

# GRETNA MIDDLE SCHOOL

August 11, 2022

Dear Parents and Students:

This handbook is designed to assist you in becoming better acquainted with the wide variety of components that make up Gretna Middle School and to encourage you to become an integral part of our school. Following the rules and regulations of this handbook makes our school a great place to learn for everyone! This handbook meets both state and school district requirements, but can be summarized by two simple statements:

1. Come to school prepared to learn and to participate.
2. Treat others as you would like to be treated.

The Gretna Public Schools take great pride in providing the best possible educational program for all students. Our middle school offers many academic and activity programs. Participation in these programs continues to add to the knowledge and skills you gained in elementary school, while enhancing your education with exploratory curriculum. The more involved you become in your school, the more you will grow as an individual. We encourage both parents and students to become involved in our school.

Sincerely,

Mr. Matt Bruggeman  
Principal

Mrs. Carissa Dickes  
Assistant Principal/Activities Director

# PARENT-STUDENT HANDBOOK

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# GREटना PUBLIC SCHOOLS ADMINISTRATION & BOARD OF EDUCATION

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 Mr. Travis Lightle.....Assistant Superintendent  
 Mr. Michael Sortino.....Director of Student Services / Title IX Coordinator  
 Dr. Rex Anderson.....Director of Curriculum  
 Dr. Violet Glasshoff.....Asst. Director of Curriculum  
 Mr. Paul Duin.....Director of Special Education  
 Dr. Kendra Schneider.....Asst. Director of Special Education  
 Mr. Pat Phelan.....Director of Building Projects and Custodial  
 Mr. Todd Mueller.....High School Principal  
 Mr. John Heckenlively.....Assistant High School Principal  
 Mr. Chad Jepsen.....Assistant High School Principal  
 Ms. Jami Ewer.....Assistant High School Principal  
 Ms. Theresa Huttman.....Assistant High School Principal  
 Mr. Ryan Garder.....Assistant High School Principal  
 Mr. Matt Curtis .....Asst. HS Principal & Activities Director  
 Mr. Matt Bruggeman.....Gretna Middle School Principal  
 Ms. Carissa Dickes.....Gretna Middle School Asst. Principal & Act. Director  
 Ms. Stacey Deterding.....Aspen Creek Middle School Principal  
 Mr. Riley Gross.....Aspen Creek Middle School Asst. Principal & Act. Director  
 Mr. Bret Basye.....Thomas Elementary Principal  
 Ms. Karen Naylor.....Wells. Palisades Elementary Principal  
 Mr. Andrew Rinaldi.....Gretna Elementary Principal  
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## SCHOOL CALENDAR 2022 - 2023

August 11	First Day of School
September 5	Labor Day - No School
September 6	Teacher In-service - No School
October 13	End of First Quarter
October 14	Teacher In-service - No School
October 28	Teacher In-service - No School
November 24-25	Thanksgiving - No School
December 21	End of First Semester
December 22	Winter Break Begins
January 5	Classes Resume
January 16	No School - Martin Luther King, Jr. Day
February 20	No School – Presidents' Day
March 9	End of Third Quarter
March 10	Teacher In-service - No School
March 13	Teacher In-service - No School
April 3	Spring Break Begins
April 10	Classes Resume
April 28	No School
May 25	Last Day of School

## GRETNA MIDDLE SCHOOL BELL SCHEDULES

**All passing periods at Gretna Middle School are three (3) minutes long. Lunch schedules vary depending on what class the student has during fifth hour. When students are done eating lunch, they are allowed to go to the gym or outside to walk.**

### SCHEDULE 1

#### Every Monday

8:05 - 8:25	Homeroom
8:28 - 9:08	Period 1
9:11 - 9:51	Period 2
9:54 - 10:34	Period 3
10:37 - 11:18	Period 4 / Lunch
11:18 - 12:45	Period 5 / Lunch
12:48 - 1:31	Period 6
1:34 - 2:17	Period 7
2:20 - 3:05	Period 8 / Announcements

### SCHEDULE 2

#### Tuesday – Thursday

8:05 - 8:14	Homeroom
8:17 - 9:00	Period 1
9:03 - 9:46	Period 2
9:49 - 10:32	Period 3
10:35 - 11:18	Period 4 / Lunch
11:18 - 12:45	Period 5 / Lunch
12:48 - 1:31	Period 6
1:34 - 2:17	Period 7
2:20 - 3:05	Period 8

## 1. GMS GENERAL INFORMATION

### 1.1 School Hours:

The school building is to be used as a place for study and work by the students. Because of this philosophy, the school building will be open at 7:30 A.M. Students wishing to use the library or computer lab or to work with a teacher before 7:58 A.M., may do so by checking in with the teacher on duty. Students should not be in the building after 4:00 P.M. unless they are under the supervision of an instructor or sponsor.

### 1.2 Student Agendas:

To help improve executive functioning skills, students will be expected to keep an agenda. Electronic agendas and paper pencil agendas may be utilized based on the discretion of the school.

### 1.3 Bulletin Boards:

In order to avoid misunderstandings and perhaps unfortunate publicity, all notices, posters, or signs by the students appearing on the bulletin boards or displayed in any manner or place must carry the approval of a principal.

### 1.4 Visitors:

Because of the size of our enrollment, students are encouraged NOT to bring visitors to school. ANY EXCEPTIONS TO THE RULE SHALL BE APPROVED BY THE PRINCIPAL AT LEAST ONE DAY IN ADVANCE. In addition, parents wishing to visit classrooms shall make a request to the Principal 24 hours in advance of the date requested to visit. If approval is given, a visitor's pass shall be obtained from the office.

### 1.5 Closed Campus:

Gretna Middle School operates under a closed campus rule. Students will not be permitted to leave the school after arriving in the morning until classes dismiss at 3:00 P.M. unless permission to do so is obtained from the student's parent/guardian and the Principal's office. If a student is given permission to leave the building, s/he must sign out at the office before leaving.

### 1.6 Student Phone Use Policy:

- The school phones are not for personal use by students.
- Permission must be received from the teacher, secretary, or principal before a student may use an office phone. The teacher, secretary or principal will decide if a phone call is personal or a necessity based on the information given by the student. Teachers granting permission to use the office phone will do so by giving the student a yellow office pass to use the phone. No charge is made for such use.
- All calls must be recorded including the name of the person making the call; to whom the call is being made; and, the purpose or reason for the call.
- Permission to use the phone may be granted if a student is requested or required to stay after school by a certified staff member.

### 1.7 Bus Transportation Guidelines:

When school buses are stopped for the purpose of loading or unloading students, all vehicles must stop until the bus proceeds onward or until the bus driver signals for the vehicle to proceed.

Gretna Public Schools provides transportation to students who live more than one mile from their assigned home school. In addition, during the year children may ride on a bus for a field trip. To provide a safe environment for all students riding the bus, the following rules have been established. Students not adhering to these rules may lose their bus privileges. (NO PRESCHOOL STUDENTS MAY RIDE THE BUS)

- **Bus Stop Rules:**

1. Be at your bus stop 5-10 minutes prior to your scheduled time and wait for your bus in a safe place.
  2. All students must have their bus pass in their possession each time they ride the school bus. The cost for a bus pass is \$20.00. Students are responsible for their passes and will be required to pay \$20.00 for any pass that must be replaced.
  3. Students must ride their assigned bus and must get on and get off the bus at their designated location.
  4. Stay on sidewalks when possible and stay out of the street.
  5. Stay on the sidewalk and/or ten feet away from the bus when it approaches the stop.
  6. Approach and enter your bus in an orderly manner and take a seat. Keep the aisles clear at all times.
- When students leave the bus and intend to cross the street they will walk to a distance of approximately 12 feet in front of the bus and stop. A student should not proceed to cross the street or highway after leaving a bus until the driver has checked the traffic and signaled to them that it is safe to cross.

- **Bus Conduct Rules:**

1. Stay seated when the bus is moving. Exchanging seats can only be done with your driver's permission.
2. Yelling is not allowed on the bus, and at railroad crossings all noise stops.
3. Profane or obscene language or actions are not allowed.
4. Nothing is to be thrown on the bus or out of the windows.
5. Students may be held financially responsible for damages and/or vandalism to the bus/property of others.
6. Food and drinks are not allowed on the bus unless approved by a supervisory adult.
7. The Student Conduct Code applies to all students when riding the bus and will be enforced by any/all supervisory adults.

Violation of these rules will result in a student being written up by the driver and could result in a suspension from riding the bus.

- **Authorized Passengers**

No one except school personnel, supervisory personnel, monitoring personnel and school children regularly assigned to a student transportation vehicle may ride in such vehicles. Students must ride assigned buses only and may NOT ride another bus.

- **Bus Registration**

Bus registration should be completed each school year. Student registrations are not carried forward from one year to the next. This process begins with a survey in the spring that may be found on our district website.

Students with a plastic ZPass who need to register for bus service during the school year may contact the district office. Students who do not already have the plastic ZPass do not need to contact the office; however, a pass must be purchased directly at: <https://www.gretnaschoolspay.org/>

- **Bus Pass Policies**

Students must have an assigned bus pass in order to ride the bus.

If a pass is forgotten before school, the student will be allowed to ride the bus to school and will be asked to call home if riding in the afternoon.

If a student has lost or forgotten a pass for an afternoon trip, a pink pass will be issued from the office. Excessive use of pink passes will result in a student's inability to ride the bus until the pass is found or a new pass is purchased.

- **Transportation of School Related and Non-School Related Items**

Contraband, weapons, flammable liquids, animals or other dangerous, objectionable or non-school related items shall not be transported on a school bus. School related items transported on the bus shall be small enough to be transported on the students lap, adjacent seat or under the seat of the bus. School related items that would block exit isles or extend above the back of the seat will not be transported on the school bus. If you are unsure if an item is allowed, please contact the Transportation Department **prior to the day your child plans on transporting the material or object.**

- **Transportation Questions**

Parents having any questions or requiring additional information are encouraged to contact the Gretna Public Schools administration building at 402-332-3265.

