during the class.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such a report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. Members of the school crisis team may also serve on the threat assessment team. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Title IX

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.

- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video & Audio Recordings & Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school 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. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker

rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on GRPS social media platforms and www.grmustangs.org. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO: ACADEMIC INFORMATION

Grades

Gordon and Rushville Elementary Schools (2nd-5th grades) will use the letter grading system as follows:

A	Superior	100% - 94%
B	Above Average	93% - 86%
C	Average	85% - 78%
D	Unsatisfactory/Below Average	77% - 70%
F	Failing (no credit)	69% - 0%
I	Incomplete	

Each teacher should define for students the grading procedures to be used in their classes.

Gordon and Rushville Elementary Schools (Kindergarten – 1st grade) will use the following grading system as follows:

- 4 – Exceeds Expectations for Proficiency
- 3 – Meets Expectations for Proficiency
- 2 – Needs Additional Support/Practice
- 1 – Not Addressed this Quarter

Effort: E, S, N = Excellent, Satisfactory, Needs Improvement

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Student Intervention Period from 3:15 p.m. - 3:45 p.m. is available and/or required for students needing extra academic support.

Honor Roll (3rd–5th Grade Only)

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd, and 4th quarters. Students will be recognized accordingly:

- Students receiving all “A’s” will be listed on the All A Honor Roll.
- Students receiving at least 2 A’s in the core classes (reading, math, science, social studies) and the rest B’s will be listed on the A/B Honor Roll.

Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district’s goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are 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.

Reading Assessment. The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- 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 federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first 45 calendar days that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school is in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as

having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska 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 must be:

- Provided to any student identified as having a reading deficiency;
- Implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Made available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The 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 offered online.

The supplemental reading intervention program may also include:

- Reading intervention practices that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- Frequent monitoring of student progress throughout the school year with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification 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.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the 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 to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

NDE Professional Learning System. The Nebraska Department of Education provides a professional learning system. The elementary school(s) and early childhood education programs approved by the State Board of Education will ensure that teachers who teach children from four years of age through third grade are aware of the professional learning system and are adequately trained regarding evidence-based reading instruction to effectively instruct students in reading.

NDE Report. On or before July 1 of each year, the school district will provide the required information relating to dyslexia to the Nebraska Department of Education.

Repeat of Grade at Parent-Guardian Request

Parents and guardians may request that their student repeat a grade level under the following conditions:

Students in Kindergarten through Fourth Grade

Parents and guardians of students in kindergarten through fourth grade may request that their student repeat the grade level that the student has just completed under the following conditions:

- 1) If the student is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the

child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade to which the student would otherwise advance; or

- 2) If the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed; or
- 3) If the student experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

Students in Fifth through Twelfth Grade

Parents and guardians of students in fifth through twelfth grade may request that their student repeat the grade level that the student has just completed if the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed.

Procedure for Parent Requests for Student Grade Repetition

Parents and guardians who seek to have their student repeat the grade level just completed must submit a written request to the student's building principal no earlier than the day after the last scheduled student attendance day of the school year, and no later than two weeks after that date. This deadline may be waived by the superintendent for good cause shown. The request must include written documentation that provides evidence that the parents or guardians believe substantiate that the conditions outlined above have been met.

The principal shall promptly forward the request to the superintendent or his/her designee, along with any building-level information about the student which the principal believes will be relevant to the superintendent or designee in responding to the parents' or guardian's request.

The superintendent or designee shall review the request and promptly schedule a meeting with the parents or guardians. At this meeting, the superintendent or designee shall identify any alternative educational opportunities available to the student, including remedial instruction if applicable, and verify any special education supports available to the student. If the child's parent or guardian still intends to have such child repeat a grade, the parent or guardian shall complete a form prescribed by the Nebraska Department of Education and return the form to the office of the superintendent of schools.

Upon completion of the form and if all requirements pursuant to this policy are met, the school district shall have the child repeat the child's grade for the next school year.

Nothing in this policy modifies the school district's policies on mandatory attendance and reporting excessive absenteeism to the county attorney or other members of law

enforcement. Likewise, nothing in this policy shall dictate or direct the provision of special education or related services, including but not limited to any IEP team decision about the appropriate educational placement of a child with a disability under Rule 51 of the Nebraska Department of Education.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

Retention Procedure

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.

Summer School

Students who fail any core class, (reading, math, science, social studies, and language arts) MAY be required to attend summer school. Failure of a class is a percentage at or below 69%.

SECTION THREE: STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, behavior plans, alternate schedules, 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 during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Disciplinary Protocol

Step 1 - Teacher gives verbal warning.

Step 2 - Teacher has student contact parents to share their poor choice of behavior.

Step 3 - Teacher has student contact parent regarding their behavior with the teacher.
Teacher and parent schedule a time to meet and discuss behavior using

restorative practices with the student. Loss of recess time could be consequence.

Step 4 - Student is sent to the Principal's Office. Parent is contacted and a meeting is scheduled with the parents. In-School/Out-of-School suspension is a possible consequence.

These numerical steps do not carry over to the next day. New day...Fresh start!

Behavioral Intervention

General Approach. The district utilizes a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

Interaction with Student Discipline Policy. This policy does not replace the Student Discipline policy or limit the District's authority under the Student Discipline Act when behaviors warrant action under that policy or Act.

Classroom Removal. Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions.

When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

Required Training. The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district.

The length of such training will be at least 0.5 hours.

Behavioral Awareness Point of Contact (BAPC). Each school building must designate one or more school employees as a BAPC. Each BAPC must have knowledge of community services providers and other resources available for students and families. Each BAPC must coordinate access to support services for students.

The BAPC will be identified on the district website and in the school directory.

After School Sessions and Detentions

Monday-Thursday Student Interventions will run from 3:15 p.m.- 3:45 p.m.

Teachers and administrators may require students to stay after school or to serve detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

- (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 that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within **one** school day of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. 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:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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 he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, in accordance with the process outlined in this handbook.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **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.
2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **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, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes; The board has determined that the use of synthetic media such as deepfakes may constitute “similar conduct”;
2. 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;
3. 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;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term “under the influence” for school purposes 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 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*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school

grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. 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, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography; including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically); including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly

endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the

course of a Title IX grievance proceeding or any other school investigation; and

- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and

- (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
- 3. 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.
- 4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
- 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such a request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
- 6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
- 7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

SECTION FOUR: WELLNESS POLICY & STAFF DIRECTORY

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated

over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, “school day” means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

STAFF DIRECTORY

Members of the Board of Education

Candie Johnson.....	President
Zach Kearns.....	Vice-President
Bobbi Archibald.....	Secretary
Carrie Child.....	Treasurer
Cassie Craven.....	Member
Seth Tausan.....	Member

Administrative Staff

Nathan Livingston.....	Superintendent
Dennis Dolezal.....	High School Principal
Zach Deleski-Taylor.....	Middle School Principal
Keith Mills.....	Rushville Elementary Principal
Robin Johnson.....	Gordon Elementary Principal
Jill Simmons.....	Director of Special Education

2025-2026 Teaching Staff and Support Staff

GRES Teaching Staff

Sheryl Giles.....	GES PreK
Brittany Hoagland.....	RES PreK
Ann August.....	GES Kindergarten
Donna Johnson.....	GES Kindergarten
Leah Janssen.....	RES Kindergarten
Shayley Coburn.....	GES 1st Grade
Macy Homan.....	GES 1st Grade
Megan Janssen.....	RES 1st Grade
Stormy Hunter.....	GES 2nd Grade
Anna VanderGriend.....	GES 2nd Grade
Kayleigh Reinsbach.....	RES 2nd Grade
Troy Dehning.....	GES 3rd Grade
Kim Forsberg.....	RES 3rd Grade
Diana Campbell.....	GES 4th Grade
Sylmarie Socarras.....	GES 4th Grade
April Schneider.....	RES 4th Grade
DJ Evans.....	GES 5th Grade
Julie Wolkow.....	GES 5th Grade
Amy Dolezal.....	RES 5th Grade
Skyler Smyres.....	GES Title I & Special Education
Patty Bracken.....	GES Early Childhood Special Education
Cierra Schwarzkopf.....	RES Special Education
Sam Jesse.....	GES Physical Education
Dallas Wik.....	RES Physical Education

Stacey Darnell.....	RES Title I
Richa Perkins.....	GES Music
Lauren Stephens.....	RES Music

Central Office Staff

Tory Sasse.....	Bookkeeper/Superintendent's Secretary
Stacey Meeks.....	Business Manager
Alton Archibald.....	Technology Coordinator
Darren Probst.....	GRHS Activities Director

RES Office Staff

Keith Mills.....	Principal
Anna Licking.....	Administrative Assistant
Ashlei Tausan.....	School Nurse
Lynn Schott.....	School Counselor

GES Office Staff

Robin Johnson.....	Principal
Jackie Roth.....	Administrative Assistant
Ashlei Tausan.....	School Nurse
Lynn Schott.....	School Counselor

Support Staff

Jessica Olson.....	Cafeteria Manager
Gian Aguas.....	RES/GRMS Head Cook
Adena Lima.....	GES Cafeteria
Joel Burbach.....	RES/GRMS Head Custodian
Holly Lechleitner.....	RES Custodian
Chris Grover.....	GES Custodian
Jason Dane	GES Custodian
Chad Allison.....	Head of Transportation
Shelly Hardin.....	Librarian
Brandy Hoos.....	Speech Language-Pathologist
Courtney Ostrander.....	Speech Language-Pathologist
Maurita Runkel.....	English Lang. Learner
Lisa Janssen.....	After School Program Director
Lillian Witt.....	GES Paraprofessional
Lesa Saxton.....	GES Paraprofessional
Asmae Kabriti.....	GES Paraprofessional
Shaleen Maggi.....	GES Paraprofessional
Savannah Merryman.....	GES Paraprofessional
Joanie Burleigh.....	GES Paraprofessional
Leigh Rosane.....	GES Paraprofessional
Susan McCarthy.....	GES Library Asst.
Jenn Fiscus.....	RES Paraprofessional

Rebecca Smith.....	RES Paraprofessional
Michelle Hotz.....	RES Paraprofessional
Bobbie Daringer.....	RES Paraprofessional
Melissa Jagers.....	RES Paraprofessional
Zoe Schneider.....	RES Paraprofessional

DISTRICT CALENDAR 2025-2026 SCHOOL YEAR

Gordon-Rushville Public Schools 2025-2026 Calendar (approved - 2-10-25)

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug Prof Dev - 8, 11-13
District Meeting - 11
Aug 14 1st Day of Classes/noon dismiss
Aug 15 noon dismiss
12 student/15 staff days

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sept 1 No School Labor Day
Sept 19 No School
Sept 22 PD No Students
19 student/20 staff days

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Oct 13 PD No Students
Oct 17 End 1st Qtr 42 days
Oct 3 and 31 No School
20 student/21 staff days

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov 11 Annual Veterans' Day Program
Nov 14 No School
Nov 25-28 Thanksgiving Break No Sch
16 student/16 staff days

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dec 12 Staff PD
Dec 19 End 1st sem 38 qtr/ 81 sem
Dec 22 - 31 Christmas Break No School
14 student/15 staff days

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 1-2 Winter Break No School
Jan 5 PD No Students
Jan 6 1st Day 2nd Sem
Jan 23 No School
18 student/19 staff days

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb 6 and 27 No School
Feb 16 PD No Students
17 student/18 staff days

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 10 End 3rd Qtr 42 days
March 11-13 No School Spring Break
19 student/19 staff days

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 3 & 6 Easter Break No School
April 24 No School
18 student/19 staff days

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 9 Graduation
May 21 last day students
May 22 PD and teacher last day
4th Qtr 46 days/2nd Sem 88 days
15 student/16 staff days

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

169 student days
178 teacher days

***May 26-29 tentative snow make-up days

* Additional inservice days may be added or adjusted as needed to accommodate new curriculum trainings.

Current No school days may be subject to change to regular school days in the event of closings due to extreme weather.

Days Per Quarter			
Q-1 St.	Q-1 Tcs	Q-2 St	Q-2 Tcs
A-12	A-15	J-18	J-18
S-19	S-20	F-17	F-16
O-20	O-21	M-19	M-19
N-18	N-18	A-19	A-19
D-14	D-15	M-15	M-16
81	87	95	91

Federal Holidays		
Sept 1 Labor Day	Nov 27 Thanksgiving	Jan 20 Martin Luther King Day
Oct 13 Columbus and Indigenous People Day	Nov 29 Native American Day	Feb 16 Presidents' Day
Nov 11 Veterans Day	Dec 25 Christmas	May 25 Memorial Day
	Jan 1 New Years	July 4 Independence Day

SECTION FIVE: FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN: August 29th, 2025.**

Parent/Guardian Forms to be Returned to the Office

- ☐ Student Information Form/Emergency Form
- ☐ Permission/Request for Administration of Medication
- ☐ Ethnicity Identification Form
- ☐ 506 Form (for new Native American students to the district)
- ☐ Updated Immunizations (all 7th grade students/new students required by state law)
- ☐ Acceptable Use of Computers and Network Student and Parent Agreements
- ☐ Certification of Understanding/Handbook Receipt
- ☐ Free and Reduced Lunch Form
- ☐ Johnson O'Malley Program Form- If applicable
- ☐ Health History Form
- ☐ Student Accident Insurance Brochure (signed and returned indicating yes or no)
- ☐ Asthma/Allergy Action Plan – if applicable
- ☐ Attendance Acknowledgement
- ☐ Parent-Student Compact Form for Title I

Please return the above-mentioned forms by August 29th, 2025

GRES EMERGENCY INFORMATION:

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that have expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this ____ day of _____, 20__.

Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug)

_____, a physician-prescribed drug, during school intervals

beginning on (date) _____ and continuing through

_____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage and time _____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

_____ Secondary

Phone Number

Signature of Physician

RECORD OF SELF-ADMINISTERED MEDICINE

Parent's Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____

Phone # _____

Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____, 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

Receipt of Student-Parent Handbook

This signed receipt acknowledges receipt of the 2024-2025 Student-Parent Handbook of Gordon-Rushville Elementary Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules as well as Special Education and Title 1 guidelines. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

DRUG-FREE SCHOOLS STATEMENT:

Receipt shall also serve to demonstrate that you as parent or guardian of a student attending Gordon-Rushville Elementary Schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

1. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

Student's Signature _____ Date: _____

2. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

Student's Signature _____ Date: _____

3. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

Student's Signature _____ Date: _____

4. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

Student's Signature _____ Date: _____

Parent or Legal Guardian's Signature

Date

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT/PARENT AGREEMENT

In order to make sure that all members of Gordon-Rushville Public Schools community understand and agree to these rules of conduct, Gordon-Rushville Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the "Terms and Conditions for e-mail and Internet Access" adopted by the Gordon-Rushville School District, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Gordon-Rushville Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Gordon-Rushville Public Schools nor any of its employees nor any of the institutions for networks providing access to Gordon-Rushville Public Schools responsible for the performance of the system or the content of any material accessed through it.

1. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

Student's Signature _____ Date: _____

2. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

Student's Signature _____ Date: _____

3. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

Student's Signature _____ Date: _____

4. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

Student's Signature _____ Date: _____

Parent's Signature _____ Date: _____

Address _____ City _____, NE

Home Phone No. (____) _____ - _____ Work Phone No. (____) _____ - _____

Fax No. (____) _____ - _____ This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Gordon-Rushville Public Schools community understand and agree to these rules of conduct, Gordon-Rushville Public Schools asks that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the "Terms and Conditions for e-mail and Internet Access" adopted by the Gordon-Rushville School District. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Gordon-Rushville Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Gordon-Rushville Public Schools nor any of its employees nor any of the institutions for networks providing access to Gordon-Rushville Public Schools responsible for the performance of the system or the content of any material accessed through it.

1. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

2. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

3. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

4. Student's Name _____ Student's Grade _____ Date of Birth ____/____/____

Parent's Signature _____ Date: _____

Address _____ City _____, NE

Home Phone No. (____) _____ - _____ Work Phone No. (____) _____ - _____

Fax No. (____) _____ - _____ This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

PARENTAL AUTHORIZATION AND RELEASE FORM TO DISPLAY STUDENT WORK

The undersigned is the parent, guardian, or person ("parent") in charge of _____,
_____, _____, and _____ ("the student(s)").

The School District has requested authorization from the parent of the student to display the product of the student's school-related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District. Upon consideration of the request of the School District:

_____ I hereby authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District; and further I/We hereby waive any claims regarding copyright to the student's school-related academic, athletic, musical and/or art work product, and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the posting of the student's work on the School District's web page.

_____ I DO NOT authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work produce in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District.

DATED this _____ day of _____, _____.

Name of Student

Name of Student

Name of Student

Name of Student

Parent/Guardian

A complete copy of Gordon-Rushville Public School's Policy 6800, Article 6 is available on the District website or you may request a printed copy from the office.

School-Parent Learning Compact

Gordon Elementary School & Rushville Elementary School
2025 / 2026 School Year

Teacher:

It is important that students achieve. I agree to do the following:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.
4. Provide a safe, positive, and healthy learning environment for your child.

Teacher: _____
Printed Name Signature

Parent / Caring Adult:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.

Parent: _____
Printed Name Signature

Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed school work on time.
6. Read at home.

Student: _____
Printed Name Signature

Acknowledgment of Attendance Receipt

I understand that consistent school attendance is required by state law. I also understand that student achievement is directly linked to excellent attendance. I have received the board of education's new policy on student attendance and have reviewed it.

Student
Name_____

Student
Signature_____ Date

Parent/Guardian
Name_____

Parent/Guardian
Signature_____ Date

Appendix A

CIVIL RIGHTS

1. School Food Authorities (SFAS) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (s) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410 (2) Fax: (202)
690-7442; or (3) Email: program.intake@usda.gov
This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service. 3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages. 4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program.

