

# 2011-2012

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

**WELCOME** to Gothenburg Jr/Sr High School for the 2011-2012 school year. We look forward to providing you with excellent educational opportunities. The curriculum is broad, challenging and offers each student the opportunity to master the skills that will be needed for the career path you select. The extracurricular program allows for the interest of every student.

This handbook is intended to help you have a successful and rewarding school year. The rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy and is annually reviewed and voted on by District #20 School Board. It will be expected that you work and live within the guidelines outlined in the handbook. As you have rights, you also have responsibilities that must be met. Your rights will be protected and respected and in turn, you must respect the rights of others. The school district is **PROUD OF OUR STUDENTS AND STAFF.**

***SWEDE PRIDE STARTS NOW!***

*Randy Evans  
High School Principal*

*Ryan Groene  
Jr. High School Principal*

### **MISSION STATEMENT**

**Educating students for a better tomorrow!!**

This Handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Replacement cost of student handbook: \$15.00

GOTHENBURG HIGH SCHOOL  
RENAISSANCE  
**THE RENAISSANCE MISSION**

The mission of Renaissance is to bring excellence, competence, creativity and life to Gothenburg High School. What we create today can only create a better tomorrow. The program also acknowledges the educational achievements and outstanding contributions of students and staff members through a process of reinforcement, recognition and reward.

RENAISSANCE improves performance, promotion, and partnerships with the community, while celebrating the academic achievement of all students at Gothenburg High School. **During the 2010-11 school year, 280 students (69%) in grades 7-12 received Gold or Cardinal cards.** RENAISSANCE is more than a program; it is an attitude that everyone can achieve excellence. You can be a part of this program during the 2011-2012 school year!

## ***GHS RENAISSANCE PROGRAM***

***Promote*** Improved-Outstanding Academic Excellence

***Recognize*** Rewarded Respect People!

***Improve*** Your Academic Image!

***Develop*** Visible, Tangible Rewards & Incentives!

***Every*** Effort Is Directed Towards Excellence For Everyone!

### **RENAISSANCE PROGRAM INCENTIVES:**

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

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

"A/F or Purple" T-Shirt

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

Fast food coupons/discounted/free movie rentals

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

"A/F or Purple" T-Shirt

Fast food coupons and discounted/free movie rentals

### **ADDITIONAL CRITERIA FOR INCENTIVE REWARDS:**

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

## **2011-2012**

## **GHS STAFF**

### **Administration:**

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

Jerry Wiggins  
Pam Glodowski  
TBA  
Annie Cornwell

High School Counselor  
Middle School Counselor  
School Psychologist  
School Nurse

### **Faculty:**

Angela Abercrombie  
Maria Anderson  
Thomas Belanger  
Ernie Blecha  
Mary Clark  
Travis Coe  
Sherry Damrow  
Kristina Epke  
Craig Haake  
Dan Jensen  
Judy Jensen  
Dee Jorgensen  
Carol Keiser  
Vickie Keiser  
Bailey Koch  
Roger Koehler  
Kent Koehn  
Cathy Larson  
K.C. Lathrop  
Chris Lecher  
Lori Long  
Cindy Moore  
Ligia Peterson  
Tim Peterson  
Steve Reeves  
Ken Rigler  
Joanna Roberts  
Dan Scherer  
Sharise Scherer  
Tom Scott  
Maggie Tiller  
Roxanne Whiting  
Jo Wiggins  
Patricia Zwink

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

### **Secretaries:**

Lori Clymer, Barb Franzen and Kay Streeter

### **Cafeteria:**

Joni Jacobsen, Libby Franzen, Lisa Franzen, Jill Jorgenson, Jodi Macek,  
Amanda Alvarez, Melissa McCoy and Amanda White.

