

# Palisades Elementary

## 2018-2019

### Parent - Student Handbook



# #BeKind

In A World Where You Can Be Anything  
**BeKind**

# *Gretna Public Schools Mission Statement*

***The mission of Gretna Public Schools is to accept all students unconditionally and maximize their potential.***

## **Goals**

1. To develop a positive educational environment that accepts all students and emphasizes their intellectual, physical, emotional, and social development.
2. To adopt financial policies that ensure quality educational facilities, equipment, and materials to aid on the accomplishment of the district's educational goals.
3. To attract and retain highly qualified personnel and promote opportunities for their professional growth and development.
4. To develop students' knowledge and values so they will be effective participants in our democratic society.
5. To develop academic skills in the areas of reading, writing, computing, listening, and speaking so students may effectively interact in our society.
6. To provide opportunities for students to gain an appreciation for the fine and performing arts.
7. To provide educational programs, which allow students to identify and achieve their career goals and emphasize the value of hard work.
8. To introduce students to a variety of activities which encourage them to develop morally, physically, socially, academically, emotionally, and spiritually.

# Gretna Public Schools

## **ADMINISTRATIVE STAFF**

Dr. Kevin Riley	Superintendent
Dr. Richard Beran	Assistant Superintendent
Mr. Travis Lightle	Director of Student Services
Dr. Rex Anderson	Director of Curriculum
Mrs. Violet Glasshoff	Assistant Director of Curriculum
Mrs. Deb Siemers	Special Education Director
Mr. Paul Duin	Assistant Director of Special Education
Mr. Roger Miller	Gretna High School Principal
Mr. Todd Mueller	Gretna High School Assistant Principal
Mr. John Heckenlively	Gretna High School Assistant Principal
Mr. Chad Jepsen	Gretna High School Assistant Principal/A.D.
Mrs. Stacey Deterding	Aspen Creek Middle School Principal
Mr. Matt Bruggeman	Aspen Creek MS Assistant Principal/A.D.
Mr. Harvey Birky	Gretna Middle School Principal
Mr. Mike Sortino	Gretna Middle School Assistant Principal/A.D.
Mrs. Wendi Kistler	Aspen Creek Elementary Principal
Mr. Andrew Rinaldi	Gretna Elementary Principal
Mrs. Salli Wells	Palisades Elementary Principal
Mr. Bret Basye	Thomas Elementary Principal
Mrs. Ellen McNulty	Whitetail Creek Elementary
Mrs. Amy Falcone	District Elementary Assistant Principal
Deputy Dale LaSonde	Resource Officer
Deputy Mary Synowiecki	Resource Officer

## ***Board of Education***

Mr. David Gulizia	Mrs. Ann Wright
Mr. Rick Hollendieck	Mrs. Dawn Stock
Mr. Kyle Janssen	Mr. Kevin Svec



# Palisades Elementary Staff

Salli Wells, Principal

## Instructional Staff

## Support Staff

Preschool	Rachel Warren	Office	Patty Schriever
Kindergarten	Molly Harris		Karlene Muhle
	Sarah Harvey		
	Danielle Larson	Office/Lunch	Jodi Rupiper
	Sammie Rolfes		
	Laura Votta-Koraleski	Custodian	Jeff Hogle
First Grade	Julie Carlson		Edna Giske
	Katrina Conway		Jeff Walters
	Marcy Dorram		
	Julie Hamann	Kitchen	Sue Maire
	Kaylene Knuth		Kathy Meyer
Second Grade	Kelly Balkovec		Maureen Neumann
	Lindsay Beber		Josie Rhodus
	Kylie Doran		
	Lindsey Markowski	Nurse	Colleen Hanson
	Kristin Steinbruck		
Third Grade	Mike Kimnach	Para Educator	
	Carrie Schnell		Lola Buttgen
	Kirsten Troester		MaryJo Coufal
	Amy Van Ackeren		Johna Eaton
	Lauren Vilter		Colleen Eddy
Fourth Grade	Megan Furstenau		Cynthia Jay
	Sabrina Kimnach		Julie Kraaz
	Nancy Meier		Tina Kudrna
	Jake Runyon		Tiffany Lerch
Fifth Grade	Liz Cook		Millie Moore
	Andy Drake		Anna Osborn
	Jean King		Leann Otto
	Jennifer Plowcha		Julie Regan
Art	Josie Langbehn		Jody Stalker
Challenge	Jill Grant		Teresa Sump
Counselor	Amy Mullenberg		Sandie Vodicka
Media	Kelly Dibelka		Jennifer Wellendorf
Music	John Balcer		Megan Williams
Physical Ed	Michael Pajeda		Terri Wolk
Psychologist	Paul Menousek		
Read Team	Beth Kibby	Media Para	Tami Nelson
Special Ed	Stacy Bauer		
	Jennifer Fiala		
ACC	Paula Burns		
	Gina Moore		
SLP	Carrie Craddock		
	Carrie Prentice		
	Tara Sestak		
Technology	Mandy Husing		
Tech/Support	Joani Stange		

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# **PALISADES ELEMENTARY**

## **APPOINTMENTS AND QUICK ANSWERS**

Appointments with the principal and parent-teacher discussions should be prearranged by telephoning the school secretaries at 402-895-2194. Parents can get quick answers about school by calling between 7:30-8:00 a.m., but for questions requiring detailed answers, please call after 9:00 a.m.