- **RIGHT TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
- **ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority.

Gordon-Rushville PUBLIC SCHOOLS



Gordon Rushville Middle School

STUDENT-PARENT HANDBOOK 2025-2026

310 E. 4TH St.
P.O. Box 590
Rushville, NE 69360
Phone: (308) 327-2491
Fax: (308) 327-2279
www.grmustangs.org

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Welcome Letter

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than September 1, 202~~5~~⁴.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Nathan Livingston
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Shelby Coomes at 308-327-2301, shelby.coomes@grmustangs.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Nathan Livingston at 308-282-1322, nathan.livingston@grmustangs.org or in person at school. The School District’s specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.grmustangs.org/page/non-discrimination-notice>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Nathan Livingston at 308-282-1322, nathan.living@grmustangs.org or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent at 308-282-1322, nathan.livingston@grmustangs.org or in person at school. Students may report

discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 5053– Nondiscrimination.

GORDON RUSHVILLE PUBLIC SCHOOLS

Dedicated Life Long Learning

Mission Statement

Gordon-Rushville Public Schools is committed to developing well-rounded leaders and lifelong learners. We share a vision of creating a system that enables every student in our diverse community to meet or exceed rigorous standards for academic performance.

Belief Statement

At Gordon-Rushville Schools we strive to provide a safe environment where every student can be a lifelong, productive, and successful learner.

Purpose Statement

Gordon-Rushville Public Schools is committed to developing well-rounded leaders and lifelong learners. We share a vision of creating a system that enables every student in our diverse community to meet or exceed rigorous standards for academic performance.

Direction Statement

At Gordon-Rushville Schools we strive to provide a safe environment where every student can be a lifelong, productive, and successful learner.

Gordon-Rushville Middle School Continuous Improvement Goals

Reading: To improve student reading comprehension.

Math: To improve student mathematical computation skills.

Writing: To improve student writing based on the 6+1 writing traits with an emphasis on conventions.

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whome the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Expectations for Regular Attendance:

Students are expected to attend every class, every day.

- 1) The only "excused" absences shall be:
 - a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
 - b.) absences when severe weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
 - c.) student attendance at a school-sponsored activity;
 - d.) student has been suspended or expelled from school by the school district; and
 - e.) absences required by law enforcement, child protective services or a court of competent jurisdiction confirmed in writing to the school district.
- 2) All other absences, including absences for minor illnesses, family events, routine medical appointments are simply "absences."
- 3) Students must not be absent from any course more than 20 days in any given quarter in order to earn academic credit for that course for that quarter.
- 4) Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

Excessive Absenteeism

When a student receives 10 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences Due to Illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned Absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed. Any assignment assigned before a student's absence and due during the time of the absence must be turned into the teacher upon the student's return to class.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

School Activity Related Absences

Students are responsible for making up all school work missed due to an activity. The procedures for an activity absence are:

- 1) A student involved in any school activity will be responsible for communicating with their teachers at least three days prior to the activity so advanced assignments may be given and completed by the student.

- 2) The student will make up work assigned by the teacher before the activity absence unless other arrangements were made with the teacher.
- 3) The activity sponsor will send a list of students participating in a specific activity to all teachers, administrative assistants, and administration three days prior to an activity.
- 4) A student may be prohibited from attending an activity if prior arrangements were not made with all of their teachers.
- 5) Students who are scheduled to attend an activity and miss school may be counted truant.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Band

Students may participate in band and begin taking band lessons in the 6th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Gordon Rushville Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

- 1) All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
- 2) All postings must identify the student or the student organization posting or publishing the notice.
- 3) Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

- 1) All food must be consumed in the areas designated by the school.
- 2) After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
- 3) Students are to use proper manners including eating quietly.
- 4) Students may not throw food or other items.
- 5) Gum must be disposed of properly before entering the lunch line.
- 6) Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
- 7) Students should remain at their tables until they are dismissed.
- 8) Parents who wish their child to eat lunch away from school must provide a written authorization to the student’s building principal.
- 9) Students must treat lunch personnel with respect.

10) Students who violate the above rules will be disciplined.

Candy and Gum

Students are not to have or consume candy/gum/food in the halls and classrooms. It is discouraged for students to have candy in individual quantities in their lunch container to be consumed during lunch, or at any other time during school hours. Any teacher or staff member has the right to confiscate food products from students. Students who chew gum are expected to follow these guidelines:

- Students must dispose of all wrappers in used gum properly by wrapping in paper and/or placing in a lined trash can.
- Students will be allowed to chew gum in classes or at activities only if the teacher or instructor approves. If a teacher or instructor does not allow gum chewing, the student will dispose of it properly upon entering the location of the class or activity.
- Students will dispose of gum immediately without comment upon the request of any adult.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Cell phone or other personal electronic use is not allowed in the classroom unless the teacher has planned the use with the office.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student based on the penalty guidelines below. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

To start the day, students must make sure their cell phones are either locked in the school locking cabinets, locked in the student's car, or left at home. The phones will remain locked up until 9th period, when they will be unlocked for students not on the down list.

PENALTY GUIDELINES FOR INAPPROPRIATE USE OF ELECTRONIC DEVICES:

- 1st Offense- Cell phone or electronic device will be kept in the office until the end of the school day, and a 30 minute after school detention will be assigned.
- 2nd Offense- Cell phone or electronic device will be kept until the end of the school day, and a 30 minute after school detention will be assigned.
- 3rd Offense- Cell phone or electronic device will be kept until the end of the school day, in school suspension, and parent(s) may be required to pick up the device in the Principal's Office
- 4th Offense- Because of the disruption to the educational process, two in school suspension days, the student will be required to turn their phone into the office every day for a one month period of time.
- 5th Offense- Because of the disruption to the educational process, two in school suspension days, potential out of school suspension, the student will be required to turn their phone into the office every day for the remainder of the school year.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Protocol: The student will leave their cell phone at the front office upon arrival at school and may pick up the cell phone prior to leaving for the day.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- ❑ Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- ❑ Lying.
- ❑ Copying another person's work or answers.
- ❑ Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- ❑ Taking or receiving copies of a test without the permission of the teacher.
- ❑ Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- ❑ Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- ❑ Submitting work or any portion of work completed by another person.
- ❑ Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.

- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom respect agreements that students must obey.

Closed Campus

Students may not leave the building without permission from the administration.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline

for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Chain of Command

Chain of Command Process

- Level 1 -- the teacher/sponsor
- Level 2 -- the building principal
- Level 3 -- the superintendent of schools
- Level 4 -- the Board of Education

All problems are to be solved at the lowest possible level. Complaints will be accepted at any level only if remedies at lower levels have been exhausted. Refer to Policy # 3035 for the full list of chain of command recommendations.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Commented [1]: Added

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the respondent.
 - i. If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~

- a. The appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a. When the complaint is about a board policy, not implementation of the policy;
 - b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c. When the board is required by law, policy, or contract to hear a complaint or appeal.
6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - c. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - d. The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - e. There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a. Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b. Determine whether the complainant has discussed the matter with the superintendent.
 - i. If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
 - e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

Student Expectations in the Use of the Internet

1) Acceptable Use

- a) Students may use the Internet to conduct research assigned by teachers.
- b) Students may use the Internet to conduct research for classroom projects.
- c) Students may use the Internet to gain access to information about current events.
- d) Students may use the Internet to conduct research for school-related activities.
- e) Students may use the Internet for appropriate educational purposes.

2) Unacceptable Use

- a) Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- b) Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- c) Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
- d) Students shall not use school computers to participate in on-line auctions,

on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.

- e) Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- f) Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- g) Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
- h) Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- i) Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- j) Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- k) Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- l) Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- m) Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- n) Students shall not falsify electronic mail messages or web pages.

3) Enforcement

a) Methods of Enforcement

- i) The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
- ii) The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- iii) Due to the nature of filtering technology, the filter may at times

filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

- iv) The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

4) Consequences for Violation of this Policy

- a) Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - i) Loss of computer privileges;
 - ii) Short-term suspension;
 - iii) Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - iv) Other discipline as school administration and the school board deem appropriate.
 - v) Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

5) Protection of Students

a) Children's Online Privacy Protection Act (COPPA)

- i) The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- ii) This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

6) Education About Appropriate On-Line Behavior

- a) School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
- b) Staff will specifically educate students on
 - i) Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - ii) Cyberbullying awareness and response.
- c) The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

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In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies. The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Shelby Coomes at (308) 327-2491, shelby.coomes@grmustangs.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX

Coordinator: Nathan Livingston at (308) 282-1322, nathan.livingston@grmustangs.org, P.O. Box 530, Gordon, NE 69343 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent: Nathan Livingston at (308) 282-1322, nathan.livingston@grmustangs.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

~~Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.~~

~~Students are prohibited from wearing the following attire:~~

- ~~● Clothing displaying indecent, suggestive or profane writing, pictures or slogans~~
- ~~● Clothing that advertises or displays alcohol, tobacco or any illegal substance~~
- ~~● Caps, hats, hoods and bandannas during the school day or at school-sponsored events. Hats/headcover may be allowed under circumstances where a medical condition is present with approval of the building principal~~
- ~~● Bare feet (some type of footwear must be worn)~~
- ~~● Short shorts, biker shorts, or cutoffs~~
- ~~● Hairstyles which distract from the learning process or the health and safety for either the student or others~~
- ~~● Any clothing that could cause damage to others or school property~~
- ~~● Leggings, tights or other tight fitting clothing must be worn with additional garments that provide appropriate coverage.~~
- ~~● Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened~~
- ~~● "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled~~
- ~~● Costumes and/or those clothes intended only for leisure, entertaining or special occasions~~
- ~~● Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)~~
- ~~● Pants and shorts worn below the waist so as to expose undergarments~~
- ~~● Pants that drag on the floor~~
- ~~● Chains hanging or attached to pants or shorts~~
- ~~● Coats during school hours unless the student has permission from a faculty member~~
- ~~● Clothing with tears or holes that expose flesh or underclothes~~

~~Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A~~

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detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences. The board directs the Administration to develop and maintain a dress code that governs student appearance and that shall be included within the student handbook(s). The Administration may elect to adopt different versions of the dress code for different schools, buildings, or grades (e.g., elementary dress code, high school dress code, etc.).

General Regulations. Dress codes adopted in conformance with this policy may prohibit student attire or appearance that:

- Causes or is reasonably likely to cause a material and substantial disruption to the District's programs and activities.
- Invades the rights of others.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, lewd speech, indecent speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Students may be required to adhere to uniform standards and/or wear district-approved or issued uniforms in order to participate in activities.

Specific Limitations on Dress Codes. Except as provided in the Health and Safety Standard below, the specific dress codes enacted pursuant to this policy may not:

- Target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin;
- Prohibit a student from wearing attire associated with race, national origin, or religion (including religious attire, natural and protective hairstyles, adornments or other such characteristics); or
- Require a student's hair be permanently or temporarily altered.

Health and Safety Standard. Notwithstanding these Specific Limitations on Dress Codes, this policy allows for dress codes to regulate characteristics associated with race, national origin, or religion under the following circumstances:

In the absence of regulating the student's appearance or attire, it is reasonably certain that the health and safety of the student or another individual will be impaired;

Regulating the student's appearance or attire is for nondiscriminatory reasons;
Regulation of the student appearance or attire is applied equally;
The administrator (or his or her designee) engages in a good-faith effort to reasonably accommodate the student and notifies the student's parent or guardian, in a language that such parent or guardian understands, of the school district's attempt to accommodate the student's appearance or attire; and
The school district uses a process to obtain written or oral consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire.

Record Retention. When the Health and Safety Standard is used, the school must keep records on each effort to reasonably accommodate a student's appearance or attire, hairstyle, adornment, or other characteristics associated with race, national origin, or religion occurring at school, on school grounds, or at a school-sponsored event and ensure that such records allow for analysis of related data and delineate:

The reason for such student's referral relating to the dress code; and
Federally identified demographic characteristics of such student.

Dress Code Enforcement. School personnel are authorized to request immediate changes in the appearance or attire of student so as to remedy any dress code violations. Enforcement of dress code violations must be done in a manner that is consistent with a school's overall discipline plan and in a consistent manner. A student's violation of the dress code shall not subject the student to long-term suspension, expulsion, or mandatory reassignment as provided in Neb. Rev. Stat. § 79-267. A violation of the dress code may not require the student to miss substantial classroom time, instruction time, or school activities.

Under no circumstances is any administrator, teacher, other member of the school district's staff, or any school district contractor allowed to permanently or temporarily alter or cut a student's hair.

No student shall be disproportionately affected by dress code enforcement because of the student's gender, race, color, religion, disability, or national origin.

Driving and Parking Personal Vehicles

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

- 1) Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.

- 2) Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
- 3) By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Elevator

Only people who have permission from the GRMS administration may use the elevator. The primary purpose of the elevator is to aid those with special needs.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Standard Response Protocol:

Secure (formally called "Lockout"): Secure will be announced over the intercom and is followed by the Directive: "Secure the Perimeter." This is the protocol used to safeguard students and staff within the building. Secure is used when there is a potential threat outside of the building and students and staff need to safely remain in the building. Classes in the building will go on as usual, but no one will be allowed to enter or leave the building until the Secure is lifted.

Lockdown: When Lockdown is announced, it is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. Teachers will lock doors, turn out lights, and keep students away from windows. Teachers will not unlock doors. Only law enforcement or administration with keys will unlock doors as classrooms are "cleared".

Evacuate: Students and staff may be asked to Evacuate over the intercom. This notification is always followed by a location to where evacuated individuals will report to. Evacuation is used to move students and staff from one location to a different location in or out of the building if there is ever a safety concern that would necessitate the evacuation of any location.

Shelter: When Shelter is announced, students and staff will be asked to take shelter of a specific type and using a specific method depending on the safety concern that may be present. This is the protocol for group and self protection. Shelter will most often be used in the event of severe weather concerns.

Hold: A Hold may be activated at any time. During a Hold, students are to return to their classrooms directly, or stay in the classroom. Classroom teachers are to continue teaching, but not excuse anyone from the classroom until the all clear is announced. This is not the same as a lockdown or a lockout; this is for routine procedures like locker checks.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

- (1) School breakfast and lunch is available to all students free of charge. Breakfast is served in the cafeteria beginning at 7:30 a.m. Please encourage your student to participate in the school breakfast. Research studies show that eating breakfast can help students perform better in the classroom. School lunch offers a variety of choices for students. All meals include an entrée choice plus "all you can eat" salad bar.

- (2) All students may have extra servings from the salad bar, fresh fruit, canned fruit; vegetables, and salad. All extra servings of these items are free.
- (3) All students at an extra cost may purchase an additional entrée offered as part of the school lunch program. Students can also purchase additional entrees and charge them to their account, provided there is a positive balance in the account.
- (4) Families are encouraged to visit with their students about their school lunch account and set any limits necessary. To assist parents with monitoring their student's lunch account activity, please call the office at (308) 327-2491.
- (5) Families are responsible for notifying the School Nurse if their child requires a diet modification because of a certified disability. A licensed physician must provide specific written medical documentation indicating the need for the dietary change. Please contact the School Nurse for more information.

Payment for Meals

The district qualifies for the CEP program, where each child may receive one free breakfast and one free lunch daily. A la carte or extra items, are not part of the CEP program and may be purchased at the cost per item set annually by the district. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance. Students are encouraged to pay for all la carte items several weeks in advance. Payment should be made to the bookkeeper in the office.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. If they do not have cash in hand or their account has a negative balance. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any

program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Nathan Livingston, who may be contacted at (308) 282-1322.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any

school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription Medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-Prescription Medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be

brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Multicultural Education

Philosophy, Mission, and Program Goals. The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures. Refer to Policy #6020 for more information.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at <https://meeting.sparqdata.com/Public/Organization/385>

Title I Parental Engagement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

- 1) An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
- 2) An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
- 3) Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
- 4) The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
- 5) Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
- 6) The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
- 7) The district will 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.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Sports Physicals

All students participating in school-sponsored sports in grades 7-12 must have a physical. A single physical will be sufficient to fulfill both entrance and sports requirements. The sports physical for the current year must be done on or after May 1st.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Recess Rules

Students must follow these rules to keep safe when they are using spaces used for recess as part of the school day:

1. Students must obey the supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the supervisor.
3. Students must play away from the school windows.
4. Touch and flag football may be permitted, but tackle football is prohibited. Students may only play football in designated areas.
5. Students are not permitted to spike balls.
6. Students are not permitted to throw or kick balls across or through crowds.
7. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
8. Students must use the equipment properly and in a safe manner.
9. Students may not leave the assigned area after they have arrived at school for the day.

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Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: SHARPS Survey typically administered in the fall, and Health Class surveys may be administered during health class rotation. More information shall be provided prior to survey administration. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

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Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances

In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

Who Can/Can't Attend Dances:

- Only students of Gordon-Rushville Public Schools in the grade(s) for which the dance is being held may attend.
- Students who have been suspended from school or from extracurricular activities may not attend.
- The school reserves the right to exclude persons who may or do cause a disruption or detract from the event.
- Rules for dances may restrict students from leaving the dance until the dance ends without written parental permission on a form provided.
- Students who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted and school and legal consequences may apply.

- Students may be required to submit to a breathalyzer prior to gaining entrance.
- Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student is under the influence of alcohol or drugs.

Appropriate Attire: Students must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

School Day

The school day typically begins at 8:05 a.m. and ends at 3:16~~0~~ p.m. Students are to leave the school grounds after dismissal. **There will be no supervision provided by the school before 7:30 a.m. or after 4:00 p.m.** Parents must arrange for their children to leave school promptly at the end of the day.

