

2016-2017
Palisades Elementary
Parent-Student
Handbook



Character Counts at
Palisades Elementary!

Trustworthiness

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

PALISADES ELEMENTARY STUDENT HANDBOOK

TABLE OF CONTENTS

Gretna Public Schools Mission	5
Principal Greeting	6
Staff List	7
Administrative Staff	8
Board of Education	8
Appointments and Quick Answers	9
Arrival/Dismissal Procedures	9
Attendance	9
Birthdays	10
Cafeteria	10
Charitable Giving Campaigns	11
Dress Code	12
Emergency School Closings	12
Field Trips	12
Fundraising	13
Grading and Evaluation	13
Health Guidelines	13
Homework	14
Lost and Found	15
Make-Up Work	15
Parent Teacher Organization	15
Parties	15
Pets	15
Publications	16
Recess/Weather Related Plans	16
Safety/Security	16

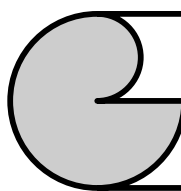
School Hours	16
Special Education	17
Special Programs	17
Student Counseling Services	17
Student Placement	18
Visitations	18
Volunteers	18
Palisades Elementary Student Conduct Code and Rules	19
Bus Rules	19
Playground Rules	19
Affirmative Action	20
Notice of Designation of Coordinator	21
Child Abuse	21
Notice Concerning Staff Qualifications	22
Notice Concerning Disclosure of Student Recruiting Information	22
Student Allergy Policy	22
Student Attendance Policy	24
Student Concussion Policy	28
Student Discipline	29
Student Fees Policy	34
Student Rights	37
Technology	40



Gretna Public Schools Mission Statement

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

Goals

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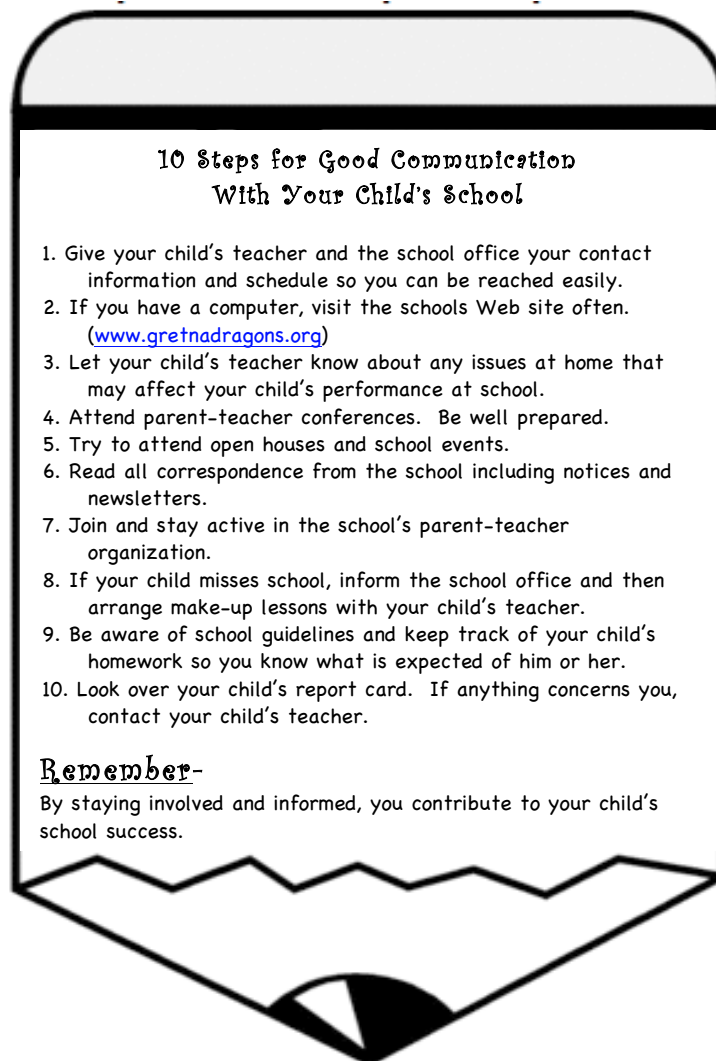
Dear Parents and Students,

I want to officially welcome all of you to the 2016-2017 school year! I am privileged to have the opportunity to return as your Principal and I feel honored to work with our highly qualified and dedicated staff, our wonderful students and all the supportive parents. The elementary years are critical times of development for students and families and I look forward in working with all of you to make this school year successful.