## **ARRIVAL/DISMISSAL PROCEDURES**

Parents must use the front of the building for dropping off and picking up students. When the parent pulls up, the child should be ready to quickly exit the vehicle – a “kiss and go” readiness. The best way to have a hassle-free drop off is to give yourself plenty of time.

Only buses and daycare vans will use the back loop for before school drop off and after school pick up. If a parent needs to come into school, there are parking areas in front and in back of the school. Unattended vehicles can not be left along the front curb.

Because of supervisory concerns, students are requested not to arrive at school prior to 7:25 a.m. All students must enter the building through the front doors and sit in the commons. They may not go to their lockers or rooms prior to 7:50 a.m. Students are not allowed on the playground before school starts. At 8:00 a.m., the tardy bell rings and classes begin. If your child is tardy, he/she must report to the office for a pass before going to class.

A faculty member is on crosswalk duty before school between 7:35-7:50 a.m. Please respect and follow the directions of this staff supervisor.

Because of traffic volume before and after school, students are not permitted to ride bicycles to school.

All staff will follow regular pick up routines unless there is a note or phone call from the parent. We want to be sure students are where they need to be for getting home safe. Unless there is an emergency, all students should be picked up by parents prior to 3:15 p.m.

If you need your child/children to come to school prior to 7:25 a.m. or picked up after 3:15 p.m., please sign up for Gretna Kids Connection. Enrollment applications are available in the school office, administration office or online at [www.gretnadragons.org](http://www.gretnadragons.org). The Gretna Schools Foundation is a non-profit corporation that will operate the Kids Connection Program completely separate from the Gretna Public Schools.

## **ATTENDANCE**

Regular and prompt attendance in school is necessary for maximum academic achievement and is mandated by state law.

- If your child is absent from school, please notify the Gretna Elementary School office before 8:00 a.m. (402-895-2194). If you have not notified the school secretaries by 8:30 a.m., they will call the parent/guardian at home or work.
- If your child is tardy, he/she must report to the office for a pass before going to class.

- If it is necessary for your child to leave during school hours, please inform the school office and appropriate teacher(s) with a note. You must sign your child out at the office before dismissal. Whenever possible, doctor and dentist appointments should be made at times other than school hours.
- Although vacations taken during the school year are discouraged, Gretna elementary schools realize that (1) circumstances sometimes require such trips and (2) travel does have educational benefits. In order for a child to receive credit for missed work, parents should contact the teacher and school office prior to the trip so that necessary arrangements can be made.
- **If a student's absences or tardiness become excessive, the parent may be required to have a conference with the principal and teacher and/or submit a doctor's excuse.**
- Although perfect attendance is not formally recognized, regular attendance is important and is recorded on your child's quarterly report card and cumulative record. In order to calculate attendance, the school day is divided into seven, one hour periods. Every seven periods equals one day of absence.
- Letters may be sent to notify parents/guardians once a child has accumulated 10 absences and tardies.
- Please refer to the Attendance Policy and Excessive Absenteeism in the back of this handbook.

## **SCHOOL HOURS**

<b>K-5</b>	8:00 a.m. – 3:00 p.m.
<b>Preschool</b>	7:55 a.m. – 11:10 a.m. 11:40 a.m. – 2:55 p.m.

## **ELEMENTARY SCHOOLS**

### **BIRTHDAYS**

Birthdays are fun for everyone and everyone loves to celebrate his or her special day. Birthday parties are not permitted, but birthday treats may be distributed. Please check with the classroom teacher prior to bringing a birthday treat. Invitations to private parties may not be passed out at school.

In order to be in compliance with federal lunch program guidelines, we cannot allow class pizza parties to take the place of school lunches. Pizza is an appropriate snack at other times.

### **DRESS CODE**

Refer to Student Discipline Policy: Student Dress Code below (pg. 34). In addition, conditions should be considered in selection of school clothes. During winter months, if a child wants to go outside for recess, long pants may be required. When wet or snowy conditions exist and yet recess is still held outside, students must wear boots if they expect to play off the paved playground.

### **GRADING AND EVALUATION**

Grading will be reported on a semester basis, at the end of the 2nd quarter and 4th quarter. Progress Reports will be reported mid-semester, at the end of the 1st quarter and 3rd quarter. Report cards are posted electronically at the end of each semester, unless a hard copy is requested. In addition to



report cards, parent/teacher conferences are scheduled twice a year. When grades are reported, the following scale is utilized.