Monday-Friday the first bell rings at 8:00 a.m. with 1st period beginning at 8:05 a.m. the school day will end at 3:16~~0~~ p.m.

Monday-Thursday Achievement Period will run from 3:19~~0~~ p.m.- 3:54~~0~~ p.m. Students may be required to stay during the Achievement period for a number of reasons including but not limited to interventions, study skills, behavior support, and extra opportunities to receive academic help. Students are responsible for communicating with their parent/guardian if they are required to stay for the Achievement period.

Students will be allowed in the building beginning at 7:30 a.m. and will remain in the cafeteria until the 1st bell rings at 8:00 a.m.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. 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.

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means 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" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

- 1. Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and 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 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 may provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are

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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 they lose.

- 4. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
- 5. Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. As with all school property, students may be charged for damage to or replacement of such devices. Additionally, the district may allow students to make repair cost or replacement cost payments by arranging for the students to utilize a single, or series of, payments.
- 6. Extracurricular Activities.** The school 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. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional 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.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: \$75
 - Covers admission to all extracurricular events
- Cheerleading, Drill Team, Flag Corps:
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$500
- Football:
 - Students must provide their own football shoes, undergarments, and mouthguards

□ Golf:

- Students must provide their own golf shoes, undergarments, and clubs

□ Softball and Baseball:

- Students must provide their own shoes, gloves, and undergarments

□ Track, Volleyball, and Wrestling:

- Students must provide their own shoes and undergarments

□ Future Farmers of America:

- Students must purchase their own jackets and pay dues.

7. Post-Secondary Education Costs. Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school 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. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs. The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$50 per activity trip.

9. Copies of Student Files or Records. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$.25 cents per page for reproduction of student records.

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. The maximum dollar amount for summer and night school shall be \$N/A.

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, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- ☐ Breakfast Program – Grades K-6
 - Regular Price \$ N/A
 - Reduced Price \$ N/A
- ☐ Breakfast Program – Grades 7-12
 - Regular Price \$ N/A
 - Reduced Price \$ N/A
- ☐ Lunch Program – Grades K-6
 - Regular Price \$ N/A
 - Reduced Price \$ N/A
- ☐ Lunch Program – Grades 7-12
 - Regular Price \$ N/A
 - Reduced Price \$ N/A
- ☐ Extra Milk \$.55
- ☐ Extra Breakfast Entrée \$.80
- ☐ Extra Lunch Entrée \$1.55
- ☐ Adult Breakfast Entrée \$2.30
- ☐ Adult Lunch Entrée \$4.25
- ☐ Adult Milk \$.60

12. Charges for Musical Extracurricular Activities. Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- ☐ Band students must provide their own instruments.
- ☐ Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$200.

13. Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of extracurricular activities during their years in Junior/Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade.

This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$40 per year.

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) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program 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. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

CFStudent Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating

in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students

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and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a “legitimate educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

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

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a “0” on their permanent records, and that grade will be averaged into the student’s cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

1. Punctuality is required on a daily basis. Tardies are administered when a student is up to 24 minutes late for a class thereafter will be considered absent.
2. A student who does not have a valid excuse for being tardy to any class may be required to stay during Achievement with the teacher to make up for lost learning time/work missed during the class.
3. In cases of excessive tardiness (every five tardies) to classes, the student may be referred to the Principal's Office for Achievement period or lunch detention.
4. After five tardies to school, the student and parents may be required to meet with the principal to discuss the situation.
5. If a student is tardy to class because a teacher or administrator detained him or her, the student should get a note from that teacher or administrator and present it to the teacher of the class to which he or she is late so that a tardy will not be charged.
6. The school does not issue excused tardies to students unless a bus arrives late in the morning prior to school or during activity periods that exceed the allowed time. Parents may excuse their students with a written note or phone call at the time the student comes to school.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

- ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such a report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. Members of the school crisis team may also serve on the threat assessment team. Not every team member needs to

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participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

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The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.

- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance, Recordings, and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons.

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students.

This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school 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. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on GRPS social media platforms and www.grmustangs.org. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Weight Room

The weight room is for the use of all middle school students in the Gordon-Rushville School System. A certified employee of the school district must supervise all students using the weight room. The physical education department is encouraged to use the weight room along with the athletic department.

- During the sports practice time, the athletes participating in the season sports have the first right to use the weight room.
- Whoever opens the weight room for the students is responsible for the people they open it for. It is the sponsor's responsibility to turn out the lights and lock the doors. Do not leave any students unsupervised.
- Keys should not be given to students for them to open and use the weight room. A certified employee of the school district must open the weight room and be responsible for those using the facility by being in the weight room.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO: ACADEMIC INFORMATION

Activities Eligibility

Middle School eligibility is determined on a weekly basis. Teachers will post their grades by the beginning of the first period on Wednesday. Middle school students with a 69% or below in ANY class will be declared ineligible for all competitions, performances, etc. for Wednesday through the Tuesday of the following week. Students are ineligible for one week and then become eligible the following Wednesday by raising grades to a 70% or above. Students declared ineligible are able to practice during the week of ineligibility, but may not compete/perform/etcetera at any level. Students will report to study skills class (if available) and Achievement period for the week during their ineligible period to complete missing assignments, study for quizzes and tests, and complete daily assignments.

Grades

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

A	Superior	100% - 94%
B	Above Average	93% - 86%
C	Average	85% - 78%
D	Unsatisfactory/Below Average	77% - 70%
F	Failing (no credit)	69% - 0%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Achievement Period from 3:10 p.m. - 3:40 p.m. is available and/or required for students with missing assignments and/or failing work.

Honor Roll

To qualify for the honor roll, students must be enrolled in a minimum of seven (7) classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language, and computer science. Students who earn a quarter or semester academic average of 94% or better with no grade in any class lower than 90% will qualify for the honor roll.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

Retention Procedure

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.

Sexual Health Curriculum- "Rights, Respect and Responsibility"

Sexual Health Units may be presented during Health class to students as time allows. If you do not wish for your child to participate in any portion of the sexual health units, please sign the waiver form found on the GRMS tab under the grmustangs.org

website. A waiver form will also be sent home with students prior to the start of the units.

Summer School

Students who fail any core class, (reading, math, science, social studies, and language arts) MAY be required to attend summer school. Failure of a class is a percentage at or below 69%.

SECTION THREE: STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent

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interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, behavior plans, alternate schedules, 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 during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Monday-Thursday Achievement Period will run from 3:10 p.m.- 3:40 p.m. An Achievement bus will be provided if students are required to attend.

Students may be required to stay during the Achievement period for a number of reasons including but not limited to interventions, study skills, behavior support, and extra opportunities to receive academic help. Students are responsible for communicating with their parent/guardian if they are required to stay for the Achievement period.

Teachers and administrators may require students to stay after school or to serve detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

If bussing will not be provided, students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct~~Conduct constituting grounds for expulsion as hereinafter set forth;~~ or

2. 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:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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 he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, in accordance with the process outlined in this handbook.

Weapons and/or Firearms

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **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.
2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **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, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. 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;
3. 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;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes 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 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*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. 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, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos

- electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;
 - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
 - j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

- 1. The violation includes possession of a firearm;
- 2. The violation results in child abuse;
- 3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
- 4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
- 5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

- 1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

- b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
- 3. 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 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.
 - 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
 - 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days,

select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Recommended Consequences:

The following categories will be used as a guideline to determine consequences for student misconduct, however, not all behavior can be predicted and/or categorized; therefore, the administration reserves the right to handle situations on an individual basis.

1. CONSEQUENCES:

a. Category 0

- Teacher disciplines for minor offenses – Teacher may issue detentions for the first two offenses
- 1st Offense – Teacher/Student private conference
- 2nd Offense – Teacher will contact parent or guardian
- 3rd Offense – Referred to Principal

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- 4th Offense – Referred to Principal
- b. Category N (Nuisance Items)
 - Nuisance items include, but are not limited to: personal stereos, beepers, and laser pointers.
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 - 1st Offense – Parents notified and item confiscated until end of school day, 30 minute detention
 - 2nd Offense – Item confiscated and parent/guardian must meet with the principal before the item will be returned, 30 minute detention
 - 3rd Offense – Same as 2nd offense and the student will be assigned ISS.
 - 4th Offense – Same as 2nd offense and the student will be assigned OSS
- c. Category I
 - Category I Offenses Include:
 - o Public display of affection
 - o Failure to keep locker clean
 - o Littering
 - ~~o Dress Code Violation~~
 - o Profanity/Vulgarity
 - o Inappropriate dress
 - o Excessive Tardies (Groups of five)
 - o Being in unauthorized area without permission
 - o Unauthorized occupancy of school facilities by student
 - ~~o Wearing hats or caps in building during class or pass time~~
 - o Disruptive behavior
 - o General Rudeness
 - o Computer Usage Violation 1st offense
 - o Throwing snowballs on school grounds
 - o Other
 - 1st Offense – Conference with the Principal
 - 2nd Offense – Detention
 - 3rd Offense – 1-day in-school suspension
 - 4th Offense – 1-day out-of-school suspension
- d. Category II
 - Category II Offenses Include:
 - o Skipping class*
 - o Academic dishonesty
 - o *Inappropriate cell phone usage (in addition to previously stated consequences)
 - o Disorderly conduct
 - o Bus violations 1st and 2nd offenses
 - o Inappropriate cafeteria behavior
 - o Indecent material
 - ~~o Dress Code Violation 2nd offense~~
 - o Leaving school grounds without permission
 - o Lunch Truancy 1st and 2nd offense
 - o Lying
 - o Misuse of school material and equipment

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- o Disorderly conduct on school bus
 - o Skipping closed campus
 - o Computer Usage violation 2nd offense * plus three day Internet suspension
 - o Other
 - 1st Offense – Detention
 - 1st Offense skipping – Detention or ISS for each class skipped
 - 2nd Offense – 1-day in-school suspension
 - 3rd Offense – 1-day out-of-school suspension
 - 4th Offense – 2-day out-of-school suspension
 - 5th Offense – 3-day out-of-school suspension
- e. Category III
- Category III Offenses Include:
 - o Disruption of school/class
 - o Disruption of assemblies or programs
 - o Inappropriate behavioral gestures
 - o Bus violations 3rd offense
 - o Skipping 9th period 1st offense
 - o Lunch truancy 3rd offense
 - o Attendance Truancy * one day of ISS per day of Truancy
 - o Computer Usage Violation 3rd Offense * plus Internet suspension until further notice
 - o Disruptive objects
 - o Excessive Profanity/Vulgarity
 - o Minor Physical Altercation
 - o Use of Culturally Insensitive, Demeaning, and/or Derogatory Language
 - o Refusal to serve detention and/or skipping detention
 - o Other
 - 1st Offense – 1-day in-school suspension
 - 2nd Offense – 2-day in-school suspension
 - 3rd Offense – 2-day out-of-school suspension
 - 4th Offense – 3-day out-of-school suspension
 - 5th Offense – 5-day out-of-school suspension
- f. Category IV
- Category IV Offenses Include:
 - o Careless driving/endangerment, parking violations
 - o False Calls
 - o Forgery of notes
 - o Physical Altercation
 - o Skipping 9th period 2nd offense
 - o Minor vandalism, including but not limited to, improper care of books or school materials, deliberate damage to books or school materials, marking or defacing other school property
 - o Minor Theft
 - o Disrespect to staff
 - o Publishing/Sharing of Unauthorized Video Taken at School
 - o Other
 - 1st Offense – 1-day out-of-school suspension

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Commented [2]: This is not in compliance with our practice at the middle school.

- 2nd Offense – 2-day out-of-school suspension
- 3rd Offense – 3-day out-of-school suspension
- 4th Offense – 5-day out-of-school suspension

g. Category V

- Category V Offenses Include:
 - o Gross misbehavior
 - o Harassment/Intimidation
 - o Major Theft
 - o Verbal Assault / Use of Racial Slurs
 - o Insubordination / Deliberate Dishonesty to Administration
 - o Skipping 9th period 3rd and additional offenses
 - o Bus violations 4th offense
 - o Lunch truancy 4th offense
 - o Defiance
 - o Misuse of elevator
 - o Bullying/Cyberbullying/Hazing
 - o Sexting
 - o Tampering with report cards, warning cards, or other school records
 - o *Possession or use of tobacco on school grounds (in addition to previously stated consequences)
 - o Other
- 1st Offense – 3-day out-of-school suspension
- 2nd Offense – 3-day out-of-school suspension
- 3rd Offense – 5-day out-of-school suspension

h. Category VI

- Category VI Offenses Include:
 - o Indecent exposure
 - o Intimate acts
 - o Fighting
 - o Open and persistent defiance of authority
 - o Vandalism
 - o Threatening behavior: written, verbal, or physical to staff members
 - o Sexual harassment – verbal
 - o Any 3rd incident of an offense not previously described
 - o Other
- 1st Offense – 5-day out-of-school suspension
- 2nd Offense – 5-day out-of-school suspension
- 3rd Offense – 10-day out-of-school suspension

i. Category VII

- Category VII Offenses Include:
 - o Extortion
 - o False fire alarm
 - o Possession of weapon other than firearm (police will be called)
 - o Alcohol/Drug possession or use (police will be called)
 - o Physical assault
- 1st Offense – 5-day out-of-school suspension
- 2nd Offense – Recommended Expulsion

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j. Category VIII

- Category VIII Offenses Include:
 - o Arson
 - o Bomb threat
 - o Physical assault on a staff member
 - o Possession and/or use of explosives
 - o Use of any instrument as a weapon
 - o Excessive vandalism
 - o Possession of a firearm
 - o Alcohol/Drug selling
 - o Use of violence, force, coercion, threat, substantial interference with school purpose
 - o Physical sexual harassment
 - o Other
- 1st Offense – Recommended Expulsion

SECTION FOUR: WELLNESS POLICY

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School Wellness Policy

A mission of Gordon-Rushville Public Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. District Wellness Committee

Committee Role and Membership

The District will convene a representative District Wellness Committee (DWC) that meets at least one time per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review of this policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community

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Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District's website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's Office and/or on the District's computer network. Documentation maintained in this location will include, but not be limited to:

1. The written wellness policy;
2. Documentation demonstrating that the policy has been made available to the public;
3. Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. The most recent assessment on the implementation of the local school wellness policy
6. Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to [a] the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Goals to Promote Student Wellness

The District has established the following student wellness goals that are designed to promote student wellness in a manner that the District determines to be appropriate:

- a. Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- b. Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- c. Health Education. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- d. Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The Superintendent or designee shall establish such further goals as are determined appropriate to meet the stated mission.

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4. Nutrition

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs.

Gordon-Rushville Public Schools will take steps necessary to ensure the privacy of all students and their families is protected in regards to information gathered to determine eligibility for free/reduced priced meals. Record of student names including family income will only be available to those individuals directly involved in reporting this information to the NDE.

No student attending Gordon-Rushville Public Schools will be denied access to school meals or snacks. Only the Head of Food Service or designee, Superintendent, or designee, appropriate Business Office staff, the student and parent/guardian will have access to a student's meal fee balance. Students who accumulate unpaid school meal balances excess of \$0 may be subject to:

1. Written notification to the parent/guardian requesting payment or to set up a payment schedule with the district's Business Office
2. Required to provide a cash payment at the time of purchase for any second serving or additional meal items other than what is included in the meal's original offered serving.

The district will annually develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent.

1. Eligibility criteria for free and reduced meals
2. Parent letter and application
3. Public release
4. Collection procedure

Water will be made available to all students and staff throughout the day. Cups and coolers are available in all cafeterias as well as water fountains in all buildings including water bottle fillers. All water sources and containers will be maintained on a regular basis to ensure good hygiene standards. Students may bring personal water bottles from home to use that meet building requirements.

All nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA Professional Standards for School Nutrition Standards website to search for training to meet their learning needs. These individuals will also be in communication with the NDE Office of Nutrition Services on a regular basis.

The district is continually researching and seeking opportunities to include locally grown or produced food in the school meal program.

Closed Campus and Lunch Schedules

As stated in the district's student handbooks, Gordon-Rushville Public Schools follows a closed campus practice at all grade levels.

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Students may not leave the building without permission from the administration. High school students may leave campus to go home for lunch if they have secured a completed contract and submitted it to the office.

Specific schedules for lunch may be found in the student handbook, all students have a minimum of 30 minutes for lunch, not including recess.

Assurance for Reimbursable School Meals

The District gives the assurance that the District's guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to the District.

Students who choose to bring lunches from home are asked to bring meals which would be considered part of a balanced and nutritious diet.

Parents of students with food allergies and or food tolerances are required to complete a food allergy form available from the respective building principal office.

Nutrition Guidelines Foods Provided/Sold Foods

Nutrition guidelines have been selected by the District for all foods available in each school building during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch. The Superintendent or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

A summary of the standards and information are available at: <https://www.fns.usda.gov/tn/guide-smart-snacks-school>

The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.healthiergeneration.org/smartsnacks

Vending machines available in the district contain beverages that align with the standards outlined in www.healthiergeneration.org/smartsnacks

Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food

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restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

Competitive Foods and Beverages

The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Suggestions for classroom celebrations include but are not limited to:

- Classroom teachers will provide a list of opportunities for parents to sign-up for snacks which comply with the Smart Snacks nutrition guidelines.
- If applicable, the classroom teacher will include in the list any food allergies or food tolerances in the classroom that year.
- Holding a once-a-month birthday celebration instead of individual celebrations
- Use of non-food items for birthday celebrations such as pencils, stickers, etc.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources. In addition a list of which fundraisers fall under this compliance will be made available.

