

***ASPEN CREEK
MIDDLE SCHOOL***

**ACTIVITY
HANDBOOK**

2018 - 2019

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

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PHILOSOPHY OF ATHLETICS

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

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

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

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

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

STORMY WEATHER PROCEDURES

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

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

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

Coaches and sponsors should make every effort to keep school officials informed of any changes or deviations from the normal routine of events if weather dictates that such action be necessary. In the event that an activity may be canceled due to bad weather, students will be allowed to contact parents and emails will be sent by the district.

CIVIL RIGHTS

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

ASPEN CREEK COACHING STAFF
Athletic Director: Matt Bruggeman

Volleyball

7th Brittany Chramosta
Jason Wendelin

8th Tami Kuhn
Morgan Bruhn

Intramural Volleyball

Erica Walsh

Girls Basketball

7th Sara Ritzdorf
Terry Dostal

8th OPEN

Intramural Boys Basketball

Chris Muller

Wrestling

Michael Pajeda
Sean Cunningham

Football

7th Jake Runyon
Nate Rath
Adam Stotz

8th Lane Lindburg, Chris Muller
Joey Timmerman

Running Club

Karen Neneman

Boys Basketball

7th Jason Wendelin

8th Lane Lindburg
Mark Jones

Track

Terry Dostal
Chris Muller Megan Wentz
Nicole Jacobsen Riley Gross

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

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

7/8 SPORTS SEASONS

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

FALL

Football 7-8	August 20	October 15
Volleyball 7-8	August 20	October 18
Running Club 7-8	September 6	October 5

EARLY WINTER

Boys Basketball 7-8	October 22	December 17
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LATE WINTER

Girls Basketball 7-8	January 7	February 28
Boys Wrestling 7-8	January 28	March 14

SPRING

B&G 7/8 Track	March 18	May 3
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EXTRACURRICULAR ACTIVITY PHILOSOPHY

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

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

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety

instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

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

Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct:

The Code of Conduct applies to all extracurricular activities. Extracurricular activities mean student activities or organizations which are supervised or administered by the school district in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, clubs, vocal, band, speech and drama, and other school sponsored organizations and activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When:

The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules may also apply when a student is participating in a board approved extracurricular activity (i.e. - Summer band trip, National FBLA competition, National Skills USA competition, etc.) that is held outside the school year or the NSAA season.

Where:

The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or

expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline.

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term may mean any level of impairment and may include the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.

10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Gretna Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing prior to the violation of the rule or regulation.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug, Alcohol and Tobacco Violations.

Students who are a member of a Gretna Public Schools Extracurricular Activity/Athletic Program are not to violate Code of Conduct Rule 7.

Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in extracurricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of Code of Conduct Rule 7 violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs, Alcohol and Tobacco.

Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence may mean any level of impairment and may include the odor of alcohol or tobacco on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

An activity participant who violates the drug, alcohol or tobacco rules shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 42 days, with opportunities for reductions.
2. Second or Any Subsequent Offense: 42 days, without opportunities for reductions.
If the student has self-reported, the first violation shall be reduced to 28 days for the first violation.
3. Reduction for Participation in Chemical Dependency Program: If the student has self-reported and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to 21 days. If the student did not self-report and parents agree to participate in a school-approved program for chemical dependency, the first violation will be reduced to 28 days.
The program must be administered by a certified chemical dependency counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
4. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

When Suspensions Begin.

All suspensions begin on the day the Activities Director or Principal finds the student in violation of the school policy. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor.

Self-Reporting.

A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and will be required to put this information in a written statement.

Determining a Violation Has Occurred.

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is observed to be in violation of Code of Conduct Number 7 by a certificated Gretna School employee.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline.

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a) The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b) The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.

- a) If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.
 - a. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.
 - b. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must meet the academic requirements of the Gretna Public Schools and the NSAA Eligibility Standards.

Student must have been enrolled and received 20 credit hours of school work (four classes) each semester, albeit the student would need to be enrolled in only ten credit hours (2 classes) in the member school. Further, in subsequent semesters when the school looks back at the student's preceding semester, the student would still be required to show evidence of having successfully completed twenty credit hours of school work, at least ten of those credit hours being earned in the member high school.

