



GMS



August 18, 2016

Dear Parents and Students:

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

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

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

Sincerely,

Mr. Harvey W. Birky
Principal

Ms. Stacey Deterding
Assistant Principal

Mr. Mike Sortino
Assistant Principal/
Activities Director

Mr. Matt Bruggeman
Assistant Principal

PARENT-STUDENT HANDBOOK

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SCHOOL CALENDAR 2016 - 2017

August 18	First Day of School
September 5	Labor Day - No School
September 6	Teacher In-service No School
October 20	End of First Quarter
October 21	Teacher In-service No School
November 4	Teacher In-service No School
November 24-25	Thanksgiving No School
December 22	End of First Semester
December 23	Winter Break Begins
January 5	Classes Resume
January 16	No School - Martin Luther King, Jr. Day
February 20	No School - Presidents' Day
March 10	End of Third Quarter
March 24	No School
April 13	Spring Break Begins
April 19	Classes Resume
May 26	Last Day of School

GRETNA MIDDLE SCHOOL BELL SCHEDULES

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

SCHEDULE 1 Regular Day

8:10 - 8:19	Homeroom
8:22 - 9:05	Period 1
9:08 - 9:51	Period 2
9:54 - 10:37	Period 3
10:40 - 11:23	Period 4
11:23 - 12:49	Period 5 /Lunch
12:52 - 1:35	Period 6
1:38 - 2:21	Period 7
2:24 - 3:10	Period 8 & Announcements

SCHEDULE 2 Double Homeroom Day

8:10 - 8:19	Homeroom
8:22 - 9:03	Period 1
9:06 - 9:47	Period 2
9:50 - 10:31	Period 3
10:34 - 11:15	Period 4
11:18 - 12:45	Period 5 /Lunch
12:48 - 1:29	Period 6
1:32 - 2:13	Period 7
2:16 - 2:57	Period 8
3:00 - 3:10	Homeroom & Announcements

STUDENT REGULATIONS

1. 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 Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent. The

superintendent shall immediately cause an investigation into any such report to be made. The superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the superintendent believes there is a violation of the compulsory attendance law. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Excessive Absenteeism" policies.

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.

Legal Reference: Neb. Rev. Stat. "79-201 and 79-209; Neb Rev. Stat. 79-527

Date of Adoption: June 23, 2014

B. **Class Skip.**

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

B. **School Activity Policy.**

1. School Activity Participation. All students who participate in any school activity must be in regular full day attendance the day the activity is scheduled. This applies to practice sessions as well as games, meets, etc. An exception may be made if a student shows verification of having a doctor's appointment or has prior permission from the administration.

2. School Activity Attendance Policy. A student is prohibited from attending a school sponsored activity if he/she has missed a full day of attendance for illness or an unexcused absence. A full day consists of all eight periods.

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

2. STUDENT DISCIPLINE

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

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

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

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

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

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

2.4 Snowballs

- 2.41 Throwing snowballs is prohibited.

2.5 School Vandalism:

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

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

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

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

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

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

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

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

2.7 Smoking or Chewing Tobacco

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

- Definition of smoking: Smoking consists of being seen holding a lit or unlit cigarette, vapor or alternative nicotine product or being seen throwing a cigarette, vapor or other alternative nicotine product away or being seen with smoke coming out of the nose or mouth or admitting to having smoked on the campus.
- 2.7-2 Policy relating to Violations
- 2.7-2.1 The first offense may result in suspension from all classes from one to five school days and a parent/guardian conference before reinstatement.
- 2.7-2.2 The second offense may result in a long term suspension or expulsion and a parent/ guardian conference before reinstatement.
- 2.7-2.3 The third offense and each subsequent offense may result in a recommendation for expulsion for the remainder of the semester. Sanctions may vary regardless of the number of offenses if the circumstances warrant a more severe sanction for a given offense.

2.8 Alcohol - Drugs

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

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

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

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

2.9 Suspension and Expulsion: The superintendent or a principal may suspend a student from school for a period not to exceed five (5) school days. The superintendent or principal may recommend that a student be suspended or expelled for a longer period.

