

***GRETNA
MIDDLE SCHOOL***

**ACTIVITY
HANDBOOK**

2016 - 2017

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To access the Gretna MS Activities/Events schedules, go to www.gretnadragons.org and click on Gretna Middle School. Click on the second item down on the left hand side: Activities, Clubs and Events Schedule. You may then view or subscribe to the calendars. Any schedule changes will be made on these schedules. If you subscribe to and click "notify me" on the calendars, you will be notified when changes are made.

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PHILOSOPHY OF ATHLETICS

The purpose of this handbook is to share important knowledge and explain rules and regulations to the student athlete. The Athletic Department of the Gretna Public School District is proud of the students and coaches who have made this athletic program a success.

The philosophy of athletics at Gretna Middle School is such that athletics are considered an integral part of the school's program of education which provides experiences that will help students physically, mentally, and emotionally.

It is also our philosophical belief that the seventh and eighth grade sports program will emphasize student participation over sports competition. When students become ninth graders, participation and sports competition begin to shift in importance as our athletes are prepared for varsity competition.

In high school, the emphasis is reversed and sports competition is emphasized over student participation. At no time does the athletic program place the total education curriculum secondary in emphasis.

Participation in athletics both as a player and as a student spectator, is an important part of a student's total educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the parents, to the community, to the entire student body and to the athletes themselves. These experiences contribute to the knowledge and skill of the student athlete and will hopefully make them better people and better community citizens.

STORMY WEATHER PROCEDURES

In Nebraska, strong storm systems often come through our state, bringing with them heavy rains, snow, ice, and occasionally hail and tornadoes. With this in mind, it is important that we be clear on what coaches and sponsors will do during severe weather conditions.

Certificated staff members are directly responsible for all students under their supervision in the classroom, and at any school sponsored activity. When severe weather strikes with little or no warning, staff members directly in charge of activities must determine in their best judgment, what action or actions will be in the best interest concerning the safety of their students.

At away events, when severe weather becomes a concern, coaches or sponsors along with the bus drivers will determine the best course of action to take, keeping in mind the safety of the students.

Coaches and sponsors should make every effort to keep school officials informed of any changes or deviations from the normal routine of events if weather dictates that such action be necessary. In the event that an activity may be canceled due to bad weather, please listen to KFAB radio.

CIVIL RIGHTS

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

MIDDLE SCHOOL COACHING STAFF

Athletic Director: Mr. Mike Sortino

Volleyball

7th Brittany Chramosta
Mallory Hull
8th Alyssa Helmink
Hilary O'Flynn

Football

7th Aaron Pryor Adam Stotz
Nathan Rath
8th Scott Swanson Chris Muller
Scott Boehler

Intramural Volleyball

Erica Walsh
Emilee Pratt

Running Club

Lindsay Gatewood
Jessa Sugroue

Girls Basketball

7th Catrina Ellis
Sara Ritzdorf
8th Warren Smith
Terry Dostal

Boys Basketball

7th Scott Swanson
Mark Jones
8th Nick Schram
Kevin O'Neill

Intramural Girls Basketball

Donna Schuetz
Kelsey Ferdig

Intramural Boys Basketball

Scott Boehler Chris Muller
Warren Smith Jim Oliver

Wrestling

Michael Pajeda
Brandon Kinnan

Track

Terry Dostal Warren Smith
Craig Brown Mike Kayl
Nicole Jacobson Lindsay Gatewood
Chris Muller Angie Jennings

Tennis Club

Riley Gross
Nick Schram

It has become increasingly difficult to create an environment that allows for participation, growth, and quality instruction in the games of volleyball and boys basketball for all 7th and 8th grade boys and girls interested in playing volleyball and basketball at Gretna Middle School. If we continue to have a large number of girls interested in volleyball or boys interested in basketball, we are going to have an intramural program. The structure of the program will be as follows:

The top players will be selected to the traveling teams. The 7th and 8th grade traveling teams will play A and B games against the other schools on our schedules. Those not selected to the traveling teams will play intramural volleyball and basketball games. The 7th and 8th grade intramural teams will practice one to two mornings per week, and will play games at Gretna Middle School on Wednesday afternoons beginning at 3:30. All athletes will practice together for the first two weeks of practice. At the conclusion of the first two weeks of practice, traveling teams and intramural teams will be selected. All athletes will be issued uniforms.