### **Paraprofessionals/Job Coach**

Sue Finke and Jillian Dowdy, Katherine Middleton, Sheila Ahlenstorf, Tany Partridge

### **Bus Drivers:**

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

## **2011-2012**

### **ACTIVITY SPONSORS/COACHES**

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

Head Football - Craig Haake  
Assistant Football - Justin Dowdy, K.C. Lathrop, Ken Rigler, Tom Scott, Jesse Kincheloe  
Girls Golf – Tara Foster & Kressy Ristine  
Cross Country - Steve Reeves  
Assistant Cross Country-Jillian Dowdy  
Head Softball-Roger Neujahr  
Assistant Softball-Maggie Tiller  
Head Volleyball -Mary Clark  
Assistant Volleyball-Jim Clark  
9th Volleyball -Rebecca Costello  
Head Jr. High Football-Dan Scherer  
Asst. Jr. High Football - Jonathan Meyer/Chris Lecher  
8th Volleyball - Sharise Scherer Asst.-Cindy Moore  
7th Volleyball – Ann Foster Asst.-Angela Abercrombie

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

Head Boys Basketball -Roger Koehler  
Head Girls Basketball -Tim Peterson  
Assistant Boys BB -Chris Lecher  
Assistant Girls BB-Kressy Ristine  
Head Wrestling –Tom Scott  
Assistant Wrestling -Ken Rigler  
9th Girls Basketball-Jonathon Meyer  
9th Boys Basketball- Don Graham  
Jr. High Wrestling-Jerry Wiggins Asst.Craig Haake  
8th Boys/Girls Basketball- Dan Yilk Asst: Curtis Ostendorf  
7th Boys Basketball – Justin Dowdy Asst. Preston Foster  
7th Girls Basketball - Justin Dowdy Asst. Tara Foster

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

Head Track - Steve Reeves  
Jump Coaches- Tim Peterson, K.C. Lathrop  
Hurdle Coach- Dan Yilk Pole Vault-Roger Neujahr, Jillian Dowdy  
Distance Coach - Steve Reeves  
Discus Coach- Roger Koehler Shot Put Coach- Dan Scherer  
7th-8th Boys/Girls Track Coach- Jim Clark  
Assistants: Michelle Stienike & Jonathan Meyer  
Boys Golf - Don Graham

#### ***Other Activities***

Chorus - Ernie Blecha  
Band/ Percussion Ensl.-Thomas Belanger  
National Honor Society/Sigma Phi Beta -Vickie Keiser Journalism/Yearbook/Speech- Dan Jensen  
One Act Play-Lori Long Asst. Erin Feather  
FFA - Dan Scherer  
Assistant Speech-Chauncey Brown  
Junior High Student Council-Pam Glodowski  
Quiz Bowl-Lori Long  
Student Council - Mary Meisinger/Randy Evans  
Cheerleaders -Cindy Moore & Chantelle Krepcik  
Seniors- Jerry Wiggins & Roxanne Whiting  
Juniors - Mrs. Scherer & Ms. Epke  
Sophs.- Mrs. Tiller & Ms. Jorgensen  
Fresh.- Mrs. Moore, Mrs. Zwink, Mrs. Keiser  
8th - Ms. Roberts, Mr. Koehler  
7th- Mrs. Larson, Mrs. Clark, Mr. Coe

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

## **ADMITTANCE TO BUILDING & LUNCH HOUR**

Students are to remain on Main Street area by the entrance doors until **8:10 a.m.** Access time (7:45 a.m - 8:12 a.m.) is available to any student needing help from a teacher. During the high school noon hour (depending on inclement weather) students will be outside. No supervision will be available prior to 7:45 a.m. and after school at 3:45 p.m. in the academic building.

## **Important Phone Numbers**

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

<b>Mike Teahon, Superintendent</b>	<b>537-3653 ext.4105</b>
<b>Randy Evans, Sr. High Principal</b>	<b>537-3651 ext.4122</b>
<b>Ryan Groene, Jr. High Principal</b>	<b>537-3652 ext.4121</b>
<b>Seth Ryker, Activities Director</b>	<b>537-7501 ext.6122</b>
<b>Jerry Wiggins, H.S. Guid Coun.</b>	<b>537-7501 ext.4124</b>
<b>Pam Glodowski, M.S. Guid Coun.</b>	<b>537-7501 ext.4127</b>
<b>Teresa Messersmith, SPED Director</b>	<b>537-7178 ext.1116</b>
<b>James Widdifield, Elem. Principal</b>	<b>537-7178 ext.2202</b>
<b>GHS Information/Attendance</b>	<b>537-3651 ext.4120</b>
<b>GHS Hotline/Newsline</b>	<b>537-7502</b>