1	94-100
2	86-93
3	78-85
4	70-77
5	69 and below

### **HIGH ABILITY LEARNERS**

Learners with high ability shall be identified in the academic areas of mathematics and language arts. Identification of learners in grades 3-5 with high ability in the specified academic areas shall be based on scores from a variety of tests and assessments. Formal services for identified students occur in grades 4 and 5.

### **HOMEWORK**

Homework provides students with the opportunity to practice what they have learned in the classroom; to review, expand and explore new ideas; and to complete projects without the pressure of time. Homework also has value as a process: one that teaches a child to organize time, work independently, use good study skills, and develop self-discipline. Setting aside time daily to read to your child or have your child read independently will aid in the development of good reading skills. Usually, the amount of homework assigned to the upper elementary grades should not take more than an hour of home study. Children who must study more than an hour at home have probably not used their time to good advantage in school. Parents should provide for a quiet regular study time at home to help the child develop good study habits. Parental encouragement and interest in homework are also strong motivators. If you have questions concerning the amount of homework or its level of difficulty, talk it over with your child's teacher.

### **PARENT-TEACHER ORGANIZATION**

Each elementary school in the Gretna Public School system shall have a separate parent-teacher organization, each of which shall be guided and controlled by approved bylaws. Each elementary school shall have a name designated for its parent-teacher organization, with its own members, officers and executive committee. Each elementary PTO is organized under the authority of the Gretna Board of Education.

The Palisades Elementary PTO meets monthly. All parents are welcome to attend and participate. Check the school newsletter for dates and time changes.

### **PARTIES**

Class parties for students are held on Wednesday, October 31, Thursday, December 20, and Thursday, February 14. The school collects a recommended donation of \$5 per child at the beginning of the year. This money is used to provide food at each of these parties. Room parents are arranged by the PTO to help plan and organize the activities for each classroom.

### **PETS**

Any pets/animals brought into the school building must have prior approval by the classroom teacher. Many young children are afraid of dogs; therefore, we ask parents not to bring family dogs

to arrival and dismissal times. If you must bring a dog along, please stand away from areas of high student traffic.

### **RECESS – WEATHER RELATED PLANS**

Students will have outdoor recess (at least for a few minutes) unless the temperature and/or wind chill is 9 degrees or below. Long pants may be required during winter months. Teachers may ask students to remain indoors if not appropriately dressed for weather. In case of inclement weather, recess teachers and their students will stay inside.

### **SPECIAL PROGRAMS**

- Students in K-5 regularly participate in physical education classes. It is recommended that children have some type of gym shoe for their own safety and the safety of classmates. This shoe should have a non-slip bottom. A child's physical education program will be modified if a parental note indicates that such modifications are necessary. Extended exclusion from physical education class requires a doctor's order.
- Students in K-5 regularly participate in classes in choral/general music, art, and library/media. These classes enable us to more fully develop the potential in all children and are viewed as a valued component of daily instruction.
- Gretna Public Schools offer differentiated services to students who demonstrate high potential in general intellectual/reading aptitude and specific aptitude in Math. Identified fourth and fifth graders participate in a formalized pullout Challenge Program. Depending upon time, staffing resources, and student need, curriculum-based enrichment services will be offered to kindergarten through third grade.
- Read Team is a program of support for students who show a need for extra help in the area of reading. Classroom teachers along with the Read Team teacher work together to identify those students who would most benefit from added reading instruction offered in a small group or one-to-one setting. These students are supported by the Read Team teacher and/or a volunteer depending on each individual child's needs. The program continually evaluates the reading progress of every student to ensure that each child who needs support in the area of reading is given this opportunity.
- Throughout the year, special events and activities are planned which enhance the curriculum, build student self-esteem, and create a spirited school climate.

### **STUDENT CONDUCT CODE AND RULES**

Every child has a right to receive a quality education, and our staff is committed to providing a school atmosphere that is conducive to learning. Please discuss these rules with your child.

### **BUS RULES**

(NO PRESCHOOL STUDENTS MAY RIDE THE BUS)

1. Be at your bus stop on 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. Students must ride their assigned bus and must get on and get off the bus at their designated location. The cost for a bus pass is \$20.00.
3. Enter your bus in an orderly manner and take a seat. Keep the aisles clear at all times.
4. Stay seated when the bus is moving. Exchanging seats can only be done with your driver's permission.
5. Yelling is not allowed on the bus, and at railroad crossings all noise stops.

6. Nothing is to be thrown on the bus or out of the windows.
7. Students may be held financially responsible for damages and/or vandalism to the bus/property of others.
8. Food and drinks are not allowed on the bus unless approved by a supervisory adult.
9. The Student Conduct Code applies to all students when riding the bus and will be enforced by any/all supervisory adults.

## **GENERAL SCHOOL RULES**

1. The Student Conduct Code applies to all students and will be enforced by any/all supervisory adults.
2. When in the halls, students are expected to walk and remain quiet.
3. Candy and gum are not allowed in the school building or on the grounds during the school day unless approved by a supervisory adult.
4. Students are expected to respect and follow the requests of all school personnel.
5. Electronic/technological devices not related to school purpose are prohibited.
6. 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.