### **1.8 Room Passes:**

Students in the hallways during class periods must have room passes signed by a teacher. If a student wants to see a teacher or go to another room during study hall, the student must have a pass signed by that teacher **before** that student reports to study hall.

### **1.9 Student Lockers/Book Bags:**

Each student will be assigned a locker. Every student is responsible for the neatness of his/her locker. Nothing shall be placed on top of lockers nor are lockers to be decorated without permission from a principal. The combinations given each student to open his/her locker are confidential and are not to be shared. Do not keep valuables, such as money, in the locker. The school administration reserves the right to inspect lockers for any reasonable cause. Book bags must be stored in the student's locker. Book bags are not to be taken to class. Book bags in the classroom present a safety hazard and do not encourage the development of organization on the part of the student as they become a traveling locker.

### **1.10 Student Dress and Personal Appearance:**

The Gretna School District recognizes that student dress styles do change; however, if a style demonstrates that it substantially disrupts or has a material interference with school activities constitutes a threat to the safety and health of

self and others, or is in violation of any statute, it will not be permitted in school. Ideally, within these limits the decision regarding attire and grooming shall be left to the good judgment and responsibility of the individual and the parents.

Dress for students participating in activities which in any way are representative of the individual, school, and community shall be outlined by the respective activity sponsor and administration. Adherence to these policies will be mandatory for participation in all activities.

Student dress and appearance is usually a concern of students and parents. The school administration also has the responsibility to help develop values which contribute to good taste in matters of dress and appearance.

- Student appearance should be of high enough standard as to contribute to the general learning environment.
- Shoes will be worn at all times.
- Printed wording or pictures on clothing advertising or promoting tobacco, alcohol, drugs, or is vulgar in interpretation will not be permitted to be worn. Violators may be disciplined.
- Hoods, hats, and caps, are not to be worn in the building.
- Sleeveless shirts, tank tops, or shirts/blouses showing the midriff or exposing the back are not permitted.
- All shorts/dresses/skirts are to be mid-thigh or longer. With arms hanging at the side and all fingers extended, the length of clothing should not be shorter than the tip of the longest finger.
- Any clothing or accessories that may interfere with the educational process may be confiscated as to improve the learning environment.

#### **1.11 Lost and Found:**

Students who have found any lost items are requested to turn these in to the main office. A lost and found area is located at the main office and students may pick up lost items there.

#### **1.12 School Closing:**

Any time school may be closed due to bad weather, electronic communication will be used to alert school patrons.

#### **1.13 Cheating:**

Students caught cheating may be given a zero for a grade, will be expected to do the work, and may be asked to complete additional requirements to prove the required learning was achieved. Additionally, a call home informing parents should be made by the teacher.

#### **1.14 Social Events:**

Gretna Middle School social events are sponsored for the benefit of Gretna Middle School students. The events are for students in grades 7-8 unless otherwise sanctioned by the building principal. Any student leaving a social event for any reason before the event is over will not be readmitted. Grade 6 will have an activities night rather than a social event.

#### **1.15 Treats:**

Treats at the middle school are allowed for special occasions and are typically done in and by sixth grade homerooms. The celebration with a special meal such as pizza at lunch is prohibited, as it separates out students from others, and is not conducive to a good student climate.

#### **1.16 Civil Rights:**

Compliance Requirement. No person shall, on the grounds of race, color, national origin, age, handicap, sex, or religion be excluded from participation in or be subjected to discrimination in any program or activity.

#### **1.17 Notice Concerning Staff Qualifications:**

Federal law gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Gretna Public Schools will give parents the following information about their child's classroom teachers:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Gretna Public Schools will give timely

notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

### **1.18 General Information:**

Unless a student has made prior arrangements with a teacher, coach, or administrator, there should be no expectation of student supervision before 7:35 AM or after 4:05 PM.

### **1.19 Student Fund Raising Activities:**

Fundraising is the selling of a product, providing a service or activity, or requesting donations of any kind. School fundraising directly funds school programs and student organizations.

- General Guidelines

The School Board of Gretna Public Schools recognizes a desire and a need for ongoing fundraising support. The school board also recognizes a need for restraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

All fundraising for student organizations and school supporting organizations must have prior administrative approval. School District employees who supervise official school programs or extracurricular activities are directed not to organize, conduct, or involve students in fundraising activities unless the fundraising activity has been approved by the building administration.

- Student Organization Fundraising

School organizations are groups that are sponsored by the district and approved by the school board. They are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills. Student organizations are directed by School District staff.

- Ceremonies, Observances, and the Pledge of Allegiance

Appropriate exercises may be held for the following: Veterans' Day, Martin Luther King Day, Presidents' Day, Flag Day, Memorial Day, and State Fire Day (the Friday before the Fire Recognition Day, which is the second Saturday in May). An educational program on the United States Constitution shall be held on September 17 every year, or in the preceding or following week if September 17 falls on a weekend or a holiday.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

### **1.20 Library/Media Program:**

A description of the library/media program can be found under the media tab on our school website.

## **2. Student Discipline**

The following actions may result in detentions, exclusions, suspension, expulsion, or other disciplinary action:

### **2.1 Conduct:**

Students are expected to conduct themselves in a manner which permits themselves and others the best opportunity for a quality education. Student behavior that infringes upon the rights of other learners or constitutes an interference with school purposes will result in disciplinary action.

### **2.2 Fighting and Violence:**

Fighting on school property, fighting directly adjacent to school property during school hours and/or fighting at school sponsored activities may result in disciplinary action to include exclusion, suspension or expulsion. Causing or attempting to cause physical injury to a school employee, to a school volunteer, or to any student may result in exclusion, suspension or expulsion.

- First offense may result in a 3-day suspension or more severe action
- Second offense may result in a long-term suspension or expulsion



### 2.3 Abusive Language:

The oral or written use of abusive, derogatory, or profane language or gestures is prohibited and offenders may be excluded, suspended, or expelled from class or school.

- 2.3-1 Disrespect toward staff, students and/or employees, or disobedience of staff will not be tolerated, and students may be disciplined by the classroom teacher or the school administration.
- 2.3-2 Abusive language includes, but is not limited to: any words spoken or written of any person, student or school employee, which may be interpreted as slanderous, profane, vulgar, derogatory, putting down someone's racial or ethnic background, physical appearance, or religious preference.
- 2.3-3 Abusive, profane, or obscene language or gestures may generally mean, but is not limited to words which by their very utterance inflict injury or tend to incite an immediate breach of the peace, or words or actions which interfere with school purposes.

### 2.4 Snowballs:

- 2.41 Throwing snowballs is prohibited.

### 2.5 School Vandalism:

- 2.5-1 School vandalism is the willful and pointless destruction of school or personal property. Any student engaging in such activity may not only be held liable for all damages by outside authorities, but may also be subject to further disciplinary action by the principal. This includes the unauthorized breaking, damaging, or entering of or on school property.
- 2.5-2 The unauthorized taking of school or private property is prohibited.

### 2.6 Displays of Affection:

Public displays of affection have a tendency to create unfavorable impressions and attitudes toward the school and the individuals involved. It will not be permitted.

- 2.6-1 Dating Violence - Gretna Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "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.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of a healthy dating relationship.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

### 2.7 Smoking or Chewing Tobacco

- 2.7-1 The policy of the Gretna Public Schools prohibits students from smoking or chewing in the school building, on the school bus, on school grounds, on school excursion education trips, or at a school activity. This includes activities away from Gretna Middle School. Students are not permitted to leave campus for the purpose of smoking or chewing after arriving on campus.
  1. Students shall not possess cigarettes, vapor products, alternative nicotine products, lighters, cigarette packages or chewing tobacco. These items will be confiscated and disciplinary action will result.

2. Definition of smoking: Smoking consists of being seen holding a lit or unlit cigarette, vapor or alternative nicotine product or being seen throwing a cigarette, vapor or other alternative nicotine product away or being seen with smoke coming out of the nose or mouth or admitting to having smoked on the campus.

- 2.7-2 Policy relating to Violations
  1. 2.7-2.1 The first offense may result in suspension from all classes from one to five school days and a parent/guardian conference before reinstatement.
  2. 2.7-2.2 The second offense may result in a long-term suspension or expulsion and a parent/ guardian conference before reinstatement.
  3. 2.7-2.3 The third offense and each subsequent offense may result in a recommendation for expulsion for the remainder of the semester. Sanctions may vary regardless of the number of offenses if the circumstances warrant a more severe sanction for a given offense.

## 2.8 Alcohol - Drugs

- 2.8-1 When a student's manner and/or conduct at school or a school activity causes school personnel to suspect that a student has been using alcohol or drugs, that person shall be referred immediately to an administrator and/or law officer. If during school hours, the principal may request the school nurse to assist in the observation of the student.

If, in the opinion of the principal, the student has been using alcohol or drugs, the parent/guardian shall be contacted. The student may be withheld immediately from classes and subject to serious disciplinary action including contact with law officials. If the incident occurs at a school event, the student may also be turned over to legal authorities who may in turn contact the parent/guardian.

When there is evidence that a student is in possession of, or observed selling or transferring suspected illegal drugs, drug paraphernalia, or alcohol on school property or at a school sponsored activity, the principal shall notify the police and the parent/guardian. Any item recovered suspected to be an illicit drug will be turned over to authorities for analysis. Students who violate 2.8-1 could be referred to local, county, or state agencies for alcohol and/or drug counseling.

- 2.8-2 Engagement in any of the above actions may constitute grounds for long term suspension or expulsion.