Nutrition Promotion

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The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least five or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also could be integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

1. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
2. Displays, such as on vending machine exteriors
3. Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
4. Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
5. Advertisements in school publications or school mailings.
6. Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

5. Physical Activity and Health Education

Children and adolescents should participate in physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement; and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the District will be encouraged to participate in Nebraska Healthy School programs, or comparable programs, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Health Education will be provided to all students grades K-9. Students will be provided instruction in a wide variety of topics which encourage and promote healthy lifestyles, safety and well-being.

District elementary students in each grade will receive physical education for at least 60-90 minutes per week throughout the school year.

All District middle school students are required to take three years of physical education classes

All District secondary students are required to take two years of physical education, with additional elective opportunities available.

All Gordon-Rushville physical education teachers hold the appropriate certification to teach through the Nebraska Department of Education.

Gordon-Rushville physical education teachers are provided with opportunities to participate in appropriate professional development for their subject area. Including attendance at the annual SHAPE conference. Exemptions for physical education classes are not granted unless directly prescribed by a certified medical provider.

The District continues to work with other local entities and organizations to develop and provide opportunities for physical activities in the communities. Including but not limited to Girls on the Run, Kiwanis Basketball, youth volleyball league, access to middle school and high school tracks, 9 Ft Tournament, and adult COED volleyball. The District will develop, enhance or continue relationships with community partners (i.e. hospital, post secondary institutes, Educational Service Unit, local law enforcement and businesses) in support of this wellness policy's implementation. Evaluation of existing partnerships will be conducted to ensure that they are consistent with the wellness policy and its goals.

The District will promote to parents/guardians/caregivers/families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

The District provides after school activities for students grades 7-12 in compliance with NSAA regulations and requirements including, Cross Country, Volleyball, Football, Golf, Boys and Girls Basketball, Wrestling, Track and Field. Additionally the District provides an afterschool program from students grades K-6 which includes physical activities as well as academic enrichments and social development.

All elementary schools will offer at least 30 minutes of recess on all or most days of the school year. This practice may be waived on early dismissal or late start days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand sanitizing mechanisms available before students eat.

Outdoor recess will be offered when weather is feasible for outdoor play. Outside recesses are required throughout the year for all elementary students. They are expected to wear adequate clothing and boots for cold and wet weather. Please mark all outdoor clothing for identification. Building administrators make the final decision as to whether students remain outside or in the building due to a variety of playground and weather conditions including:

- When weather is raining or snowing heavily
- When the temperature or wind chill is below 15 degrees Fahrenheit
- When lightening or approaching storms are in the immediate area

In the event the building must conduct indoor recess, teachers and staff will follow indoor recess guidelines as outlined in the student handbook. Recess will complement not substitute for physical education classes.

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks where they can be physically active or stretch. Students will be offered periodic opportunities to be active or stretch throughout the school day, based on teacher discretion. Opportunities include those modeled by Go Noodle and Mindful Movement for example. The District recommends that students be allowed 3-5 minutes between classroom times as a physical activity break, this would include passing time at the middle and high school levels.

The District follows a consecutive developmentally appropriate curriculum guide for all subject areas, including physical education. Skills are taught, reinforced and advanced as appropriate through grades PK-12. The District will integrate wellness activities across the entire school setting, not just the cafeteria, other food and beverage venues and physical education facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work toward the same set of goals and objectives of promoting student well-being, optimal development, and strong educational outcomes.

The District supports active transport to and from school such as walking and biking. GRPS has and will continue to work with both communities, Gordon and Rushville to establish and designate safe or preferred routes to school. The District supports and promotes such activities as

- National Walk to School Day, Walk at Lunch Day, National Bike and Walk to School Day. The district will provide secure storage for bicycles and helmets as appropriate for each building.
- Cross guards are used at both elementary buildings and students are instructed in proper crosswalk procedures.
- Crosswalks are established and advertised.
- Speed monitoring and lower speed limits have been established near buildings where appropriate (15 mph)
- Bus loading and unloading areas have been established

6. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

The District Wellness Committee will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources, and performs other functions that support staff wellness in coordination with human resources staff. The subcommittee will be led by the school nurse.

Schools in the district will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Examples of strategies that may be used include EHA Wellness, blood pressure checks, staff immunizations, team building fitness and nutrition challenges, mental health care, etc.

The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low cost.

The District will include members from each building on the District Wellness Committee, these committee members will report directly to their specific building information regarding health and wellness practices, promotions and concerns of the District. Likewise these members will bring to the DWC as a group concerns, suggestions or ideas from the building they represent.

Community Partnership

The District will develop, enhance, or continue relationships with community partners (e.g. hospitals, colleges, local business, health providers, etc.) in support of this wellness policy's implementation. New and existing community partnerships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Glossary

School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

SECTION FIVE: TITLE IX POLICY

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Commented [3]: Awaiting Adopted Title IX Policy

SECTION ~~SIX~~FIVE: STAFF DIRECTORY

Members of the Board of Education

~~Carrie Child~~~~Candie Johnson~~.....President
~~Bobbi Archibald~~~~Zach Kearns~~.....Vice-President
~~Gary Hoagland~~~~Bobbi Archibald~~.....Secretary
~~Ryan Alcorn~~~~Carrie Child~~.....Treasurer
~~Seth Tausan~~.....Member
~~Nick Sasse~~~~Cassie Craven~~.....Member

Administrative Staff

Nathan Livingston.....Superintendent
Dennis Dolezal.....High School Principal
Zachery Deleski-Taylor.....Middle School Principal
Keith Mills.....Rushville Elementary Principal
Robin Johnson.....Gordon Elementary Principal
Jill Simmons.....Director of Special Education

20254-20265 Teaching Staff and Support Staff

Maurita Runkel	ELL	Riley Hall	Title 1
~~Taalan-Liebermann~~ ~~Niki Waugh~~	~~Resource/Special Education~~ ~~7-8 Language Arts~~	Abigail Goosey	6 th Grade ELA/Social Studies
Macy Sun	7-8 Reading	Riley Hall	6 th Grade Math/Science
Stacie Lefler	7-8 Mathematics	Randy Hurlburt	7-8 Social Studies
David Browder	7-8 Industrial Technology	~~Niki Waugh~~ ~~Esther Wilson~~	~~7-8 Language Arts~~ ~~7-8 Art~~
Lauren Stephens	6-8 Music	~~Esther Wilson~~	~~7-8 Art~~
Dallas Wik	6-8 P.E	Morgen Reed	Paraprofessional

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Amy Schmidt	7-8 Science	~~Melinda Smith~~ TBD	Paraprofessional
Janet Victory	Resource/Special Education	TBD	Paraprofessional

Central Office Staff

Tory Sasse..... Bookkeeper/Superintendent's Secretary
 Stacey Meeks..... Business Manager
 Alton Archibald.....Technology Coordinator
 Darren Probst.....GRPS Activities Director

GRMS Office Staff

Shelby Coomes.....GRMS Counselor
~~Jordan Andrews~~~~Tiffany Graham~~.....GRMS
 Administrative Assistant
 Ashlei Tausan..... School Nurse

Support Staff

Jessica Olson.....Food Service Director
~~Gian Aguas~~~~Carmen Ruiz~~.....RES/GRMS Head
 Cook
 Joel Burbach.....RES/GRMS Head Custodian
 Holly Lechleitner..... RES Custodian
 Chad Allison.....Head of Transportation
 Shelly Hardin.....Librarian
 Brandy Hoos.....Speech Language-Pathologist
 Lisa Janssen.....After School Program Director

Gordon-Rushville Public Schools 2025-2026 Calendar (approved -)

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug Prof Dev - 8, 11-13
District Meeting - 11
Aug 14 1st Day of Classes/noon dismiss
Aug 15 noon dismiss
12 student/15 staff days

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21						27
28						

Dec 12 Staff PD
Dec 19 End 1st sem - 39 qtr/ 81 sem
Dec 22 - 31 Christmas Break No School
14 student/15 staff days

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2		
5		7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23		25
26	27	28	29	30		

April 3 & 6 Easter Break No School
April 24 No School
19 student/19 staff days

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						6
7	8	9	10	11	12	13
14	15	16	17	18		20
21	22	23	24	25	26	27
28	29	30				

Sept 1 No School Labor Day
Sept 19 No School
Sept 22 PD No Students
19 student/20 staff days

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22		24
25	26	27	28	29	30	31

Jan 1-2 Winter Break No School
Jan 5 PD No Students
Jan 6 1st Day 2nd Sem
Jan 23 No School
18 student/19 staff days

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 9 Graduation
May 21 last day students
May 22 PD and teacher last day
4th Qtr 46 days/2nd Sem 88 days
15 student/16 staff days

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Oct 13 PD No Students
Oct 17 End 1st Qtr 42 days
Oct 3 and 31 No School
20 student/21 staff days

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5		7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26		28

Feb 6 and 27 No School
Feb 16 PD No Students
17 student/18 staff days

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13		15
16	17	18	19	20	21	22
23	24	25				29
30						

Nov 11 Annual Veterans' Day Program
Nov 14 No School
Nov 27-28 Thanksgiving Break No Sch
16 student/16 staff days

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10				14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 10 End 3rd Qtr 42 days
March 11-13 No School Spring Break
19 student/19 staff days

169 student days
178 teacher days

***May 26-29 tentative snow make-up days

Additional inservice days may be added or adjusted as needed to accommodate new curriculum trainings.

Current No school days may be subject to change to regular school days in the event of closings due to extreme weather.

Federal Holidays		
Sept 1 Labor Day	Nov 28 Thanksgiving	Jan 20 Martin Luther King Day
Oct 13 Columbus and Indigenous People Day	Nov 29 Native American Day	Feb 16 Presidents' Day
Nov 11 Veterans Day	Dec 25 Christmas	May 25 Memorial Day
	Jan 1 New Years	July 4 Independence Day

Days Per Quarter				
S-1 St	S-1 Tch	S-2 St	S-2 Tch	
A-12	A-15	J-18	J-19	
S-19	S-20	F-17	F-18	
O-20	O-21	M-19	M-19	
N-16	N-16	A-19	A-19	
D-14	D-15	M-15	M-16	
81	87	88	91	

Gordon-Rushville Public Schools 2024-2025 Calendar (approved - 3/18/2024)

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug Prof Dev - 9, 12-14

District Meeting - 12

Aug 15 1st Day of Classes/noon dismiss

Aug 16 noon dismiss

12 student/16 staff days

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2 No School Labor Day

Sept 25 PD No Students

19 student/20 staff days

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 14 PD/ No Students

Oct 18 End 1st Qtr 44 days - Noon Dismissal

Oct 25 Tent. Fall Break

21 student/22 staff days

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 10 Annual Veterans' Day Program

Nov 27-29 Thanksgiving Break No Sch

18 student/18 staff days

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 11 Noon Dismissal PD

Dec 20 End 1st sem 41 qtr/85 sem

Dec 23 - 31 Christmas Break No School

15 student/15 staff days

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Jan 1-3 Winter Break No School

Jan 6 PD No Students

Jan 7 1st Day 2nd Sem

19 student/20 staff days

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb 17 All Day PD No School Students

19 student/20 staff days

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 11 End 3rd Qtr 45 days

March 12 - 14 Spring Break

18 student/18 staff days

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 18 & 21 Easter Break No School

20 student/20 staff days

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 10 Graduation

May 21 last day students

May 22 PD and teacher last day

4th Qtr days/2nd Sem days

15 student/16 staff days

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

176 student days

185 teacher days

***May 23, 27-30 tentative snow make-up days

Additional inservice days may be added or adjusted as needed to accommodate new curriculum trainings.

Days Per Quarter				
S-1 Qtr	S-1 Toh	S-2 Qtr	S-2 Toh	
A-12	A-16	J-19	J-20	
S-19	S-20	F-19	F-20	
O-21	O-22	M-18	M-18	
N-18	N-18	A-20	A-20	
D-15	D-15	M-15	M-15	
85	91	91	94	

Federal Holidays		
Sept 2 Labor Day	Nov 28 Thanksgiving	Jan 20 Martin Luther King Day
Oct 14 Columbus and Indigenous People Day	Nov 29 Native American Day	Feb 17 Presidents' Day
Nov 11 Veterans Day	Dec 25 Christmas	May 26 Memorial Day
	Jan 1 New Years	July 4 Independence Day

SECTION SEVEN~~Six~~: FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN: September 1, 202~~5~~4**.

Parent/Guardian Forms to be Returned to the Office

- ☐ Student Information Form/Emergency Form
- ☐ Permission/Request for Administration of Medication
- ☐ Ethnicity Identification Form
- ☐ 506 Form (for new Native American students to the district)
- ☐ 7th Grade Physicals (required by state law)
- ☐ Updated Immunizations (all 7th grade students/new students required by state law)
- ☐ Acceptable Use of Computers and Network Student and Parent Agreements
- ☐ Certification of Understanding/Handbook Receipt
- ☐ Free and Reduced Lunch Form
- ☐ Johnson O'Malley Program Form- If applicable
- ☐ Health History Form
- ☐ Nebraska School Activities Association Form- Grades 7 and 8
- ☐ Activity/Athletic Policy Certification of Understanding
- ☐ Student Accident Insurance Brochure (signed and returned indicating yes or no)
- ☐ Asthma/Allergy Action Plan – if applicable
- ☐ Athletic Physicals (for 7th-8th graders who will play sports)
- ☐ Attendance Acknowledgement
- ☐ Parent-Student Compact Form for Title I

***Please return the above-mentioned forms to
Gordon-Rushville Middle School by September 1, 2022***

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GRMS HANDBOOK RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

Please return to Gordon-Rushville Middle School by September 1, 202~~5~~4

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Gordon Rushville Public School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled at Gordon Rushville Middle School, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature Date Parent/Guardian's Signature Date

Cell Phone Number (Optional) Cell Phone Number (Optional)

Parent's Email Address (Optional) Parent's Email Address (Optional)

GRMS EMERGENCY INFORMATION:

Student's Name Parent/Guardian's Name(s)

Mailing Address Home Phone

Father's Employer Business Phone

Mother's Employer Business Phone

Other Person Who May Be Contacted in Case of Emergency Phone

Choice of Doctor Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- ☐ Complete and return this authorization form.
- ☐ Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- ☐ Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that have expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this ____ day of _____, 20__.

Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug)

_____, a physician-prescribed drug, during school intervals

beginning on (date) _____ and continuing through

_____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage and time _____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

_____ Secondary

Phone Number

Signature of Physician

RECORD OF SELF-ADMINISTERED MEDICINE

Parent's Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____

Phone # _____

Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____, 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

**Gordon-Rushville Public Schools
Activities Department
Student/Parent/Sponsor Handbook
2025-2026**

Sports

**Basketball (Boys and Girls)
Cross Country (Boys and Girls)
Football
Golf (Boys and Girls)
Track (Boys and Girls)
Unified Bowling (Boys and Girls)
Volleyball
Wrestling (Boys and Girls)**

Activities

**Journalism
Play Production
Speech
FFA
Vocal/Instrumental Music
School Dances**



Welcome

On behalf of the Activities Department of the Gordon-Rushville Public Schools, we welcome everyone to the new activities season. We are very proud of our students and are excited to have your child as part of our programs.

Activities are one of the most important elements in the overall education of our students. Activities provide an opportunity to extend the learning process. The intention of this manual is to provide students/parents with a guide for understanding the philosophy, programs, procedures, organization, and expectations of the Gordon-Rushville Public Schools Activities Department. We hope this manual will be used by students/parents to make the direction we are going clearly understood.

Why Activities?

The answer to this question is simple: it gives the participant the opportunity to further develop the skills needed for success as an adult. Some of the important skills introduced, developed and fostered by the students include: loyalty, honesty, hard work, leadership, organization, perseverance, socialization, cooperation, and discipline. In short, activities are an excellent laboratory for life skills.

Research also tells us that one of the key characteristics of successful adults is their previous association in activities. Students who are active in the workings of their school tend to be the most successful academically and socially. In addition, they are able to develop and maintain more positive and lasting interpersonal relationships.

Philosophy

Activities are an extension of the educational experience offered to our students in the classroom atmosphere. We are not a separate entity therefore our philosophy is the same as the district.

Goal/Motto

The Gordon-Rushville Public Schools Activities Department exists to provide motivated students with the opportunity to develop skills and interests in competitive sports and activities. Our goal is to provide as many students as possible with the opportunity to be involved in activities that will assist the

overall development of skills, knowledge, attitude, and interests at a level they are capable of and willing to work to achieve. Our approach to achieving this goal is simple- ***Do your best each and every time you have the opportunity.***

Objectives

The Objectives we are striving to meet within the Gordon-Rushville Public Schools Activities Department are:

1. Develop the key skills which participation cultivates: leadership, cooperation, dependability, organization, sociability, self-control, respect for the rules and regulations, role acceptance, prioritization and agenda development, good health habits, and teamwork.
2. Develop the fundamental physical and mental skills needed for participation in activities.
3. Develop lifelong vocational and recreational interests.

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Gordon-Rushville Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. 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. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: Jill Simmons at 308-282-0894 (phone number), jill.simmons@grmustangs.org (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Nathan Livingston at 308-282-1323 (phone number), nathan.livingston@grmustangs.org (e-mail address), PO Box 530, Gordon, NE 69343 (mailing address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.grmustangs.org/o/grps/page/non-discrimination-notice>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Nathan Livingston at 308-282-1323 (phone number), nathan.livingston@grmustangs.org (e-mail address), PO Box 530, Gordon, NE 69343 (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the High School Principal, Dr. Dennis Dolezal at 308-282-0894 (phone number), dennis.dolezal@grmustangs.org (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 5 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in one or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for half of the school day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be canceled or postponed in the event that school has been called off for inclement weather or any other reason as

determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The Gordon-Rushville School colors are Blue and Orange.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: <https://www.grmustangs.org/page/parent-patron-student-guide-to-solving-a-problem-at-school>

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete ~~one of the following on-line a training~~ courses approved by the Chief Medical Officer 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.÷
 - ~~Heads UP Concussions in Youth Sports~~
 - ~~Concussion in Sports—What You Need to Know~~
 - ~~Sports Safety International~~
 - ~~ConcussionWise~~
 - ~~ACTive™ Athletic Concussion Training for Coaches; and~~
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a

coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school or activity rules, or not meeting the school's eligibility requirements.