7/8 SPORTS SEASONS

All interscholastic sports for the seventh and eighth grade students are divided into four seasons: fall, early winter, late winter and spring. The division of sports, the date of the first organized practice, and the closing of the season is established as follows.

FALL

Football 7-8	August 18	October 18
Volleyball 7-8	August 18	October 6
Running Club 7-8	August 29	October 7

EARLY WINTER

Boys Basketball 7-8	October 20	December 12
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LATE WINTER

Girls Basketball 7-8	January 5	February 23
Boys Wrestling 7-8	February 1	March 18

SPRING

B&G 7/8 Track	March 20	May 9
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GRETNA MIDDLE SCHOOL PROGRAM EXPECTATIONS

The athletic program of Gretna Middle School is designed to provide wholesome opportunities for those middle school students who desire activity in sports. A sports program is available for both middle school boys and girls. For grades seven and eight the program is designed so that students may participate in each sport offered. The program for grades seven and eight is to provide the broadest range of experiences in the most positive manner, so that students can make an informed choice as to what programs they wish to continue being involved in at the high school level.

NOTE: If a student in grade seven or eight reaches age 15 prior to August 1, that student may participate on a Senior High School team.

The following are the objectives of the athletic program for Gretna students in grades seven and eight. Student athletes will:

1. Develop specific physical skills in each respective sport.
2. Demonstrate responsibility to others and self by working toward achievement of common goals.
3. Demonstrate self-discipline.
4. Demonstrate the ability to set goals and make a plan to achieve those goals.
5. Demonstrate the ability to accept coaching in a positive manner.
6. Demonstrate good sportsmanship when experiencing success/failure.
7. Represent the Gretna Schools and community in a positive manner.
8. Demonstrate positive leadership skills.
9. Be provided with a valuable learning experience.

Any student is welcome to try out for any of the interscholastic activities available to them, providing they meet the requirements established by the Nebraska State Activities Association and the school.

CONCUSSION INFORMATION

1. A concussion is a brain injury that:
 - Is caused by a bump, blow, or jolt to the head or body.
 - Can change the way your brain normally works.
 - Can occur during practices or games in any sport or recreational activity.
 - Can happen even if you haven't been knocked out.
 - Can be serious even if you have just been "dinged" or "had your bell rung."
2. Signs and Symptoms of a Concussion

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

 - Headache or "pressure in head"
 - Nausea or vomiting
 - Balance or blurry vision
 - Bothered by light or noise
 - Feeling sluggish, hazy, foggy, or groggy
 - Difficulty paying attention
 - Memory problems
 - Confusion
3. Student Response to a Concussion
 - Tell your coaches, athletic trainers, and parents. Never ignore a bump or blow to the head, even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
 - Get a medical check-up. A doctor or other healthcare professional can tell if you have a concussion and when it is ok to return to play.
 - Give yourself time to get better. If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain (second impact syndrome). It is important to rest and not return to play until you get the ok from your healthcare professional that you are symptom-free.
4. Risks Posed by Sustaining Concussions
 - There are several risks associated with concussions in children. Your child may also have had other injuries at the same time as the concussion, like a neck or face injury. The longer your child was unconscious, the more serious the concussion may be. The risk of serious problems is decreased if you and your child carefully follow your healthcare provider's advice.
 - Each additional concussion your child has may increase his risk of having problems later in life. These problems may include poor coordination or trouble thinking or concentrating. Having concussions can be life threatening. It's better to miss one game rather than miss the whole season.
5. Removal from participation

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

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student shall be notified by a coach or a licensed healthcare professional who is professionally affiliated with or

contracted by the school, of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

7. Return to Play

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

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

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

Students and Parents--

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

8. 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.

Students with 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:

To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies.

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.

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.

ORGANIZATIONS, REQUIREMENTS, AND REGULATIONS

ACTIVITIES ON CHURCH NIGHT AND SUNDAYS

According to the Nebraska School Activities Association, no activity contests may be scheduled on Sunday. In addition to this, the school wishes to work cooperatively with the churches of the community.

Therefore at Gretna Middle School, no activities will occur after 6:00 PM on Wednesday evenings and there will be no middle school activities on Sundays.

CONDUCT AT SPORTS CONTESTS

Each athlete should conduct herself/himself in a manner which exemplifies good sportsmanship and conduct. Any athlete who discredits the Gretna School System will be disciplined by the administration.