### **Services**

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

# **ACADEMICS**

## **ACCREDITATION**

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

## **GRADUATION REQUIREMENTS**

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

**Requirements for graduation from Gothenburg High School are listed below:**

<b>English</b> .....	40
(English 9,10 ,11,12 )	
<b>Social Studies</b> .....	30
(American History & Government)	
<b>Math</b> .....	30
(Algebra I or Pre-Algebra)	
<b>Science</b> .....	20 (30-Class of 2015)
(Physical Science, Biology & Environmental Science or Chemistry-Class 2015)	
<b>Physical Education</b> .....	10
(Physical Education/First Aid)	
<b>Computer</b> .....	5
<b>Speech</b> .....	5
<b>Electives</b> .....	100 (90-Class 2015)
<b>Total Credits Needed</b> .....	240

## **ASSIGNMENT OF STUDENTS**

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

### **Classification of students for grade level placement:**

Sophomore.....	60 hours + 2 semesters in attendanc2
Junior.....	120 hours + 4 semesters in attendance
Senior.....	180 hours + 6 semesters in attendance

## DROP AND ADD INFORMATION

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

## GRADING SYSTEM

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

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

**P=Pass**

**I=Incomplete**

**WP=Withdrew-Passing**

**WF=Withdrew-failing**

**NC=No Credit due to attendance**

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

## INCOMPLETE GRADES

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

## **PROGRESS REPORTS**

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

## **REPORT CARDS**

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

## **PARENT-TEACHER CONFERENCES**

The Gothenburg Jr./Sr. High school will hold parent teacher conferences **twice** during the **2011-2012** school year. These conferences will provide a two-way communication between home and school. Conferences are held during the first and third nine week quarter.

## **HONOR ROLL**

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

## **PROMOTION & RETENTION POLICY**

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

## **CHECKING OUT/DROP**

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

## **PRIVACY OF STUDENT EDUCATION RECORDS**

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

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

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

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

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

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

### **NOTICE CONCERNING DIRECTORY INFORMATION:**

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

### **NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:**

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

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

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

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

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

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

**NOTE:** Courses taken with a final grade of "F" must also be used.

### **STANDARDIZED TESTS**

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

## TRANSCRIPTS/HIGH SCHOOL RECORD

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

## NOTICE OF REQUIREMENTS FOR ADMISSION

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

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

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

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

## NATIONAL HONOR SOCIETY

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

Membership is an honor. To be eligible for membership in the Gothenburg High School Chapter of NHS, a student must have been in attendance at GHS for the equivalent of one semester. Selection is based on outstanding scholarship, character, leadership and service with each area counting as 25% of the total.

Candidates must have a cumulative average of at least 3.50 although a local chapter may raise that standard if desired. Students may not apply for membership; membership is granted to those sophomores, juniors and seniors selected by the faculty council. Eligible students are judged by a 5 member faculty council as selected by the principal and advisor. A different faculty council is selected each year. 10th, 11th and 12th grade students who have a 3.50 or higher GPA will receive a letter stating that they are eligible to be considered for membership. Students that are eligible will be asked to submit a list of activities and write a short essay. Leadership, character and service will be judged by an evaluation form completed by the five member faculty council using guidelines as presented in the National Honor Society Handbook.

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

## ACADEMIC INTEGRITY POLICY

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

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

Cheating involves one or more of the following actions:

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

# **GENERAL INFORMATION**

## **ATTENDANCE**

The school administration and faculty believes that the responsibility for attendance lies mainly with the student/parents. However, if that responsibility is not assumed by the students and parents, the school will do everything possible to enforce the attendance laws of the State of Nebraska. Students are asked to cooperate with the school to reduce the number of absences to a minimum and encouraged to make appointments and other engagements so that they do not interfere with the school day. Regular school attendance, beyond the intent of Nebr. State Law, is desirable from the standpoint that much can be gained from time spent in school. Your attendance is duly recorded in the permanent records/transcripts as faithfully as is the record of you class work. Students enrolled in the Gothenburg Public Schools are expected to maintain regular attendance during the school term. Emergency conditions such as illness which necessitates the absence of a student from school may be excused when the approved procedures are followed and the appropriate reasons for absences are adhered to.