Junior High/Middle School Dances

Junior high/middle school (6-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to Gordon-Rushville High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible may not be allowed to attend school dances.

School Dance Regulations

1. All school dances will be held in the school building or in a place sanctioned in writing by the school administration.
2. Permission for any dance must be obtained from the principal. Dances must be scheduled and arranged for at least one week prior to the event.
3. Dances may start between 7:30 and 10:00 P.M. Dances will officially close as follows: prior to a school day - 10:00 P.M.; Friday or Saturday nights or a night preceding a school holiday - 12:00 midnight; Homecoming and Prom may last until 1:00 A.M. (or as determined by Administrative Approval).
4. Parents are to be admitted as guests. Each group sponsoring a dance shall have three sets of parents present at the dance. The parents' names shall be turned into the office at least three days in advance of the dance.
5. Each organization must have a committee responsible for preparing the dance area and to serve as a clean-up committee after the dance both inside the building and the immediate area outside. The organization sponsoring the dance is responsible for any damages done to the school property, borrowed property and the returning of the same. The dance area must be cleaned up immediately following the dance with the exception of the Homecoming Dance and Junior-Senior Prom.
6. Lewd or sexually explicit dancing such as grinding or front-to-back dancing is prohibited and may result in the student being removed from the event and parents notified
7. All names of outside dates to Gordon-Rushville High School dances must be submitted to the principal for approval. Student/s who are currently attending another Nebraska high school, who has not been restricted

from attending extracurricular activities at their own school, may be approved as an invited guest. Persons older than 19 years of age and/or not attending high school, a GED program, or equivalent program will not be approved as an invited guest.

8. Students below 9th grade are prohibited from high school dances.
9. Adequate attendance at school is required to be eligible to attend school dances and activities.
10. School officials reserve the right to utilize a Breathalyzer to screen individuals prior to entering the dance site. Once a student leaves the dance, he/she may not return.

Homecoming and Prom

The Homecoming dance is open to students and guests of Gordon-Rushville High School.

Prom is open to students and guests of the Gordon-Rushville High School. Junior-Senior Banquet is open only to Junior/Seniors and their guests. Guests must follow all rules the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be

assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity. Coaches/sponsors are expected to complete the "accident report" form immediately following the conclusion of a game or practice.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Football: The athlete must participate in 50% of varsity play, if a player has a shortened season due to injury, they may still qualify for a letter if they have participated in 50% of the varsity quarters they were healthy to compete in injured players are expected to attend all practices and games in order to letter, complete the season, and/or have the recommendation of the head coach.

Volleyball: The athlete must participate in 33% of the total games, complete the season, players may also letter if they are listed on the varsity roster of a Sub-District or District Championship team, and/or have the recommendation of the head coach.

Basketball: The athlete must participate in 60% of the varsity quarters, if a player has a shortened season due to injury, they may still qualify for a letter if they have participated in 60% of the varsity quarters they were healthy to compete in, injured players are expected to

attend all practices and games in order to letter, complete the season, and/or have the recommendation of the head coach.

Golf: The athlete must accumulate 5 pts **or** place as an individual (top 10 in a tournament, top 3 in a dual/tri) **or** be on a tournament team that qualifies for state complete the season, golfers earn points through the following: 3 pts for participating in 60% of all contests, 1 pt for every PR, 1 pt can be awarded at the coach's discretion (perfect attendance, never down, continual improvement in practice games, etc), if a golfer has a shortened season due to injury, they may still qualify for a letter at the coach's discretion. Injured golfers are expected to attend all practices., finish the season in good standing, and/or have the recommendation of the head coach.

Track: The athlete must place as an individual in any meet of 6 or more teams. (This is usually the first six places in all events.), An accumulation of ten (10) points: Placing as a relay team member = (Points scored divided by the 4 relay members) Perfect Attendance at practice and meets = 2 points. (Perfect means PERFECT- only excuse is being gone for another school activity), improvement of personal best throughout the season = 1 point per meet maximum. (Excludes 4 x 100 relay), points earned through duals, triangulars, and quad meets, having good grades- not being on the downs list= 2pts, breaking an existing school record and/or have the head coach's recommendation.

Wrestling: The athlete must accumulate 15 varsity team points, or place in a major varsity tournament (eight teams or more), or wrestle in at least five varsity competitions, complete the season and/or have the recommendation of the head coach.

XC: 15 points are needed to letter. 1 point/week for perfect attendance at practice, 1 point for each Varsity meet of participation, Athletes will receive the following points based upon their meet times: Females: 31min=1 pt, 28min=2 pts, 25min=3 pts, 2min=4 pts Males: 28min=1 pt, 25min=2pt, 22min=3pt, 19min=4pt, 5 points for each school record, 1 point for a top 25 finish, 2 points for a top 10 finish, 5 points for all district selection, 10 points for a state qualifier, and/or have the recommendation of the head coach.

Student Managers: The student manager must complete the season and have the recommendation of the head coach of the sport involved.

Speech: The criteria for receiving a letter for Speech Competition will be based on the participant's commitment to preparation and participation. In order to letter, a participant must earn a minimum of 200 points. Points can be earned in the following ways:

1. Practice / Rehearsal with Speech Coach - up to 10 points per practice session; extemporaneous speakers must verify prep time equivalent to 10 practice sessions.
2. Performance - 20 points for performing at each speech meet, including invitationals, conference, district, and state.
3. If a participant attends a meet but scratches for any reason, no points will be earned and 10 points will be deducted from his/her point total.
4. If a participant does not show up for a meet for which he/she has been entered, 50 points will be deducted from his/her point total unless a parent or guardian has notified the Speech Coach with a valid excuse for the reason that the participant missed the meet.
5. If one person of an OID or Duet Acting group does not attend a meet for which he/she has been entered, he or she will lose 10 points. The remaining members of the group will be awarded 10 points for attendance even though they cannot perform.
6. Novice speech team members will earn 10 points for attending speech meets with the team, even though they are not competing, providing they support and encourage team members by watching their events.
7. Any participant who is reprimanded by a contest director for improper behavior at a speech meet will be penalized 50 points. If this happens more than once during any part of the season, the participant will be removed from the team. Parents of removed team members will be notified of the removal and the reasons for the removal.

Mascot

The official emblem for boys' and girls' athletic teams is the Mustangs. The mascot cannot be used for non-school-sponsored purposes unless approved by the Superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed (anytime after May 1 each year) and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the Principal or Superintendent.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the coach/sponsor and signs the release form required by the district. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the coach/sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and

from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months. Students will be required to sign a wavier in order to use the school's weight rooms or gym facilities, during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

Students under the age of 18 may not use the weight room without the supervision of school personnel at any time. Adults from the community are welcome to use the weight room if it is being supervised by a school employee and have signed a wavier release form. Exceptions will be given to Community Service Providers (law enforcement and fireman).

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Cross County (boys and girls)
Football
Golf (boys and girls)
Track (boys and girls)
Volleyball
Wrestling (boys and girls)

Art Club

Membership is open to those students who wish to work on out of class projects such as painting windows in classrooms and painting pictures and designs on the art room walls.

Band/Choir

The school district sponsors pep band, and jazz band in addition to concert band. Participants must be enrolled in band class in order to be eligible to participate in these groups. Participants must also be enrolled in choir in order to be eligible to participate in school concerts.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

Drama

Drama is open to all students interested in any aspect of theater and offers varying levels of involvement..."One Act" in the fall and the Spring Play in April.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

GR Club

Any student who has lettered in any sport is eligible for membership. The purpose of the Club is to stimulate and encourage sportsmanship and to assist in bringing about a closer bond between students in all sports.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the junior and senior classes by the high school faculty. Ten percent of the Junior and Senior classes will be selected each year. The results of the selection will be announced at an honors convocation.

Student Council

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student council shall be administered by the school principal.

Speech & Debate Team

Students compete in different categories of competition. These include debate, current events speaking, and several theater-type acting events.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. ~~A summary of the major rules is given below.~~ Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

- ~~1. Student must be a *bona fide* student of their member school and have not graduated from any high school.~~
- ~~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.~~
- ~~3. Student is ineligible if nineteen years of age before August 1 of current school year.~~
- ~~4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.~~
- ~~5. 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.~~
- ~~6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.~~
- ~~7. **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.~~
- ~~8. 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, eight, 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.~~

9. ~~Student eligibility related to domicile can be attained in the following manners:~~
- a. ~~If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.~~
 - b. ~~If 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.~~
 - c. ~~If a student elects to remain at the same high school 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.~~
 - d. **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.**
10. ~~Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. 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.~~
11. ~~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 2025-2026 school year prior to May 1, 2025; 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 1, 2023. 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 1, 2023, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.~~
12. ~~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.~~

- ~~13. 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 NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)~~
- ~~14. A student shall not participate on an all-star team while a high school undergraduate.~~
- ~~15. A student must maintain his/her amateur status.~~

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR:

CODE OF CONDUCT

All students associated with Gordon-Rushville Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coaches/Sponsors Code of Conduct. We understand that the Activities Director, Coaches, and Sponsors are leaders, and dedicated to more than the strategies and preparation for competition and public performance. As a professional educator, leader, and role model for students, the Coach, Sponsor, or Activities Director will:

1. Exemplify the highest moral character as a role model for young people.
2. Profanity by coaches or players will not be tolerated.
3. Coach hard without berating. Verbally berating in front of teammates is not acceptable. Praise in Public, Criticize in Private.
4. Recognize the individual worth and reinforce the self-image of each team member.
5. Establish a realistic team goal of vision for each season and communicate that to students and parents.
6. Create a set of training rules for students that reflect the positive values of abstaining from the use of alcohol, tobacco, and other drugs (including performance degrading substances and restricted performance enhancing substances).

7. Strive to develop the qualities of competence, character, civility, and citizenship in each team member or participant.
8. Provide a safe, challenging and encouraging environment for practice and public performance or competition.
9. Gain an awareness of the importance of prevention, care and treatment of injuries.
10. Respect the integrity and judgment of the game officials.
11. Teach and abide by the rules in letter and in spirit.
12. Build and maintain ethical relationships with coaches, sponsors, and administrators.
13. Strive for excellence in teaching/coaching skills and techniques through professional improvement.
14. Personally promote healthy living including fitness and nutrition.
15. Be modest in victory and gracious in defeat.
16. Reinforce our chemical health policies.

These elements are included in the year-end evaluation completed by the Activities Director and/or Administration.

Parent Code of Conduct.

1. Be a positive role model through your own actions to make sure your child has the best experience possible.
2. Be a "team" fan not a "my kid" fan.
3. Weigh what your children say; they may tend to slant the truth to their advantage.
4. Show respect for the opposing players, coaches, spectators, and support groups.
5. Be respectful of all officials' decisions at all times.
6. Don't instruct your children before and after a game because it may conflict with the coach's plans and strategies.
7. Praise students in their attempt to improve themselves as students, as athletes, and as people.
8. Gain an understanding and appreciation for an outstanding play by either team.
9. Help your child learn that success is experienced in the development of their skills and that they feel good about themselves, win or lose.
10. Take time to talk with coaches and sponsors in an appropriate manner, including proper time and place, if you have a concern. Be sure to follow the designated **Chain of Command**.

- a. Contact the coach to set a time for you to meet and share your concern. If AD is contacted before a meeting with the coach has taken place, parent/parents will be directed to follow step one, talking to the coach first.
 - b. Contact the AD to set a time for sharing your concern/dissatisfaction after meeting with the coach did not meet your satisfaction.
 - c. AD and parent will set a time to meet, where parent will share his/her dissatisfaction.
 - d. AD will set a time for all parties to come together to come to a resolution after meeting with the parent if necessary.
11. Please reinforce our chemical health policy by refraining from use of any substances before and during contests or any event associated with students including post season banquets, celebrations, etc.
 12. Remember that an invitation to a school event is a privilege.

Parents and Sportsmanship. The following are just a few reminders of the important role parents play in modeling behaviors when involved in activities:

1. You are a fan and a spectator.
2. Please respect coaching decisions. These decisions relate to the team.
3. Please be respectful at all times to officials and job they have to do.
4. You are the host for all visiting teams. Treat them with respect.
5. Cheer for our team, not against the opponent.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under

twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes 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 on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or

posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited year-round regardless of whether it occurs on-campus or off-campus. However, punishment for violations that occur during the summer break shall be administered by the coach at his or her discretion. Consequences administered by a coach/sponsor are in addition to any consequences given by an administrator. Consequences for "Extracurricular Rules and Regulations – Alcohol, Tobacco, Drugs, and Other Behaviors of Concern" for violations that occur during the school year and/or over summer break, will be administered as outlined in that section below.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremonies and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's/coach's/sponsor's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.

2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the Superintendent in writing of their request for a review of the coach or activity sponsor's determination. The Superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

Extracurricular Rules and Regulations - Alcohol, Tobacco, Drugs, and **Other Behaviors of Concern. Athletes and students who participate in various activities, organizations, and school clubs will abstain from the use or possession of alcohol, tobacco products, drugs, and other controlled substances, and look-alikes. This includes on or some off school premises during the school year as established by the adopted school calendar and any season outside the school calendar including summer vacation.

Athletes and students participating in various activities will also abstain from engaging in any activity which constitutes a felony under state or federal law or any activity or behavior of concern which will embarrass or discredit the school, its staff, its students, or his or her teammates.

Students found guilty, by the AD, Administration, or Discipline Committee any of these violations, shall be suspended from participation in activities, for which they are otherwise eligible, under the following guidelines (Note: Consequences for Alcohol, Tobacco, Drugs, and Other Behaviors of Concern are considered to be of special significance and therefore outlined in an additional category with recommended consequences that are administered by administrative staff regardless of a coach's/sponsor's administered consequence for any violation of "Prohibited Conduct" as outlined in the previous section.):

Highschool Athletics:

1. First Offense: suspension for the greater of 25% or 2 contests in that sport at the student's highest level of participation and all contests in between.
2. Second Offense: suspension for the greater of 50% or 4 contests in that sport at the student's highest level of participation and all contests in between.
3. Subsequent Offenses: suspension from all extracurricular activities at GRHS for a period of one calendar year.

Middle School Athletics:

1. First Offense: suspension from the next contest. Student and Parent must re-sign the Activity Code of Conduct in a meeting with the Activities Director.
2. Second Offense: Suspension from the next three contests.
3. Third Offense: Suspension from all contests for the remainder of the year.

Additional Guidelines:

1. Students must complete the season in good standing before their suspension is lifted.
2. Any portion of a suspension not completed by season's end will carry over into the next sports season.
3. Students must attend all practices and team meetings while serving their suspensions.
4. Pre-trial diversion and/or MIP are considered a violation along with violations which do not end in arrest.

5. Drug-related offenses shall require a clean drug test administered by a doctor, certified school official or nurse and purchased by the offender, before activity participation can resume.
6. Behaviors of Concern suspensions will be confirmed and determined by a Discipline Committee consisting of the AD, Building Principal, and two GRPS staff members designated by the AD and the Building Principal. The designated staff members shall not be a sponsor of the activity the student is currently involved in.
7. "Behaviors of concern include, but are not limited to, bullying, hazing, inappropriate use of electronic media (internet, email, social networks, cell phones, etc.)

High School NSAA Activities (Music, Speech, Play Production),
Homecoming, Prom, FFA

1. First Offense: suspension from the next scheduled non-graded event or contest
2. Second Offense: suspension from the next 2, non-graded event or contest.
3. Subsequent Offenses: suspension from non-graded activities for a period of one calendar year.

Homecoming, Prom, and Sports Royalty and Student Council Elections: Students found in violation of the "Extracurricular Rules and Regulations" and under suspension during the voting period and/or on the date of Homecoming, Prom, and Student Council Elections shall be ineligible for such royalty and participation in those elections. Any student found to be in violation of the "Extracurricular Rules and Regulations" and administered an activity suspension will be ineligible for Sports Royalty in the Spring of the school year in which the consequence was administered.

Random Drug Testing Policy for Students Involved in Extracurricular Activities – Board Policy 5999.

Mission Statement

The Board of Education for Gordon-Rushville Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the

dangers of drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

1. To provide the health and safety of all students;
2. To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
3. To identify students who use illegal drugs and/or alcohol
4. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs

DEFINITIONS

DPA: A national certified Drug Program Administrator, which shall use a certified laboratory in testing of samples.

Drugs: Any substance considered illegal by NE Statute, i.e., Uniform Controlled Substances Act, section 28-401 et seq., or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol.

Drug Program Coordinator: The Drug Program Coordinator shall be the Principal or the designee.

MRO: Medical Review Officer.

School Year: From the first day classes commence in the fall, unless the activities begins prior to the first day of classes, in which event it shall include from the first day of practice through and including the last day of classes in the following spring.

Activities Programs: Any activity that meets the guidelines of an extracurricular activity at GRPS, which shall include the following:

Basketball	Jazz Band	Student Council	Journalism
Cross Country	Wrestling	Musicals	One Act Plays
Track	Choir	Volleyball	FFA
Football	Golf	Speech/Debate	

Participant: Any student who participates in any extracurricular activity as herein before set forth shall be a participant and their name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent form 'EXHIBIT A', along with their parent/guardian, and returning said signed consent form to the High School

Principal. A participant shall remain in the selection pool until the end of the current calendar school year. A student will be removed from the testing pool if they have voluntarily withdrawn from the testing pool.