## 2.9 Suspension and Expulsion

Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, Saturday School, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
  - a. Conduct that constitutes grounds for suspension, whether the conduct occurs on or off school grounds; or
  - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds, without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

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

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

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

5. **Other Forms of Student Discipline.** Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, Saturday School, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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

**Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.** The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by

the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or has the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

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

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

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

b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

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

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

§ Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

§ The purpose of having a firearm or other dangerous weapon in school is for a legitimate educational function.

§ A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

§ The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**Law Violations.** Any act of a student which is a basis for expulsion and which the principal or designee knows and suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the year.

### **2.10 Make-up Work During Suspension:**

Any student placed on short or long-term suspension may receive academic credit if class work is made up by the time the student reports to classes. It is the student's responsibility to obtain assignments to be completed while s/he is home. All make-up work must be secured from the teacher before or after regular school hours or from the student's counselor.

**2.11** Students on suspension are not to be on school district grounds or at school district activities while on suspension.

### **2.12 Detention and Zeros Aren't Permitted**

- 2.12-1 Detention period is a time when the student is assigned to stay before or after school, or another arranged time, for any infractions of accepted student behavior. Detention time is set at the discretion of the teacher or principal. If a student who rides a bus home is detained after school, the teacher must see that s/he has transportation home or give the student 24 hours-notice so that s/he will have a chance to arrange transportation. **Detentions may be documented with an email or phone call to the parent.** Students who are involved with activities after school may be required to serve their detention first. Such participation is at the discretion of the teacher or the principal. If a student is requested to remain after school or come in before school and does not do so, s/he may then be kept in for two (2) detentions instead of one. Continued neglect by the student may result in a short-term suspension or further consequences.
- 2.12-2 Assignments, quizzes, and tests that earn a failing grade or are not completed can result in the student receiving a ZAP (Zeros Aren't Permitted). A ZAP is a time when the student is assigned to come in before school, stay after school, or during another arranged time, for incomplete or unacceptable classroom work. It is the belief of the Gretna Middle School Staff that all students can learn and thus ZAP time is provided for students needing additional academic assistance. ZAP time is set at the discretion of the teacher or principal. Parents may be notified of ZAP's (missing, failing or incomplete work) via email or phone call. A parent's acknowledgment of the receipt of the email shows an awareness on the part of the parent that ZAP time is needed. If a student who rides a bus home is Zapped, the teacher must see that s/he has transportation home or give the student 24 hours-notice so that s/he will have a chance to arrange transportation. Students who are involved with activities after school may be required to serve their ZAP first. Such participation is at the discretion of the teacher or the principal. Continued academic neglect by the student may result in an assigned In-house Suspension or a further consequence until work is completed to a satisfactory level.

Students should visit with their teacher if they have a problem staying for a detention or a ZAP and try to make other arrangements.

Multiple ZAPs in all subjects will be monitored by the interdisciplinary teaching teams each week.

### **2.13 Study Hall/Team Study Policies:**

Since students should know what is expected of them in study halls/team studies, the same procedures will be carried out during all study halls/team studies and by all study hall/team study teachers.

- 2.13-1 Students are to bring sufficient work to study hall/team study. Failure to do so may result in the student serving a detention.
- 2.13-2 Students will be in their assigned seats when the tardy bell rings.
- 2.13-3 Students will talk to another student by permission only as long as it pertains to school work.
- 2.13-4 Any student who checks out of study hall/team study to another area must check back in before the end of the period with a signed pass.
- 2.13-5 Students may use the office phone, one at a time, for a reasonable amount of time.

- 2.13-6 Students will be allowed to go to the office, the counselor, or other assigned areas only if they have prior permission and a pass.
- 2.13-7 Students are allowed to use the restroom one at a time. Students will be issued a pass to use the restroom.

#### **2.14 Lunch Rules:**

Students who do not follow proper rules of behavior may be excluded from the lunch area. Students are not permitted anywhere in the main building unless they have the permission of a supervisor, principal, or instructor. Since Gretna Middle School has a closed campus, students are not permitted to leave the campus during lunch. Upon completion of lunch, students are permitted to go to the gym or outside to walk. Rules for behavior in the gym/outside will be reviewed by lunch supervisors. Misbehavior in the gym/outside may result in the loss of privileges and/or further consequences.

#### **2.15 Bus Stop Rules:**

- 2.15 – 1 Be at your bus stop 5-10 minutes prior to your scheduled time and wait for your bus in a safe place.
- 2.15 – 2 All students must have their bus pass in their possession each time they ride the school bus. The cost for a bus pass is \$20.00. Students are responsible for their passes and will be required to pay \$20.00 for any pass that must be replaced.
- 2.15 – 3 Students must ride their assigned bus and must get on and get off the bus at their designated location.
- 2.15 – 4 Stay on sidewalks when possible and stay out of the street.
- 2.15 – 5 Stay on the sidewalk and/or ten feet away from the bus when it approaches the stop.
- 2.15 – 6 Enter your bus in an orderly manner and take a seat. Keep the aisles clear at all times.

#### **2.16 Bus Conduct Rules:**

- 2.16 – 1 Stay seated when the bus is moving. Exchanging seats can only be done with your driver's permission.
- 2.16 – 2 Yelling is not allowed on the bus, and at railroad crossings all noise stops.
- 2.16 – 3 Profane or obscene language or actions are not allowed.
- 2.16 – 4 Nothing is to be thrown on the bus or out of the windows.
- 2.16 – 5 Students may be held financially responsible for damages and/or vandalism to the bus/property of others.
- 2.16 – 6 Food and drinks are not allowed on the bus unless approved by a supervisory adult.
- 2.16 – 7 The Student Conduct Code applies to all students when riding the bus and will be enforced by any/all supervisory adults.

Violation of these rules will result in a student being written up by the driver and could result in a suspension from riding the bus.

#### **2.17 Fine or Damage Procedure:**

Any text, resource material, and/or other school property on loan to a student is the responsibility of the student. Students can be held accountable for the replacement of any item which is lost or damaged beyond normal use.

#### **2.18 Electronic Devices:**

Electronic devices/tablets/phones/Ipods/mp3 players not related to school purposes are prohibited and may be confiscated. All cell phones must be turned off and stored in student lockers during school hours.

Recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording persons participating in school activities that are open to the public, is prohibited.

**2.19** Nuisance items are defined as items that interfere with the schooling purpose by providing a distraction to instruction or learning. Such items may be taken away by a teacher or administrator.

#### **2.20 Search and Seizures**

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

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

The following procedures will be used for conducting searches:

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

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

- Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
- Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

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

### **3. Student Rights**

**3.1** The Board of Education, in compliance with the law, hereby establishes the following rules and regulations regarding student conduct and disciplinary procedures. All rules and regulations herein established shall be printed in all student handbooks.

**3.1-2** Emergency Exclusions: Students may be excluded from school for the following reasons for up to five school days.

- If a student has a dangerous communicable disease.
- If the student's conduct presents a clear threat to the physical safety of himself, herself or others.
- If the student is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students. If the emergency exclusion is five school days or shorter, the procedures of 3.1-3 of this policy shall first apply. If the emergency exclusion is to be longer than five school days, the law and procedures of 3.1-2 of this policy shall apply.

**3.1-2** The following procedures shall be used in long term suspension, expulsion, or mandatory reassignment:

- On the date of the decision a written charge and summary of the evidence supporting such charge shall be filed with the superintendent.
- Within five school days of the above decision, a written notice shall be sent by certified or registered mail by the superintendent or his designee to the student and the student's parents or guardian, informing them of the rights of the student, including the following:
  1. Rule or standard of conduct allegedly violated.
  2. A summary of the evidence against the student.
  3. The penalty recommended by the principal and any other penalty to which the student may be subject.
  4. The student's right to a hearing upon request and a statement that before long-term suspension, expulsion, or mandatory reassignment may go into effect, the student has a right to a hearing, upon request, on the specific charges.
  5. Hearing procedures and a statement of rights of the student to examine records, have an attorney or other representative present, and to know the identity of the witnesses who will appear and the substance of their testimony.



6. A form on which a hearing may be requested or waived.
- If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or his or her designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent.
  - A hearing shall be requested within five school days of a receipt of notice.
  - The superintendent shall appoint a hearing examiner.
  - The hearing examiner shall, within two days of appointment, give written notice to the principal, the student and the student's parents/guardians of the time and place of the hearing.
  - The hearing shall be scheduled within a period of five school days after it is requested.
  - If the parents do not respond within five school days, the recommended punishment by the principal shall go into effect.

No school official shall establish or enforce rules and standards concerning student conduct which are in conflict with the rules and standards adopted by the board of education.

**3.1-3** The following procedures shall be used in suspending a student

- The principal may deny any student the right to attend school or take part in a school function for not longer than five school days.
- The proposed suspension shall be investigated by the principal prior to suspension and the student shall be given oral or written notice of the charges against him/her and an explanation of the charges against him/her and an explanation of the evidence the authorities have, and an opportunity to present his/her version. The student may continue to attend for credit if the following exceptions exist: a medical waiver on file at the school, signed by a medical doctor, and family emergencies approved by the principal.
- The principal shall send a written statement to the student and the student's parents/guardian, describing the student's violation of the rules.
- The principal shall make a reasonable effort to hold a conference with the parent/guardian at or before the time a student returns to school.
- In the case of emergency exclusion only, if the superintendent or his designee determines that the exclusion shall be extended beyond five days, the hearing procedure designated within this policy for long-term suspension, expulsion, or mandatory reassignment shall come into effect.