### **Age 21:**

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

## **ABSENTEEISM AND ABSENTEE HOMEWORK**

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

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

## **ATTENDANCE GUIDELINES/DEFINITIONS**

**Excused Absences** - Illness, family bereavement, medical or dental appointment, court appearances that are required by court order, participation in school activities, family emergencies, and other unique situations which have received prior approval from the Principal.

**Unexcused Absences** - An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed. A student who engages in unexcused absences may be considered truant as per state law Neb.Rev.Stat; '79-201. Students who leave the school premises without permission during the school day will be considered truant.

## **ATTENDANCE REGULATIONS**

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

## **COLLEGE VISITATIONS**

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

## STUDENT ILLNESS/ABSENCES

Upon returning to school after an absence, the student should report to the principal's office and present a note from the parent/guardian stating that they were aware of the absence and the reason for the absence.

**If a note is not received by the office, the absence is considered unexcused and the student will need to serve detention time.** After returning to school, students must get an admit slip from the office before they will be allowed back in class. Teachers will inform the student as to the work to be done, but it is the responsibility of the student to contact the teacher for instructions and to make up the work. For excused absences, one school day will be allowed to make up work.

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

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

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

## ATTENDANCE APPEALS COMMITTEE

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

## HOMEWORK GUIDELINES

Upon returning to school after an excused absence, the student is expected to take the responsibility to make up homework and assignments missed during the absence. **If students need homework assignments, please check on-line teacher lesson plans on the school web site.** If an assignment or project was due the day the student was absent, it will be expected to be turned in when the student returns to school. **Students will have one school day for each day he/she was absent (up to a maximum of five school days) to complete other school work missed.** Example: If a student is absent on Thursday and Friday, they will have Monday and Tuesday to complete missed homework assignments. **NOTE: Students who are absent from school because of an out of school suspension will be allowed to make up any assignments, tests, quizzes, etc.**

## TARDIES

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

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

# **BELL SCHEDULE**

<b>Period</b>	<b>Time Schedule</b>		
<b>ACCESS TIME</b>	<b>7:45</b>	-	<b>8:12</b>
<p>Access time will be assigned to students that do not complete their homework from the previous day. Study hall will occur during access time. If a student is assigned to access time for two or more classes, then that student will be assigned to the WAS program for the following day. Any 7-12 student may take advantage of this access time to talk to their respective teachers.</p>			
<b>1</b>	<b>8:15</b>	-	<b>9:03</b>
<b>2</b>	<b>9:06</b>	-	<b>9:54</b>
<b>3</b>	<b>9:57</b>	-	<b>10:45</b>
<b>4</b>	<b>10:48</b>	-	<b>11:36</b>
<b>LUNCH-Jr. High</b>	<b>11:39</b>	-	<b>12:06</b>
<b>5-Jr. High</b>	<b>12:09</b>	-	<b>12:57</b>
<b>5- Sr. High</b>	<b>11:39</b>	-	<b>12:27</b>
<b>LUNCH (A)-SrHi</b>	<b>12:24</b>	-	<b>12:57</b>
<b>LUNCH (B)-SrHi</b>	<b>12:27</b>	-	<b>12:57</b>
<b>6</b>	<b>1:00</b>	-	<b>1:48</b>
<b>7</b>	<b>1:51</b>	-	<b>2:39</b>
<b>8</b>	<b>2:42</b>	-	<b>3:30</b>
<b>DETENTION</b>	<b>3:30</b>	-	<b>4:30</b>

**Junior High students will have a CLOSED campus. Students will have 3 choices for lunch: 1) Eat in cafeteria; 2) bring sack lunch; 3) parent pick up**

Lunch dismissal will be at the following times on regular schedule days: **Jr. High students at 11:36 a.m., Sr. High students at 12:24 & 12:27.** All students need to walk to the cafeteria in an orderly manner and failure to do so will result in detention.