Sample Collection: Samples will be collected as directed by the Drug Program Administrator on the same day that the student is selected for testing, or if the student is absent on that day, on the day the student's return to school. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

Drug Program Administrator: The board will choose a nationally certified Drug Program Administrator (DPA) for the purpose of determining through random selection the student(s)/participant(s) to be tested. This will be accomplished by the use of the "student list" identifying the student by number only. The DPA, by use of a certified laboratory, shall also process sample results and maintain privacy with respect to test results and related matters.

Medical Review Officer "MRO": GRHS will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interests of the students, the MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the DPA.

Scope of Tests: The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

Non-Punitive Nature of Policy: No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug test will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

DRUG SCREENING PROCEDURES

General Policy: Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs, or alcohol can affect

judgment and reflexes which can create unsafe conditions for students, especially those involved in sports or any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

Prohibitions: All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system.

Alcohol Use/Possession: All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

After School Hours Conduct: After-school-hours use of drugs, alcohol, or any other prohibited substances is illegal. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

Procedure:

- 1. All Current Students Participating in Extracurricular Activities**
 - a. Random Testing:** The board authorizes random announced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent from. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing
 - b. Consent:** Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall give consent by signing the GRHS Handbook Rules and Policies Form. No student shall be able to participate in any extracurricular activities absent such consent. Any parent/guardian wishing to have their opt-out of the random drug testing program will need to contact the high school office and request an opt-out form. If a student opts out of the random drug testing pool, they will not be allowed to participate in any activities for the remainder of that school year.
 - c. Removal From the Random Drug Testing List:** Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and

their parent/guardian to be dropped. However, students may volunteer to remain in the pool even though they are not part of the activity.

2. Testing Procedures

a. General Guidelines: The board and the DPA shall rely, when practical, on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance on the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392, and 395.

b. Substances: Substances that students participating in extracurricular activities may be randomly tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines without advance notices as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

c. Testing Procedure: The Board reserves the right to utilize hair, breath, saliva or urinalysis testing procedures. Urin, hair and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by an Evidential Breath Tester.

3. Collection Sites

a. The Drug Program Coordinator will designate a collection site(s) at GRHS where individuals may provide specimens.

4. Collection Procedures

a. The Board and the DPA have developed and will maintain a documented procedure for collecting, shipping and accessing all specimens. The Board and the DPA will utilize a standard Custody and Control form for all students participating in extracurricular activities testing. A tamper-proof sealing system identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain proper collection procedure that is reasonable. All alcohol testing will be performed by a certified Breath Alcohol Technician. Where the Board has the employee collect the specimen, the Board will provide instruction and training to that employee.

5. Return of Results

a. The DPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the results either face to face or over the phone. The DPA shall then promptly tell the principal of the high school which student(s) tested positive.

6. Request for Retest

a. A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the cost will be reimbursed if the results of the split test is negative.

Positive Results: whenever a student's test results indicate the presence of an illegal drug (positive test), the following will occur: if the sample test positive, the custodial parent or legal guardian will be notified and a meeting will be schedule with the GRHS Principal or designee (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

First Positive Test or First Refusal to Submit to a Drug Test

- DCP meeting with parent(s) and student;
- The student will be ineligible to publicly perform in any activity for 14 school calendar days.
- Student must complete 4 sessions of counseling before the student returns to activities.
- Follow-up drug testing, a minimum of once a month, will commence after the first parent meeting for the remainder of the school year.

Second Positive Test or Second Refusal to Submit a Drug Test

- DCP meeting with parent(s) and the student
- Suspension of the privilege to publicly perform in extracurricular activities for 30 days.

- 6 additional sessions of counseling must be completed before the student may petition to return to activities.
- Follow-up drug testing, a minimum of one a month for the remainder of the school year.
- Students will return to step 2 in subsequent school years.

Third Positive Test or Third Refusal to Submit to a Drug Test

- DCP meeting with parent(s) and student
- Suspension of the privilege to publicly perform extracurricular activities for the remainder of the school year.
- Written proof of alcohol/drug use assessment by a drug counselor is required, at the parent's expense.
- Follow-up drug testing, a minimum of once a month, will commence after the first parent meeting for the remainder of the school year.
- Students will return to step 2 in subsequent school years.

Fourth Positive Test or Fourth Refusal to Submit to a Drug Test

- DCP meeting with the parents(s) and student
- Follow-up drug testing, a minimum of once a month, will commence after the parent meeting for the remainder of the student's time as a student at their assigned attendance center.

Refusal to Submit to Drug Use Test: a participating student who refuses to submit to a drug test authorized under the policy, shall have the same obligations, responsibilities and shall incur the same penalties as though the student tested positive for an illegal drug (positive test).

Appeal: a student participating in extracurricular activities who has been determined by the principal or DPC to be in violation of their policy shall have the right to appeal the decision to the superintendent or their designee(s). Such requests for a review must be submitted to the superintendent in writing within 5 calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or their designee(s) shall then determine whether the original finding was justified. No further review of the

Superintendent's decision will be provided, and their decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion which shall be final and not subject to appeal.

Record Keeping and Confidentiality: all records pertaining to participants shall be kept separate from the students records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the DPC or their designee. Records pertaining to a particular student will be destroyed upon their graduation from GRHS, or one year after their class graduation.

SEVERABILITY

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy remain in full force and effect.

Revision Approved _____

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes

- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a “CT scan” or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and

length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches Tool Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the calendar year. I understand that this policy applies both during the school year and in the summer.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

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01 2224 382 000 0 000	NE EDUCATIONAL VIRTUAL		
01 2190 591 000 0 000	MEDICAID IN PUBLIC SCHOOLS		
01 2213 330 000 0 000	PL: EXTENDED INDICATORS		
01 2410 330 000 0 000	PL: SUMMER SCRIMMAGE		
01 2142 591 000 0 000	PSYCH SERVICES: SPED AGES		
01 2142 591 000 0 000	ADDITIONAL PK 3-5 PSYCH		
01 2181 591 000 0 000	SECONDARY LOW VISION		
01 2181 591 000 0 000	ELEMENTARY LOW VISION		
01 1200 330 000 0 000	SPECIAL EDUCATION INSERVICE		
01 1200 591 000 0 000	SPED SUPERVISION OF ESU		
01 1200 591 000 0 000	SPED SUPERVISION SECONDARY		
01 1200 591 000 0 000	SPED SUPERVISION ELEMENTARY		
01 1200 591 000 0 000	SPED SUPERVISION ADD ELEM		
01 1200 591 000 0 000	SPED SUPERVISION ADD SEC		
01 1200 591 000 0 000	STUDENT RECORDS SYSTEM		
01 1291 591 000 0 000	SPED SUPERVISION OF ESU		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>		<u>Description</u>		
01 1291 591 000 0 000		SPED SUPERVISION ADD PK 3-5		
01 2141 591 000 0 000		PSYCH SERVICES: SPED SCHOOL		
01 2141 591 000 0 000		ADD ELEMENTARY PSCH		
01 2141 591 000 0 000		ADD SECONDARY PSYCH		
			Vendor Total:	13,975.72
FIREIC	FIRE & ICE MECHANICAL INC.	17783	0.00	
01 2610 340 001 0 000		CONTRACTED SERVICES-UPRIGHT		
			Vendor Total:	0.00
FLINNS	FLINN SCIENTIFIC INC	3141739	1,363.55	
01 1100 610 001 0 000		TEACHER SUPPLIES- MORRIS		
			Vendor Total:	1,363.55
FLOYDTR	FLOYD'S TRUCK CENTER, INC.	R101041248:01	1,519.18	
01 2730 340 000 0 000		BUS REPAIRS		
FLOYDTR	FLOYD'S TRUCK CENTER, INC.	R101041292:01	1,045.19	
01 2730 340 000 0 000		BUS REPAIRS		
FLOYDTR	FLOYD'S TRUCK CENTER, INC.	R101041309:01	1,013.82	
01 2730 340 000 0 000		BUS REPAIRS		
FLOYDTR	FLOYD'S TRUCK CENTER, INC.	R101041385:01	1,192.55	
01 2730 340 000 0 000		BUS REPAIRS		
FLOYDTR	FLOYD'S TRUCK CENTER, INC.	R101041404:01	1,105.79	
01 2730 340 000 0 000		BUS REPAIRS		
FLOYDTR	FLOYD'S TRUCK CENTER, INC.	R101041427:01	1,151.25	
01 2730 340 000 0 000		BUS REPAIRS		
			Vendor Total:	7,027.78
FOLLE4	FOLLETT CONTENT SOLUTIONS LLC	595011	2,224.25	
01 2220 640 001 0 000		LIBRARY BOOKS		
FOLLE4	FOLLETT CONTENT SOLUTIONS LLC	595012	2,179.17	
01 2220 640 015 0 000		LIBRARY BOOKS		
FOLLE4	FOLLETT CONTENT SOLUTIONS LLC	595013	2,208.75	
01 2220 640 014 0 000		LIBRARY BOOKS		
FOLLE4	FOLLETT CONTENT SOLUTIONS LLC	595013A	600.65	
01 2220 640 014 0 000		LIBRARY BOOKS		
FOLLE4	FOLLETT CONTENT SOLUTIONS LLC	595014	2,060.08	
01 2220 640 013 0 000		LIBRARY BOOKS		
			Vendor Total:	9,272.90
GIBSDON	GIBSON, DONALD	JUNE 2025-	60.00	
01 2710 352 000 0 000		BUS DRIVER		
			Vendor Total:	60.00
TRUEVA	GORDON HARDWARE	JUNE 2025-	4,390.77	
01 2610 610 013 0 000		SUPPLIES & PAINT		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
01 2610 610 015 0 000	SUPPLIES & PAINT		
01 2610 610 001 0 000	SUPPLIES & PAINT		
Vendor Total:			4,390.77
GORDMEMHTC	GORDON MEMORIAL HOSPITAL TRAINING CENTER	05/20/2025	65.00
01 1100 330 000 0 000	CPR TRAINING- 13 PEOPLE		
Vendor Total:			65.00
GREATP	GREAT PLAINS COMMUNICATIONS INC.	JUNE 2025	1,524.56
01 2610 382 000 0 000	TELEPHONE		
Vendor Total:			1,524.56
HINNSG	HINNS GORDON AUTO PARTS	JUNE 2025-	225.60
01 2730 340 000 0 000	PARTS		
Vendor Total:			225.60
HINNS2	HINNS HARDWARE & FURNITURE	000972/00690	356.45
01 2610 610 015 0 000	SUPPLIES		
01 2610 610 015 0 000	SUPPLIES		
Vendor Total:			356.45
HINNSR	HINNS RUSHVILLE AUTO	JUNE 2025	47.62
01 2610 610 015 0 000	SUPPLIES		
Vendor Total:			47.62
HMH	HMH EDUCATION	956303454	8,696.92
01 1100 640 001 0 000	INTO LITERATURE WORKBOOKS		
Vendor Total:			8,696.92
HOLID3	HOLIDAY INN KEARNEY	108375	134.95
01 1100 580 000 0 000	ROOM FOR TRANSPORTATION		
Vendor Total:			134.95
HOMEST	HOMESTEAD BUILDING SUPPLY INC	JUNE 2025-	965.27
01 2610 610 001 0 000	SUPPLIES		
01 2610 610 015 0 000	SUPPLIES		
01 2610 610 013 0 000	SUPPLIES		
Vendor Total:			965.27
JOHNDEE	JOHN DEERE FINANCIAL	JUNE 2025	169.17
01 2610 610 015 0 000	SUPPLIES		
01 2610 610 001 0 000	SUPPLIES		
Vendor Total:			169.17
KSBSCH	KSB SCHOOL LAW	19173	1,354.10
01 2330 317 000 0 000	LEGAL SERVICES		
Vendor Total:			1,354.10
LAQUINN	LAQUINTA INNS & SUITES	6056	622.68
01 6700 580 000 0 000	PERKINS- ROOM FOR NCE CONF-		

<u>Vendor ID</u> <u>Account Number</u>	<u>Vendor Name</u>	<u>Invoice</u> <u>Description</u>	<u>Amount</u>	
			Vendor Total:	622.68
MEEKSTA	MEEKS, STACEY	JULY 2025	50.71	
01 2320 580 000 0 000		TRAVEL REIMB-RETIREMENT		
			Vendor Total:	50.71
NCSA	NCSA	86465	75.00	
01 2320 330 000 0 000		2025 SESSION LEGAL		
NCSA	NCSA	86786	300.00	
01 6700 810 000 0 000		PERKINS-2025 NCE CONF-		
NCSA	NCSA	86787	353.00	
01 6700 810 000 0 000		PERKINS-2025 NCE CONF-		
			Vendor Total:	728.00
NEPUBL	NE PUBLIC POWER DISTRICT	JUNE 2025	2,846.77	
01 2610 621 000 0 000		ELECTRICITY		
			Vendor Total:	2,846.77
NETRANS	NEBRASKA SCHOOL TRANSPORTATION ASSOCIATION	0004	150.00	
01 2320 330 000 0 000		2025 NSTA SUMMER		
			Vendor Total:	150.00
NEBRLAND	NEBRASKALAND TIRE AND SERVICE	36079	853.19	
01 2730 340 000 0 000		BUS TIRE SERVICE		
NEBRLAND	NEBRASKALAND TIRE AND SERVICE	36465	2,780.03	
01 2730 340 000 0 000		BUS TIRE SERVICE		
			Vendor Total:	3,633.22
PAYROL	PAYROLL ACCOUNT	JULY 2025	690,138.89	
01 411		JULY PYRL 2025		
01 2310 810 000 0 000		ACH		
01 2310 810 000 0 000		AFLAC WINTERS		
			Vendor Total:	690,138.89
PITGLOBAL	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	3320906026	174.00	
01 2610 443 000 0 000		POSTAGE MACHINE- HS		
			Vendor Total:	174.00
PITB03	PITNEY BOWS BANK INC PURCHASE POWER	JULY 2025	1,500.00	
01 2610 531 000 0 000		POSTAGE		
			Vendor Total:	1,500.00
PYEBARK	PYE-BARKER FIRE & SAFETY	97343-	2,198.50	
01 2620 340 013 0 000		FIRE ALARM SERVICE		
			Vendor Total:	2,198.50
PYRASCH	PYRAMID SCHOOL PRODUCTS	S1487858.001	484.50	
01 1100 610 014 0 000		ESU ORDER-LAMINATING FILM		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
PYRASCH	PYRAMID SCHOOL PRODUCTS	S1487858.002	474.90
01 1100 610 014 0 000	SECOND HALF OF LAMINATION		
Vendor Total:			959.40
SAVVAS	SAVVAS LEARNING COMPANY LLC	4027380097	656.10
01 1100 640 013 0 000	D'NEALIAN HANDWRITING WKTXT		
Vendor Total:			656.10
SCJOUR	SC JOURNAL STAR	JUNE 2025	267.84
01 2320 540 000 0 000	ADVERTISING AND PRINTING		
Vendor Total:			267.84
SOFTW3	SOFTWARE UNLIMITED INC	20250628-048	11,950.00
01 2320 530 000 0 000	ANNUAL RENEWAL FEES		
Vendor Total:			11,950.00
SPRINKSOL	SPRINKLER SOLUTIONS LLC	2255	314.75
01 2630 420 001 0 000	SPRINKLER SYSTEM REPAIR		
Vendor Total:			314.75
STAPLE	STAPLES	6034374386	30.52
01 1100 610 014 0 000	ESU SUPPLIE ORDER		
Vendor Total:			30.52
SWANN	SWANN	10-644	589.05
01 2610 410 000 0 000	DROP BOX RENTAL FOR GES		
Vendor Total:			589.05
SWAYMED	SWAY MEDICAL, INC	22043	499.00
01 1100 890 000 0 000	2025-2026 SPORTS CONCUSSION		
Vendor Total:			499.00
TAUSASH	TAUSAN, ASHLEI	06/23/2025	73.57
01 2730 626 000 0 000	FUEL REIMB FOR NURSING		
Vendor Total:			73.57
TEAMLA	TEAM LABORATORY CHEMICAL CORP	INV0047447	2,300.00
01 2610 610 000 0 000	TERMINATOR WEED KILLER		
Vendor Total:			2,300.00
TIMEMAN	TIME MANAGEMENT SYSTEMS	339144	293.50
01 2320 350 000 0 000	MONTHLY AGREEMENT		
Vendor Total:			293.50
KLAWN	TRAVIS K-LAWN & IRRIGATION LLC	06/18/2025	1,248.00
01 2630 340 001 0 000	LAWN CARE		
Vendor Total:			1,248.00
TURFTANK	TURF TANK	INV00008956	9,200.00
01 2630 739 000 0 000	1ST YEAR PAYMENT-MACHINE		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	
01 2630 739 000 0 000		ONE TIME IMPLEMENTATION FEE	
Vendor Total:			9,200.00
ULINE	ULINE	194721599	2,319.31
01 1100 733 001 0 000		BAR HT CLASSROOM TABLES X3	
01 1100 733 001 0 000		BAR HT CLASSROOM CHAIRS X6	
01 1100 733 001 0 000		SHIPPING	
Vendor Total:			2,319.31
WACKWAR	WACKER, WARD	JUNE 2025	444.00
01 2710 352 000 0 000		BUS DRIVER	
Vendor Total:			444.00
WAGEWOR	WAGE WORKS	7/14/2025	519.25
01 2320 890 000 0 000		LANDRETH- FEB-JUNE 2025	
Vendor Total:			519.25
WESTCO	WESTCO	JUNE 2025	3,311.22
01 2730 626 000 0 000		FUEL	
01 2730 626 000 0 000		BULK FUEL	
WESTCO	WESTCO	MAY 2025	639.59
01 2730 626 000 0 000		FUEL	
Vendor Total:			3,950.81
ZANERB	ZANER-BLOSER	INVZB78819	214.50
01 1100 610 013 0 000		WRITING JOURNALS- 1ST GRADE	
Vendor Total:			214.50
Fund Total:			833,183.97
Checking Account Total:			833,183.97

**REGULAR MONTHLY MEETING
GORDON-RUSHVILLE SCHOOLS BOARD OF EDUCATION
DISTRICT NO. 81-0010
Monday, June 9, 2025**

I. Open the Meeting

II. Call to Order/Nebraska Open Meetings Law

III. Recite Pledge of Allegiance

IV. Excuse Absent Members

V. Publication of Meeting

It was moved by Bobbi Archibald seconded by Gary Hoagland to declare this meeting properly publicized and open to the public as per policy 2008 method of publication Sheridan County Journal Star -. Motion Carried.