TRANSPORTATION

The school district will provide transportation to all contests. Team members will travel to and from contests as a unit. If a student is not returning with the team on school transportation, his/her parent or guardian must communicate this to the coach on the day of the scheduled event. School policy states that a student may return with a parent or guardian only.

Note: Some coaches may require that his/her players travel to and from contests on school transportation.

If a student is not returning with the team on school transportation, s/he should follow these guidelines:

1. Inform coach on the day of the scheduled contest.
2. Parent/guardian must pick up the student personally. Students can only be released to their parent or guardian.

PICTURES

Individual and team pictures will be taken of all teams and individuals who want them. Individuals must order pictures using the form provided and make payment to the photographer on order.

BUILDING USE

No one is allowed to be in the buildings without a coach or a faculty sponsor. Offenders will be disciplined by the activities director.

USE OF WEIGHT LIFTING EQUIPMENT

Any student may have access to the school's weight lifting equipment, provided they follow the rules and guidelines established for such use. The weight lifting equipment is the property of Gretna Schools. Equipment will be kept in an assigned area and the following rules must be observed:

- Do not use equipment without qualified supervision.
- Before using, inspect equipment for loose, frayed, or worn parts. If in doubt, do not use until parts are replaced.
- Make sure that spotters are used when necessary.
- 7th and 8th grade students must be tested and must follow the individual lifting program developed for them by a qualified instructor.
- Report all injuries to the supervisor immediately.
- Safety is the main concern for everyone. Actions that threaten weight room safety will not be tolerated.

INJURIES

All injuries should be reported to the coach immediately. As a general rule, ice should be applied to the injured area for the first 72 hours. The injured area should also be elevated and a compression wrap applied.

EQUIPMENT

Student athletes and their parent(s) or guardian(s) will abide by the following rules regarding uniforms and equipment for any school activity:

In-Season Check-out and Use: School district uniforms and equipment checked out to the student athlete for use during the activity season shall be the student's responsibility; the check-out procedure for any school uniforms and/or equipment shall include the following:

The student-athlete shall use only school district provided uniforms and equipment for all practices (where applicable) and contests, and shall not substitute uniforms or equipment obtained and/or provided by the student, parents or others. If a licensed physician provides a written statement to the Activities Director requiring alternate school-issued equipment for student safety purposes the school district will purchase such equipment.

The student shall keep all school district provided uniforms and equipment clean and in good condition.

The student-athlete shall be responsible for reimbursing the school district with the replacement cost for damaged (except normal wear-and-tear) or lost/stolen school uniforms and/or equipment assigned to him/her.

Out of-Season Check-out and Use: The school district may authorize the use of school equipment outside the season for such activity established by the Nebraska School Activities Association (NSAA) if such use is allowed under NSAA by-laws and is approved by the Activities Director. An agreement for the use of such equipment must be signed by the student and the student's parent or guardian and must include (1) a statement that the equipment will be used for its intended purpose and activity, and (2) a release of liability for the use of such equipment.

TRAINING RULES

In order to reach optimum athletic potential, athletes must avoid alcohol, tobacco, and drugs. Gretna Public Schools strongly discourages the use of and the association with alcohol, tobacco, and all drugs that are not prescribed by a licensed physician.

Athletics often provide valuable lessons for students. Some of these lessons include; the importance of being a contributing team member, dedication to a common set of goals, self-discipline, and the importance of being a role-model. Athletics are a part of our school's total curriculum and participation in them is a privilege.

No student who is a member of a Gretna School Athletic Program may be in possession of or use the following:

1. Tobacco in any form
2. Alcoholic beverages
3. Drugs or drug paraphernalia that are not prescribed by a licensed physician
4. Any controlled substance prohibited by law

These rules apply to any student who is a member of a Gretna Middle School athletic team. These rules become effective with the first day of team practice for each respective sport. These rules remain in effect until the completion of the last team contest for a respective sport and/or until the final individual has finished competing for his/her respective teams.

A violation of the following rules will result in a suspension from all contests for the remainder of the season, or 42 calendar days, whichever shall occur first. The suspension begins at such time as a student is judged by the Activities Director or Principal to have violated the rule, and continues from that date. A student may continue to practice if the coach desires. At the conclusion of the 6-week suspension, the student may be reinstated provided s/he has met any and all additionally agreed upon conditions during that period.

Proof of violation shall be defined as follows:

1. Admission of a violation of rules to a coach or Gretna School Administrator.
2. Being observed in violation of Gretna training rules by any certified Gretna School employee.
3. Being observed or cited by a law enforcement officer.

