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Assessment and Recommended Revision of Board Policies for Gretna Public Schools

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ASSESSMENT AND RECOMMENDED REVISION OF BOARD POLICIES
FOR GRETNA PUBLIC SCHOOLS

Presented to the

Graduate Faculty
University of Nebraska
at Omaha

In Partial Fulfillment
of the Requirements for the Degree
Specialist in Education

University of Nebraska at Omaha

by

Steven R. Fleming

May 1985

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FIELD PROJECT ACCEPTANCE

Accepted for the Graduate Faculty, University of Nebraska, in partial fulfillment of the requirements for the degree Specialist in Education, University of Nebraska at Omaha.

Supervisory Committee

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Date

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CHAPTER I

INTRODUCTION

It is commonly acknowledged that, because of the complexity of schools and the rapidity of change, the development and continual revision of written educational policies by local school boards is a necessity. Policies to guide decision making are necessary because situations or decisions repeatedly occur in school districts across the nation. Board members, parents, staff and students often have different perceptions or questions about routine procedures and complex problems.

According to the National School Boards Association, all school districts should have a comprehensive set of operating procedures. These policies serve as guidelines to effectively increase community confidence and should cover areas of the school system from reduction-in-force to textbook adoption.¹ For example, Carl E. Strohm, administrative assistant to the superintendent, Madison, Indiana Consolidated Schools states, "Written policies give visible assurance to both the public and the staff that citizens and employees are the valued partners of the school board. They improve staff morale by assuring consistency of policy and just treatment".²

A clear understanding of purposes and policies enables a school district to deal rapidly and flexibly with complex situations. "Written school board policies, conveniently organized, are extremely valuable to the board of education, the school staff,

pupils, parents, and other patrons of the school district. They help in these five important ways.

1. They bring clarity to school operation.
2. They bring understanding.
3. They bring good will.
4. They provide direction.
5. They provide for control and efficiency."³

Mandates and constraints by federal and state governments or courts have forced revisions and additions to local school board policy. These directives must be incorporated into the policies and translated into procedural operation of the school district to insure that rules and regulations are consistent. Regulations should be carefully worded, so as to avoid ambiguity, but also simple enough to be understood without difficulty. Court decisions are requiring that school officials spend a good deal of time in courtrooms. Careful construction of policies can reduce the need for court appearances. Undoubtedly securing legal help and opinion during the policy-building process is helpful so that future litigation becomes unnecessary.

The process of educating youth may begin with a concrete collection of board policies. First, it is the responsibility of the board of education and administration to assure that policies are formulated and published. Second, it is imperative that all staff members receive a copy of written board policies and procedures so that consistency of action is increased. Finally, the philosophy and direction of the district should be easily ascertained in the policies and actions of school personnel.

To insure that good policies are written, some guidelines need to be observed during the developmental process:

1. The policies should be designed with the interest of the student in mind.
2. The policies should specifically dictate how the school board functions.
3. Participation and input by a wide variety of interested persons is desirable (both certified and non-certified personnel, interested community citizens, etc.) Those affected by the policy should share in policy making.
4. The quality of guidelines is important, rather than quantity.
5. Board policies should be designed to be easily amendable as the situation arises.⁴

STATEMENT OF THE PROBLEM

After checking board minutes from the past 15 years, there were some inconsistencies when dealing with similar situations. Board decisions had, in effect, created conflicting precedents. According to the literature there were existing policies that needed modification or clarification and some new policies needed to be identified and written. In short, the quantity and quality of current policies were not sufficient to meet the needs of the district. Finally, during a recent accreditation review in 1980, the North Central Association Evaluation Team recommended that the district review the need for policy revision and addition. The school board had expressed an interest in investigating the possibility of policy revisions. This was a long-range goal of the board of education. Because the present policies appeared inadequate, gaps in the policies needed to be filled and additions needed to be created by the board of education.

The problem was to review and update the policies of the Gretna Board of Education.