As we start another school year at Palisades Elementary, let us enter with high expectations and pride, for this fabulous building is an outward expression of this community's support for its children and their future. Our building will serve students in grades Preschool through Fifth. As an elementary school, we have the very important job of providing the foundation upon which students can build future academic successes. It takes all of us, working together, to develop capable and responsible lifelong learners. This booklet will provide information to acquaint you with the rules and programs of our school.

Together let us make this a great year of learning and growing for every student!

Salli Hajek
Principal



PALISADES ELEMENTARY SCHOOL STAFF

Instructional Staff

Molly Harris	Kindergarten
Angela Kraegel	Kindergarten
Danielle Larson	Kindergarten
Samantha Rolfes	Kindergarten
Laura Votta	Kindergarten
Julie Carlson	First Grade
Marcy Dorram	First Grade
Julie Hamann	First Grade
Katrina Pfanstiel	First Grade
Kirsten Troester	First Grade
Kelly Balkovec	Second Grade
Lindsay Brison	Second Grade
Tracy Hayden	Second Grade
Lindsey Markowski	Second Grade
Kristin Steinbruck	Second Grade
Mike Kinnach	Third Grade
Jackie Pedersen	Third Grade
Eva Rhoades	Third Grade
Stephanie Ridpath	Third Grade
Carrie Schnell	Third Grade
Megan Furstenau	Fourth Grade
Jill Grant	Fourth Grade
Sabrina Kinnach	Fourth Grade
Delayne Martin	Fourth Grade
Sara Scheffert	Fourth Grade
Liz Cook	Fifth Grade
Andy Drake	Fifth Grade
Jean King	Fifth Grade
Jennifer Plowcha	Fifth Grade
Wendy Stange	Fifth Grade
Rachel Warren	Preschool
Keri Craddock	Speech Pathologist
Carrie Prentice	Speech Pathologist
Tara Sestak	Speech Pathologist
Michelle Jaros	Interventionist
Stacy Bauer	Resource
Paula Burns	Resource
Julie Carter	Resource
Gina Moore	Multicategory Teacher
Joani Stange	Technology
Amanda Husing	Challenge Teacher/Technology
Beth Kibby	Read Team
Amy Mullenberg	Counselor
Dr. Paul Menousek	Psychologist
John Balcer	Choral/General Music
Kathleen Johnson	Art Education
Michael Pajeda	Physical Education
Kelly Dibelka	Media Specialist

Support Staff

Sandy Allen	Custodian
Edna Giske	Custodian
Jeff Hogle	Custodian
Kathy Beyer	Kitchen
Sue Maire	Kitchen
Maureen Neuman	Kitchen
Joan Reinhardt	Kitchen
Colleen Hanson	Nurse
Julie Prokupek	Media Para
Mary Jo Coufal	Para Educator
Amy Edwards	Para Educator
Jennifer Fiala	Para Educator
Grace Johnson	Para Educator
Julie Kraaz	Para Educator
Tina Kudrna	Para Educator
Tiffany Lerch	Para Educator
Tami Nelson	Para Educator
Leann Otto	Para Educator
Toni Pemberton	Para Educator
Julie Regan	Para Educator
Kari Remm	Para Educator
Katie Robson	Para Educator
Katie Staab	Para Educator
Jody Stalker	Para Educator
Maddie Wells	Para Educator
Terri Wolk	Para Educator
Karleen Muhle	Lunch/Office
Heather Scheiding	Secretary
Patty Schriever	Secretary