PRE-PRACTICE REQUIREMENTS

All athletes must meet the following requirements before they begin practice:

1. Return a completed physical form to the middle school office-Parent and athlete signatures are required on the front and insurance carrier information, including policy number, are required on the back as proof that athlete is covered by medical insurance.
2. Parent and athlete must return a signed Handbook Receipt form to the middle school office.

INSURANCE

The Gretna Athletic Department provides no insurance coverage. It is the responsibility of the parents to provide adequate insurance to cover any medical expenses which may be incurred while the student is participating in athletics. The school does offer supplemental student accident insurance and forms can be obtained from the activities director. Student athletes must have insurance to participate.

STARTING TIME FOR PRACTICE - ATTENDANCE AT PRACTICE

All starting times of practices will be designated by the individual coach and activities director. All athletes are expected to be on the field or court at the time set by the coach. Under normal conditions, all athletes will be required to report to practice dressed. A team member is not allowed to practice if s/he is not in attendance a full day of school. A full day consists of all periods. A school sponsored activity is an exception as are doctor and dental appointments, along with other reasons approved by the administration.

If an athlete is unable to attend, s/he must contact the coach before the practice begins. Each coach may have specific attendance requirements which will be given to each player before the season.

ACTIVITY ATTENDANCE

All students who participate in any school activity must be in regular full day attendance the day the activity is scheduled (8 periods). This applies to practice sessions as well as games, meets, band and vocal concerts, class activities, etc. An exception may be made if a student shows verification of having a doctor's appointment or has permission in advance from the administration for an absence.

PHYSICALS AND PARENT CONSENT/PRE-PRACTICE REQUIREMENTS

Every athlete must have a physical and parent consent form on file. Additionally, students must have attended a meeting explaining rules and providing information pertaining to the inherent risks of participation in athletics before beginning practice for a sport. Notice the signatures which must be obtained before the card is complete. An athlete cannot suit up for practice without having a complete card on file with the activities director.

CONTACTING COACHES

Parents are asked not to approach coaches with concerns (other than health related) about their children before, during, or after games. If a parent/player has concerns, the player needs to discuss these concerns with the coach first. If the issue is not resolved, the parents may contact the coach during regular school hours or set up a meeting with the coach through the Activities Director.

MRSA PROTECTION

Due to the threat of infection caused by MRSA and other staph infections, all athletes are required to properly launder their practice clothing and game uniforms. Any athlete that wears unwashed clothing for practice or games may be withheld from participation.

GREтна PUBLIC SCHOOL RULES

A. Any student participating in an extracurricular athletic program shall be subject to any and all rules outlined in the Gretna Middle School Parent-Student Handbook, found in the section under STUDENT DISCIPLINE. Any student who is suspended or expelled under the conditions stated in the Parent-Student Handbook, is also excluded from participation in interscholastic competition or other participation in extracurricular activities for the period that the suspension is in effect.

B. Permission to Participate: No participant shall be allowed to represent the school in athletics until there is on file with the coach and/or activities director the following two forms:

1. One completed statement from a licensed physician stating that the athlete is physically able to compete in the sport/s designated. This is a Gretna Public Schools form Physical Examination Report or its equivalent. This form is available from the coaches or from the activities director. Obligation for the physical examination is the responsibility of the parent or legal guardian. The examination must be given after May 1 of each year. This certifies that the athlete is qualified for the entire school year, May 1 through the following closing day of school, or the current school year. THE NSAA REQUIRES EACH ATHLETE TO HAVE A PHYSICAL EXAMINATION EACH YEAR. This physical shall be taken after May 1 of any given year and is good until, school is out that spring.
2. One completed statement must be signed by the student and the parent or guardian having custody of the athlete, giving their consent for the child or ward to participate in sport/s under the conditions stated on the Gretna Public School Student Participation and Parent Consent form. This request is Board of Education policy for the well being of the parents, the athlete, and the school district.
3. Student must attend a preseason meeting.
4. Must have proof that son/daughter is covered by medical insurance.