PURPOSE OF THE STUDY

The purpose of this study was to assess the board policies of the Gretna School District and, wherever appropriate, make recommendations for the purpose of making revisions, deletions, and additions.

DELIMITATIONS

This project applies only to the Gretna Public School System.

LIMITATIONS

The Gretna Board of Education has final decision-making authority regarding the acceptance or rejection of the recommended policies.

ASSUMPTIONS

The regular decisions and precedents established by the Gretna Board of Education were important matters to be included in board policy.

PROCEDURES

The following methods were used to update the Gretna Board Policy Manual.

1. Previous board minutes were reviewed for precedents that appeared to be policy.
2. The National School Boards Association and selected local school districts were written to for copies of board policies. These copies came from comparable size school systems.
3. Literature was reviewed to identify what constituted proper construction and indexing of board policies. Literature was studied in relation to an open-ended classification system.
4. State law and court decisions were reviewed for mandated board policy.

5. Policy needs for a modern school board were identified.
6. Policies were organized into a comprehensive set of board policies for board of education consideration. The policy book features present policy and policy recommendations needing board approval.

DEFINITION OF TERMS

1. Administration: Those who manage and execute the policies mandated by the board of education.
2. Policy: Statement adopted by a school board or an administrative agency outlining principles to be followed with respect to specific matters; usually requires rules or regulations to be formulated for its implementation, and is broad enough to provide for administrative decisions regarding the manner in which it shall be implemented, although its implementation in some manner is mandatory.

ORGANIZATION OF THE PROJECT

- Chapter I - Introduction
- Chapter II - Related Literature
- Chapter III - Procedures
- Chapter IV - Presentation of Recommended School Board Policies
- Chapter V - Summary and Recommendations

REFERENCES

1. Nebraska State School Boards Association, Handbook for School Board Members.
2. Carl E. Strohm, "School Board Policies on Purchasing," American School Board Journal.
3. Handbook for School Board Members.
4. Handbook for School Board Members.

CHAPTER II

REVIEW OF RELATED LITERATURE

Educational policy development has been regarded to be one of the most important roles of local school boards. The formulation and adoption of written policies constitutes the basic method by which the school board exercises its leadership in the operation of the school system. Although local boards of education are guided by state and federal laws, and judiciary rulings, they are left much to their own discretion in making local decisions.

Nebraska state laws enforce minimum educational standards and provide a measure of leadership for our schools, but local communities are delegated the major role in the education process. The people, in turn, select school board members to govern their local educational system.

To enable boards of education to legislate consistently a real need was developed for a framework of laws or a system of guidelines to direct their decision-making. This need was the basis for most school boards in adopting a guiding set of laws known as school policies.

What is Board Policy?

In response to the question, "What is board policy?", Dr. Janice Weaver, Chairperson of the Educational Policy Center at Glassboro State College, responded:

"To ask exactly what constitutes policy will get you a range of answers from very vague guidelines, to statements of purpose or general things schools ought to do. When you talk about policy you should mean

a broad philosophic statement which serves as a guideline from which other things might be inferred or derived. It's kind of a mid-range between outlining purposes and making a rule statement. Philosophers refer to it as a meta-rule, a covering law from which you derive actions."¹

Dale Hayes, Director of Policy Services for the Nebraska State School Boards Association, defines policy as a general and comprehensive statement of a decision, principle, or course of action, coherent with established goals, formulated to serve as a guideline in the settlement of related problems of a specific or individual nature. Hayes goes on to say that the following criteria should be used when establishing policies.

1. Related to a general area
2. Equivalent to legislation
3. Concerned with topics of vital interest to the citizens in the community
4. Applicable over long periods of time
5. A broad statement that allows for freedom or interpolation and execution
6. Related to the question "What to do?".²

In a joint statement of the National School Boards Association and the American Association of School Administrators, policy is defined as a statement which sets forth the purposes and prescribes in general terms the organization and progress of a school system. They create a framework within which the superintendent and his staff can discharge their assigned duties with positive direction. They tell what is wanted. They may also indicate why and how much.³

To be effective policy must be broad enough to allow the superintendent and his administrative staff to fully exercise professional

judgement, expertise and flexibility. It also must be precise when necessary to give concise purpose and provide needed direction.