## **PLAYGROUND RULES**

1. No one should be on the playground before school.
2. Stay in assigned areas.
3. Use acceptable equipment appropriately.
  - a. Hard baseballs are not allowed on the playground.
  - b. Only balls and Frisbees can be thrown (no rocks, dirt, or snowballs)
  - c. The school cannot be responsible for personal sports equipment in the event it is lost or damaged. Any personal sports equipment must be approved by school staff.
4. Students go outside for recess unless it is rainy or too cold (9 degrees or below). Teachers may ask students to remain indoors if not appropriately dressed for weather. Long pants may be required during winter months.

## **STUDENT PLACEMENT**

If your child has an extenuating need not known to the school that would impact classroom placement, please submit this concern in writing to the principal prior to the end of school.

## **VISITATIONS**

Parents and grandparents are invited to observe our classes and can make arrangements for visits through their child's homeroom teacher or the office. In order to maintain an effective learning environment, however, our students are not allowed to bring peer/age friends and relatives to school for visits. If cleared through the office though, it can sometimes be arranged for these younger guests to join us for lunch and the noon recess period. We appreciate parental cooperation and understanding of this policy. Visitors are expected to follow all General School Rules (listed below), including no recording or pictures of students.

## **VOLUNTEERS**

If you have some extra time and wish to help at school, please contact your child's teacher. Volunteers are asked to check in at the office and get a visitor sticker before proceeding to a classroom.

Volunteers who come on a regular basis are required to have a background check.

## **DISTRICT GENERAL INFORMATION**

### **CHARITABLE GIVING CAMPAIGNS**

A charitable giving campaign is fundraising directed toward students, parents, guardians, and patrons conducted for the purpose of providing money for a charitable cause not directly related to any district goal, program, or student organization. No national, regional, or local non-school fund raising organization shall be permitted to solicit funds or conduct charitable giving campaigns through school media, school organizations or affiliated school supporting organizations. School clubs, organizations, and affiliated school supporting organizations with approval of the Superintendent of Schools or designee may conduct charitable giving campaigns. The purposes for which any approved charitable campaign may be permitted may include fund raising:

- a. To support local community projects (such as a food, clothing, or fund drive for a specified organization).
- b. To assist a student or school staff member within the school building who has experienced a catastrophe (injury to or illness of, for example, a student or staff member), subject to the limitation that such fund raising activity must be limited to the school building where the student attends or staff member is assigned, and may be held only once per school year, and there is no other community fund raiser for such person being conducted.

Any fund-raising activity conducted as part of such campaign using Gretna Public Schools facilities or using the District's name in solicitation of donations must have prior approval of the Superintendent, or designee. If the request is approved, the organization shall include a statement that the Gretna Public Schools is not endorsing the organization or campaign and has no affiliation with the event.

District funds cannot be used to offset, front-fund, or pre-pay expenses for any charitable giving campaign.

### **CHILD ABUSE AND NEGLECT**

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

### **CONTROVERSIAL ISSUES**

Controversial issues exist where there are sharp differences of opinion concerning an idea or a line of action. In order that students may develop intelligent attitudes and understandings concerning significant aspects of living, they should be afforded opportunities within the classroom to deal with such issues to the extent appropriate for their level of maturity and the educational mission of the District.

## **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.

### **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.

## **EMERGENCY SCHOOL CLOSINGS**

Every effort will be made to follow the regular school schedule, but because of severe weather conditions or emergency reasons, it is sometimes necessary to close school. Such an announcement will come from the superintendent's office through radio station (**KFAB-1110**) and the school messaging service. Families who wish NOT to be contacted via the messaging service should notify the office in writing of this request. We encourage parents to have preplanned arrangements for their children in the rare event that school is forced to dismiss during the day.

## **FIELD TRIPS**

The purpose of the field trip must be clearly defined, related to essential classroom learning, meaningful and appropriate for students, and of high quality. Field trips may be used as an incentive to improve student performance as long as the criteria for participation is applied and communicated to all eligible students in a timely fashion prior to the time of the trip. Communication will be sent to you with information about these trips. It is important that you communicate with the classroom teacher indicating whether your child has permission to participate in this event.

The School District disciplinary rules and regulations, as identified in this handbook, pertain to school approved field trips. An appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not wish for them to participate and/or students who do not meet set expectations for participation in a field trip. Chaperones are expected to ride on the school bus with students, unless other arrangements are made with the classroom teacher. No other children are allowed to accompany students or parents who are serving as chaperones.

## **FUNDRAISING**

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.

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. Projects that involve door-to-door sales will not be approved for student participants.

## **GUIDANCE**

The classroom teacher is a key figure in the guidance of youth in both the elementary and secondary schools. The counselor and teachers, by pooling their knowledge and resources, accept the students where they are and help them go as far as their potentialities permit. The students are helped to know and develop their abilities and to recognize and accept their limitations, and in this way to better understand themselves.