2.9-1 Definitions of suspensions and expulsions:

- 2.9-1.1 Student offense where: students who are involved in any offense on school grounds, at school, or at a school activity off school grounds may be suspended or expelled from school.
- 2.9-1.2 Short term suspension: Short term suspension shall mean exclusion of a student from attendance in all schools, classes, activities, and the grounds within the system for a period of up to and including five school days. In-house suspension shall

be included as possible consequence for short term or long term suspension. The student may be placed in a room by himself/herself for the school day.

- 2.9-1.3 Long term suspension: Long term suspension shall mean the exclusion of a student from attendance in all schools, classes, activities, and grounds within the system for a period exceeding five school days, but less than twenty school days.

- 2.9-1.4 Expulsion: Expulsion shall mean exclusion from attendance in all schools within the system as herein after defined.

- 2.9-1.5 Mandatory Reassignment: Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.

- 2.9-2 Expulsion shall mean exclusion from attendance in all schools 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 law, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

- 2.9-2.1 Summer Review: Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year.

The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year.

If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the superintendent.

- 2.9-2.2 Enforcement Suspension: Enforcement of an expulsion action may be suspended (i.e. "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student

to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the director of student services or his/her administrative assistant, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by the director of student services or his/her designee.

· 2.9-2.3 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, Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the director of student services or 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 director of student services or 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 shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, 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.

· 2.9-3 The following actions may constitute grounds for short term suspension, long term suspension, expulsion, or other disciplinary action:

1. Student use of violence, force, coercion, threat, intimidation, bullying, or similar conduct that interferes with school purpose.
2. Student causing or attempting to cause damage to private or school property.
3. Student stealing or attempting to steal private or school property.
4. Student threatening or intimidating any student to obtain money or anything of value.
5. Student causing or attempting to cause personal injury to a school employee, volunteer, or student.
6. Student knowingly possessing, handling, or transmitting any object or material considered a weapon.
7. Student being under the influence, engaging in unlawful possession, selling, dispensing, or use of a controlled substance, imitation controlled substance, drug paraphernalia, or alcoholic beverage.

8. Insubordination is the failure on the part of the student to perform an adult authority's reasonable request. Insubordination is not allowed.
9. Public indecency as defined in section 28-806 of Reissue Revised Statutes of Nebraska, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
10. Student repeated violation of any school rules.
11. Student engages in any other activity for which suspension or expulsion is permitted by law, prohibited by school rule, or which results in a substantial interference with school purposes.
12. Nebraska State Law: Any student who acts in violation of any of the laws of the State of Nebraska while in attendance at school or a school activity may face suspension or expulsion or serious disciplinary action and/or legal prosecution.
 - 2.9-4 In addition, a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 - 2.9-5 In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:
 - (1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - (2) the knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm 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 may remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.
 - 2.9-6 Any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school-owned vehicle being used for a school purpose, or at a school sponsored activity or athletic event, shall be expelled from school for a period of not less than one year. The superintendent may modify such one year expulsion requirement on a case-by-case basis.

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

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

2.12 Detention and Zeros Aren't Permitted

· 2.12-1 Detention period is a time when the student is assigned to stay before or after school, or another arranged time, for any infractions of accepted student behavior. Detention time is set at the discretion of the teacher or principal. If a student who rides a bus home is detained after school, the teacher must see that s/he has transportation home or give the student 24 hours notice so that s/he will have a chance to arrange transportation. **Detentions may be documented with a GMS detention form, or an email or phone call to the parent.** Students who are involved with activities after school may be required to serve their detention first. Such participation is at the discretion of the teacher or the principal. If a student is requested to remain after school or come in before school and does not do so, s/he may then be kept in for two (2) detentions instead of one. Continued neglect by the student may result in a short term suspension or further consequences.

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

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

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

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

· 2.13-1 Students are to bring sufficient work to study hall/team study. Failure to do so may result in the student serving a detention.

· 2.13-2 Students will be in their assigned seats when the tardy bell rings.