Why Write Board Policies?

In order to deal effectively with the needs of all people in the community, school boards need to reduce to routine as many of the school district procedures as possible.

Carl E. Strohm, Administrative Assistant, Madison, Indiana, states:

"One of the principle characteristics of a good school is the capacity to respond to new situations with intelligent flexibility. A school system must deal with many different sets of circumstances, often simultaneously, and when this occurs, such adaptability is especially important. But neither a single school nor a group of schools can hope to make wise and rapid adjustments without a stable foundation of well-understood purposes and clear agreement of basic policies."⁴

In 1960 the Joint Committee of the National School Boards Association and National Education Association stated:

"Written school board policies, conveniently organized, are extremely valuable to the board of education, the school staff, pupils, parents, and other patrons of the school. They help in these five important ways.

1. They bring clarity to school operation. Carefully considered, well written policies enunciate to all persons and groups concerned how the board functions, and how it intends the schools should be operated. They facilitate accuracy in translating any aspect of policy to any person concerned. They clarify the relationship of board, superintendent and staff.
2. They bring understanding. They help the citizen, the school board members, and the staff member to understand his role in relationship to the school program. They make it clear to the

public how citizens can work with their schools. They speed the orientation of new school board members and new staff members.

3. They bring good will. Written policies give visible assurance to both the public and the staff that citizens and employees are the valued partners of the school board. They give assurance of fair treatment to all segments of the community and to all the groups which have contacts with the school. They improve staff morale by assuring consistency of policy and just treatment.
4. They provide direction. Written policies give direction by providing rules for present action and a basis for future planning. They give continuity and provide clear points of reference for the board whenever it considers possible changes in policy. They ease the evaluation and re-evaluation of the school operation.
5. They provide for control and efficiency. Written policies facilitate control by establishing guidelines and by fixing responsibility. They promote efficiency by spelling out duties and by clarifying working relationships. They help to avoid friction and frustration by clearly distinguishing the roles of the school board and the administration of the school.

Consistency of action is more likely to be assured if the board formulates policies and procedures, puts them in writing, and makes them available to all board members, professional personnel, and other interested persons. Policies and procedures set the general pattern for specific actions. Board decisions may be unwittingly contradictory if there is no written record of intent to serve as a guide.

The advantages of written policies are now being recognized more than at any time in the past. Not only have most school districts grown larger but tensions within districts have increased by the consistent public demand for bolder action and improved opportunities in the field of education to meet the challenges of the space age, by

the cumulative complexity of the school program, and by the impact of community relations in areas of increasing population. Any and all of these pressures exerted on the schools can be dealt with more effectively and more constructively by a school board which has developed clear, written policies which are available and understandable to all persons and groups affected by the policies and decisions of the board.⁵

In most states it is the board's legal obligation to perform its legislative policy-making function. With the increasing general outcry for accountability and wider participation by teachers and the public in school decision making, it would seem prudent for a board to be actively involved in the governance of the school district through sound policy making.

The National School Board Association suggests boards develop written policies for the reasons indicated below:

1. To give credence, force, and legality to board action;
2. To contribute to the board's efficiency. When routine matters are handled by policy, the board can spend more time on important matters;
3. To foster continuity and stability as board members and school personnel change;
4. To clarify board-administrative functions and to provide a guide for the discretionary action of those to whom authority has been delegated;
5. To inform everyone about the board's intent, goals, and aspirations;
6. To show everyone that the board is running a "business-like" operation;
7. To minimize the impact of outspoken critics of the board's operating procedures and the goals of the schools by having

clearcut and timely written policies which are well researched, reflect sound judgment, and careful planning;