The guidance program includes five (5) basic services:

1. Inventory Service. Emphasis is placed upon a system of accurate and complete student records that accentuate the uniqueness of the individual students.
2. Informational Service. Information in the areas of occupational, educational and vocational guidance is made available to teachers, students and parents.
3. Counseling Service. For an effective program, all students are encouraged to seek individual counseling. Students with needs beyond that of the counseling program are encouraged to seek the services of private counseling.
4. Placement Service. This service assists students in the selection of appropriate occupations, educational institutions and work experiences.
5. Follow-up Service. A continuing follow-up of former students through surveys should be pursued in order to evaluate and improve the effectiveness of the school program.

## **HEALTH GUIDELINES**

### **ALLERGIES**

Gretna Public Schools is committed to providing a safe and nurturing environment for students. The Board of Education understands the increasing prevalence of life threatening allergies among school populations.

Recognizing that the risk of exposure to allergens can be reduced in the school setting, Gretna Public Schools is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

It is the policy of the district to provide all students, through necessary accommodations where required for students with disabilities, the opportunity to participate in all school programs and activities for which they are otherwise eligible. Accordingly, the superintendent shall direct staff to act affirmatively and work closely with parents to assure

that the needs of children with documented allergies are taken into consideration in planning for district programs.

The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies.
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on accurate information and evidence-based practices.

#### Responsibilities of Staff.

Staff shall develop plans to minimize risks and provide a safe educational environment for students with allergies. Upon being informed of the student needs, the appropriate team shall convene (IEP team for students with verified disabilities; 504 team for students with a 504-qualifying disability without an IEP; and individual health care team for students who do not qualify for IEP or 504 services or accommodations). The team shall consider the unique needs of the individual student in developing the appropriate plan for each student.

Consideration shall be given, but not limited to, the following:

- Restrict foods and other allergens from the classroom(s) of the student with allergies or from other areas where student with allergies may be exposed, such as the food services environment (which may include restricting foods in specified eating areas, restricting foods served in the meal line, and identifying foods containing common allergens), during field trips, student transportation vehicles, and extracurricular activities or events.
- Encouraging washing of hands before and after handling foods.
- Develop appropriate cleaning protocols.
- Inform and educate staff about the identity and needs of students with allergies, in a manner consistent with FERPA and other confidentiality or privacy laws.
- Use signage to inform building users of building-wide restrictions on common allergens.
- Be aware of location(s) of auto-injectable epinephrine for the student in the event of an emergency, understand the signs and recognize the symptoms of an allergic emergency and be aware of how to administer auto-injectable epinephrine and/or who to contact in the event of an emergency.

#### Responsibilities of Students with Allergies and their Parents.

- Inform the school nurse or an administrator of the student's allergies and provide medical verification of life threatening allergies from a physician, and physician treatment protocols and any prescribed medication as appropriate.
- If a life threatening allergy exists and the parent(s) choose not to provide physician treatment protocols and/or prescribed medication, the parent(s) shall sign an acknowledgment of their election not to provide such protocol or medication and release the School District and its employees of responsibility for treating an allergic reaction experienced by the student.

- If a student with a life threatening food allergy brings their own snacks or other food item to the classroom or activity, such snack must be accompanied by a written verification from the parent(s) that the snack was provided by the parent(s) and meets the student’s dietary requirements to prevent an allergic reaction.
- Avoid anything with unknown ingredients or known to contain any food to which the student is allergic or knowingly or carelessly expose oneself to items to which the student is allergic.
- Be proactive in the care and management of the student’s allergies and reactions based on their developmental level.
- Notify an adult immediately if the student eats or is exposed to the food or other allergies to which the student is allergic.

Responsibilities of Other Students.

- Not intentionally or carelessly expose those with allergies to foods or other allergens that may create an adverse reaction.
- Follow directives given with regard to food restrictions and protocols.
- Not bully or pick on a student with a food allergy because of the student’s condition.

Failure to meet the foregoing expectations may subject the violating student to disciplinary consequences.

**CONCUSSIONS**

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain i injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students’ parents or guardians prior to such students initiating practice or competition. The information provided to students and the students’ parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

a. Removal. 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 health care professional who is professionally affiliated with or contracted by the school.

b. 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 student shall not be permitted to participate in any school supervised team



athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

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 health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. 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 per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee 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.
  - d. 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.
4. Responsibility of Coaches.  
Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do is subject to disciplinary action, including but not limited to termination of employment.
  5. 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.

## GENERAL RULES

The general goals of health services are (1) to conduct health screening according to state guidelines; (2) provide emergency services for injury or sudden illness; (3) to appraise the health status of students; (4) to discuss health problems with students and their parents; (5) to assist in the identification of handicapped children; and (6) to help prevent and control disease.