GRETNA MIDDLE SCHOOL PROGRAM EXPECTATIONS

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

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

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

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

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

CONCUSSION INFORMATION

1. A concussion is a brain injury that:
 - Is caused by a bump, blow, or jolt to the head or body.
 - Can change the way your brain normally works.
 - Can occur during practices or games in any sport or recreational activity.
 - Can happen even if you haven't been knocked out.
 - Can be serious even if you have just been "dinged" or "had your bell rung."
2. Signs and Symptoms of a Concussion
You cannot see a concussion, but you might notice one or more of the symptoms listed below or notice that you "don't feel right" soon after, a few days after, or even weeks after the injury.
 - Headache or "pressure in head"
 - Nausea or vomiting
 - Balance or blurry vision
 - Bothered by light or noise
 - Feeling sluggish, hazy, foggy, or groggy
 - Difficulty paying attention
 - Memory problems
 - Confusion
3. Student Response to a Concussion
 - Tell your coaches, athletic trainers, and parents. Never ignore a bump or blow to the head, even

if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.

- Get a medical check-up. A doctor or other healthcare professional can tell if you have a concussion and when it is ok to return to play.
- Give yourself time to get better. If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain (second impact syndrome). It is important to rest and not return to play until you get the ok from your healthcare professional that you are symptom-free.

4. Risks Posed by Sustaining Concussions

- There are several risks associated with concussions in children. Your child may also have had other injuries at the same time as the concussion, like a neck or face injury. The longer your child was unconscious, the more serious the concussion may be. The risk of serious problems is decreased if you and your child carefully follow your healthcare provider's advice.
- Each additional concussion your child has may increase his risk of having problems later in life. These problems may include poor coordination or trouble thinking or concentrating. Having concussions can be life threatening. It's better to miss one game rather than miss the whole season.

5. Removal from participation

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

6. Parent Notification

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

7. Return to Play

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

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

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

Students and Parents--

It is recognized that coaches cannot be aware of every incident in which a student has symptoms

of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

8. Return to Learn

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

Students with Allergies

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

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

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

The goals for allergy management include:

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.

1. Staff shall develop plans to minimize risks and provide a safe educational environment for students with allergies.
2. 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).
3. 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:

1. 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.
2. Encouraging washing of hands before and after handling foods.
3. Develop appropriate cleaning protocols.
4. 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.
5. Use signage to inform building users of building-wide restrictions on common allergens.
6. 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.

1. 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.
2. 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.
3. 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.
4. 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.
5. Be proactive in the care and management of the student's allergies and reactions based on their developmental level.
6. 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.

1. Not intentionally or carelessly expose those with allergies to foods or other allergens that may create an adverse reaction.
2. Follow directives given with regard to food restrictions and protocols.
3. Not bully or pick on a student with a food allergy because of the student's condition.
4. Failure to meet the foregoing expectations may subject the violating student to disciplinary consequences.

ORGANIZATIONS, REQUIREMENTS, AND REGULATIONS

ACTIVITIES ON WEDNESDAYS (FAMILY NIGHT) AND SUNDAYS

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

Therefore, at Aspen Creek Middle School, no activities will occur after 5:15 PM on Wednesday evenings and there will be no middle school activities on Sundays.

CONDUCT AT SPORTS CONTESTS

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

TRANSPORTATION

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

Note: Some coaches may require that his/her players travel to and from contests on school transportation. If a student is not returning with the team on school transportation, s/he should follow these guidelines:

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

PICTURES

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

BUILDING USE

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

USE OF WEIGHT LIFTING EQUIPMENT

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

1. Do not use equipment without qualified supervision.
2. Before using, inspect equipment for loose, frayed, or worn parts. If in doubt, do not use until parts fixed or replaced.
3. Make sure that spotters are used when necessary.
4. Report all injuries to the supervisor immediately.
5. Safety is the main concern for everyone. Actions that threaten weight room safety will not be tolerated.

INJURIES

All injuries should be reported to the coach immediately.