Building Administrative

Salli Wells	Principal
Wendi Kistler	Assistant Principal

Gretna Public Schools

Administrative Staff

Dr. Kevin Riley	Superintendent
Dr. Richard Beran	Assistant Superintendent
Dr. Rex Anderson	Director of Curriculum
Mrs. Deb Siemers	Special Education Director
Mrs. Violet Glasshoff	Assistant for Curriculum and Special Ed.
Mr. Roger Miller	High School Principal
Mr. Todd Mueller	Assistant High School Principal
Mr. Jon Heckenlively	Assistant High School Principal
Mr. Chad Jepsen	Assistant High School Principal/A.D.
Mr. Harvey Birky	Middle School Principal
Mrs. Stacey Deterding	Assistant Middle School Principal
Mr. Mike Sortino	Assistant Middle School Principal/A.D.
Mr. Bret Basye	Thomas Elementary Principal
Ms. Salli Hajek	Palisades Elementary Principal
Mr. Travis Lightle	Gretna Elementary Principal
Ms. Ellen Ridolfi	Whitetail Creek Elementary Principal
	School Resource Officer

Board of Education

President – Dave Gulizia
Vice President - Rick Hollendieck
Secretary - Kevin Svec
Treasurer - Ron Johns
Dawn Stock
Ann Sackett

APPOINTMENTS AND QUICK ANSWERS

Appointments with the principal and parent-teacher discussions should be prearranged by telephoning the school secretaries at 402 895-2194. Parents can get quick answers about school by calling between 7:25-7:45 a.m., but for questions requiring detailed answers, please call after 9:00 a.m.

ARRIVAL / DISMISSAL PROCEDURES

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

Only buses and daycare vans will use the back loop for before school drop off and after school pick up. If a parent needs to come into school, there are parking areas in front and in back of the school. Sharing common space will require personal vehicles to occasionally wait before leaving, but inconvenience will be minimal. Again – safety is our mutual concern.

A faculty member is on crosswalk duty before school between 7:35 – 7:50 a.m. Under extreme weather conditions, this person will not be on duty, but at these infrequent times, no child should be walking to school. Please respect and follow the directions of these staff supervisors.

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

Because of supervisory concerns, students are requested not to arrive at school prior to 7:25 a.m. If an emergency situation arises and a student must come before 7:25 a.m., he or she is expected to sit quietly in the Commons Area. Depending upon their age and the weather condition, students have a variety of morning options - visit with friends in the commons, participate in walking club, or reading in the library. Students are dismissed to their classrooms at 8:00 a.m. Students are not allowed on the playground before school starts.

At 8:00 a.m., the bell rings and classes begin. Students will be counted tardy after 8:00 a.m. and should report to the office. All students are dismissed at or slightly before 3:00 p.m. All staff will follow regular pick up routines unless there is a note or phone call from the parent. **Unless there is an emergency, all students should be picked up by parents prior to 3:15 p.m.**

If you need your child/children to come to school prior to 7:25 am or picked up after 3:15 pm, please sign up for Gretna Kids Connection. Enrollment applications are available at www.gretnadragons.org. The Gretna Schools Foundation is a non-profit corporation that will operate the Kids Connection Program completely separate from the Gretna Schools.