**3.1-4** Any suspension or expulsion shall comply with applicable special education laws.

**3.2 Privacy Rights of Students and Parents:**

- Three types of student records and information are kept by the school district.
  1. Official school records that constitute the minimum personal data necessary for the operation of the educational system.
  2. Professionally evaluated and interpreted information of importance, while the student is enrolled in the school district, in helping the student and protecting others.
  3. Potentially useful information, but not yet evaluated or clearly needed beyond the immediate present.
- Persons responsible for maintaining student records.
  - o Student records are maintained under the direction and supervision of the building principal.
- Persons having access to student records:
  1. Students enrolled in the school district.
  2. Parents/Guardians of students under eighteen years of age.
  3. Eligible students are students or former students eighteen years of age or older or enrolled in a post-secondary educational institution.
  4. School district personnel responsible for working with students or student records.
- Student records information will not be released to individuals, agencies, or institutions unless the request for the release of such information is accompanied by:
  1. A written consent from the student, parent/guardians of a student under 18 years of age or an eligible student with a copy of the records to be released provided to the student, parent/guardians of a student under 18 years of age, or the eligible student if requested, or
  2. Pursuant to judicial order or a lawfully issued subpoena, with a student, parent/guardians of a student under 18 years of age or an eligible student being notified in advance of compliance; provided such notification does not violate the terms of the judicial order or subpoena.

- Right of a hearing to challenge the content of a student's records:  
Within one calendar year from the date material is inserted in the student's records, students, parents/guardians of students under eighteen years of age or eligible students shall have an opportunity for a hearing to challenge the content of the student's records.

Students, parents/guardians of students under eighteen years of age or eligible students shall have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in the student's records and the right to include a statement concerning the content. Building principals may conduct informal meetings or discussions with parents/guardians of students under eighteen years of age or eligible students. A formal hearing may be necessary.

If the building principal receives a request for a formal hearing from a parent/guardian of a student under eighteen years of age or eligible student, the procedure shall include at least the following elements:

1. Hearing shall be conducted within five school days from receipt of the request for a formal hearing.
  2. A school official who does not have a direct interest in the outcome of the hearing shall conduct the hearing and render a decision.
  3. Parents/guardians of a student under 18 years of age or an eligible student shall be afforded a full and fair opportunity to present evidence.
  4. The decision will be rendered in writing, in certified mail, within five school days after the hearing.
- Charge for reproduction of student records: The charge, if any, for reproduction of any or all of the contents of a student's records will be paid by the individual or individuals requesting such information. The charge for reproduction will reflect only the actual cost.

### **Student Privacy Protection Policy**

It is the policy of Gretna Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

- Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties
  - o Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.
- Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive
  - o The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

### **Right of Parents to Inspect Instructional Materials**

1. Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.
2. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

### **Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings**

- The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the

Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: A Notification of and Right to Opt-Out of Specific Events.

- Protection of Student Privacy in Regard to Personal Information Collected from Students

1. The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

2. Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parent Access to Instruments used in the Collection of Personal Information

1. While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

2. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

**Annual Parental Notification of Student Privacy Protection Policy**

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

**Notification to Parents of Dates of and Right to Opt-Out of Specific Events**

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
- Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
- Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

#### **Definition of Surveys of Matters Deemed to be Sensitive**

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's parent;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom the student has close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or religious practices, affiliations, or beliefs of the students or the student's parent;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### **Mental Health Assessment or Service**

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Federal law requires Gretna Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Gretna Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Gretna Public Schools will comply with any such request.

#### **Recording of Others**

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

#### **Pregnant and Parenting Students**

Gretna Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

#### **Attendance and Leave of Absences**

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe

participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

### **Alternative Means to Complete Course Work**

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative programs for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

### **Lactation**

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

### **Child Care**

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such lists will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a stepthree rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

### **Privacy and Confidentiality**

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

### **Other Accommodations**

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

### **Bullying and Harassment**

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

### **Policy Dissemination**

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

### **Married Students**

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

#### **4. Attendance Policy and Excessive Absenteeism**

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance.

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

- **Excused Absence.** Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons will be excused, provided the required procedures have been followed:

1. Illness (personal illness of student);
  2. Bereavement or emergency in the family;
  3. Doctor or dental appointment which require student to be absent from school;
  4. Court appearances that are required by a court order;
  5. School sponsored activities which require students be absent from school;
  6. Family trips in which student accompanies parent(s)/legal guardian(s),
  7. Religious observance,
  8. Other absences which have received prior approval from the Principal.
- **Unexcused Absence.** An absence that is not excused is unexcused. If a student's absence is unexcused the student may be required to make up work and the time missed. The student may receive zeros for any class work missed during the absence.

A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from class and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

- **Mandatory Ages of Attendance.** The mandatory ages of attendance for truancy purposes are age 6 (as of January 1 of the then-current school year) to age 18.

Attendance is also not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

**Early Withdrawal for Students Enrolled in Accredited or Approved Schools.** A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

**Exit Interview.** The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon

submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in the Gretna Public Schools or resides in the Gretna Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

1. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
2. the person who has legal or actual charge or control of the child who requested the exit interview;
3. the Superintendent or Superintendent's designee;
4. the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
5. any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

1. financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
2. an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

1. the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
2. the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

- Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent. The superintendent shall immediately cause an investigation into any such report to be made. The superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the superintendent believes there is a violation of the compulsory attendance law. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Excessive Absenteeism" policies.
- Excessive Absenteeism. Students who accumulate 10 unexcused absences in a school year shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. A letter shall be sent to the parent/guardian of the student following the tenth absence advising the parent/guardian and the student that the student's absences are excessive.
2. When a student continues thereafter to have absences and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings shall be held that include a school administrator or designee, and the child's parent or guardian and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
  - o Illness related to physical or behavioral health of the child;
  - o Educational counseling;
  - o Educational evaluation;
  - o Referral to community agencies;
  - o Family or individual counseling;
  - o Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such a meeting, the administrator shall place documentation of such refusal in the child's attendance record.

- Reporting Excessive Absenteeism to the County Attorney. The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impractical shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student accrues excessive absences as herein defined.

### **Class Skip**

A student who is absent from a class or classes or study halls without permission (better known as a skip) may serve a detention or may be suspended. The student may not be allowed to make up work for missed classes. The second offense may lead to suspension and a parental conference before the student may be allowed to return to school.

### **School Activity Policy**

- School Activity Participation. All students who participate in any school activity must be in regular full day attendance the day the activity is scheduled. This applies to practice sessions as well as games, meets, concerts, etc. An exception may be made if a student shows verification of having a doctor's appointment or has prior permission from the administration.
- School Activity Attendance Policy. A student is prohibited from attending a school sponsored activity if he/she has not completed a full day of attendance for illness or an unexcused absence. A full day consists of all eight periods.

If you have any questions regarding this policy, please contact the middle school administrative office.

## **5. SCHOOL ACTIVITIES**

### **Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

### **Safety**



The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

**Warning for Participants and Parents**

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

**Student Activities, Hazing, and Supervision**

Generally, the purpose of student extra-curricular activities is to cultivate high ideals of citizenship, fair competition, sportsmanship and teamwork which will complement the curriculum programs of the School District. Extra-curricular activities programs shall be limited to secondary school programs in middle school and high school grades. Participation in extracurricular activities offered at a secondary school building shall be limited to the students in the grade levels served by the building. Participation in activities is defined as membership on or in a supporting position for a team, group or other organized interscholastic athletic, speech or performing arts activity, and includes presence at organizational meetings, practice and in team or performance areas during contests. Individuals, including students of the secondary school building, students not attending the secondary school or third parties shall not participate in any manner in the activity unless specifically requested by the Activities Director or Principal of the school building, or his/her designee, and such individuals are trained to attend and participate in a supporting position or role or are performing at such activity.

**Secret Organization.**

No student shall participate in or be a member of any secret fraternity or secret organization that is in any degree a school organization. Students who violate this rule may be denied any or all school privileges and may be expelled.

**Initiation & Hazing Activities.**

Initiations and hazing activities are not permitted. Students who violate this rule may be denied any or all school privileges and may be expelled.

**Adult Sponsors.**

Adult sponsors must be in attendance at all school sponsored activities.

**Adult Drivers.**

The District does not sponsor activities involving driving vehicles unless a school employee or sponsor or an adult is driving.

**5.1** Gretna Middle School offers a wide range of student activities. It is hoped that every student will take part in at least one of the activities, as active participation is a major key to success in life.

**5.2 Activity Passes:** The Gretna Public Schools sell activity passes. The passes are priced to give the students an opportunity to attend athletic activities at a very low cost. We urge all students to purchase an activity pass.

**5.3 Admission Prices:**

Adult General Admission	\$ 6.00 (\$7.00 for Football)
Student General Admission	\$ 4.00 (\$5.00 for Football)
Student Activity Pass	\$30.00
Adult Activity Pass	\$45.00
Senior Citizen Pass (Age 60 or Older)	Free

**STUDENT COUNCIL**

Eligibility Requirements for Student Council members:

The student may not have been issued a citation and have pending charges for or be under the supervision of the court or pretrial diversion program, or have been adjudicated to be guilty in federal, state, district, county, or juvenile court:

- within twelve (12) months of the date established for the beginning of school year for
  1. any alcohol, drug or tobacco related infraction or misdemeanor,
  2. traffic citations with a penalty of six (6) points or more under the point system dealing with traffic citations.

The purposes of Student Council are as follows:

- To improve the quality of student life.
- To bring the interests and concerns of all students before the faculty, school board, and community.
- To act as a communications link between the faculty and the students.
- To act as a planning group for school wide activities.
- To promote and model positive attitudes toward school and its related activities.
- To serve the community in a positive manner.