- 2.13-3 Students will talk to another student by permission only as long as it pertains to school work.
- 2.13-4 Any student who checks out of study hall/team study to another area must check back in before the end of the period with a signed pass.
- 2.13-5 In the event of an emergency, students may use the office phone, one at a time, for a reasonable amount of time.
- 2.13-6 Students will be allowed to go to the office, the counselor, or other assigned areas only if they have prior permission and a pass.
- 2.13-7 In the event of an emergency, students are allowed to use the restroom one at a time. Students will be issued a pass to use the restroom.

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

2.15 Bus Rules:

- 2.15-1 No student shall stand when the bus is moving.
- 2.15-2 Students shall not exchange seats when the bus is moving.
- 2.15-3 Students shall not extend their hands, heads, or objects from the bus when it is moving.
- 2.15-4 Student noise shall be kept to a minimum. (This includes screaming and loud singing.)
- 2.15-5 Students shall be quiet at all railroad crossings.
- 2.15-6 Anything a student brings on the bus should be taken off by that student. (Sponsors should check the bus for litter at the end of each trip.)
- 2.15-7 Students should respect all employees and fellow students of the district and may be punished by the principal for their use of profanity, disrespectful actions, or improper behavior. Students are financially responsible for all damages and/or vandalism.
- 2.15-8 Food and beverages may not be allowed on the bus.
- 2.15-9 Each student must have his/her bus pass in his/her possession each time s/he rides the school bus. Each student must ride his/her assigned bus and must get on and get off the bus at his/her designated location.

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

2.17 Electronic Pagers/Beepers: Electronic devices/paging devices/beepers/phones/ipods/mp3 players not related to school purposes are prohibited and may be confiscated.

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

3. STUDENT RIGHTS

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

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

- A. If 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. If the emergency exclusion is five school days or shorter, the procedures of 3.1-3 of this policy shall first apply. If the emergency exclusion is to be longer than five school days, the law and procedures of 3.1-2 of this policy shall apply.

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

- A. On the date of the decision a written charge and summary of the evidence supporting such charge shall be filed with the superintendent.

- B. Within five school days of the above decision, a written notice shall be sent by certified or registered mail by the superintendent or his designee to the student and the student's parents or guardian, informing them of the rights of the student, including the following:

- 1. Rule or standard of conduct allegedly violated.

- 2. A summary of the evidence against the student.

- 3. The penalty recommended by the principal and any other penalty to which the student may be subject.

- 4. The student's right to a hearing upon request and a statement that before long-term suspension, expulsion, or mandatory reassignment may go into effect, the student has a right to a hearing, upon request, on the specific charges.

- 5. Hearing procedures and a statement of rights of the student to examine records, have an attorney or other representative present, and to know the identity of the witnesses who will appear and the substance of their testimony.

6. A form on which a hearing may be requested or waived.

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

D. A hearing shall be requested within five school days of a receipt of 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/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 charges against him/her and an explanation of the evidence the authorities have, and an opportunity to present his/her version. The student may continue to attend for credit if the following exceptions exist: a medical waiver on file at the school, signed by a medical doctor, and family emergencies approved by the principal.

C. The principal shall send a written statement to the student and the student's parents/guardian, describing the student's violation of the rules.

D. The principal shall make a reasonable effort to hold a conference with the parent/guardian at or before the time a student returns to school.

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.
2. Parents/Guardians of students under eighteen years of age.
3. Eligible students are students or former students eighteen years of age or older or enrolled in a post-secondary educational institution.
4. School district personnel responsible for working with students or student records.

Student records information will not be released to individuals, agencies, or institutions unless the request for the release of such information is accompanied by:

1. A written consent from the student, parent/guardians of a student under 18 years of age or an eligible student with a copy of the records to be released provided to the student, parent/guardians of a student under 18 years of age, or the eligible student if requested, or
2. Pursuant to judicial order or a lawfully issued subpoena, with a student, parent/guardians of a student under 18 years of age or an eligible student being notified in advance of compliance; provided such notification does not violate the terms of the judicial order or subpoena.

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 eighteen years of age or eligible students shall have an opportunity for a hearing to challenge the content of the student's records.

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

1. Hearing shall be conducted within five school days from receipt of the request for a formal hearing.
2. A school official who does not have a direct interest in the outcome of the hearing shall conduct the hearing and render a decision.
3. Parents/guardians of a student under 18 years of age or an eligible student shall be afforded a full and fair opportunity to present evidence.
4. The decision will be rendered in writing, in certified mail, within five school days after the hearing.