Ryan Alcorn: Yes

Bobbi Archibald: Yes

Carrie Child: Yes

Gary Hoagland: Yes

Nick Sasse: Yes

Seth Tausan: Yes

Yes: 6, No: 0

VI. Acceptance of the agenda

It was moved by Bobbi Archibald seconded by Gary Hoagland to that the agenda for this meeting, all items of which were placed on it at least 24 hours prior to the meeting time, as provided by statute, be accepted as presented. Motion Carried.

Ryan Alcorn: Yes

Bobbi Archibald: Yes

Carrie Child: Yes

Gary Hoagland: Yes

Nick Sasse: Yes

Seth Tausan: Yes

Yes: 6, No: 0

VII. Public Forum - Ron Fisher

VIII. Celebration of Excellence

IX. Reports

IX.A. Building Principals, Activity Director and SPED Director

IX.B. Superintendent

IX.C. Board Committees: Policy Committee

IX.D. Other School Personnel

X. Consent Agenda

X.A. Minutes of the Regular Meeting of Dist. 81-0010 of May 12, 2025, Finances: General Fund Bills \$910,362,091, Building Fund Bills \$0, Depreciation Fund Bills \$113,400.69, Qualified Capital Fund Bills \$55,030.60, Cooperative Fund Bills \$0, Lunch Fund Bills \$36,795.86, Transfers from Investment Fund to General Fund \$296,300.00, from Building Fund to Investment Fund \$14,600.00, from Investment Fund to Depreciation Fund \$113,400.00, approve annual asbestos notice, approve contract for Courtney Ostrander. It was moved by Gary Hoagland seconded by Bobbi Archibald to approve minutes of the Regular Meeting of Dist. 81-0010 of May 12, 2025, Finances: General Fund Bills \$910,362.91, Building Fund Bills \$0, Depreciation Fund Bills \$113,400.69, Qualified Capital Fund Bills \$55,030.60, Cooperative Fund Bills \$0, Lunch Fund Bills \$36,795.86, Transfers from Investment Fund to General Fund \$296,300.00, from Building Fund to Investment Fund \$14,600.00, from Investment Fund to Depreciation Fund \$113,400.00, approve annual asbestos notice, approve contract for Courtney Ostrander. Change General Fund Bill to \$910,362.91. Motion Carried.

Ryan Alcorn: Yes

Bobbi Archibald: Yes

Carrie Child: Yes

Gary Hoagland: Yes

Nick Sasse: Yes

Seth Tausan: Yes

Yes: 6, No: 0

XI. Discussion Items

XI.A. Review of policies: 5025 - Student Insurance, 5024 - Medication of Students, 5023 - Student Illness, 5022 - Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services, 5020 - Rights of Custodial and Noncustodial Parents, 5019 - Communicating with Parents, 5017 - Routine Directory Information, 5014 - Homeless Students

XII. Action Items

XII.A. Discuss, Consider, and Take All Necessary Action with Regard to: Purchase of HMH Into Literature Version 2 materials for use at the high school as presented per proposal for \$8,696.92.

It was moved by Ryan Alcorn seconded by Bobbi Archibald to Approve purchase of HMH Into Literature Version 2 materials for use at the high school as presented per proposal for \$8,696.92. Motion Carried.

Ryan Alcorn: Yes

Bobbi Archibald: Yes

Carrie Child: Yes

Gary Hoagland: Yes

Nick Sasse: Yes

Seth Tausan: Yes

Yes: 6, No: 0

XII.B. Discuss, Consider, and Take All Necessary Action with Regard to: approve update to the 2025-26 District Calendar as presented to add two half day work days for teachers at the end of the 1st and 3rd Quarter.

It was moved by Gary Hoagland seconded by Bobbi Archibald to Approve update to the 2025-26 District Calendar as presented to add two half day work days for teachers at the end of the 1st and 3rd Quarter. Motion Carried.

Ryan Alcorn: Yes

Bobbi Archibald: Yes

Carrie Child: Yes

Gary Hoagland: Yes

Nick Sasse: Yes

Seth Tausan: Yes

Yes: 6, No: 0

XII.C. Discuss, Consider, and Take All Necessary Action with Regard to: approve revision to Policy 5018 as presented.

It was moved by Bobbi Archibald seconded by Nick Sasse to approve revision to Policy 5018 as presented. Motion Carried.

Ryan Alcorn: Yes

Bobbi Archibald: Yes

Carrie Child: Yes

Gary Hoagland: Yes

Nick Sasse: Yes

Seth Tausan: Yes

Yes: 6, No: 0

XIII. Executive Session

XIV. Dates to Remember

XIV.A. Student Fee Policy Hearing - July 14, 2025 at 5:00 PM

Date of Next Regular Board Meeting - July 14, 2025 at 5:30 PM

Work Session to Follow Regular Board Meeting in July

XV. Adjournment

It was moved by Bobbi Archibald seconded by Ryan Alcorn to adjourn the District No. 10 meeting at 6:37pm. Motion Carried.

Ryan Alcorn: Yes

Bobbi Archibald: Yes

Carrie Child: Yes

Gary Hoagland: Yes

Nick Sasse: Yes

Seth Tausan: Yes
Yes: 6, No: 0

**REGULAR MONTHLY MEETING
GORDON-RUSHVILLE SCHOOLS BOARD OF EDUCATION
DISTRICT NO. 81-0010
Monday, June 9, 2025**

I. Open the Meeting

II. Call to Order/Nebraska Open Meetings Law

III. Recite Pledge of Allegiance

IV. Excuse Absent Members

V. Publication of Meeting

It was moved by Seth Tausan seconded by Nick Sasse to declare this meeting properly publicized and open to the public as per policy 2008 method of publication Sheridan County Journal Star -. Motion Carried.

Ryan Alcorn: Yes

Bobbi Archibald: Yes

Carrie Child: Yes

Gary Hoagland: Yes

Nick Sasse: Yes

Seth Tausan: Yes

Yes: 6, No: 0

VI. Acceptance of the agenda

It was moved by Bobbi Archibald seconded by Ryan Alcorn to that the agenda for this meeting, all items of which were placed on it at least 24 hours prior to the meeting time, as provided by statute, be accepted as presented. Motion Carried.

Ryan Alcorn: Yes

Bobbi Archibald: Yes

Carrie Child: Yes

Gary Hoagland: Yes

Nick Sasse: Yes

Seth Tausan: Yes

Yes: 6, No: 0

VII. Public Forum – None

VIII. Review and Discuss Policy 5018 Parent and Guardian Involvement In Education Practices and Policy 5057 District Title 1 Parent and Family Engagement

IX. Adjournment

It was moved by Gary Hoagland seconded by Bobbi Archibald to adjourn the District No. 10 meeting at 5:17pm. Motion Carried.

Ryan Alcorn: Yes

Bobbi Archibald: Yes

Carrie Child:	Yes
Gary Hoagland:	Yes
Nick Sasse:	Yes
Seth Tausan:	Yes
Yes: 6, No: 0	

5054

Student Bullying

Definition of Bullying. Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of

engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: 12/13/2021

Revised on: _____

Reviewed on: 04/10/2023

6020

Multicultural Education

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The district's multicultural education curriculum will be consistent with the district's responsibility under state law to ensure that youth are given the opportunity to become competent, responsible, patriotic, and civil citizens. The district's civics curriculum and multicultural curriculum will work together to make students fully aware of the liberties, opportunities, and advantages we possess and the sacrifices and struggles through whose efforts these benefits were gained.

Philosophy, Mission, and Program Goals. The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

District Guides, Frameworks, or Standards. Appropriate district staff and/or committee(s) will review the school district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

Selecting Appropriate Instructional Materials. Appropriate school district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the school district's multicultural education program.

Providing Staff Development. Appropriate school district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with school district and program goals.

Periodic Assessment. Appropriate school district staff and/or committee(s) will periodically review the school district's multicultural education program by

reviewing the criteria in this policy to assess whether the school district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

Annual Status Report. The superintendent will provide the board with a report on the status of the school district's multicultural education program annually.

Adopted on: 12/13/2021

Revised on: 7/15/2024

Reviewed on: _____

1002

Creation, Amendment and Distribution of Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

~~Each policy shall bear the date when it was adopted, revised or reviewed.~~

~~The superintendent shall distribute copies of these policies to all members of the board, maintain a master copy in the central office, and see to it that the policies are maintained on the school district's web site. maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.~~

Annual Review

~~The board shall review all policies at least once every three years. Nebraska statutes require an annual review and/or hearing to solicit public comment on these specific policies:~~

~~Parental Involvement Policy~~

~~Title I Parental Involvement Policy~~

~~(NOTE: These first two are distinct parental involvement policies, and both must be reviewed annually.)~~

~~Student Fees Policy~~

~~Bullying~~

~~Multicultural Education~~

~~Student Assessment~~

~~Teacher Evaluation~~

~~Student Academic Performance~~

~~Safety and Security Committee~~

~~Attendance and Excessive Absenteeism~~

~~The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.~~

Adopted on: _____

Revised on: _____

Reviewed on: _____

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

~~A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.~~Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. ~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the

complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in

writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

- h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide

the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the Sheridan County Journal Star and the Omaha World Herald. Such notice shall contain a

statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting and the written request to the newspaper.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

- b. 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.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: 12/13/2021

Revised on: 07/15/2024, 12/09/2024

Reviewed on: 01/09/2023

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds ~~\$144,000-\$118,000.~~

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

Commented [1]: 2 CFR Part 200, Subpart E

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to

facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3023

Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication.

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable

information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3026 Handbooks

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the ~~board~~ board of education may ~~take action to~~ approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3036

Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and classroom materials, maintenance, technology and other supplies necessary for the day-to-day operation of the district. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Superintendent of Schools, Business Manager, other positions as determined necessary by the Superintendent. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees ~~seeking reimbursement for making~~ a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and accounts payable will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: 12/13/2021

Revised on: 7/10/2023

Reviewed on: _____

3043 Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

~~The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.~~

I. **Definitions.** For purposes of this policy:-

A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.

A.B. **Board** means the District's Board of Education.

B.C. **Department** means the Nebraska Department of Education.

C.D. **Design-Build Contract** (~~DBD-B~~ Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the ~~Nebraska Political Subdivisions Construction Alternatives Act (Act)~~Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.

D.E. **Design-Builder** means ~~athe~~ legal entity which proposes to enter into a ~~DBD-B~~ Contract which is subject to qualification-based selection pursuant to the Act.

E.F. **District** means _____ Public Schools.

G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.

F.H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.

G.I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to

practice architecture or engineering pursuant to the NEARA who is selected by the District ~~pursuant to this policy~~ to assist the District in the development of Project Performance Criteria, Requests ~~For~~for Proposals, evaluation of Proposals, evaluation of ~~the~~ construction under a ~~DBD-B~~ Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

~~H.~~J. **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a ~~Proposal~~proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm ~~weather~~water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

~~I.~~K. **Proposal** means an offer in response to a Request ~~For~~for Proposals ~~("(RFP)")~~ by a Design-Builder to enter into a ~~DBD-B~~ Contract for a project pursuant to the Act.

L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;

M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;

~~1. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.~~

~~J.~~N. ~~**Request for Proposals (RFP)** means the documentation by which the District solicits Proposals.~~e

~~K.~~O. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

~~**Procedures.** The District shall follow the procedures below in connection with any DB Contract.~~

~~**II. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project. Resolution to Select Design-Build.** The Board shall~~

adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

- A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. Selecting and Hiring a Performance-Criteria Developer (PCD)

- A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section A.

Project Cost \$896,000 and Below. For a project whose basic construction cost is estimated by the

1. ~~The District~~ to be \$896,000 or less, the District will use the following procedures for identifying the most qualified PCD:

- a. ~~The shall~~ Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.
- b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.
- c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

2. **Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000,

the District will use the following procedures for identifying the most qualified PCD:

- a. The District will encourage eligible persons~~individuals~~ or organizations~~firms~~ who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications ~~and performance data to the District.~~. At least thirtyfive (15) days prior to selecting and hiring a PCDthe deadline to respond, the District ~~shall~~will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
 - i. A general description of the ~~Design-Build~~ project;
Directions regarding how
 - ii. How interested ~~persons or organizations~~firms can apply for consideration by the District; and
 - iii. The date by which ~~persons~~individuals or ~~organizations~~firms must submit their ~~applications~~statements of qualifications; and
 - iv. A statement that any ~~person~~individual or ~~organization~~firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- b. To apply to be the District's PCD, applicants must submit a current statement of qualifications ~~and performance data~~ to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience~~; equipment and facilities; promptness,and; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are

found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it ~~strictly in accordance with its terms capabilities to perform.~~

- d. The Board ~~shall~~will evaluate each qualified applicant's ~~current statement of qualifications and performance data any other relevant the District has received.~~ The Board ~~shall~~will conduct discussions with, and may require public presentations by ~~no less than, at least~~ three applicants regarding their qualifications, approach to the project, and ability to furnish the required service, ~~and other factors identified above.~~
- e. The Board ~~shall~~will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors ~~outlined~~identified above.

L.B. Negotiating a Contract with the PCD. The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

Prohibition Against Contingent Fees. The contract between the District and the PCD must

- ~~A. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The~~

~~Board shall then undertake negotiations with the third most qualified applicant.~~

~~B. it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.~~

~~M.C. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.~~

~~C. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.~~

1. ~~The contract between the District and the PCD shall~~ contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

D. Effect of Unsuccessful Negotiations

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.

If the Board is unable to negotiate a satisfactory contract with any of the selected applicants,

2. the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

~~N.E.~~ **Board-Designated Committee.** The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

F. Open Meetings Act. The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

~~O.G.~~ The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.

~~A~~

~~P.H.~~ The PCD may not be is prohibited from being employed by or may not have a having any financial or other interest in a Design-Builder that will submit a Proposalproposal.

~~Procedures and standards to be used to prequalify~~

~~II.IV. Pre-Qualifying Design-Builders.~~

A. **Letters of Interest.** ~~The District, with the help of the PCD,~~ shall prepare a request for ~~letters~~Letters of interest. ~~The Interest, which request for letters of interest shall:~~

1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;~~7.~~
2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
3. Be sent by first-class mail to any Design-Builder upon request.

B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-

Builders based on the information submitted to the District in response to the request for letters of interest.

- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience~~; equipment and facilities; promptness, ~~and~~; the quality of work previously done ~~by applicant~~; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the ~~applicant~~Design-Builder could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

Procedures

2. ~~Preparing Requests for the preparation and content of RFPs.~~
~~III.V.~~ **Proposals (RFP).** The District, with the ~~help~~assistance of the PCD, ~~shall~~will prepare the RFP, which shall contain:

- A. The identity of the ~~school district~~District for which the project will be built and ~~the District that~~ will execute the ~~Design-Build Contract; design-build contract~~;
- B. A copy of this Design-Build ~~Contract~~Contact Policy and all other policies ~~adopted by the District relating~~related to the ~~DBD-B~~ Contract;
- C. The proposed terms and conditions of the ~~DBD-B~~ Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
- D. A project statement which contains information about the scope and nature of the project;
- E. Project Performance Criteria;

- F. Budget parameters for the project;
- G. Any bonds ~~or~~and insurance required by law or as may be additionally required by the District;
- H. The criteria for evaluation of Proposals and the relative weight of each criterion;
- I. A requirement that the Design-Builder provide a written statement of ~~its~~the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- J. A requirement that the Design-Builder agree to the following conditions:
 - 1. ~~(i)~~—An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - 2. ~~(ii)~~—At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - 3. ~~(iii)~~—The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 - 4. ~~(iv)~~—A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - 5. ~~(v)~~—The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the ~~Act~~NEARA; and
- K. Other information which the District chooses to require._____

~~IV.VI.~~**Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening ~~Proposals~~proposals, the ~~notice of the RFP~~District shall cause a Notice of RFP to be:

- A. Published in a newspaper of general circulation within the District;
- B. Filed with the Department; and
- C. Sent ~~by first-class mail~~directly to the prequalified Design-Builders only.

Procedures for preparing

V.VII. Preparing and submitting Proposals.

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

Procedures for evaluating

VI.VIII. Evaluating Proposals.

- A. The District may only proceed to negotiate and enter into a ~~DBD-B~~ Contract if there are at least two proposals from prequalified Design-Builders.e
- B. The DistrictBoard shall ~~refer the proposals for recommendation to designate members of~~ a selection committee. ~~The selection committee, which shall be a group of~~include at least five persons ~~designated by the District.~~ Members of the selection committee ~~shall~~must include ~~(1):~~
 - 1. One or more members of the ~~school board,~~ (2)Board;
 - 2. One or more members of the ~~school~~District's administration or staff,
~~(3) the school's architect or engineer~~ (4) any;
 - 3. The PCD;
 - 4. Any person having special expertise relevant to selection of a ~~design-builder~~Design-Builder or construction manager under the Act,i and ~~(5) a~~
 - 5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a ~~design-builder~~Design-Builder who has a

~~proposal~~Proposal being evaluated and shall not be employed by the District or the ~~school's architect or engineer~~PCD.