- Please call the school office when a child is ill and will be absent.
- The nurse maintains health records on each student and needs your help in keeping this record accurate. **It is imperative for parents to keep emergency contacts and phone numbers updated.**
- If a student becomes ill or sustains a significant injury at school, the parent, guardian, or person designated by the parent or guardian on the enrollment card shall be notified immediately. If deemed advisable, the school will request the person to pick up the child from school. In case of any emergency, the school may call the family physician for administration of temporary relief or aid. If in the opinion of the principal or attending adult a student has sustained a very serious or life-threatening injury, a rescue squad shall be called immediately.
- It is the parent's responsibility to inform and update the school regarding their child's health status. This assists staff in identifying potential classroom emergencies and health issues, which may affect your child's learning.
- A child who is ill should be kept home from school until he/she is well enough to return to a normal routine. Proper care in the early stages of an illness can reduce the possibility of spreading the illness to others. The following are guidelines to assist you in deciding when your child should stay home from school.

IRRITABILITY, HEADACHE, POOR APPETITE, TIREDNESS, ACHINESS are vague symptoms. Changes in a child's normal behavior can often signal the beginning of an illness. An ill child is unable to benefit from school activities.

FEVER of 100 degrees or greater. Take your child's temperature if he/she complains of feeling tired, headache, sore throat or stomachache. A child should be fever free for 24 hours without the use of medication before returning to school.

NAUSEA, VOMITING, DIARRHEA. Keep your child home as long as these symptoms occur. Be sure your child is able to tolerate fluids and food without difficulty before returning.

NASAL SECRETIONS AND COUGHING/SNEEZING spread respiratory infections easily when these symptoms can't be controlled. Remember some children in our classrooms are very susceptible to infection.

SUSPECTED COMMUNICABLE CONDITIONS-UNDIAGNOSED RASHES, HEAD LICE, PINK EYE, RINGWORM, AND CHICKEN POX. A child must be sent home until identified symptoms are evaluated and a health care provider documents conditions before returning to school.

- Children who must remain indoors because of colds or who are recovering from an illness should bring a note from their parents. This note should include the specific duration of the

excuse for staying indoors. **Frequent and/or lengthy excuses may necessitate a doctor's order.**

- 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 grade, unless the parent or guardian of such student objects thereto in writing (NE. Statue 79-444).

### **PRESCRIPTION DRUGS**

Any prescription drug sent to school personnel to dispense must be accompanied by a physician's order that gives the following information: student's name, type of medicine, dosage, and time to be administered. Written permission from the parent or guardian regarding its administration must accompany the correctly labeled prescription bottle.

A nonprescription drug can only be administered with a parent or guardian's note that gives the same information and permission.

Any medication prescribed for once or twice a day will not be administered at school unless specifically ordered at a certain hour by your physician.

### **INSTRUCTIONAL AND MEDIA MATERIALS**

The Board of Education reserves responsibility for the final acquisition of materials, but the responsibility for the selection of instructional materials is delegated to the Superintendent, with the assistance of the instructional and media staff, to establish procedures and regulations for the selection of instructional and media materials, reviewing their effectiveness, and dealing with complaints concerning instructional materials. The Superintendent may establish committees consisting of teachers and media staff to assist with these responsibilities.

Occasional objections to some materials may be voiced despite the care taken in selection and qualification of the personnel selecting materials. The following procedures apply equally to all complaints whether they be from students, parents, school personnel or district patrons.

Complaints should be presented to the Principal of the school where the material is used. In the event the person with the concern does not wish to make a formal complaint, the concern may be expressed to the Principal at the school at which the material was received. The Principal shall submit informal concerns to the Superintendent for the Superintendent's consideration.

### **LOST AND FOUND**

To help prevent lost articles, put your child's name on his/her belongings. If an article belonging to your child is missing, he/she should look in the lost and found box and check in the office. Lost articles should be reported to the office. School personnel will try to locate the lost item. **Students are asked not to bring expensive or fragile possessions to school.** It is important for the school and home to stress to our children the importance of being responsible with one's personal belongings.

### **MAKE-UP WORK**

To receive credit for work missed due to excused absences (e.g., personal illness, bereavement or emergency in the family, participation in an approved school activity), the student, upon returning to school, is responsible a) for requesting assignments for make-up work and b) for completing the make-up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.

To receive credit for work missed due to a parent requested prearranged absence (e.g., medical or dental appointment, religious observance, spectator at a school activity, family trip, college visit), the student is responsible a) for requesting assignments for make-up work prior to his/her absence and b) for completing the make-up work on his/her own initiative by the due date.

Students and parents/guardians are advised that equivalent experiences for students who miss class are difficult and sometimes impossible to recreate. Parents/guardians are also advised that testing and summarizing activities often are scheduled at the end of the quarter and the end of the semester; parent requested prearranged absences should be avoided during these times.

## **MEAL CHARGES**

### **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 pre-pay 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 four-digit number that will be keyed into the computer each time the student makes a purchase. 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.

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. When a student leaves the District or graduates, the District will issue a reimbursement check for the remaining lunch account balance upon request.

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.

### **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.

### **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. Individual 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.

### **PLEDGE OF ALLEGIANCE**

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.