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 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.

4. SCHOOL ACTIVITIES

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

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

4.3 Admission Prices:

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

STUDENT COUNCIL

Eligibility Requirements for Student Council members:

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

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

The purposes of Student Council are as follows:

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

5. STUDENT ACADEMICS, GUIDANCE, AND COUNSELING SERVICES

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

5.2 Mid-quarter Reports: Alternative forms of grade update reports are important to home-school communication. All students and parents will have access to mid-quarter

grade updates. Parents may access their child's grades through the Online Gradebook. Login and password information is distributed through the middle school office.

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

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

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

- 5.5-1 *Personal Counseling:* Personal and group counseling are provided on a voluntary basis at student and/or parent request. All personal counseling is kept confidential. Contact the counselor if you wish to utilize this service.

- 5.5-2 *Career Education and Career Counseling:* The Gretna Public Schools provide a career education program for all students. This program is designed to assist students in decision making, personal growth, increasing awareness of occupational choices, and in making academic plans.

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

Grading Scale

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

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

5.8 Honor Roll, Merit Roll, Perfect Attendance, and Brought Up Grades: The principal's office will maintain lists of students who meet the Honor Roll and Merit Roll criteria. To qualify for Honor Roll, a student must have a mark point average of 3.50 to 4.00, on a 4.00 scale. A student who earns a 3.00 to 3.49 average shall qualify for Merit Roll. Perfect Attendance is designated as being in school eight periods of every day for the quarter. Brought Up Grades is given in quarters two, three and four for students raising their grade point average over the previous quarter. Certificates are given for all of these awards.

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

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

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

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

6. SAFETY AND HEALTH REGULATIONS

6.1 Evacuation and Shelter in Place Drill Information: Evacuation and shelter drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and reports to the appropriate areas by the prescribed route as quickly and quietly as possible. Teachers in each classroom will give the students instructions and stay with their groups.

6.2 Illness during school: If a student becomes ill in school, the student SHALL REPORT to the nurse and it may be the nurse's and/or an administrator's decision to determine what should be done. IN ANY CASE, A STUDENT MUST NOT LEAVE THE BUILDING

WITHOUT PRIOR APPROVAL FROM THE OFFICE STAFF. Upon approval, the student may be "signed out" by the administration or designee.

*If ill, the student should not stay in the restroom or any other area. Students are expected to report to the office immediately. The office or the nurse, not the student, will contact the parents before a student is sent home in the event of an illness.

*Students who go home because they are ill without prior approval from the administration may be considered truant.

6.3 Health Regulations Policy:

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

General Goals of Health Services

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

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

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

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

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

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

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

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

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

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

CHILD ABUSE - To comply with current Nebraska Statute, Article 15, Abuse of Minor Children, Incompetent or Disabled Persons, Sections 28-1501 to 28-1508, any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report or cause a report to be made on any suspected case.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (a) placed in a situation that may endanger his life or physical or mental health, (b) tortured, cruelly confined, or cruelly punished, (c) deprived of necessary food, clothing, shelter or care, (d) left unattended in a motor vehicle, if such a child is six years of age or younger, or (e) sexually abused. (Section 28-1501) Section 1507 provided immunity from liability to those reporting or investigating child abuse.

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

CONCUSSION INFORMATION

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.

7. GENERAL INFORMATION

7.1 School Hours - The school building is to be used as a place for study and work by the students. Because of this philosophy, the school building will be opened at 7:45 A.M. Students wishing to use the library or computer lab or to work with a teacher before 8:03 A.M., may do so by checking in with the teacher on duty. Students should not be in the building after 4:15 P.M. unless they are under the supervision of an instructor or sponsor.

7.2 Student Agendas - Student Agendas are provided at the start of the school year to each student. These agendas contain monthly calendars, daily assignment logs, student pass sheets, and a variety of other school related materials. All students must have their agenda with them at all times for the purpose of recording written assignments and student passes. The cost of replacing a lost agenda is \$5.00 per agenda.