8. To provide impersonal and impartial guidelines to the school's administration;
9. To provide the public a means to evaluate the board's performance; and
10. To provide board members themselves with as complete a compilation as possible of both the written policies and those policies which are embedded into employee contracts, board minutes, state laws, federal guidelines, and the common unwritten practices and traditions of a school district.⁶

Robert L. Taylor and Theodore F. Helmer in a case study review of Policy Decisions in Public Schools have stated:

The complex process of policy development which includes, in part, the political interaction of varying facts, values, perceptions, and perceived consequences, point out that school administrators rarely have access to the information necessary for decision making. They argue that all too often vocal, self-appointed, special interest groups, whether seeking new services or retrenchment, are perceived as representing the majority view. In the absence of clearcut policies, these groups can have a large impact in the outcome of decision-making processes.⁷

The writer feels that policy poor organizations often tend to engage in hesitant or indecisive behavior. This inconsistency sometimes results in decisions which establish precedents which are later regretted.

Written policy, therefore, serves a function similar to that of architectural drawings. Without blueprints a contractor would not know what to build; likewise without board policies, a superintendent and board of educators are very ineffective.

Formation of Board Policies

There are some aspects in the development of a written school board policy manual that must be considered. Too often policy manuals are long, wordy and indefinite. Enough time and energy should be given to the development of a manual so that ambiguity and wordiness do not occur.

Leo O. Garber states:

"Putting board policies into writing may cause more trouble than it saves if policies aren't carefully worded. School boards should try to anticipate the unusual and phrase any new rule to cover it. While it is always wise to state things as simply as possible, policies and procedures that are too simple may be subject to various interpretations if they are applied to unusual situations."⁸

A handbook published by the Nebraska State School Boards Association for new board members states:

"To be of any practical use, policies and procedures must be consistently applicable to the times. This is a dynamic world. Forces outside the school are exerting strong influences on America's system of public education, and schools today are quite different from those of just a few years ago. Policies that were quite consistent with the best practices at one time may be hopelessly out of date at another."⁹

There is another aspect that should be considered concerning the practicality of making yearly additions or changes to the manual. After reviewing several manuals of school districts in the Omaha suburban

area the writer found some similarity in policy book construction.

Donald Stroh, Superintendent of Schools, Millard, Nebraska, reports that his district keeps its board policy up-to-date by using a loose-leaf notebook.¹⁰ This practice seems to be common for most districts which have developed or reconstructed board policies during the past five years.

Democratic approaches, stressing wide participation, are currently accepted in the formulation of administrative policy. One of the rules of democratic administration is that those affected by policy should share in policy making.

Certified and non-certified staff members, as well as lay community people, should have a role in the policy development process. W. H. Seawell, Superintendent, Brunswick, a county public school, states that although various techniques are used by school districts in developing written policy, not enough input is gained from the public and other non-professionals. His study indicates professional employees, consultants and policy specialists do the bulk of the work.¹¹

In order to successfully achieve all the desired goals in written board policies, it is obvious that guidelines are necessary in manual development. The Nebraska State School Board Association published a guide to pave the way for development of school board policies and procedures. The following statements are suggested guiding principles and procedures in policy formation for development and refinement of written policy:

1. The ultimate goal of any board policies is the provision of the best possible educational program for the young people of the community.

2. Basic to the development of board policies is a careful consideration of the purposes of the school.
3. Policies should conform to the basic principle that the proper functions of boards of education are those of policy making and appraisal. The mechanics and details of carrying out policies and dealing with school personnel should be delegated to the superintendent of schools.
4. In developing board policies, the following factors should be considered: The requirements of law and accreditation, the principles involved in sound educational practice, and the customs and traditions of the local community.
5. Board policies should be the result of cooperation between the administration and the board of education, and opportunities should be considered for bringing faculty members, patrons and, to some extent, student representatives into the process.
6. Policies should be written in simple, direct language which avoids the heaviness of professional or legal terminology, and which has meaning for teachers, students, patrons and other members of the community.
7. In formulating policies, an over-abundance of details should be avoided and flexibility striven for, so that rigid statements which rule out justice and common sense will not result.
8. The development of policies should not be a hurried affair; time and effort should be allotted in proportion to the importance of the task.
9. Policies should be periodically reviewed in order that changes can be made when policies do not contribute effectively to good school organization and instruction.¹²