C. Due Process for Extracurricular Activities: In the case of alleged infractions of the rules and regulations set forth in or adopted under Paragraph II. A, the participant may be suspended from practices, participation in the interscholastic competition or other participation in extracurricular activities. In any case, the due process procedures adopted by the Gretna Public Schools Board of Education will be followed:

1. If an alleged infraction occurs, the coach or supervisor, athletic director (if appropriate), and the principal shall make an investigation of the alleged conduct or violation and determine if a suspension is necessary to help any participant, or to further school purposes, or to prevent interference with school purposes.
2. Before the suspension shall take effect, a participant shall be given oral or written notice of the charges against the student and an explanation of the evidence the authorities have, and an opportunity to present the student's version.
3. If, after the above, a determination is made to suspend the participant, the suspension shall take immediate effect, and the coach or supervisor shall send a written notice to the participant and the student's parents or guardians of the action taken.
4. If a participant and the student's parents or guardian are not satisfied with the determination by the coach or supervisor, a hearing may be requested before the building principal. The hearing must be delivered to the building principal within five days of receiving notice of suspension.
5. If a hearing is requested, it shall be held within ten days of the request, and a notice of the time and place of the hearing will be given to the participant and his/her parents or guardian within five days of receiving the request. The notice shall contain an outline of the alleged infraction.
6. At the hearing, as provided above, witnesses should testify, the participant will be given an

opportunity to confront and cross examine such witnesses, the participant will be allowed counsel if desired, the participant will be allowed to call witnesses and present evidence, and the participant will have the right to have a decision based solely on the evidence presented at the hearing.

7. Upon conclusion of the hearing, a written statement of findings of facts from the hearing will be compiled and a decision rendered. The statement of findings of fact and the decision will be mailed to the participant, parents, or guardian. A record of the hearing shall be kept by the school.

Nothing contained in this policy shall prevent the participant and his/her parents, guardian, or representative from discussing and settling the matter with the appropriate school personnel at any stage provided herein.

STUDENT FEES POLICY

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2015-2016 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, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings. Teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required. Students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or Consumable Items and 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 such 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.

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

(3) Extracurricular Activities-Specialized Equipment or Attire for 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 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, mouthpieces, 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 extracurricular activities for the 2015-2016 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

(6) **Transportation Costs:** Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

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

(8) **Participation in Before-and-After-School or Pre kindergarten Services:** Students are responsible for fees required for participation in before-and-after-school or pre kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) **Participation in Summer School or Night School:** Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) **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.

(11) **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:

- (a) participation in extracurricular activities and
- (b) 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.

(12) **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.

(13) **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) post secondary education costs, and (3) summer school or night school.

Appendix "1" to 2015-2016 Student Fees Policy of Gretna Public Schools—Additional Specification of Required Materials and Fees for the Middle School.

Program:	General Description of Fee or Material:
1. After School Vocal Group	1. T-shirt
2. Seventh and Eighth Grade Band	2. Polo Shirt
3. Scrapbook, Knitting, Sewing Clubs	3. Supplies to complete projects by individuals on a make-it and take-it basis.

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

- 1. \$10.00
- 2. \$15.00
- 3. \$25.00 (Anticipated Maximum Cost)

AFFIRMATIVE ACTION

I. Elimination of Discrimination

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

II. Preventing Harassment and Discrimination of Employees and/or Students

A. Purpose: Gretna Public Schools is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, the Gretna Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the workplace and educational environment. For purposes of this policy, discrimination or harassment based on, for example, a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment exists when:

(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation promotion, or retention)

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc. Sexual harassment may also exist when such conduct by another person unreasonably interferes with an employee's work performance, or creates an intimidating, hostile or offensive workplace, classroom or educational environment. An employer may also be held responsible for continuing harassment of employees or students by non-employees in the workplace, classroom or educational environment if the problem is reported to a supervisor or manager and no corrective action is taken.

B. Procedures:

1. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, 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 is encouraged to go to the next level of supervision.

2. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Gretna Public Schools. If a satisfactory

arrangement cannot be obtained through the Superintendent of Gretna Public Schools, the complaint may be processed to the Board of Education.

3. The supervisor, teacher or the Superintendent of Gretna Public Schools for complaints which are brought to and reach the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student who alleges a violation of this policy.

III. Notice of Designation of Coordinator

Gretna Public Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Dr. Kevin Riley (11717 S 216 St., Gretna, Nebraska, 68028 telephone (402) 332-3265) has been designated to coordinate Gretna Public Schools' compliance with the non-discrimination 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 non-compliance by the Gretna Public Schools with such Acts or other laws should be communicated to Dr. Kevin Riley.