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

7.4 Visitors - Because of the size of our enrollment, students are encouraged NOT to bring visitors to school. ANY EXCEPTIONS TO THE RULE SHALL BE APPROVED BY THE PRINCIPAL AT LEAST ONE DAY IN ADVANCE. If approval is given, a visitor's pass shall be obtained from the office.

7.5 Closed Campus - Gretna Middle School operates under a closed campus rule. Students will not be permitted to leave the school after arriving in the morning until classes dismiss at 3:10 P.M. unless permission to do so is obtained from the student's parent/guardian and the Principal's office. If a student is given permission to leave the building, s/he must sign out at the office before leaving.

7.6 Student Phone Use Policy:

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

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

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

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

7.10 Student Dress and Personal Appearance - 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.

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

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

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

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

7.14 Social Events - Gretna Middle School dances are sponsored for the benefit of Gretna Middle School students. Dances will be held after school from 3:30 to 5:30 P.M. The dances are for students in grades 7-8 unless otherwise sanctioned by the building principal. Any student leaving the dance for any reason before the dance is over will not be readmitted. Grade 6 will have an activities night rather than a dance.

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

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

7.17 Notice Concerning Staff Qualifications - Federal law gives parents the right to get information about the professional qualifications of their child's classroom teachers.

Upon request, Gretna Public Schools will give parents the following information about their child's classroom teachers:

- (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.

7.18 General Information - Unless a student has made prior arrangements with a teacher, coach, or administrator, there should be no expectation of student supervision before 7:45 AM or after 4:15 PM.

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

A. General Guidelines

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

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

B. Student Organization Fundraising

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

8. 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 media, 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. 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 employees, students, 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 or programs.
- 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.

Legal Reference: Children's Internet Protection Act, 47 USC § 254

FCC Order adopted August 10, 2011

47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: May, 2012

9. AFFIRMATIVE ACTION AND PUBLIC NOTIFICATIONS

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.

4. 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's 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 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 South 216th Street, 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).

10. 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.

10.1 Guidelines for Non-specialized Attire Required for Specified Courses and Activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the

students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

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

10.2 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.

10.3 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 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.

10.4 Extracurricular Activities-Fees for Participation

Any fees for participation in extra-curricular activities for the 2016-2017 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

10.5 Postsecondary Education Costs

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

10.6 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.

10.7 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.

10.8 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.

10.9 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.

10.10 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.

USDA Nondiscrimination Statement

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

10.11 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: (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.

10.12 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.

10.13 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) postsecondary education costs, and (3) summer school or night school.

**Appendix "1" to 2016-2017 Student Fees Policy of Gretna Public Schools
Specification of Required Materials and Fees for the
Middle School Program**

1. Before/After School Vocal Group
2. Seventh and Eighth Grade Band
3. Scrapbook Club, Sewing Club, Knitting Club
4. Eighth Grade Technology Classes (Elective)
5. Eighth Grade Art Classes (Elective)
6. Eighth Grade Family and Consumer Science Classes (Elective)

General Description of Fee or Material:

1. T-shirt
2. Polo Shirt
3. Supplies needed to make and take projects.
4. Technology I. and III. --There is a fee for these classes that covers the cost of the materials used for take-home projects. No fee is assessed if the student does not keep the projects as personal property.
5. Art 8—There is a fee for the class that covers the entire cost of the materials used for all of the take-home projects. No fee is assessed if the student does not choose to keep the projects as personal property.
6. Supplies needed for FCS 8th grade electives classes.

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

1. \$15.00
2. \$20.00
3. \$25.00 (Anticipated Maximum Cost)
4. The estimated costs of materials for all projects for Technology I. is \$21.00 and Technology III. is \$30.00; however, final cost is dependent on materials and projects selected by the student.
5. The costs of materials for all projects for Art Mania is \$10.00, Fiber is \$10.00, Print is \$10.00, 3-D Creations is \$20.00. Advanced 3-D is \$20.00 and Design and Draw is \$10.00.
6. FCS 8th Grade Fees

Foods for Life	\$10.00
Measure, Mix & Bake	\$10.00
Sewing Skills	\$15.00 - \$25.00