## **BREAKFAST FOR BRUNCH**

The Brunch Program will continue at Gothenburg Jr/Sr High School this year at the same designated time. **Students will not be allowed to bring pop or any open containers into the school building.** All breakfast purchases will be recorded daily and will be charged against student accounts. Breakfast will be \$2.50 per week or .50 per day for full price students and \$1.25 for those students who qualify for reduced lunches. All who qualify for free/reduced lunches also qualify for free/reduced breakfasts. Brunch will be delivered to academic classrooms and PE classes will have brunch in the cafeteria.

## **CHANNEL 1**

During the 2011-2012 school year, Gothenburg students will again be given the opportunity to see and experience **Channel 1**. This educational broadcast will again be shown at 8:00 every morning.

## **INTERNET USE**

The use of equipment, computers, network resources and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration or designated staff of Gothenburg Public Schools may deny, revoke, or suspend specific user accounts/access. Each student and parent/guardian is required to sign an Acceptable Use Agreement and agree to Board Policy 6800 before student access is allowed.

## **COPY MACHINE FOR STUDENT USE**

Students will be required to pay 10 cents for each copy they make. Students should enter the office and show Mrs. Clymer their pass before copying.

## **CRIME STOPPERS**

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

## DAILY BULLETIN AND ANNOUNCEMENTS

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

## DANCES/STUDENT ACTIVITIES

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

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

This includes but is not limited to:

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

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

5. Hours for the dance are: Sr Hi 9:00 p.m. - 12:00 a.m.
6. One school sponsor and five additional adult sponsors are necessary for each dance. The school sponsor will provide a copy of "sponsors duties and responsibilities" to each sponsor before each dance.
7. **Any student leaving 30 minutes or more before the conclusion of the dance must sign out.**
8. **The administration reserves the right to approve or disapprove outside guests.**
9. **Any student that attends Saturday School because of excessive tardies or truancy will not be allowed to attend the next "calendar" dance.**

## EMERGENCY DRILLS

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

## GUIDANCE AND COUNSELING SERVICES

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

**Depending on your needs, your counselor can help you:**

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

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

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

**When can I see the school counselor?**

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

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

Yes, the only time a counselor will break confidentiality is if you reveal that you or someone else is in danger. In that situation, the counselor is required to contact someone who can help.  
**Parents and students are invited to call or stop in and talk to Mr. Wiggins, GHS counselor (537-3651 ext. 4124) or Mrs. Glodowski, Middle School counselor (ext. 4127).**

## **INDIVIDUAL STUDENT CONFERENCES**

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

**The following dates will be important for you:**

<b>SENIORS</b>	<b>Fall' 11</b>	<b>FRESHMEN</b>	<b>Fall' 11</b>
<b>8TH GRADERS</b>	<b>3rd Quarter</b>	<b>7TH GRADE</b>	<b>2nd Qtr</b>

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

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

<b>ACT TEST DATES</b>	<b>REGISTRATION DEADLINE</b>
September 10, 2011	August 12, 2011
October 22, 2011	September 16, 2011
December 10, 2011	November 4, 2011
February 11, 2012	January 13, 2012
April 14, 2012	March 9, 2012
June 9, 2012	May 4, 2012

**SCHOOL CODE: 280940**

## **HARASSMENT**

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

## **ANTI-BULLYING POLICY**

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

## **DATING VIOLENCE**

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

## **EQUAL OPPORTUNITIES**

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

## **ELIMINATION of DISCRIMINATION**

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

## **LOCKERS**

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

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

## **STUDENT VALUABLES**

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

## **VANDALISM**

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

## **VIDEO SURVEILLANCE**

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

## **LUNCH**

Gothenburg Public Schools will be operating an electronic point of sale system in our cafeteria. All students will have a personal identification number (PIN) that will be used as they purchase a meal. Students will pay in advance (to their family account) and the meal purchase is automatically deducted from that account. **Students will not be allowed to charge against their account.** We will not extend credit to families for purchases of meals. It is necessary to keep money in the family account so children can continue to purchase it. When the account balance is \$10.00, your child will be given a verbal notice. Your account balance will be displayed on the computer each time a purchase is made, until payment is received. **IT IS IMPORTANT for the student to communicate low balance warnings to his/her parents.** This account will not be available for making purchases at the snack bar or fruit juice. Children from families whose

income is at or below the level shown on schedules furnished to the school may apply at any time during the year for free and reduced price meals and free milk. Applications must be made in advance for approval. Please contact Kay Streeter, 537-3653, Ext. 4104.