IV. Notice of Nondiscrimination

Gretna Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, marital status or age in admission or access to, or treatment of employment in its programs and activities. If you feel you have been discriminated against, or have inquiries regarding grievance activities, or compliance with Title IX, Title VI, or Section 504, contact Dr. Kevin Riley (11717 S. 216 St., Gretna, Nebraska 68028 telephone (402)332-3265).

ADDRESSES

Ashland

Address: 1842 Furnas St., Ashland

Phone Number: 402-944-2114

From Gretna: Travel on US-6/NE-31 S (2.2 mi.). Turn RIGHT onto US-6 S. (7.4 mi.). Turn RIGHT onto NE-66 (.9 mi.). Turn LEFT onto FURNAS St. (.3 mi.). Estimated Time: 16 minutes. Estimated Distance: 11.07 miles.

Bennington Jr/Sr High School

16610 Bennington Rd., Bennington, NE 68007

Phone: 402-238-2447

From Gretna: Travel on US-6/NE-31 N (16.5 mi.). Turn RIGHT onto Bennington Rd (3.1 mi.) to school on LEFT.

Blair High School

Address: 440 N. 10th Street, Blair

Phone Number: 402-426-4941

From Gretna: Travel on US-6 E/NE-31 N. Continue to follow NE-31 N (22.8 mi.). Turn RIGHT onto US-30 N. Pass through 1 roundabout (8.7 mi.). Turn LEFT onto N 10th St.

(.3 mi.). Turn RIGHT onto JACKSON St. (.5 mi.). Estimated Time: 46 minutes. Estimated Distance 32.07 miles.

Gerald Otte Blair Middle School

Address: 555 Jackson St.

Phone Number: 402-426-3678

Elkhorn Middle School

Address: 3200 N. 207th Plz., Elkhorn

Phone Number: 402-289-2428

From Gretna: Travel North on US-6 E/NE-31 N. Continue to follow NE-31 N (10.9 mi.). Turn LEFT onto CORBY St. (.1 mi.). Turn RIGHT onto N. 205th St. (.1 mi.). Turn LEFT onto GLENN St. (.2 mi.). Estimated

Time: 18 minutes. Estimated Distance: 11.61 miles.

Elkhorn Ridge Middle School

Address: 17880 Marcy Street, Omaha

Phone Number: 402-289-0362

From Gretna: Travel North on US-6 E/NE-31 N (7.4 mi.). Merge onto W Center Rd/US-275 E/NE-92 E toward South Omaha (2.0). Turn LEFT onto S 180th St. (1.2 mi.). Turn RIGHT onto MARCY St. (.1 mi.).

Estimated Time: 16 minutes. Estimated Distance: 11.03 miles.

Elkhorn Valley View Middle School

Address: 1313 South 208 Street, Elkhorn, NE 68022

Phone: 402-289-0362

From Gretna: Travel North on US-6 E/NE-31 N (7.1 mi.). Turn LEFT onto Pacific St. (.3 mi.). Turn LEFT onto 208th St. (.2 mi.) Destination will be on the LEFT

Nebraska City High School

Address: 141 Steinhart Park Rd., Nebraska City, NE 68410

Phone: 402-873-3360

Nebraska City Middle School

Address: 909 1st Corso, Nebraska City, NE 68410

Phone: 402-873-5591

From Gretna: Travel East on Hwy 370 to US-75 S. Take US-75 S to Co Rd 6/US-75 BUS S/G Rd. Turn left onto Central Ave. Take the 1st right onto S 10th St. Take the 1st left onto 1st Corso. School will be on the right.

Norris (Firth, NE NOT Omaha, NE)

Address: 25211 S 68 St., Firth

Phone: 402-791-0010

From Gretna: Travel on US-6 S/NE-31 S. Continue to follow NE-31 S (2.4 mi.). Merge onto I-80 W (35.4 mi.). Take the US-77 S exit, EXIT 397, toward BEATRICE (.5 mi.). Merge onto HOMESTEAD EXPY/SALT VALLEY RDWY/US-77 S (.2 mi.). Stay STRAIGHT to go onto HOMESTEAD EXPY/SALT VALLEY RDWAY/US-77S. Continue to follow HOMESTEAD EXPY/US-77 S (13.8 mi.). Turn SLIGHT LEFT (.1 mi.). Turn LEFT onto HICKMAN RD/NE-55G SPUR (4.0 mi.). Turn RIGHT onto S CHESTNUT ST/S 68th St. Continue to follow S 68th St. (4.2 mi.). Estimated Time: 1 hour. Estimated Distance: 60.85 miles.