ATTENDANCE

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

- **If your child is absent from school, please notify the Palisades Elementary School office before 7:50 a.m. (402-895-2194). If you have not notified the school secretaries by 8:30 a.m., they will call the parent/guardian at home or work.**
- If your child is tardy, he/she must report to the office for a pass before going to class.
- If it is necessary for your child to leave during school hours, please inform the appropriate teacher(s) with a note. **You must sign your child out at the office before dismissal.** Whenever possible, doctor and dentist appointments should be made at times other than school hours.
- Although vacations taken during the school year are discouraged, Gretna Schools do realize that (1) circumstances sometimes require such trips and (2) travel does have educational benefits. In order for a child to receive credit for missed work, parents should contact the teacher and school office prior to the trip so that necessary arrangements can be made.
- **If a student's absences or tardiness become excessive, the parent may be required to have a conference with the principal and teacher and/or submit a doctor's excuse.**
- Although perfect attendance is not formally recognized, regular attendance is important and is recorded on your child's quarterly report card and cumulative record. In order to calculate attendance, the school day is divided into seven, one-hour periods. Every seven periods equals one day of absence.
- Letters may be sent to notify parents/guardians once a child has accumulated 10 absences and/or tardies.
- Please refer to the Attendance Policy and Excessive Absenteeism in the back of this handbook.

BIRTHDAYS

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

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

CAFETERIA

The Gretna Public School District serves nutritious meals every school day. In order to make the lunch program more user-friendly and efficient, families pay for school lunches through a computerized program that was initiated in 2000. With this program, a lunch account has been set up for each family. Money for all the children in a family is deposited into this one account so parents may send lunch money for all children in one check to any of the school offices. **There is now an option to deposit money online. Go to gretnadragons.org for details.** Deductions will be made from the family account for hot lunch and ala carte items including milk. Each student has been assigned a four-digit number that will be keyed into the computer each time the student makes a purchase. Whenever the account balance gets low, the family is notified either by a written notice or a phone call. Whenever the family lunch account balance is \$10.00 or below, you will be notified either by phone call or email. Deposits must be made by 8:45 a.m. to be credited for that day.

If your family is experiencing financial hardships, you may qualify to participate in the federally funded free or reduced lunch program. Applications for this program are distributed at the beginning of the school year and are always available upon request. All completed applications are reviewed, and you

will be notified in writing as to your eligibility status. Please note - in order to qualify, you must file an application form annually.

If you plan to join your student for lunch, we would ask that you call ahead and make a reservation. This helps our cafeteria personnel in their preparations. We attempt to establish an atmosphere in our cafeteria that promotes healthy food choices and is in compliance with federal lunch policies; therefore, we recommend that soft drinks not be included as the beverage for those students who bring a lunch from home.

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html 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.

CHARITABLE GIVING CAMPAIGNS

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

- a. To support local community projects (such as a food, clothing, or fund drive for a specified

organization).

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

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

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

DRESS CODE

A student's clothing should be appropriate and in good taste. Weather conditions should be considered in selection of school clothes. During winter months, if a child wants to go outside for recess, long pants may be required. When wet or snowy conditions exist and yet recess is still held outside, students must wear boots if they expect to play off the paved playground. Students are allowed to wear shorts, but they must be of reasonable length. Clothing which draws undue attention to itself and interferes with the learning process should not be worn. Also, hats should not be worn in the building. Please monitor your child's outfits closely.

EMERGENCY SCHOOL CLOSINGS

Every effort will be made to follow the regular school schedule, but because of severe weather conditions or emergency reasons, it is sometimes necessary to close school. Such an announcement will come from the superintendent's office through radio station (**KFAB-1110**) and the school messaging service. We encourage parents to have preplanned arrangements for their children in the rare event that school is forced to dismiss during the day.

FIELD TRIPS

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

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

FUNDRAISING

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

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

All fundraising for student organizations and school supporting organizations must have prior administrative approval. Projects that involve door-to-door sales will not be approved for student participants.

GRADING AND EVALUATION

Our school operates on a nine-week grading period. Progress reports are sent home with students following the end of each grading period. These distribution dates are printed on the last page of this handbook. The progress report is designed to aid you in understanding your child's progress. In addition to the progress report, parent/teacher conferences are scheduled twice a year. We encourage you to participate in these days and to contact us whenever you have a question concerning your child.