## **6. STUDENT ACADEMICS, GUIDANCE, AND COUNSELING SERVICES**

### **6.1 MTSS (Multi-Tiered Systems of Supports)**

Gretna Public Schools is utilizing a framework named MTSS (Multi-Tiered Systems of Supports). MTSS is a proactive approach to meeting the needs of and educating the entire student. The MTSS framework provides interventions and support for students with academic, behavioral, social, and emotional challenges. The key components of the MTSS Framework incorporated by Gretna Public Schools are as follows:

- Establishing and teaching schoolwide expectations and procedures. The schoolwide procedures are based on the following District-wide expectations:
  - **G - GIVE KINDNESS**
  - **P - PRACTICE ACCOUNTABILITY**
  - **S - STAY SAFE**
- Ongoing data collection used to make informed decisions
- Utilizing tiers of instruction, intervention, and support
- Creating a positive climate and culture

### **6.2 Parent-Teacher Conferences:**

Once during the first semester and once during the second semester, two evenings are scheduled for Parent-Teacher Conferences. These conferences are made available for parents to review grades and visit with teachers. First quarter conferences will follow a traditional Parent-Teacher Conference format. Third quarter conferences will be Student-led Conferences. Parents can schedule conferences any time throughout the year, with any teacher, by calling the school and making arrangements for the conferences.

### **6.3 Mid-quarter Reports:**

Alternative forms of grade update reports are important to home-school communication. All students and parents will have access to mid-quarter grade updates. Parents may access their child's grades through the Online Gradebook.

### **6.4 Cumulative Records:**

Cumulative records are maintained for each student who attends Gretna Middle School. These files are accessible to students, parents, teachers, administration, and counselors. Students under the age of 18 must have their parents or guardian present when observing their file. By State Law, to have records sent to another school, prospective employer, or any other party, requires an official release form to be signed by a parent/guardian. These forms are available in the administrative offices.

### **6.5 School Assessment Program:**

Gretna Public Schools administers a number of assessment instruments to supplement information about students. All students may be tested for academic achievement, vocational aptitudes, vocational choices and personal interests at some point in their educational program. All of this information is accessible under the same restriction as student records.

### **6.6 Guidance**

The Guidance and Counseling services are designed to help parents, students, faculty, and administration in the educational planning of Gretna Middle School students.

- 5.5-1 Personal Counseling: Personal and group counseling are provided on a voluntary basis at student and/or parent request. All personal counseling is kept confidential. Contact the counselor if you wish to utilize this service.
- 5.5-2 Career Education and Career Counseling: The Gretna Public Schools provide a career education program for all students. This program is designed to assist students in decision making, personal growth, increasing awareness of occupational choices, and in making academic plans.

### **6.7 Grading system:**

Courses at Gretna Middle School are graded in one of two categories. Some courses are graded numerically, 1-5, with 1 being the highest grade. A few courses may be graded either (P) or (F) Pass or Fail. All pass/fail classes must have the principal's permission.

	Grading Scale	
94 - 100	=	1
86 - 93	=	2
78 - 85	=	3
70 - 77	=	4
69 - Below	=	5

### **6.8 Policy regarding make-up work for incompletes:**

It is important that work assigned to students be completed on time. There may be circumstances that occur wherein a student has a legitimate reason for not completing work on time. If this situation occurs at the end of a quarter grading period, the student may be given no more than five days from the day the quarter ends to make up the work and have it counted in the quarter grade.

### **6.9 Honor Roll, Merit Roll, and Perfect Attendance:**

The principal's office will maintain lists of students who meet the Honor Roll and Merit Roll criteria. To qualify for Honor Roll, a student must have a mark point average of 3.50 to 4.00, on a 4.00 scale. A student who earns a 3.00 to 3.49 average shall qualify for Merit Roll.

### **6.10 Special Parent Reports:**

Parents and/or students requesting more frequent feedback about progress of a student should contact the Counselor or Principal if they have immediate needs.

### **6.11 Drop and Add of Classes:**

The middle school curriculum is designed to include both academic core subjects and exploratory classes. All core and exploratory classes in grades six and seven are required with the exception of band.

In grade eight, all core classes are required and exploratory classes are determined based on student/parent prioritization completed in the spring registration process. Course availability plays a determining factor in the scheduling of the exploratory classes in eighth grade, but is based on the priority established by the student/parent.

No schedule changes will be allowed after the semester begins. If a band student wishes to drop band after the first semester, parent notification to the building principal of this intent is necessary before the first day of classes of the second semester.

## **Drug and Substance Use and Prevention**

### **Drug-Free Schools**

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### **Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and

alcohol for all students of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

#### **Standards of Conduct; Notice to Students and Parents**

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

#### **Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations**

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

#### **Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs**

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

#### **Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw**

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

#### **Intervention**

The Gretna Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

#### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

## **7. STUDENT FEES POLICY**

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

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2022-2023 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

### **7.1 Guidelines for Non-Specialized Attire Required for Specified Courses and Activities:**

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

### **7.2 Personal or Consumable Items and Miscellaneous:**

- Extracurricular Activities.  
Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- Courses
  1. General Course Materials.  
Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors, and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
  2. Damaged or Lost Items.  
Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
  3. Materials Required for Course Materials.  
Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
  4. Music Course Materials.  
Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

### 5. Parking.

Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

### **7.3 Extracurricular Activities–Specialized Equipment or Attire:**

Extracurricular activities mean student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

### **7.4 Extracurricular Activities–Fees for Participation:**

Any fees for participation in extracurricular activities for the 2022-2023 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

### **7.5 Postsecondary Education Costs:**

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

### **7.6 Transportation Costs:**

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

### **7.7 Copies of Student Files or Records:**

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

### **7.8 Participation in Before-and-After-School or Pre-kindergarten Services:**

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

### **7.9 Participation in Summer School or Night School:**

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

### **7.10 Waiver Policy:**

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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 and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

**7.11 Distribution of Policy:**

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

**7.12 Student Fee Fund:**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited, and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

**Appendix "1" to 2022-2023 Student Fees Policy of Gretna Public Schools  
Specification of Required Materials and Fees for the  
Middle School Program**

- 1. Before/After School Vocal Group
- 2. Seventh and Eighth Grade Band
- 3. Clubs
- 4. Eighth Grade Technology Classes (Elective)
- 5. Eighth Grade Art Classes (Elective)
- 6. Eighth Grade Family and Consumer Science Classes (Elective)

**General Description of Fee or Material:**

- 1. T-shirt
- 2. Polo Shirt
- 3. Supplies needed to make and take projects.
  - a) 8<sup>th</sup> Grade Industrial Technology Elective Classes
  - b) 8<sup>th</sup> Grade Art Elective Classes
  - c) 8<sup>th</sup> Grade FCS Electives Classes.

**Dollar Amount of Fee (Anticipated or Maximum) or Specific Material Required:**

- 1. \$15.00
- 2. \$20.00
- 3. \$25.00 (Anticipated Maximum Cost)
- 4. The costs of materials for projects for Technology I is \$25. The costs of materials for projects for Technology II is \$25.
- 5. The costs of materials for all projects for Art Mania is \$20.00, Fiber is \$20.00, Print is \$20.00, 3-D Creations is \$20.00, Advanced 3-D is \$20.00 and Design and Draw is \$20.00.
- 6. FCS 8th Grade Fees
 

Teen Cuisine	\$10.00 - \$25.00
Housing and Interior Design	\$10.00 - \$25.00
Sewing Skills	Students will be required to provide their own fabric for sewing projects.

**8. SAFETY AND HEALTH REGULATIONS**

**Gretna Public Schools are monitored by a camera system at all times.**

**8.1 Evacuation and Shelter in Place Drill Information:**

Evacuation and shelter drills 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 reports to the appropriate areas by the prescribed route as quickly and quietly as possible. Teachers in each classroom will give the students instructions and stay with their groups.

## **Fire Drills**

Fire drills shall be conducted at such times and manner as is required by the State Fire Marshal.

The frequency of fire drills shall be as follows:

- at a sufficient frequency to familiarize occupants with the drill procedure as a matter of routine;
- every month in each school building in which the facility is in session;
- subject to the exception that a monthly drill may be deferred in months of severe weather, provided that the required number of annual drills is achieved and not less than four are conducted before the drills are deferred; and
- one additional drill shall be conducted within the first 30 days of a school year.

The manner of conducting fire drills shall be as follows:

- emphasis shall be on conducting an orderly evacuation, rather than speed;
- under varying conditions and at expected and unexpected times;
- participants shall relocate to a predetermined location and remain until recalled or dismissed; and
- all emergency and relocation drill alarms shall be sounded.

## **Crisis Plans**

Crisis Plans for emergency responses and directions for tornado, evacuation, lockdown, lockout, shelter in place and fire drill activities have been developed. To be in compliance with the fire code, there are to be nine fire evacuation exercises each school year. Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents and guardians regarding where children may be picked up at school or at the evacuation site.

### **8.2 Illness during school:**

If a student becomes ill in school, the student SHALL REPORT to the nurse and it may be the nurse's and/or an administrator's decision to determine what should be done. IN ANY CASE, A STUDENT MUST NOT LEAVE THE BUILDING WITHOUT PRIOR APPROVAL FROM THE OFFICE STAFF. Upon approval, the student may be "signed out" by the administration or designee.

- If ill, the student should not stay in the restroom or any other area. Students are expected to report to the office immediately. The office or the nurse, not the student, will contact the parents before a student is sent home in the event of an illness.
- Students who go home because they are ill without prior approval from the administration may be considered truant.

### **8.3 Health Regulations Policy:**

HEALTH REGULATIONS - The supervision and administration of the district health services will be the general responsibility of the school administration and school nurse. The responsibility for implementing individual health services shall rest with building principals.

General Goals of Health Services

- To provide emergency service for injury or sudden illness.
- To appraise the health status of students.
- To discuss health problems with students and their parents.
- To encourage the correction of remedial defects.
- To help prevent and control disease.

**PHYSICAL EXAMINATIONS** - During the first quarter of each school year, each student shall have a health inspection to ascertain if s/he is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health. (Statutes 79-4133-79-4137) Parents or guardians shall be notified in writing of any defects and encouraged to provide professional assistance.