**Junior High students have closed campus unless a written note from his/her parent that gives permission to go off campus for lunch WITH HIS/HER PARENTS.**

**High School lunch will be dismissed by two (2) different bells: (A) 12:24; (B) 12:27 on an alternating basis TBA.**

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

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

## **MEDIA CENTER**

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

## **PARKING AND DRIVING REGULATIONS**

Students are to park their vehicles in the school parking lot east of the school and community building, upon arrival at school and they are to be left parked until the close of the school day. **All students MUST park properly in the corresponding parking spaces provided or receive detention.** Only in cases of emergency will students be issued a driving pass by the principal. **A student violating driving regulations will be assigned detention time according to the Gothenburg Discipline Plan.** Students are not to be sitting in cars during the noon break. **Students should enter and exit the school grounds from Avenue I east of the community building.** If any student drives recklessly on the school grounds or approaching or leaving school grounds and will be reported to the authorities.

## **PHYSICALS/HEALTH REQUIREMENTS**

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

## **SCHOOL CLOSINGS**

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

## **SKATEBOARDS/BOOM BOXES/LASERS/PAGERS CELL PHONES/IPODS/ROLLER BLADES**

**Skateboards, boom boxes, lasers, pagers, walkman's, roller blades are prohibited in the school building.** They will be confiscated. Skateboards and bikes are to be parked during the school day and only used at lunch. **Cell phones/ pagers & IPODS if confiscated:**

**1st time: Parents pick up**

**2nd time: 2 hour detention**

**3rd time: Saturday School**

**Cell phones must be left in your LOCKER or CAR.**

## **STUDENT HANDBOOK PASSES**

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

## **SUBSTITUTE TEACHERS**

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

## **TELEPHONE USE**

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

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

**3rd time: Saturday School**

**Cell phones must be left in your LOCKER or CAR. YOU MAY NOT take your cell phone to your classes.**

## **VISITOR'S PASS**

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

## **RIGHTS & RESPONSIBILITIES**

### **STUDENT RESPONSIBILITY**

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

### **PARENT/STUDENT RIGHTS**

1. Be treated with courtesy by all members of the Gothenburg Staff
2. Be respected as an individual regardless of race, creed, national origin, economic status, sex or age
3. Be informed of any academic requirements of any school program
4. Participate in meaningful parent-teacher conferences to discuss his/her child's school progress and welfare when the need arises

5. Be informed of school policies/administrative decisions
6. Inspect his/her child's cumulative record and remove or correct any false or misleading statement in conformity with current guidelines established by the State and Federal governments.
7. Appeal the placement, in accordance with established guidelines, of his/her child in a special education class
8. Secure as much help as is available from the Gothenburg School District to further the progress and improvement of his/her child
9. Expect that every attempt will be made by school personnel to insure the receipt by parents of important school news and messages
10. Expect reasonable protection for his/her child from physical harm while under school authority

## DISCLAIMER

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

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

## STUDENT FEES POLICY

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

### A. Definitions.

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

### B. Listing of Fees Charged by this District.

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

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

#### 2. Safety Equipment and Attire.

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

#### 3. Personal or Consumable Items.

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

#### 4. Materials Required for Course Projects.

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

5. Extracurricular Activities.

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

6. Post secondary Education Costs.

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

7. Transportation Costs.

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

8. Copies of Student Files or Records.

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

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

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

10. Participation in Summer School or Night School.

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

11. Charges for Food Consumed by Students.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Student Fee Fund.

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

Neb. Constitution, Article VII, section 1.