HEALTH GUIDELINES

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

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

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

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

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

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

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

- **Any prescription drug sent to school personnel to dispense must be accompanied by a physician's order that gives the following information: student's name, type of medicine, dosage, and time to be administered. Written permission from the parent or guardian regarding its administration must accompany the correctly labeled prescription bottle. A nonprescription drug can only be administered with a parent or guardian's note that gives the same information and permission.**
- Any medication prescribed for once or twice a day will not be administered at school unless specifically ordered at a certain hour by your physician.
- Children who must remain indoors because of colds or who are recovering from an illness should bring a note from their parents. This note should include the specific duration of the excuse for staying indoors. **Frequent and/or lengthy excuses may necessitate a doctor's order.**
- All students shall show evidence of a physical examination by a qualified physician within six months prior to the entrance of such student into the beginner grade (kindergarten) and the seventh grade, or in the case of a transfer from out-of-state to any other grade, unless the parent or guardian of such student objects thereto in writing (NE. Statue 79-444).

HOMEWORK

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

LOST AND FOUND

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

MAKE-UP WORK

If a student is going to be absent for more than one day because of sickness, parents may call the school and request assignments. It is helpful to teachers, however, if these requests are made early in the day. Upon returning to school, the student, the teacher, and parents should work as a team to insure that all necessary work is made up. In most cases, a child will be given 3 days to make up work for each day absent, but special needs and circumstances may necessitate different guidelines.

PARENT-TEACHER ORGANIZATION

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

The PTO meets regularly September-May. Parents are welcome to attend and participate. Watch the school newsletter and/or website for dates.

2016-2017 PTO Officers

President – Kaylene Knuth

Vice President – Colleen Hanson

Secretary – Jennifer Fiala

Volunteer Coordinator – Regina Shanahan

Treasurer – Dawn Heese

Fundraising – Mindy Wood

PARTIES

Class parties for students are held on Friday, October 28, Thursday, December 22, and Friday, February 10. The school collects a recommended donation of \$5 per child at the beginning of the year. This money will be used to provide food at each of these parties. Room parents are arranged by the PTO to help plan and organize the activities for each classroom.

PETS

Any pets/animals brought into the school building must have prior approval by the classroom teacher. Many young children are afraid of dogs; therefore, we ask parents not to bring family dogs to arrival and dismissal times. If you must bring a dog along, please stand away from areas of high student traffic.

PUBLICATIONS

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

RECESS – WEATHER RELATED PLANS

Students will go outside to have outdoor recess (at least for a few minutes) unless the temperature and/or wind chill is 9 degrees or below. Long pants may be required during winter months. In cases of inclement weather recess teachers and their students will stay inside. Teachers will supervise the students.

SAFETY /SECURITY

Fire and disaster drills are scheduled regularly. Students are always expected to take these drills seriously. Also, we call upon the expertise and experience of our school resource officer whenever needed.

Gretna Schools have always operated on the philosophy that a preplanned and organized approach to potentially dangerous situations is the most prudent way to minimize and/or eliminate such situations. Thus, due to the incidents that have occurred in other schools, we have adopted the following procedures for our school.

Controlled Access Entry

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

Upon entering the building, all parents and visitors are asked to sign in at the office and prepare a visitor badge. During arrival and dismissal periods, parents may wait for their children in the front entry without following this procedure, but if one wants to go beyond this area, a visitor badge is required.

We regret any inconvenience these procedures cause. Our staff wants to be accessible, yet security is a top mutual concern.

SCHOOL HOURS

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

SPECIAL EDUCATION

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

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

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

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

SPECIAL PROGRAMS

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

STUDENT COUNSELING SERVICES

Gretna Public Schools is very proud to offer counseling services to our students and families. Today, children face a multitude of challenges to growing up healthy, happy, and contributing members of the community, and an elementary counselor can make a positive difference in a child's life. In order to

visit with our counselor, a referral must be initiated from the student, his/her parents, or a school staff member. Major responsibilities of the school counselor are listed below.