All students shall show evidence of a physical examination by a qualified physician within six months prior to the entrance of such student into the beginner grade (kindergarten) and the **seventh grade**, or in the case of a transfer from out-of-state to any other grades, unless the parent or guardian of such student objects thereto in writing. (Nebraska Statute 79-444)

Each student must have a physical examination administered by a licensed physician before such student may take part in interscholastic athletics.



**IMMUNIZATIONS** - All students shall show evidence of immunizations as stipulated by Nebraska Statute (71-503) upon entering school.

**CONTAGIOUS OR INFECTIOUS DISEASE** - Whenever a student shall show symptoms of any contagious or infectious disease, the student shall be sent home. The superintendent shall be notified.

Regulations set up by the state and local health departments for excluding children with communicable diseases from school will be followed.

A student who has been absent due to a communicable disease must have a release from his/her physician, or the school nurse before returning to school.

**MEDICATION IN SCHOOL** - No medication shall be administered to any student by school personnel without written permission by the parent or guardian. This medication may be administered by the school nurse or an office secretary in her absence.

Medicine prescribed by a doctor must be sent to the school nurse in the prescription bottle correctly labeled, along with written permission from the parent or guardian regarding its administration.

Medications that are not FDA approved, including but not limited to herbal remedies, dietary supplements and naturopathic medicines, will not be administered by district nurses or personnel without a doctor's order.

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

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

**PARTICIPATION IN PHYSICAL EDUCATION** - All students are expected to participate in physical education classes. From time to time, due to health/medical concerns, students may need to be excluded from such participation. Students who are unable to participate in physical education class must bring a note from a parent/guardian or physician. This should be given to the school nurse at the start of the school day. The nurse will then make the information available to the child's classroom teachers as well as the physical education teachers. The note should indicate the type of injury and how long the student is to be excluded from physical activity. If the student will be unable to participate for more than three days, a physician's note will be required.

### **CONCUSSION INFORMATION**

A concussion is a brain injury that:

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

Signs and Symptoms of a Concussion

You cannot see a concussion, but you might notice one or more of the symptoms listed below or notice that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure in head"
- Nausea or vomiting
- Balance or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

Student Response to a Concussion

- Tell your coaches, athletic trainers, and parents. Never ignore a bump or blow to the head, even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- Get a medical check-up. A doctor or other healthcare professional can tell if you have a concussion and when it is ok to return to play.
- Give yourself time to get better. If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain (second impact syndrome). It is important to rest and not return to play until you get the ok from your healthcare professional that you are symptom-free.

#### Risks Posed by Sustaining Concussions

There are several risks associated with concussions in children. Your child may also have had other injuries at the same time as the concussion, like a neck or face injury. The longer your child was unconscious, the more serious the concussion may be. The risk of serious problems is decreased if you and your child carefully follow your healthcare provider's advice.

Each additional concussion your child has may increase his risk of having problems later in life. These problems may include poor coordination or trouble thinking or concentrating. Having concussions can be life threatening. It's better to miss one game rather than miss the whole season.

#### Removal from participation

A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed healthcare professional who is professionally affiliated with or contracted by the school.

#### Parent Notification

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student shall be notified by a coach or a licensed healthcare professional who is professionally affiliated with or contracted by the school, of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

#### Return to Play

A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team or athletic activities involving physical exertion, including, but not limited to, practices or games, until the student:

- has been evaluated by a licensed healthcare professional,
- has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional, and
- submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed healthcare professional if the coach or an administrator reasonably deems such to be appropriate.

#### Students and Parents

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

#### Return to Learn

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

#### **School Wellness Policy**

A mission of Gretna Public Schools ("District") is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

### **District Wellness Committee**

- **Committee Role and Membership**

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least once per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

- **Leadership**

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy. Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

### **Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

- **Implementation Plan**

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District’s website.

- **Record keeping**

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent’s office and/or on the District’s computer network. Documentation maintained in this location will include but will not be limited to:

1. The written wellness policy;
2. Documentation demonstrating that the policy has been made available to the public;
3. Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. The most recent assessment on the implementation of the local school wellness policy;
6. Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

- **Annual Notification of Policy**

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District’s events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

- **Triennial Progress Assessments**

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

1. The extent to which the District’s schools are in compliance with the wellness policy;
2. The extent to which the District’s wellness policy compares to [a] the Alliance for a Healthier Generation’s model wellness policy; and
3. A description of the progress made in attaining the goals of the District’s wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will notify households/families of the availability of the triennial progress report.

- **Revisions and Updating the Policy**

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

- **Community Involvement, Outreach and Communications**

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **Food and Nutrition Services**

- **Food Allergies**

The District monitors all foods purchased and served as part of their meal programs. The most common food allergens are; wheat, peanut, egg, milk, fish, nuts, soybeans, and shellfish. Use of these ingredients will be available on published school menus and/or on the label of all packaged items.

The District operates as a "PEANUT/TREE NUT SAFE" environment. All elementary schools will not purchase or provide, as part of their school meal program, any items that contain peanut or tree nuts as an ingredient. Each school will also make available a "PEANUT/TREE NUT SAFE" seating area to separate allergens from home packed meals. Students and/or parents can choose to sit in this "PEANUT/TREE NUT SAFE" seating area but it is not required .

- **Meal Accommodations**

The District takes all aspects of a child's safety as one of our most important responsibilities. School meals are no exception. Food and Nutrition Services (FANS) participates in the National School Lunch Program (NSLP) and offers safe and wholesome meals for all students with no bias or discrimination. It is required by The Nebraska Department of Education (NDE) Nutrition Services that all diet accommodations are reviewed annually. The state form(s) are only used if your child will need a meal or snack accommodation while at school and are being served from FANS. Annual review and/or access to forms can be located by logging into the Student Records Access portal at: <https://simsweb.esu3.org/login.cfm?sdist=grt> and completing the "Student Verification" process.

Only one student can be recorded on each form. Some examples are, but not limited to; due to an allergy, celiac disease, gluten intolerance, lactose intolerance or another medical condition. There are two different forms available but only one form is needed based on the type of accommodation request.

Request for Meal Accommodation is used for accommodations that can be met within the NSLP meal pattern requirements. This form can be completed by a parent or legal guardian. All reasonable requests will be accommodated.

Medical Request Form is used for accommodations that cannot be met within the NSLP meal pattern requirements. Nutrition Services will review each request and identify what substitutes are available to meet the needs of the student. This form must be completed and signed by a State Licensed Health Care Professional.

Completed forms should be sent by mail, email or fax to:

Sharon Schaefer, SNS  
 Director of Food and Nutrition Services  
 Gretna Public Schools  
 11335 204th St  
 Gretna, NE 68028  
[sschaefer@gpsne.org](mailto:sschaefer@gpsne.org)  
 (402) 408-2535 fax

Guardians are required to update the form if a child's needs change during the school year by logging into the Student Records Access portal at: <https://simsweb.esu3.org/login.cfm?sdist=grt> and completing the "Student Verification" process.

Questions should be directed to Sharon Schaefer, Director of Food and Nutrition Services, [sschaefer@gpsne.org](mailto:sschaefer@gpsne.org)

- **Biometrics Identification System**

Gretna Public Schools is using state-of-the-art identification equipment for our district's hot lunch program. This equipment protects your child from others accessing his/her account or other students mistakenly entering your child's lunch number. This new form of identification uses the finger and its image to uniquely identify your child. When we enroll a finger, we do take a variable amount of measurements and the style of the fingerprint. The plan is to use the index finger on each hand. These measurements and style of fingerprint get converted to a number, which gets encrypted and stored. If it were ever decrypted and given to someone, this person would not be able to reverse the process, since many variables are not present.

This form of identification is called Biometrics, which translated means measurements of human characteristics. **This is not fingerprinting.** Biometric measurements are used to create this enrollment. However, they are converted to "a number," which is what will be encrypted and stored.

The system is one directional. Without the finger being placed on the reader, we have no knowledge of the style of fingerprint or how many measurements went into the matching process to create this unique numeric.

Once the system is implemented, your child is in complete control of his/her own identity. Placing a finger on the reader is the only way to be identified. This dramatically protects them from losing an id number or sharing that number with other students.

- **Meal Account Balances**

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

Families may prepay for school lunches through a computerized program. A lunch account has been set up for each family. Money for all the children in a family is deposited into this one account so parents may send lunch money for all children in one check to any of the school offices. There is an option to deposit money and check your lunch balance online, go to [www.gpsne.org](http://www.gpsne.org) for details. Deductions will be made from the family account for hot lunch and Ala carte items including milk. Each student has been assigned a five-digit number that can be keyed into the computer each time the student makes a purchase if the student has opted out of the Biometrics identification system. Whenever the family lunch account balance is \$10.00 or below, you will be notified either by a phone call or email. Deposits must be made by 8:45 a.m. to be credited for that day.

- **Meal Charge Policy**

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

- **Payments**

Payments are accepted in each building office by check or cash. You may also make a payment online at <https://www.gretnaschoolspay.org/> Payments by check or cash must be in an envelope with the student or family name and lunch ID or family lunch account number to assist in crediting the proper account.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to

and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

- **End of Year Balance**

Any money remaining in a student lunch account at the end of the school year will be transferred with the student to the next grade.

- **Refunds**

Please submit refunds for graduating students that do not have siblings in the district or for students leaving the district in writing to: Sharon Kerr, Gretna Public Schools, 11717 S. 216<sup>th</sup> St, Gretna NE 68028 or email her at [skerr@gpsne.org](mailto:skerr@gpsne.org). Please include a forwarding address and allow 2-3 weeks for the refund. Any monies remaining in the account after the 3<sup>rd</sup> Friday in June will be used as a donation to a lunch balance for a family in need within the district.

- **Student Confidentiality**

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

- **Student Eligibility**

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances. Please note - in order to qualify, you must file an application form annually.

- **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

- **School Meals**

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children,

help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

1. Are accessible to all students;
2. Are appealing and attractive to children;
3. Are served in clean and pleasant settings;
4. Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
5. Promote healthy food and beverage choices.