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

79-2,104

Student files or records

- 79-715 Eye-protective devices
- 79-737 Liability of students for damages to school books
- 79-1,104 Before-and-after-school or pre kindergarten services.
- 79-1106 to 79-1108.03 Accelerated or differential curriculum

## **CERTIFICATION**

The Board of Education of Gothenburg Public Schools annually holds a public hearing on the student fee policy. The hearing follows a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2009-2010 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

## **MEDICINES**

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

## **BOYS TOWN MODEL**

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

## **CODE OF CONDUCT**

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

### **SCOPE OF CONDUCT RULES:**

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

### ***LEVEL I MISBEHAVIORS***

**Minor misbehavior that impedes the operation of school.**

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

**CONSEQUENCE: Teacher discretion**

### ***LEVEL II MISBEHAVIORS***

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

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

**CONSEQUENCE: Teacher Discretion and**

**1st offense-1 hour of detention/form sent home**

**2nd offense-2 hours of detention/form sent home**

**3rd offense-3 hours of detention/form sent home**

## **LEVEL III MISBEHAVIORS**

**Differentiated cases requiring unique consequences.**

Examples:

A. Possession or use of any tobacco products on school grounds.

B. Truancy-SATURDAY School

**CONSEQUENCES:**

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

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

## **LEVEL IV MISBEHAVIORS**

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

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

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

2) Use of violence or fighting;

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

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

2A) Use of force, coercion, threat, intimidation, repeated harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes.

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

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

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

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

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

8) Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, a controlled substance, inhalants or being under the influence of any of the above; or possession of drug paraphernalia.

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

10) Truancy or failure to attend assigned classes or assigned activities

11) Tardiness to school, assigned classes or assigned activities.

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

13) Public indecency

14) Repeated violation of any of the school rules.

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

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

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

b. In addition, a student may be suspended (short term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of

the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statues referenced in section 79-267(8).

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

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

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

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

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

## **CORPORAL PUNISHMENT**

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

## **SATURDAY SCHOOL**

Saturday school will begin at 8:30 a.m. and will end at 11:30 a.m. on the designated Saturday's of each month. Students who have been assigned to Saturday school **MUST ATTEND-NO EXCEPTIONS**. If a student fails to attend Saturday school or follow the rule stipulations, he/she will be issued a two day out-of-school suspension and he/she must attend the following Saturday School along with a conference between the parent/student/principal must occur. **If the student fails to attend Saturday school for the 2nd time- a 5 day out-of-school suspension will occur.**

## **POSSIBLE SITUATIONS:**

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

### **Rules of Saturday School:**

- 1) Students must be on time
- 2) Students write or type a 500 word essay
- 3) Students must stay the entire time (8:30 a.m.- 11:30 a.m.)

### **During the 2011/2012 school year the following dates have been announced for Saturday school:**

Aug. 27	Sept. 17	October 1, 29	Nov. 19	Dec. 3,17
Jan. 14, 28	Febr. 4, 18	March 3, 24	April 7,28	May 5,12

## **DETENTION**

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

## RESPECT

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

## DRESS AND GENERAL APPEARANCE

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

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

- a. clothing that shows an inappropriate amount of bare skin or underwear; sagging shorts/pants, unacceptable shorts or cutoffs, 1/2 shirts, spaghetti straps, excessive holes
- b. shorts, skirts, or skorts that do not reach mid-thigh or longer,
- c. clothing or jewelry that advertises or promotes beer, alcohol, tobacco or illegal drugs, (Hooter's T-shirts)
- d. clothing or jewelry that could be used as a weapon (chains, spiked apparel)
- e. Head wear includes caps/bandannas/scarves/hoodies
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double
- g. Clothing or jewelry that is gang related or 420 related
- h. Visible body piercing (other than facial area).

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

## INDIVIDUAL CLASSROOM RULES

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

## WEAPON POLICY

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

## STUDENT SUSPENSION/EXPULSION

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

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

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

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

**All due process procedures shall be followed and information sent to parents and students affected by any exclusion proceedings. Due process will be in 3 parts: 1) Oral or written notice of the charges if he or she denies the allegation:**

- 2) An explanation of the evidence against the student
- 3) An opportunity to present his/her evidence

## **USE of CANINE UNITS**

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

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

## **DISPLAYS OF AFFECTION**

Displays of affection beyond holding hands are inappropriate and disruptive of the school's learning environment. Disciplinary steps (one-hour detention) will be taken to enforce this guideline by teachers and administration including warning/parental conference/detention.