- Promoting a positive atmosphere in the school.
- Conducting classroom guidance activities for self-concept development, group cooperation, interpersonal skills, career education and other guidance topics
- Working with children individually.
- Conducting small groups in which students interact with the counselor and their peers to develop interpersonal skills and to aid in solving personal problems.
- Consulting with parents, teachers, administrators, and specialists concerning children. In order for all members of our school family to be well-informed of counseling services, the philosophy statement which guides this program is shared with you:

Gretna Public Schools view counseling and guidance as an educational/ psychological philosophy that incorporates a distinct, structural program of services to all students. The philosophy of our developmental guidance program is based on the belief that each child in our school is an individual and deserves unconditional positive regard and respect. Our guidance program focuses on the individual's potential for growth. The developmental comprehensive program of our school system reaches individual students through a reach-out approach and preventative classroom guidance classes. Responsibility and social skills are taught, not just expected. Our goal is to be an active participant in the growth and development of well-adjusted students who respect themselves and will respect the property of others. Students who are responsible, contributing members of society will know how to cope, manage, and adapt as problems come their way.

STUDENT PLACEMENT

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

VISITATIONS

Parents and grandparents are invited to observe our classes and can make arrangements for visits through their child's homeroom teacher or the office. In order to maintain an effective learning environment, however, our students are not allowed to bring peer/age friends and relatives to school for visits. If cleared through the office though, it can sometimes be arranged for these younger guests to join us for lunch and the noon recess period. We appreciate parental cooperation and understanding of this policy.

VOLUNTEERS

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

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

STUDENT CONDUCT CODE AND RULES

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

GENERAL SCHOOL RULES

1. The Student Conduct Code applies to all students and will be enforced by any/all supervisory adults.
2. When in the halls, students are expected to walk and remain quiet.
3. Candy and gum are not allowed in the school building or on the grounds during the school day unless approved by a supervisory adult.
4. Students are expected to respect and follow the requests of all school personnel.
5. No electronic devices will be allowed in the commons in the morning while waiting for the bell to ring.

BUS RULES (NO PRESCHOOL STUDENTS MAY RIDE THE BUS)

1. Be at your bus stop on time and wait for your bus in a safe place.
2. Students must have their bus pass their possession each time they ride the school bus. Students must ride their assigned bus and must get in on and get off the bus at their designated location. The cost for a replacement bus pass is \$20.00.
3. Enter your bus in an orderly manner and take a seat. Keep the aisles clear at all times.
4. Stay seated when the bus is moving. Exchanging seats can only be done with your driver's permission.
5. Yelling is not allowed on the bus, and at railroad crossings all noise stops.
6. Nothing is to be thrown on the bus or out of the windows.
7. Students may be held financially responsible for damages and/or vandalism to the bus/property of others.
8. Food and drinks are not allowed on the bus unless approved by a supervisory adult.
9. The Student Conduct Code applies to all students when riding the bus and will be enforced by any/all supervisory adults.

PLAYGROUND RULES

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

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

AFFIRMATIVE ACTION

Elimination of Discrimination

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

Prevent harassment and discrimination of employees and /or students

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, coworkers 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.

(a) Sexual harassment exists when:

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

(b) Sexual harassment may also exist when such conduct by another person unreasonably interferes with an employee's 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.

Procedures:

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.

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

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

NOTICE OF DESIGNATION OF COORDINATOR

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

CHILD ABUSE

To comply with the 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 6 years of age or younger, or (e) sexually abused. (Section 29-1501) Section 1507 provides immunity from liability to those reporting or investigating child abuse.

NOTICE CONCERNING STAFF QUALIFICATIONS:

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

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

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Gretna Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION:

The 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.

Students with Allergies

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

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

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

The goals for allergy management include:

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

Responsibilities of Staff.

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

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

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

Responsibilities of Students with Allergies, and their Parents.

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

parent(s) that the snack was provided by the parent(s) and meets the student's dietary requirements to prevent an allergic reaction.