- **Staff Qualifications and Professional Development**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

- **Water**

The District will make drinking water available where school meals are served during mealtimes.

- **Competitive Foods and Beverages**

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

- **Celebrations and Rewards**

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children or](#) other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

- **Fundraising**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

- **Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.



The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

- **Nutrition Education**

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

1. Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
2. Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
3. Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;

- **Essential Healthy Eating Topics in Health Education**

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

1. Relationship between healthy eating and personal health and disease prevention
2. Food guidance from MyPlate
3. Reading and using FDA's nutrition fact labels
4. Eating a variety of foods every day
5. Balancing food intake and physical activity
6. Eating more fruits, vegetables and whole grain products
7. Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
8. Choosing foods and beverages with little added sugars
9. Eating more calcium-rich foods
10. Preparing healthy meals and snacks
11. Risks of unhealthy weight control practices
12. Accepting body size differences
13. Food safety
14. Importance of water consumption
15. Importance of eating breakfast
16. Making healthy choices when eating at restaurants
17. Eating disorders
18. The Dietary Guidelines for Americans
19. Reducing sodium intake
20. Social influences on healthy eating, including media, family, peers and culture
21. How to find valid information or services related to nutrition and dietary behavior
22. How to develop a plan and track progress toward achieving a personal goal to eat healthfully
23. Resisting peer pressure related to unhealthy dietary behavior

- **Food and Beverage Marketing in Schools**

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. This term includes, but is not limited to the following:

1. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
2. Displays, such as on vending machine exteriors
3. Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
4. Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
5. Advertisements in school publications or school mailings.
6. Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.



As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

### **Physical Activity**

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

- **Physical Education**

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education. The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary. All elementary students in each grade will receive physical education. All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education. The District's physical education program will promote student physical fitness through individualized fitness and activity assessments

- **Essential Physical Activity Topics in Health Education**

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

1. The physical, psychological, or social benefits of physical activity
2. How physical activity can contribute to a healthy weight
3. How physical activity can contribute to the academic learning process
4. How an inactive lifestyle contributes to chronic disease
5. Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
6. Differences between physical activity, exercise and fitness
7. Phases of an exercise session, that is, warm up, workout and cool down
8. Overcoming barriers to physical activity
9. Decreasing sedentary activities, such as TV watching
10. Opportunities for physical activity in the community
11. Preventing injury during physical activity
12. Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
13. How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
14. Developing an individualized physical activity and fitness plan
15. Monitoring progress toward reaching goals in an individualized physical activity plan
16. Dangers of using performance-enhancing drugs, such as steroids
17. Social influences on physical activity, including media, family, peers and culture
18. How to find valid information or services related to physical activity and fitness

- **Recess (Elementary)**

All elementary schools will offer recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

In the event that recess must be held indoors, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Recess will complement, not substitute, physical education class.

- **Before and After School Activities**

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

### **Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

- **Community Health Promotion and Family Engagement**

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

1. **Staff Wellness and Health Promotion**

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

2. **Professional Learning**

When feasible, the District may offer professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

**Glossary:**

**School Campus:** areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day:** the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial:** recurring every three years.

## **9. INTERNET SAFETY**

### **Internet Safety and Acceptable Use Policy**

#### **Internet Safety Policy**

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

- **Definitions.** Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- **Access to Inappropriate Material.** To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- **Inappropriate Network Usage.** To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- **Supervision and Monitoring.** It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

- Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
- Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
- Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

### **Computer Acceptable Use Policy**

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

- Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
- Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

- Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
- Unacceptable Uses.

The following are unacceptable uses of the technology resources:

1. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
2. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees, contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

3. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
4. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:

- o Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
- o Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
- o Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
- o Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- o Users shall not copy, change, or transfer any software without permission from the network administrators.
- o Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- o Users shall not engage in any form of vandalism of the technology resources.
- o Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

5. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

- o to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - o to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - o to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
  - o to engage in or promote violations of student conduct rules.
  - o to engage in illegal activity, such as gambling.
  - o in a manner contrary to copyright laws.
  - o in a manner contrary to software licenses.
- **Disclaimer.** The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
  - **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

- **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
- **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

## 10. Student/Parent One-to-One iPad Handbook Policy

### Introduction

- Gretna Public Schools is proud to offer our middle school students Apple iPads for use at school and at home. The 1:1 Learning Initiative, which provides mobile computing and wireless technology to all Middle School Students, has been designed to provide students with the skills and tools needed to support lifelong learning and success.

### iPad Specifications

- Each student will be issued one iPad (8th generation) iPad, one power adapter, one USB-C to Lightning cable and one plastic hard-shell cover. (Only Gretna Public School issued covers will be allowed to be used on these iPads.) The iPad and power adapter have assigned serial numbers and will be labeled.
- The cover is included with all iPads issued by the school.

### Receiving your iPad

- Students and parents must sign and return these forms and agreements and pay the fee amount in order for the iPads to be taken off school property.
  1. The Gretna Public Schools Student/Parent Handbook Policy
  2. The Insurance Form ( iPad Accidental Damage Cooperative Fund)
  3. The iPad Loan Agreement
- The iPad, plastic iPad cover, power adapter and cable will be collected at the end of the school year for maintenance and cleaning or at the time attendance at the school ceases.
- Cost, Use & Maintenance Fee (Insurance)
- Each student will be required to use the iPad case/cover provided by GPS.
- Students must participate in the iPad accidental damage cooperative insurance fund. This insurance fee is a non-refundable fee of \$25 per school year. The agreement covers all accidental damage unless the iPad is deemed unrepairable. In that case, the student may be responsible for the replacement costs, as determined by the administration.
- The accidental damage cooperative insurance fund does not cover lost or stolen iPads. Each student is responsible for full replacement cost if lost or stolen, as determined by the administration. Students who choose not to purchase accidental damage insurance from the school will not be allowed to take their iPads home.

### Using your iPad at School

- **General**
  - iPads are intended for use at school each day. Each student is responsible for bringing his/her iPad to all classes, unless specifically advised not to do so by the teacher. Failure to do so may result in consequences.
  - iPads must be brought to school each day fully charged. Only charge the iPad with the provided charger.
  - Students need to comply with each classroom teacher's rules.
  - iPads must remain in a bag or backpack in the locker rooms due to moisture.
- **Screensavers and Backgrounds**
  - Only school appropriate backgrounds may be used on the iPads.
  - Presence of inappropriate material, determined by the school administration, on the iPad or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.
- **Sound**
  - Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- **Printing**
  - Materials printed on school printers must be school related. No personal printing is allowed.
- **Lunch Period**
  - Use of iPads during lunch is not allowed. Food and drink is not allowed near the iPads.
- **Extracurricular Activities**
  - If a student chooses to take his/her iPad to a school event, the student and his/her parents may be entirely responsible for any damage, loss or theft that may occur.
- **Taking Care of your iPad**
  - No food or drink is allowed next to your iPad.
  - Under no circumstances should iPads or other technology equipment be left in unsupervised areas. Any computers left unattended or unsupervised are in danger of being stolen or damaged.
  - Unsupervised iPads will be confiscated and taken by staff to the Technology Help Desk.
  - Disciplinary action may be taken for leaving an iPad unsupervised.
  - Students are not permitted to write, draw or place stickers or labels on the case/cover of the iPad or the iPad itself. If the case/cover is returned damaged or unable to be adequately cleaned, as determined by staff or administration, the student will be responsible for the cost of a replacement case/cover.

- o The iPad must be kept in the school issued plastic cover at all times.
  - o Students must report any damage or theft to the Technology Help Desk immediately.
  - o Students should not under any circumstances repair, alter, or make changes to the iPad.
  - o Students should contact the Technology Help Desk if there is a problem.
  - o Loaner iPads will be issued to students whose iPad needs to be repaired by the Technology Department. The loaner iPad must be returned by the end of the school day to the Technology Department.
  - **Help Desk.**
    - o Students should not allow any other student to borrow or use his/her iPad or accessories.
    - o Student iPads will be labeled in the manner specified by the school district. Under no circumstances are students to modify, remove or destroy these labels.
  - **Display Care**
    - o The iPad display can be damaged if subjected to rough treatment. The display is particularly sensitive to damage from excessive pressure.
    - o Do not lean on the top of the device.
    - o Do not place anything on top of the iPad that will press against the case or the screen.
    - o Do not poke the screen.
  - **Managing your Files**
    - o Students will be responsible for backing up their files. Students are provided 200 gigabytes of cloud storage from Apple. Each student is also issued a district Google Drive account with unlimited storage space. The iPad storage capability is 128 gigabytes.
- o It is the student's responsibility to backup any data he/she would like to keep before returning the iPad at the end of the school year. ALL INFORMATION WILL BE DELETED from the iPads over the summer by the Technology Department.
- o Students will be disciplined for saving or viewing any content deemed inappropriate by the Technology Department or school administration.

#### **Software**

- Installed Software – The software installed by Gretna Public Schools must remain on the iPad in usable condition and be easily accessible at all times.
- The Technology Department has the discretion to approve and install additional programs and files.
- Distributing software to unauthorized machines is prohibited.
- Additional Software – Students are NOT ALLOWED to install any software on school iPads nor remove or alter software.

#### **Security**

- Internet usage is filtered and documented at all times.
- Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action.

#### **Inspection**

- Students may be selected at random to provide the school-issued iPad for inspection without notice.