Platteview Central Jr. High

Address: 14801 S 108 St., Springfield

Phone Number: 402-339-5052

From Gretna: Travel on US-6E/NE-31 N (1.4 mi.). Turn RIGHT onto NE-370. Continue to follow NE-370 E (5.0 mi.). Take the NE-50/144th St. ramp (.3 mi.). Turn RIGHT onto NE-50 S/S 144th St. (4.0 mi.). Turn LEFT onto PLATTEVIEW RD (3.0 mi.). Turn LEFT onto S 108th St. (.2 mi.). Estimated Time: 20 minutes. Estimated Distance: 14.09 miles.

Plattsmouth Middle School

Address: 1724 8th Ave., Plattsmouth

Phone Number: 402-296-3174

From Gretna: Travel on US-6/NE-31 N (1.4 mi.). Turn RIGHT onto NE-370 E. Continue to follow NE-370 E (15.9 mi.). Merge onto US-75 S. (9.9 mi.). Turn LEFT onto US-34 (.1 mi.). Turn LEFT onto 8th Ave (.3 mi.). Estimated Time: 37 minutes. Estimated Distance: 27.93 miles.

Plattsmouth High School

Address: 1916 E Hwy. 34, Plattsmouth

Phone Number: 402-296-3322

From Gretna: Travel on US-6/NE-31 N (1.4 mi.). Turn RIGHT onto NE-370 E. Continue to follow NE-370 E (15.9 mi.). Merge onto US-75 S. (9.9 mi.). Turn LEFT onto US-34 (.1 mi.). Estimated Time: 37 minutes. Estimated Distance: 27.79 miles.

Syracuse

Address: 1500 Education Dr., Syracuse

Phone Number: 402-269-2381

From Gretna: Travel on US-6 S/NE-31 S. Continue to follow NE-31 S (2.4 mi.). Merge onto I-80 W (22.6 mi.). Take the US-6 exit, EXIT 409, toward WAVERLY/EAST LINCOLN (.6 mi.). Turn RIGHT onto US-6 E (1.4 mi.). Turn RIGHT onto AMBERLY RD (.4 mi.). Turn RIGHT onto N 148th St. (13.5 mi.). Turn LEFT onto ROKEBY RD/NE-2 E. Continue to follow NE-2 E (18.9 mi.). Take the NE-50 ramp toward SYRACUSE (.2 mi.). Turn RIGHT onto NE-50 (.6 mi.). Turn RIGHT onto 11th St. (.1 mi.). Turn RIGHT onto LOCUST ST (.1 mi.). LOCUST ST becomes EDUCATION DR (.2 mi.). Estimated Time: 1 hour 3 minutes. Estimated Distance: 61.99 miles.

Waverly Middle School

Address: 13801 Amberly Rd., Waverly

Phone Number: 402-786-2348

From Gretna: Travel on US-6 S/NE-31 S. Continue to follow NE-31 S (2.4 mi.). Merge onto I-80 W (22.6 mi.). Take the US-6 exit, EXIT 409, toward WAVERLY/EAST LINCOLN (.6 mi.). Turn RIGHT onto US-6 E (1.4 mi.). Turn RIGHT onto AMBERLY RD (.4 mi.). Estimated Time: 26 minutes. Estimated Distance: 27.78 miles.

Waverly High School

Address: 13401 Amberly Rd., Waverly

Phone Number: 402-786-2765

Travel on US-6 S/NE-31 S. Continue to follow NE-31 S (2.4 mi.). Merge onto I-80 W (22.6 mi.). Take the US-6 exit, EXIT 409, toward WAVERLY/EAST LINCOLN (.6 mi.). Turn RIGHT onto US-6 E (1.4 mi.). Turn RIGHT onto AMBERLY RD (.4 mi.). Estimated Time: 26 minutes. Estimated Distance: 27.49 miles.

SPECTATOR CODE OF SPORTSMANSHIP BEHAVIOR, ETHICS, AND INTEGRITY

- Keep cheers positive.
- Avoid actions that offend visiting teams or individual players.
- Show appreciation of good play by both teams.
- Learn the rules of the game in order to be a better informed spectator.
- Treat all visiting teams in a manner in which you would expect your team to be treated.
- Accept the judgment of coaches and officials.
- Encourage other spectators to participate in the spirit of good sportsmanship.
- Obey the instructions of school employees and officials supervising the activity.