- Avoid anything with unknown ingredients or known to contain any food to which the student is allergic or knowingly or carelessly expose oneself to items to which the student is allergic.
- Be proactive in the care and management of the student's allergies and reactions based on their developmental level.
- Notify an adult immediately if the student eats or is exposed to the food or other allergies to which the student is allergic.

Responsibilities of Other Students.

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

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

Legal Reference: Americans with Disabilities Act of 1990 (ADA)
Section 504 of the Rehabilitation Act of 1973 (Section 504)
NDE Rule 59

Date of Adoption: July 13, 2015

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. 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.

3. 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.

4. 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

STUDENT CONCUSSION POLICY

1. Training.

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

2. Education.

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

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

3. Response to Concussions.

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

b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

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

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school

shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. Return to Learn. The Superintendent shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

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

6. Effective Date.

This policy becomes operative on July 1, 2012 (revised June 23, 2014). The administration may, but shall not be required to, implement provisions of this policy prior to such date as it determines appropriate.

Legal Reference: Laws 2011, LB 260

Date of Adoption: June 11, 2012

Date of Revision: June 23, 2014

STUDENT DISCIPLINE

The following actions may result in detentions, exclusions, suspension, or 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.

1st offense may result in a 3-day suspension or more severe action.

2nd offense may result in a long-term suspension of school.

- 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 from class or school.

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. School Vandalism:

2.4-1. 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 of further disciplinary action by the principal. This includes the unauthorized breaking, damaging, or entering of or on school property.

2.4-2. The unauthorized taking of school or private property is prohibited.

- 2.5. Smoking or Chewing:

2.5-1. 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 excursionary education trips, or at a school activity. This includes activities away from the school campus. Students are not permitted to leave campus for the purpose of smoking or chewing after arriving on campus. Students shall not possess cigarettes, lighters or 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 or being seen throwing a cigarette away or being seen with smoke coming out of the nose or mouth or admitting to having smoked on the campus

2.5-2. Policy relating to violations.

- 2.5-2.1. The first offense may result in suspension from all classes from three to five school days and a parent/guardian conference before reinstatement.
- 2.5-2.2. The second offense may result in a long-term suspension or expulsion and a parent/guardian conference before reinstatement.
- 2.5-2.3. 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.

2.6. Alcohol-Drugs:

- 2.6-1. 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, 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 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 the authorities for analysis. Students who violate 2.6-1 could be referred to local, county or state agencies for alcohol and/or drug counseling.

- 2.6-2. Engagement in any of the above actions may constitute grounds for long term suspension or expulsion.

2.7. 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.

2.7-1. Definitions of suspensions and expulsions:

- 2.7-1.1. Student offense, where: Students that are involved in a offense on school grounds, at school, or at a school activity off school grounds may be suspended or expelled from school.
- 2.7-1.2. 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 or 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.
- 2.7-1.3. 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.

2.7-1.4. Expulsion: Expulsion shall mean exclusion from attendance in all schools within the system as herein after defined.

2.7-1.5. Mandatory Reassignment: Mandatory reassignment shall mean the involuntary transfer of a student to another school in connection with any disciplinary action.

2.7-2. 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.

2.7-2.1. 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 up-coming 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.

2.7-2.2. Suspension of Enforcement. 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 of an 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 administrative assistant.

2.7-2.3. 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.

2.7-3. 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 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 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, or alcoholic beverage.
8. Student repeated violation of any school rules.
9. 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.
10. 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.

2.7-4. 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.

2.7-5. 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 firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

2.7-6. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis.

STUDENT FEES POLICY

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations that may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2012-2013 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, not liquids or solids, injurious radiations, or other similar hazards.

Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous.

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

(b) Courses.

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Student may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not

required to provide for the use of a particular type of musical instrument for any student.

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

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

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2012-2013 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both 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.

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

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

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

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

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

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (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.

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

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

There are no required fees at Palisades Elementary School.

STUDENT RIGHTS

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

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

- A. Student has a dangerous communicable disease.
- B. If the student's conduct presents a clear threat to the physical safety of himself, herself or others.
- C. If the student is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students.