## **PUBLICATIONS**

School newsletters and written reminders will be distributed regularly via email as much as possible. If you wish to receive written copies of this correspondence, please contact the office. In order to keep updated on school and classroom activities, we encourage parents to read our publications thoroughly and to visit our school's web site [www.gretnadragons.org](http://www.gretnadragons.org)

## **SAFETY AND SECURITY**

### **Controlled Access Entry**

Our Schools are monitored by a camera system. All visitors will have to be buzzed in during school hours. Building doors will be locked at the start time of each of the schools. To enter any of the buildings, visitors will have to identify themselves at a video intercom system and a secretary or other designated staff member will have to grant them access. Once inside, all visitors must adhere to the following procedure:

Upon entering the building, all parents and visitors are asked to sign in at the office and prepare a Visitor badge. During arrival and dismissal periods, parents may wait for their children in the front entry without following this procedure, but if one wants to go beyond this area, a visitor badge is required. **We regret any inconvenience these procedures cause. Our staff wants to be accessible, yet security is a top mutual concern.**

### **Crisis Plan**

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.

## **SPECIAL EDUCATION**

The Gretna Public Schools provide a free and appropriate education for all resident handicapped students under guidelines established by the Nebraska Department of Education.

### **Individual Education Plan (IEP)/Individual Family Service Plan (IFSP)**

For those children receiving Special Education Services, an IEP or IFSP will be developed following the testing (verification). This IEP/IFSP will be reviewed on a semiannual basis. Parent input is vitally important in creating a complete and useful IEP/IFSP. Review is essential to program success and is required by state regulations. Every effort will be made to find an acceptable time and place for the parents to attend the review.

Personnel typically attending the IEP/IFSP reviews may include teachers, therapists, services coordinators, and school district representatives. New goals and objectives developed from suggestions by those present may be added to the IEP/IFSP at this time. Progress reports and testing data may also be discussed.

# DISTRICT POLICIES

**ATTENTION TO ALL PARENTS: The following pages of rules, rights and procedures apply to Gretna Elementary School, Aspen Creek Elementary School, Palisades Elementary School, Thomas Elementary School, Whitetail Creek Elementary School, Aspen Creek Middle School, Gretna Middle School and Gretna High School. They should be viewed as a legal supportive component of the Gretna Elementary Student Conduct Code that was printed on the previous pages in language appropriate for elementary children. Questions related to this information should be directed to the principal's office.**

## **ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION**

### **A. 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:

Dr. Kevin Riley, Superintendent, 11717 South 216th Street, Gretna, NE 68028,  
(402) 332-3265, [kriley@gpsne.org](mailto:kriley@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](mailto:ocr.kansascity@ed.gov).

### **B. 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:

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

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

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

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

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

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or



- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

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

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

**2. Anti-retaliation:**

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

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

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

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

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act,

then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

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.

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

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

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

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

**the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

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

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

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

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

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (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.

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

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

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

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

**4. Confidentiality:**

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

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

**6. 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.

**7. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

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

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

**8. 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.

## **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.

### **A. Attendance and Absences.**

#### **1. Absences from School - Definitions.** An absence from school will be reported as:

(a) an excused absence or (b) an unexcused absence.

- a. **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 to 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.

- b. **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.

2. Mandatory Ages of Attendance. The mandatory ages of attendances 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:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- 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
- 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:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- 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:

- 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
- 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.

3. Reporting and Responding to Truant Behavior. 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.

4. Excessive Absenteeism. Students who accumulate 10 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:
- a. 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.
  - b. 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:
    - (i) Illness related to physical or behavioral health of the child;
    - (ii) Educational counseling;
    - (iii) Educational evaluation;
    - (iv) Referral to community agencies;
    - (v) Family or individual counseling;
    - (vi) Assisting the family in working with other community services.

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

5. 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.

**NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION**

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.

## **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 teacher:

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) 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.

## **NOTICE OF DESIGNATION OF COORDINATOR**

Gretna Public Schools does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs or activities. Dr. Kevin Riley (11717 S. 216th Street, Gretna, Nebraska 68028, phone: (402-332-3265) has been designated to coordinate Gretna Public Schools' compliance with the nondiscrimination requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and any other such state or federal laws. Information concerning such Acts or other laws and the applicability of such Acts or other laws to the services, programs, or activities of Gretna Public Schools, may be obtained from Dr. Kevin Riley, and any complaints alleging noncompliance by the Gretna Public Schools with such Acts or other laws should be communicated to Dr. Kevin Riley.

## **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.

## **RELIGIOUS BELIEFS AND CUSTOMS**

It is accepted that no religious belief or non-belief should be promoted by the school district or its employees, and none should be disparaged. Instead, the school district should encourage all students and staff members to appreciate and be tolerant of each other's religious views. The school district

should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participating in practices which are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

Gretna Public Schools recognizes one of its educational goals is to advance the student's knowledge and appreciation of the role our religious heritage has played in the social, cultural and historical development of civilization.