## **PRE-EXPULSION PROCEDURE**

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

## **EXCEPTION**

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

## **HOMELESS STUDENT**

District #20 will comply with the federal and state law related to homeless students. A "homeless child" for purposes of this policy is a child who lacks a fixed, regular, and adequate nighttime residence. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian. District #20's designated Homeless Coordinator is the Superintendent of Schools.

## **SEMESTER TESTS**

**All students (7-12) will be required to take final examinations in every class at the end of each semester.**

# ACTIVITIES/ATHLETICS

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

## PHILOSOPHY

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

## GHS SPORTS AND ACTIVITIES

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

## ABSENCES FROM SCHOOL

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

## ATTENDANCE ON DAYS OF ACTIVITIES

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

## ACCIDENT INSURANCE

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

## NSAA ELIGIBILITY

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

1. A student must be an undergraduate.
2. A student must be enrolled in at least twenty hours per week (four full credit courses) and be in regular attendance.
3. A student must be enrolled in some high school on or before the 11th school day of the current semester.
4. A student is ineligible if 19 years of age before August 1st of the current year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 on current school year.

5. After a student's initial enrollment in grade nine, he/she will be ineligible after eight semesters of school attendance.
  6. A student must have been enrolled in school the immediate preceding semester.
  7. Participants in senior high athletics/activities must have passed 20 hours of credit the immediate preceding semester.
  8. Once the season of a sport begins, a student shall compete only in the athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.
  9. A student shall not participate in sports camps or athletic clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
  10. A student shall not participate on an all-star team while a high school undergraduate.
  11. A student entering grade 9 for the first time after being promoted from grade 8 is eligible. If a student participated on a high school team at any level as a 7th or 8th grade has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth grade shall be ineligible for 90 days.
  12. When the parents of a student change their domicile from one school district to another district which has a high school, the student is ineligible for 90 days except: (a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
    - (b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at the high school and retain eligibility, or be eligible in the school district in which the parents have established their domicile.
    - (c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
    - (d) If the student transfers prior to March 15 and the new school notifies the NSAA in writing, postmarked no later than March 15, the student is eligible at the start of the fall semester.
  13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
  14. A student shall not participate in a contest under an assumed name.
  15. A student must maintain his/her amateur status.
- You can also be declared ineligible by the coach and/or sponsor if you violate any rules or regulations set up by the coach or sponsor. Students shall be informed of these rules and regulations by their coach and/or sponsor.**

## **TEAM TRAVEL**

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

## **PARTICIPATION**

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

## **PHYSICALS**

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

## ACTIVITIES ON CHURCH NIGHT AND SUNDAYS

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

## SPORTS SEASONS

FALL	OPENING PRACTICE	CLOSE OF SEASON
Softball	August 8, 2011	State Tournament
Football	August 8, 2011	Football playoffs
Cross Country	August 15, 2011	State Meet
Volleyball	August 15, 2011	State Tournament
Girls Golf	August 8, 2011	State Meet
WINTER	OPENING PRACTICE	CLOSE OF SEASON
Wrestling	November 14, 2011	State Meet
Basketball (B/G)	November 14, 2011	State Tournament
SPRING	OPENING PRACTICE	CLOSE OF SEASON
Boys Golf	Febr. 27, 2012	State Meet
Track (B/G)	Febr. 27, 2012	State Meet

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

## SPORTSMANSHIP

### Responsibility of Players:

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

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

### Responsibility of Students (Spectators):

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

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

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

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

### **1. VIOLATION:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Situations resulting in the enforcement of the policy are:

1. Student being given a citation for an alcohol/drug violation.
2. Student admits to violating the extracurricular alcohol/drug policy.

3. Any verified form of school investigation.
4. Staff member witnesses a violation of the policy