EQUIPMENT

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

In-Season Check-out and Use: School district uniforms and equipment checked out to the student athlete

for use during the activity season shall be the student's responsibility; the check-out procedure for any school uniforms and/or equipment shall include the following:

1. The student-athlete shall use only school district provided uniforms and equipment for all practices (where applicable) and contests, and shall not substitute uniforms or equipment obtained and/or provided by the student, parents or others. If a licensed physician provides a written statement to the Activities Director requiring alternate school-issued equipment for student safety purposes the school district will purchase such equipment.
2. The student shall keep all school district provided uniforms and equipment clean and in good condition.
3. The student-athlete shall be responsible for reimbursing the school district with the replacement cost for damaged (except normal wear-and-tear) or lost/stolen school uniforms and/or equipment assigned to him/her.

Out of-Season Check-out and Use: The school district may authorize the use of school equipment outside the season for such activity established by the Nebraska School Activities Association (NSAA) if such use is allowed under NSAA by-laws and is approved by the Activities Director. An agreement for the use of such equipment must be signed by the student and the student's parent or guardian and must include:

1. a statement that the equipment will be used for its intended purpose and activity, and
2. a release of liability for the use of such equipment.

TRAINING RULES

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

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

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

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

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

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

Proof of violation shall be defined as follows:

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

3. Being observed or cited by a law enforcement officer.

PRE-PRACTICE REQUIREMENTS

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

1. Return a completed physical form to the ACMS office. Parent and athlete signatures are required.
2. Parent and athlete must electronically sign the Handbook Receipt form through the ONLINE STUDENT VERIFICATION PROCESS. Insurance carrier information, including policy number, are also required on the ONLINE STUDENT VERIFICATION as proof that athlete is covered by medical insurance.

INSURANCE

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

STARTING TIME FOR PRACTICE - ATTENDANCE AT PRACTICE

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

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

ACTIVITY ATTENDANCE

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

PHYSICALS AND PARENT CONSENT/PRE-PRACTICE REQUIREMENTS

Every athlete must have a physical and parent consent form on file as well as the electronic signature for Receipt of Activities Handbook. An athlete cannot suit up for practice without having completed the process previously outlined. A meeting will be held with all athletes to cover the Activities Handbook. Additionally, coaches will communicate sport specific rules, expectations, and schedules prior to the first day of practice.

CONTACTING COACHES

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

MRSA PROTECTION

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

GRETNA PUBLIC SCHOOL RULES

1. Any student participating in an extracurricular athletic program shall be subject to any and all rules outlined in the Aspen Creek Middle School Parent-Student Handbook. Any student who is suspended or expelled under the conditions stated in the Parent-Student Handbook, is also excluded from participation in interscholastic competition or other participation in extracurricular activities for the period that the suspension is in effect.
2. Permission to Participate: No participant shall be allowed to represent the school in athletics until there is on file with the coach and/or activities director the following two forms:
 - a) One completed statement from a licensed physician stating that the athlete is physically able to compete in the sport/s designated. This is a Gretna Public Schools Form Physical Examination Report or its equivalent. This form is available from the coaches or from the activities director. Obligation for the physical examination is the responsibility of the parent or legal guardian. The examination must be given after May 1 of each year. This certifies that the athlete is qualified for the entire school year, May 1 through the following closing day of school, or the current school year. THE NSAA REQUIRES EACH ATHLETE TO HAVE A PHYSICAL EXAMINATION EACH YEAR. This physical shall be taken after May 1 of any given year and is good until, school is out that spring.
 - b) One completed statement must be signed by the student and the parent or guardian having custody of the athlete, giving their consent for the child or ward to participate in sport/s under the conditions stated on the Gretna Public School Student Participation and Parent Consent form. This request is Board of Education policy for the well being of the parents, the athlete, and the school district.
 - c) Students and parents/guardians must electronically sign the RECEIPT OF ACTIVITIES HANDBOOK through the Online Student Verification process.
 - d) Must have proof that son/daughter is covered by medical insurance.
3. Due Process for Extracurricular Activities: In the case of alleged infractions of the rules and regulations set forth in or adopted under Paragraph II. A, the participant may be suspended from practices, participation in the interscholastic competition or other participation in extracurricular activities. In any case, the due process procedures adopted by the Gretna Public Schools Board of Education will be followed:
 - a) If an alleged infraction occurs, the coach or supervisor, athletic director (if appropriate), and the principal shall make an investigation of the alleged conduct or violation and determine if a suspension is necessary to help any participant, or to further school purposes, or to prevent interference with school purposes.
 - b) Before the suspension shall take effect, a participant shall be given oral or written notice of the charges against the student and an explanation of the evidence the authorities have, and an opportunity to present the student's version.
 - c) If, after the above, a determination is made to suspend the participant, the suspension shall take immediate effect, and the coach or supervisor shall send a written notice to the participant and the student's parents or guardians of the action taken.
 - d) If a participant and the student's parents or guardian are not satisfied with the determination by the coach or supervisor, a hearing may be requested before the building principal. The hearing must be delivered to the building principal within five days of receiving