#### Acknowledgment of Religious Holidays

The practice of the Gretna Public School District shall be as follows:

1. The several holidays through the year which have a religious and a secular basis may be observed or recognized in the public schools.
2. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.
3. Music, art, literature and drama having religious themes or basis are permitted as part of the curriculum for school sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.
4. The use of religious symbols such as a cross, menorah, crescent, Star of David, creche, symbols of Native American religions or other symbols that are a part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Among these holidays included are Christmas, Easter, Passover, Hanukkah, Ramadan, Thanksgiving and Halloween.

#### Religion in the Curriculum

Religious institutions and orientations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that the teaching about – and not of – religion be conducted in a factual objective and respectful manner. However, sectarian instruction of any kind is prohibited in this school.

### **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 in the discretion of the administration.

The following procedures will be used for conducting searches:

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

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

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

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

### **STUDENT DISCIPLINE**

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

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational

process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, 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. Students that are suspended from school cannot

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.

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
  3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
  4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
  5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
  6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
  7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or



dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the

school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

- D. Student Dress Code. 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.

- E. 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.

### **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 that 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 require, to the extent permitted by law, 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 that 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 2016-2017 school year. Parents, guardians, and students are

encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(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, not 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.

(2) Personal or consumable items & miscellaneous.

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses.

(i) 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.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian 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.

(iii) 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 materials for the project.

(iv) 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.

(3) Extracurricular Activities--Specialized equipment or attire. Extracurricular activities means 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 the 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 extra curricular 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.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extra-curricular activities for the 2017-2018 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) 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.

(6) 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 student's 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) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost. 45

(8) 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.

(9) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(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.

(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.

(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.

**There are no required fees at the Gretna Elementary Schools.**

## **STUDENT RIGHTS**

3.1. The Board of Education, in compliance with 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.

3.1-1. Emergency Exclusions: Students may be excluded from school for the following reasons for up to five school days:

- A. Student has a dangerous communicable disease.
- B. If the student's conduct presents a clear threat to the physical safety of himself, herself or others.

- C. If the student is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students.

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

- A. On the date of decision a written charge and summary of the evidence supporting such charge shall be filed with the superintendent.
- B. Within two 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 subjected.
  - 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 the testimony.
  - 6. A form on which a hearing may be requested or waived.
- C. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk (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.
- D. A hearing shall be requested within five school days of a receipt of the notice.
- E. The superintendent shall appoint a hearing examiner.
- F. The hearing examiner shall, within two days of appointment, give written notice to the principal, the student and the student's parents or guardians of the time and place of the hearing.
- G. The hearing shall be scheduled within a period of five school days after it is requested.
- H. 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:

- A. 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.
- B. 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 evidence the authorities have and an opportunity to present his 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.
- C. The principal shall send a written statement to the student and the student parents/guardian, describing the student's violation of the rules.
- D. The principal shall make a reasonable effort to hold a conference with the parents at or before the time a student returns to school.
- E. 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:

- A. 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.
- B. Persons responsible for maintaining student records.
  - 1. Student records are maintained under the direction and supervision of the building principal.
- C. Persons having access to student records:
  - 1. Students enrolled in the school district have access to their personal record only.
  - 2. Parents/Guardians of students under 18 years of age.
  - 3. Eligible students (students or former students 18 years of age or older or enrolled in a post-secondary education 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/guardian 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/guardian 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/guardian 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.

D. 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 18 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 18 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 18 years of age or eligible student, 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 18 years of age or eligible student, the procedure shall include at least the following elements:

1. Hearing shall be conducted within 5 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 5 school days after the hearing.

E. 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.

3.2-1. Release of Directory Information: Effective May 12, 1980, a law change by the Nebraska State Department of Education permits information about students to be released by schools. This "Directory Information" would include a student's name, address, and phone number. Such lists are requested by various groups, particularly for seniors. Students and parents do have the right to prevent release of this information. If you do not wish this information released on your son/daughter, a form must be signed and returned to the school. It will be kept on file and your student's information will be stricken from the list.

## **TECHNOLOGY**

### **INTERNET SAFETY**

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

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is harmful to minors as defined in the school district’s internet safety and acceptable use policy.
2. 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 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.
3. 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.
4. 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.
5. 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.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

1. 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.
2. 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.

3. 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.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. 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.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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 e-mail to a minor child or spouse; sending an e-mail 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.

- c. 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.
- d. 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,
  - 1) 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).
  - 2) Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3) Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4) Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5) Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6) 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.
  - 7) Users shall not engage in any form of vandalism of the technology resources.
  - 8) Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. 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:
  - 1) to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - 2) to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - 3) to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails 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 e-mails that divulge protected confidential student information to unauthorized persons.

- 4) to engage in or promote violations of student conduct rules.
  - 5) to engage in illegal activity, such as gambling.
  - 6) in a manner contrary to copyright laws.
  - 7) in a manner contrary to software licenses.
5. 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.
6. 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.

7. 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.
8. 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.