#### **District Policies**

Use of the iPad by any user continues to fall under the following District Policies:

- District Policy 5101 – Student Discipline, Section 2: Academic Integrity
- District Policy 6800 – Technology/Internet Safety

#### **Parent Computing Tips**

- iPads are a resource tool. Gretna Public Schools strives to provide students with the skills and tools needed to support lifelong learning and success. While it is great to have your child(ren) use and learn the latest technology, spending too much time with video games and surfing the web can be unproductive.
- Due to CIPA (Children's Internet Protection Act) requirements GPS will filter and document internet usage at all times. It is your responsibility as a parent to supervise, manage and monitor your child while he/she is not at school.
- Communicate with your children and set limits. Here are some examples:
  - § I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.
  - § I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that.
  - § I will talk with my child so that we can set up rules for going online. We will decide on the time of day my child can be online, the length of time he/she can be online and appropriate sites to visit.
  - § Limit the hours during the day that your child is on the iPad.

§ One of the District's goals with the learning initiative is to provide equitable technology access to families. Family members of the student with a school issued iPad are permitted to use the iPad to check the school website, your child's grades, etc. The student's use for school work should take priority over family use. All family members are required to follow the policies and procedures listed in this handbook as well as the District's Technology/Internet Safety Policy 6800.

### **Misbehavior and Consequences**

Gretna Public Schools has a zero-tolerance policy on technology violations. Students who are not responsible digital citizens may receive consequences as deemed by the staff and administration.

**Tech Note: The Technology Department has the right at any time to erase and/or reformat an iPad due to violation of the handbook or district policies.**

## **11. AFFIRMATIVE ACTION AND PUBLIC NOTIFICATIONS**

### **Anti-discrimination, Anti-harassment, and Anti-retaliation**

- **Elimination of Discrimination.**

The Gretna Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Gretna Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael Sortino, 11717 South 216th Street, Gretna, NE 68028, (402) 332-3265, msortino@gpsne.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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

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

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

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

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

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

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

§ Name-calling,

§ Teasing or taunting,

§ Insults, slurs, or derogatory names or remarks,

- § Demeaning jokes,
- § Inappropriate gestures,
- § Graffiti or inappropriate written or electronic material,
- § Visual displays, such as cartoons, posters, or electronic images,
- § Threats or intimidating or hostile conduct,
- § Physical acts of aggression, assault, or violence, or
- § Criminal offenses

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

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

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

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

## **2. Anti-retaliation:**

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

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

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

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

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



District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

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

*§ Level 1 (Investigation and Findings):*

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

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

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

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

- o Providing the parties with the opportunity to present witnesses and provide evidence.
- o An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- o For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- o A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

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

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

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

*§ Level 2 (Appeal to the Superintendent):*

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

*§ Level 3 (Appeal to the Board):*

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

**4. Confidentiality:**

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

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

**5. Training:**

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

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

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

§ Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

§ Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.

§ Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).

§ Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

§ Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

§ Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.

§ Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

§ Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.

§ Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.

§ Recommending changes to this policy and grievance procedure.

§ Performing other duties as assigned.

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

#### **7. Preventive Measures:**

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

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

#### **Title IX Notification Information**

"The Gretna Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both."

Title IX Coordinator: Michael Sortino 11717 S. 216th Gretna, Ne. 68028 [msortino@gpsne.org](mailto:msortino@gpsne.org) (402) 332-3265

"For information regarding the Gretna Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy 1211 located at [www.gpsne.org](http://www.gpsne.org)

#### **Title IX – Procedure for Complaints of Sexual Harassment**

##### **A. Complaint Procedure - Generally**

All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.

3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure.

Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.

**B. Response to a Formal Complaint:**

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION

Mr. Michael Sortino  
11717 S. 216th Street  
Gretna, NE 68028  
402-332-3265  
msortino@gpsne.org

The formal complaint must be signed by the complainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.**

2. Immediate Actions upon Receipt of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties of (A): The complaint procedure as outlined in this regulation; and (B): Notice of the allegations of sexual harassment, including: (i) the identities of the parties involved, if known; and (ii) the conduct allegedly constituting sexual harassment; and (iii) the date and location of the alleged incident.

The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be, an attorney.

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

The Investigator will aim to complete its investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality:* The Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any persons who facilitate this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of relevance of questions and

evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

(B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

(C) *Rights of the Parties*: The respondent is entitled to a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.

The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within two (2) days of the meeting.

Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The District retains the right to place an employee on administrative leave during the pendency of an investigation. The District also retains the right to remove a student from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent shall have the opportunity to challenge the decision for removal.

(D) *Conclusion of Investigation*: Prior to the conclusion of the investigation, the investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator will consider.

Once the investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator shall then submit the written investigation report to the decision-maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker.

4. Decision of Responsibility: The decision-maker shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision-maker shall provide ten (10) days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Once the decision-maker has considered the written questions of the parties, if any, the decision-maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant, respondent, or witness. The decision-maker shall provide the written determination to both parties simultaneously. The written determination must include:

- a. Identification of the allegations potentially constituting sexual harassment;
- b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of each recipient's code of conduct to the facts;
- e. A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- f. The recipient's procedures and permissible bases for the complainant and respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

#### 5. Supportive Measures and Disciplinary Actions:

Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment to deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

At the conclusion of the investigation, the decision-maker may institute disciplinary measures to the respondent if the decision-maker determines that the respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and in the case of an employee, disciplinary action up to and including dismissal from employment. This policy does not limit or prohibit the District from instituting disciplinary measures if, in the course of the investigation, it determines that the complainant or respondent violated the student code of conduct.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **C. Appeals**

If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker, they may appeal on the following basis:

- a. Procedural irregularity that affected the outcome of the matter;
- b. New evidence, that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against the complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent of Schools shall give both parties a reasonable and equal opportunity to submit a written statement in support of, or challenging the outcome.

The Superintendent of Schools shall review the investigative report, decision-maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent of Schools shall provide the written decision simultaneously to both parties.

**D. Informal Resolution**

If a formal complaint is filed, the District may offer the complainant and respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

- a. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- b. The parties' voluntary written consent to the informal resolution process; and
- c. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.

**E. Record Keeping**

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, any transcripts, or audio recordings pertaining to the investigative and appeal proceedings for a period of seven (7) years.

Legal Reference: Title IX

Date of Adoption: September 14, 2020

**NOTICE OF FORMAL COMPLAINT OF SEXUAL HARASSMENT**

The Gretna Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34

CFR Part 106 not to discriminate in any such manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District’s Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.

**You are hereby notified that a formal complaint of sexual harassment has been filed against you pursuant to Board Policy 1211.**

**As required under federal law, the Gretna Public School District shall engage in the formal complaint process as outlined in Board Policy 1211.**

**Below are the allegations made in the formal complaint (or, the complaint is attached):**

**Complainant: \_\_\_\_\_ Date of alleged incident: \_\_\_\_\_**  
**Location of alleged incident: \_\_\_\_\_**

**Alleged details of incident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You have the following rights throughout this formal complaint process:**

- **You are presumed not responsible for any of the allegations alleged above until a formal investigation leads the decision-maker to a conclusion that the preponderance of the evidence establishes you have committed the above alleged conduct.**
- **You have the right to select an advisor of your choice to guide you through the formal complaint process, who may or may not be an attorney.**
- **You have the right to inspect and review evidence in this formal complaint process as outlined in Board Policy 1211.**

**Please note that knowingly making false statements or knowingly submitting false information during the complaint process is strictly prohibited by Board Policy 1211.**

**Title IX Coordinator: Michael Sortino 11717 S. 216th St. Gretna, Ne 68028**

**[rmiller@gpsne.org](mailto:rmiller@gpsne.org) 402-332-3265**

**Date: \_\_\_\_\_**



## SEXUAL HARASSMENT COMPLAINT FORM

The Gretna Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34

CFR Part 106 not to discriminate in any such manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.

Refer to Board Policy 1211 for the particulars of the formal complaint process. You may attach additional materials to this form if needed.

The Title IX Coordinator may be contacted if you have questions about filling out this complaint form:

Michael Sortino

TITLE IX COORDINATOR

11717 S. 216<sup>th</sup> St. Gretna, Ne. 68028 402-332-3265 [msortino@gpsne.org](mailto:msortino@gpsne.org)

Name: \_\_\_\_\_

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

**Note: You may attach additional documentation to your complaint if needed.**

(1) Description of the allegation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(2) Name of Respondent: \_\_\_\_\_

(3) Names of any witnesses to the matter being complained about: \_\_\_\_\_

\_\_\_\_\_

(4) Identify and attach any document supporting the complaint: \_\_\_\_\_

\_\_\_\_\_

(5) Relief requested (what I want done in response to this complaint): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Sexual Harassment Complaint Form Page 2

**Please Note: By filing a formal complaint under Board Policy 1211 you are agreeing to the following terms:**

- Your name and contact information shall be shared with the respondent to the formal complaint.
- Specifics of your allegations shall be shared with the respondent to the formal complaint.
- Any evidence obtained during the scope of the investigation into the formal complaint shall be shared with you and the respondent to the formal complaint equally.
- The respondent is presumed not responsible for the allegations alleged in the formal complaint.
- You will actively participate in the complaint process as requested by the Title IX Coordinator, Investigator, Decision-Maker, and Appeals Coordinator.
- You understand that the complaint process as outlined in Board Policy 1211 has federally mandated timelines and require this complaint process to take a minimum of 20 days, in addition to the time required for the investigation, decision-making, and appeal process.
- You understand that you and the respondent to the formal complaint have the right to appeal any decision of responsibility made by the Decision-Maker.
- You understand that any decision made by the Appeals Coordinator is final.

\_\_\_\_\_ : By checking or initialing this box, I do give consent to the formal complaint process and I do agree to the terms outlined above.

\_\_\_\_\_ : By checking or initialing this box, I do not give consent to the formal complaint process and I do not agree to my identity being shared with the respondent to this complaint except as necessary to resolve my complaint. By checking this box, I am opting for my allegations to be treated under Subsection A of Board Policy 1211 and for my allegations to be treated as an informal complaint. I understand that under Subsection A of Board Policy 1211 the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate, such as supportive measures.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me from being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

**Signature:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Title IX Coordinator: Michael Sortino**

**Date:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_