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

- A. On the date of decision a written charge and summary of the evidence supporting such charge shall be filed with the superintendent.
- B. Within two school days of the above decision, a written notice shall be sent by certified or registered mail by the superintendent or his designee to the student and the student's parents or guardian, informing them of the rights of the student, including the following:
 1. Rule or standard of conduct allegedly violated.
 2. A summary of the evidence against the student.
 3. The penalty recommended by the principal and any other penalty to which the student may be subjected.
 4. The student's right to a hearing upon request and a statement that before long-term suspension, expulsion, or mandatory reassignment may go into effect, the student has a right to a hearing, upon request, on the specific charges.
 5. Hearing procedures and a statement of rights of the student to examine records, have an attorney or other representative present, and to know the identity of the witnesses who will appear and the substance of the testimony.
 6. A form on which a hearing may be requested or waived.
- C. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or his or her designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent.
- D. A hearing shall be requested within five school days of a receipt of the notice.
- E. The superintendent shall appoint a hearing examiner.
- F. The hearing examiner shall, within two days of appointment, give written notice to the principal, the student and the student's parents or guardians of the time and place of the hearing.
- G. The hearing shall be scheduled within a period of five school days after it is requested.
- H. If the parents do not respond within five school days the recommended punishment by the principal shall go into effect.

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

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

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

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

3.2. Privacy Rights of Students and Parents:

- A. Three types of student records and information are kept by the school district.
 - 1. Official school records that constitute the minimum personal data necessary for the operation of the educational system.
 - 2. Professionally evaluated and interpreted information of importance, while the student is enrolled in the school district, in helping the student and protecting others.
 - 3. Potentially useful information but not yet evaluated or clearly needed beyond the immediate present.
- B. Persons responsible for maintaining student records.
 - 1. Student records are maintained under the direction and supervision of the building principal.
- C. Persons having access to student records:
 - 1. Students enrolled in the school district have access to their personal record only.
 - 2. Parents/Guardians of students under 18 years of age.
 - 3. Eligible students (students or former students 18 years of age or older or enrolled in a post-secondary education institution).
 - 4. School district personnel responsible for working with students or student records.

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

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

D. Right of a hearing to challenge the content of a student's records.

Within one calendar year from the date material is inserted in the student's records, students, parents/guardians of students under 18 years of age or eligible students shall have an opportunity for a hearing to challenge the content of the student's records.

Students, parents/guardians of students under 18 years of age or eligible students shall have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in the student's records and the right to include a statement concerning the content.

Building principals may conduct informal meetings or discussions with parents/guardians of students under 18 years of age or eligible student, a formal hearing may be necessary.

If the building principal receives a request for a formal hearing from a parent/guardian of a student under 18 years of age or eligible student, the procedure shall include at least the following elements:

1. Hearing shall be conducted within 5 school days from receipt of the request for a formal hearing.
2. A school official who does not have a direct interest in the outcome of the hearing shall conduct the hearing and render a decision.
3. Parents/guardians of a student under 18 years of age or an eligible student shall be afforded a full and fair opportunity to present evidence.
4. The decision will be rendered in writing, in certified mail, within 5 school days after the hearing.

E. Charge for reproduction of student records: The charge, if any, for reproduction of any or all of the contents of a student's records will be paid by the individual or individuals requesting such information. The charge for reproduction will reflect only the actual cost.

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

TECHNOLOGY

Internet Safety

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

designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is harmful to minors as defined in the school district's internet safety and acceptable use policy.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

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

shall inform the Superintendent or designee in writing if they do not want their child to have access.

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

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

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

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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

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

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

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - 1) Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).

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

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

- 1) to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
- 2) to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
- 3) to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
- 4) to engage in or promote violations of student conduct rules.
- 5) to engage in illegal activity, such as gambling.
- 6) in a manner contrary to copyright laws.
- 7) in a manner contrary to software licenses.

5. **Disclaimer.** The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

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