C. The District shall refer the Proposals for recommendation to the selection committee.

~~B.D.~~B.D. The selection committee and the District shall evaluate ~~proposals~~Proposals taking into consideration the criteria enumerated in ~~subdivisions~~subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. ~~(1)~~——The financial resources of the design-builder to complete the project **(up to ten percent)**;
2. ~~(2)~~——The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
3. ~~(3)~~——The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
4. ~~(4)~~——The quality of performance on previous projects **(up to thirty percent)**;
5. ~~(5)~~——The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
6. ~~(6)~~——The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
7. ~~(7)~~——Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

~~C.E.~~C.E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

~~D.F.~~^eD.F.~~D.~~ The District shall then evaluate and rank each ~~proposal~~Proposal on the basis of best meeting the criteria in the ~~request~~

~~for proposals~~RFP and taking into consideration the recommendation of the selection committee.

~~3. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.~~

IX. Negotiating a Design-Build Contract

~~E.A.~~ E.A. The District may attempt to negotiate a ~~DBD-B~~ Contract with the highest ranked Design-Builder selected by the ~~Board~~District and may enter into a ~~DB-Contract~~Design-Build contract after negotiations.

~~F.B.~~ F.B. The negotiations shall include a final determination of the manner by which the ~~design-builder~~Design-Builder selects a subcontractor.

~~G.C.~~ G.C. If the District is unable to negotiate a satisfactory ~~DBD-B~~ Contract with the highest ranked Design-Builder, ~~it~~the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a ~~DBD-B~~ Contract ~~with that Design-Builder~~ after negotiations.

~~H.D.~~ H.D. If the District is unable to negotiate a satisfactory ~~DB Contract~~contract with the second highest ranked Design-Builder, ~~it may terminate negotiations with that Design-Builder. The~~the District may ~~then~~undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a ~~DBD-B~~ Contract ~~with that Design-Builder~~ after negotiations.

~~I.E.~~ I.E. If the District is unable to negotiate a satisfactory ~~DB Contract~~contract with any of the ranked Design-Builders, ~~it~~the District may either revise the RFP and solicit new ~~Proposals~~proposals or cancel the ~~design-build~~Design-Build process. ~~under the Act.~~

~~J.F.~~ J.F. If the District is able to negotiate a satisfactory ~~contract~~D-B Contract with a ~~design-builder~~Design-Builder, the District shall file a copy of all ~~design-build contract~~D-B Contract documents with the ~~State Department of Education~~ within thirty ~~(30)~~ days after their full execution. Within thirty ~~(30)~~ days after completion of the project, the ~~design-builder~~Design-Builder shall file a copy of all contract modifications and change orders with the ~~State Department of Education~~.

Procedures for Filing and Acting on

VII.X. Formal Protests Relating to the Solicitation or Execution of DBD-B Contracts.

~~A. — Definitions.~~

A. Definitions. For this section on “Formal Protests Related to the Solicitation of Execution of D-B Contracts” the following definitions apply:

1. **Interested party** shall mean an actual or prospective ~~bidder~~Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective ~~bidder~~Design-Builder.
2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, ~~bid-solicitation~~performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and ~~intent to~~ award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after ~~public notice of the bid event giving rise to the protest.~~ Protests based on alleged apparent improprieties in a solicitation or other request for ~~proposals~~Proposals must be filed before ~~bid~~Proposal opening or the ~~closing date~~deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the ~~design-builder~~Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

1. The name and address of the interested party;
2. Appropriate identification of the relevant solicitation, and if a ~~bid~~Proposal has been opened, its number, and date of opening;
3. A detailed statement of reasons for the protest;
4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
5. The action(s) the protestor desires the ~~school district~~District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the

contract should be suspended. The ~~school-district~~District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. ~~C.~~ **Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other ~~bidders.~~Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. ~~D.~~ **Board Appeal Procedures.** Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. ~~The school-district board of education~~The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. ~~The school-district board of education's~~The Board's decision shall be final.

~~VIII.~~XI. **Refinements and Changes.** A ~~DBD-B~~ Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the ~~DBD-B~~ Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. Adherence to Performance Criteria. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the

Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

~~IX.XIII.~~ **Projects Excluded.** The District shall not use a ~~design-build contract~~Design-Build Contract for any construction project excluded by NEB. REV. STAT. _____ § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3047 Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
- 2.3. Approved vendors/contractors that have access to personal information or personally identifiable information,
- 3.4. Staff members with access to district devices,
- 4.5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

1.2. The District will contact its cyber or relevant data breach insurance provider -in the event of a suspected breach.

2.3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.

3.4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4051

Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “Bulldog Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff ~~may be~~ required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

~~1. Staff may use social media for instructional purposes.~~

~~2.1.~~ Staff may use social media for school-related communication with fellow educators, ~~students,~~ parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.

~~3.2.~~ Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall ~~not~~ never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3. Staff shall not access social media networking sites such as Facebook, ~~TwitterX,~~ and Instagram, Snapchat, and TikTok on school-owned devices or during school time unless ~~such access is for an educational activity which has been preapproved by the staff member's immediate supervisor~~ permitted by district policy or preapproved by the staff member's

immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains fighting words or content that is threatening, harassing, or discriminatory ~~words or phrases~~;
- 3.4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;
- 4.5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
- 5.6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4057 Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the **October** board meeting, and (2) at or prior to the **January** board meeting. Annual evaluations shall generally take place ~~at a board meeting held~~ during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, ~~the~~ the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4059 Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete ~~at least one hour of~~ behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5001 Compulsory Attendance and Excessive Absenteeism

"School success is 90 percent showing up; the other half is mental." Yogi-Berra

~~Research on policies and practices that effectively encourage regular student attendance share some key components:~~

- ~~1. Education of parents regarding school attendance requirements.~~
- ~~2. Effective policies and practices to monitor attendance.~~
- ~~3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.~~

~~The board has considered this educational research and used it to create the following policy on Compulsory Attendance and Excessive Absenteeism.~~

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

~~A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.~~

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5-Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Expectations for Regular Attendance and "Excused" Absences:

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
 - a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within

- his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
- b.) absences when severe weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
 - c.) student attendance at a school-sponsored activity;
 - d.) student has been suspended or expelled from school by the school district; and
 - e.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
3. All other absences, including absences for minor illnesses, family events, routine medical appointments are simply "absences."
 4. Students must not be absent from any course more than twenty days in any given semester in order to earn academic credit for that course for that semester. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

Attendance Incentives:

~~Building principals may establish attendance incentives for their students. Those may include:~~

- ~~• Special Recognition of students who have 95% or greater attendance each quarter~~
- ~~• Special rewards (movie day, field day, extra recess) for students who have 95% or greater attendance~~

~~At the conclusion of each quarter building principals report to the board what incentives were implemented and the effectiveness of the incentive in improving student attendance and engagement.~~

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and will schedule a meeting with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian and may schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would

Commented [1]: The board may select any number of unexcused absences to trigger the notification and meeting requirements.

not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

When students are absent from school, district staff will respond as follows:

First Stage Response to Absences

1. The school district will attempt to contact parent via telephone for every absence if the parent has not contacted the school in advance.
2. After a student's 10th absence, the school's attendance officer may schedule a meeting with the student's parents or guardians. That meeting will be documented on the attached form.
 - a. This meeting must be attended by attendance officer, parents, guidance counselor or principal, and the student (if appropriate)
 - b. The meeting shall be documented
 - c. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance
3. Building principals may meet with teachers who have 10% of their students miss seven or more days of class in any given quarter to review strategies to increase student engagement. A consistent pattern of student absences from a teacher's classes may result in a formal remediation plan.
4. The superintendent may meet with the building principal if more than 10% of students miss seven or more days of class in any quarter to review strategies to improve the school building's climate. A consistent pattern of building-wide absenteeism may result in a formal remediation plan.

Second Stage Response to Absences

Students who accrue more than 20 absences in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

Adopted on: 2/14/2022

Revised on: 8/9/2022, 7/15/2024

Reviewed on: _____

Acknowledgment of Receipt

I understand that consistent school attendance is required by state law. I also understand that student achievement is directly linked to excellent attendance. I have received the board of education's new policy on student attendance and have reviewed it.

Student
Name_____

Student
Signature_____

Date_____

Parent/Guardian
Name_____

Parent/Guardian
Signature_____

Date_____

5002 Admission of Students

Students shall be admitted to the school district who are required by law to be enrolled or are permitted to enroll by law or board policy.

- ~~• legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;~~
- ~~• approved for option enrollment pursuant to policy;~~
- ~~• approved as foreign exchange students pursuant to policy;~~
- ~~• legal residents of a district that has contracted with this district for their educational services;~~
- ~~• statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or~~
- ~~• out-of-state students who have been enrolled pursuant to policy.~~

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5003 Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a ~~part-time~~primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who ~~resides in the school district but~~ attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Eligibility and Application for Enrollment. ~~The parent or guardian of an exempt school student who is~~A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of ~~the this~~ school district ~~or a resident of another school district attending a private, denominational, parochial, or exempt school. For residents of another school district, the student is only eligible to part-time enroll if~~
 - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity, or
 - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
3. has not graduated from high school; and
4. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1 ~~of prior to~~ the year of enrollment. For second semester high school courses, the application must be filed by December 1. For students who move into the district mid-semester, the application must be filed within **20** days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian ~~of an exempt school student~~ must apply for enrollment each school year.

Limitations Based on Resources. The part-time enrollment of ~~exempt school~~ students is subject to limitations ~~established by the district~~ for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. ~~Exempt school students~~Students accepted for part-time enrollment shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. ~~Exempt school students~~Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements ~~for such~~ including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. ~~Exempt school students~~Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and ~~teaching personnel~~staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, ~~or course-related activity, or an extracurricular activity or sport,~~ unless ~~the course or course-activity requires their presence or the~~ building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational, ~~or~~ or parochial school may not participate in extracurricular sports and activities sponsored by the ~~public~~ school district.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5015

Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 - (1) that is created by a person or entity other than a district staff member or student;
 - (2) regardless of whether the student answering the questions can be identified; and
 - (3) regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 - (1) Political affiliations or beliefs of the student or the student's parent(s);
 - (2) Mental or psychological problems of the student or the student's family;
 - (3) Sexual behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

written consent of a student's parent(s) before the student participates in the survey.

- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
- v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
 - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.
- d. The district will also comply with any survey requirements found in Policy 5108—the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

- a. The term "invasive physical examination" means:
 - i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:

- i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

- a. The term “personal information” means individually identifiable information including:
 - i. student’s and parent(s)’ first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.

4. Inspection of Instructional Material

- a. Definition
 - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.

- d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5016

Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Infinite Campus.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct

control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: 2/14/2022

Revised on: _____

Reviewed on: _____

5031 Student Appearance

~~Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.~~

The board directs the Administration to develop and maintain a dress code that governs student appearance and that shall be included within the student handbook(s). The Administration may elect to adopt different versions of the dress code for different schools, buildings, or grades (e.g., elementary dress code, high school dress code, etc.).

General Regulations. Dress codes adopted in conformance with this policy may prohibit student attire or appearance that:

- Causes or is reasonably likely to cause a material and substantial disruption to the District's programs and activities.
- Invades the rights of others.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, lewd speech, indecent speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Students may be required to adhere to uniform standards and/or wear district-approved or issued uniforms in order to participate in activities.

Specific Limitations on Dress Codes. Except as provided in the *Health and Safety Standard* below, the specific dress codes enacted pursuant to this policy may not:

- Target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin;

- Prohibit a student from wearing attire associated with race, national origin, or religion (including religious attire, natural and protective hairstyles, adornments or other such characteristics); or
- Require a student's hair be permanently or temporarily altered.

Health and Safety Standard. Notwithstanding these *Specific Limitations on Dress Codes*, this policy allows for dress codes to regulate characteristics associated with race, national origin, or religion under the following circumstances:

- In the absence of regulating the student's appearance or attire, it is reasonably certain that the health and safety of the student or another individual will be impaired;
- Regulating the student's appearance or attire is for nondiscriminatory reasons;
- Regulation of the student appearance or attire is applied equally;
- The administrator (or his or her designee) engages in a good-faith effort to reasonably accommodate the student and notifies the student's parent or guardian, in a language that such parent or guardian understands, of the school district's attempt to accommodate the student's appearance or attire; and
- The school district uses a process to obtain written or oral consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire.

Record Retention. When the *Health and Safety Standard* is used, the school must keep records on each effort to reasonably accommodate a student's appearance or attire, hairstyle, adornment, or other characteristics associated with race, national origin, or religion occurring at school, on school grounds, or at a school-sponsored event and ensure that such records allow for analysis of related data and delineate:

- The reason for such student's referral relating to the dress code; and
- Federally identified demographic characteristics of such student.

Dress Code Enforcement. School personnel are authorized to request immediate changes in the appearance or attire of student so as to remedy any dress code violations. Enforcement of dress code violations must be done in a manner that is consistent with a school's overall discipline plan and in a consistent manner. A student's violation of the dress code shall not subject the student to long-term suspension, expulsion, or mandatory reassignment as provided in NEB. REV. STAT. § 79-267. A violation of the dress code may not require the student to miss substantial classroom time, instruction time, or school activities.

Under no circumstances is any administrator, teacher, other member of the school district's staff, or any school district contractor allowed to permanently or temporarily alter or cut a student's hair.

No student shall be disproportionately affected by dress code enforcement because of the student's gender, race, color, religion, disability, or national origin.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(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 that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within ~~two~~one school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her

parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6034 Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer ~~one of the following on-line courses~~ 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.÷
 - ~~HEADS UP to Youth Sports Coaches: Online Concussion Training~~Heads UP Concussions in Youth Sports
 - ~~Concussion in Sports (NFHS) – What You Need to Know~~
 - ~~Sports Safety International~~
 - ~~ConcussionWise~~
 - ~~ACTIVE™ Athletic Concussion Training for Coaches; and~~
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

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. The school's "return to learn protocol" shall ~~be the guidance~~ [follow the model](#) provided by the Nebraska Department of Education, ~~entitled "Bridging the Gap from Concussion to the Classroom REAP," and accompanying materials and future supplements.~~ Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6044
Participation and Assignment of Athletic Teams

Designation of Athletic Team or Sport. The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

Sport/Team	Designation
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams
Unified Track	Coed Teams
Unified Bowling	Coed Teams

Participation on Assigned Teams. Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Determination of Student Sex. To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

Conduct of Visitors and the Public. Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6045

Behavioral Intervention

General Approach. The district utilizes a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

Interaction with Student Discipline Policy. This policy does not replace the Student Discipline policy or limit the District's authority under the Student Discipline Act when behaviors warrant action under that policy or Act.

Classroom Removal. Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions.

When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

Required Training. The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least 0.5 hours.

Behavioral Awareness Point of Contact (BAPC). Each school building must designate one or more school employees as a BAPC. Each BAPC must have knowledge of community services providers and other resources available for students and families. Each BAPC must coordinate access to support services for students.

The BAPC will be identified on the district website and in the school directory.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. 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" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means 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" means 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 and 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 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 may provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. 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 they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to or replacement of such devices.

Additionally, the district may allow students to make repair cost or replacement cost payments by arranging for the students to utilize a single, or series of, payments.

6. 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. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional 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.

The following list details the maximum dollar amount of all extracurricular activities' fees and the specifications for any equipment or attire required for participation in extracurricular activities: *Fees amounts, if necessary, will be set annually after review by administration and activity director.

- Student Activity Card: \$ _75__
 - Covers admission to all extracurricular events
- Student Participation Fee: \$ _0__
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$ _NA__
- DECA: \$ _NA__
- National Honor Society: \$ _0__
- Cheerleading, Drill Team, Flag Corps: \$ ____
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$500
- Football: \$ _0__
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$ ____
 - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: \$ _NA__
 - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, and Wrestling: \$ _0__

- Students must provide their own shoes and undergarments
- Future Farmers of America: \$____
- Students must purchase their own jackets and pay dues
- Science Club: \$ _0__
- FCCLA: \$ _NA__
- Spanish Club: \$ _NA__

7. Post-Secondary 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 post-secondary courses. Scholarships or other types of funding may be available, however that information is to be determined annually and shared with the students by the guidance counselor before enrolling. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post secondary educational institution if no alternative funding is available. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$400 per course.

8. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be \$__NA__.

9. 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 the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.25 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre Kindergarten Services.

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

The maximum dollar amount charged by the district for these services shall be \$_TBD_____.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be \$_NA_____.

12. 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, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs will be set annually and is as follows:

- Breakfast Program – Grades K-8
 - Regular Price \$____NA_____
 - Reduced Price \$____NA_____
- Breakfast Program – Grades 9-12
 - Regular Price \$____NA_____
 - Reduced Price \$____NA_____
- Lunch Program – Grades K-8
 - Regular Price \$____NA_____
 - Reduced Price \$____NA_____
- Lunch Program – Grades 9-12
 - Regular Price \$____NA_____
 - Reduced Price \$____NA_____
- Extra milk .55
- Extra Breakfast Entrée \$.9080 Extra lunch Entrée \$1.7055

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$____
 - Students must provide their own instruments
- Swing Choir: \$____
 - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$____

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district may ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$_40____.

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) materials for course projects, and (3) 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. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

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. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) 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.

Adopted on: 2/14/2022

Revised on: 7/11/22, 7/10/2023

Reviewed on: 06/10/2024