- notice of suspension.
- e) If a hearing is requested, it shall be held within ten days of the request, and a notice of the time and place of the hearing will be given to the participant and his/her parents or guardian within five days of receiving the request. The notice shall contain an outline of the alleged infraction.
 - f) At the hearing, as provided above, witnesses should testify, the participant will be given an opportunity to confront and cross examine such witnesses, the participant will be allowed counsel if desired, the participant will be allowed to call witnesses and present evidence, and the participant will have the right to have a decision based solely on the evidence presented at the hearing.
 - g) Upon conclusion of the hearing, a written statement of findings of facts from the hearing will be compiled and a decision rendered. The statement of findings of fact and the decision will be mailed to the participant, parents, or guardian. A record of the hearing shall be kept by the school.
4. Nothing contained in this policy shall prevent the participant and his/her parents, guardian, or representative from discussing and settling the matter with the appropriate school personnel at any stage provided herein.

STUDENT FEES POLICY

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2015-2016 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

2. Personal or Consumable Items and Miscellaneous:

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

b) Courses

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

3. **Extracurricular Activities-Specialized Equipment or Attire for Extracurricular activities:** means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.
4. **Extracurricular Activities-Fees for Participation:** Any fees for participation in extracurricular activities for the 2018-2019 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.
5. **Post-secondary Education Costs:** Students are responsible for post secondary education costs. The phrase "post secondary education costs" means tuition and other fees only associated with obtaining credit from a post secondary educational institution. For a course in which students receive high school credit and for which the student may also receive post secondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.
6. **Transportation Costs:** Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
7. **Copies of Student Files or Records:** The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.
8. **Participation in Before-and-After-School or Pre-kindergarten Services:** Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.
9. **Participation in Summer School or Night School:** Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.
10. **Breakfast and Lunch Programs:** Students shall be responsible for items which students purchase

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

11. Waiver Policy: The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:
 - (a) participation in extracurricular activities and
 - (b) use of a musical instrument in optional music courses that are not extracurricular activities.

Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

12. Distribution of Policy: The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.
13. Student Fee Fund: The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited, and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) post secondary education costs, and (3) summer school or night school.

Appendix "1" to 2018-2019 Student Fees Policy of Gretna Public Schools—Additional Specification of Required Materials and Fees for the Middle School.

Program:	General Description of Fee or Material:
1. After School Vocal Group	1. T-shirt
2. Seventh and Eighth Grade Band	2. Polo Shirt
3. Clubs such as, but not limited to, Scrapbook, Knitting, Sewing Clubs	3. Supplies to complete projects by individuals on a make-it and take-it basis.

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

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

AFFIRMATIVE ACTION

Elimination of Discrimination

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

Preventing 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, co-workers or other persons is prohibited. In addition, the Gretna Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the workplace and educational environment. For purposes of this policy, discrimination or harassment based on, for example, a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment exists when:
 - (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation promotion, or retention)
 - (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc. Sexual harassment may also exist when such conduct by another person unreasonably interferes with an employee's work performance, or creates an intimidating, hostile or offensive workplace, classroom or educational environment. An employer may also be held responsible for continuing harassment of employees or students by non-employees in the workplace, classroom or educational environment if the problem is reported to a supervisor or manager and no corrective action is taken.

Procedures:

1. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
2. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Gretna Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Gretna Public Schools, the complaint may be processed to the Board

of Education.

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

Notice of Designation of Coordinator

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

Notice of Nondiscrimination

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