It would seem prudent for any institution or organization setting about to establish a set of board policies to first determine the general areas of concern for that particular governing body. These general areas of concern should be catalogued and broken down into subtitles in order to make certain that overlapping is avoided wherever possible.

One system which does this is the Davies-Brickell System which is based upon a fundamental study of the types of policies and administrative regulations which school systems in fact do or should do.

Davies and Brickell state: Policy is not written like one writes a novel. Policy is not dreamed up from the top of the head. Policy is not something which automatically exists and you simply write it down. Policy is a result of very careful consideration of what it is the particular institution seeks to achieve and specific definition of the provisions which will be made by the governing board in order to achieve those objections.¹³

It is the opinion of the writer that the Davies-Brickell policy formation system best meets the needs of the Gretna School System. This decision was made using illustrations of this system and comparing them to others used by districts in the area. This is not to say that the policy manual will be all-inclusive of the Davies-Brickell system, but the subtitles, numbering system and fundamental format will be comparable. Major areas and internal content will be included or excluded according to the needs and goals of the Gretna Public School System.

REFERENCES

1. Janice Weaver, "What is Board Policy and Who Makes It?", School Management, 18:8 (October 1974) pp. 21-22.
2. Dale K. Hayes, "Policy Making Process Roles of Board Members", Handbook prepared for school board members through the Nebraska School Boards Association, 1983, pp. 2-7.
3. Connecticut Association of Board of Education, Inc. The Handbook for Connecticut Board of Education. Hartford, 1977.
4. Carl E. Strohm, Handbook for School Board Members, p. 19.
5. How to Develop Written Board Policies, a reference manual prepared by the Joint Committee on Written School Board Policies, section on why written policies (National School Boards Association and National Education Association, 1960), pp. 1-2.
6. National School Board Association, The School Administrator's Guide to the EPS/NSAB Policy Development System. Washington, D.C., 1975.
7. Robert L. Taylor and Theodore F. Helmer, "A Case Study of Information Gathering for Policy Decisions in Public Schools". The Journal of Educational Research, 72.1 (September-October 1978) pp. 23-28.
8. Lee O. Garber, "Written Board Policies Spell Trouble if They are Unclear", Nation's Schools, 79:114 (May, 1967).
9. Nebraska State School Boards Association, Handbook for School Board Members.
10. Donald Stroh, Local Citation.
11. Nebraska State School Boards Association.
12. Dale K. Hayes, Handbook for Nebraska School Boards Association.

CHAPTER III

PROCEDURES

After consultation with Dr. Ron Anderson, Superintendent, Gretna Public Schools, there was a decision made to update the Gretna Board Policy Manual. Dr. Anderson decided upon using the policy manual system of Davies-Brickell. His decision was made after comparison of the Davies-Brickell system with that recommended by the National School Board Association.

The writer then contacted five local school districts for copies of their board policies. These policies were then synthesized into classification systems and organized for comparison. Minutes from previous school board meetings were reviewed and analyzed for precedents. Those decisions not currently written in board policy were listed and used in the updating process.

Literature was studied about the Davies-Brickell system so that the writer would be aware of proper organization skills and the open-ended classification system. The categories used by Davies-Brickell are those proposed by the writer. Federal and state laws were identified and incorporated into the proposed policies. The Nebraska State Statute is listed when appropriate after the policy, as recommended by Dale Hayes, Director of Policy Services for the Nebraska State School Boards Association.

Gretna's old school board policies were used when appropriate in the construction of the new policy manual. Codification of these

materials was completed and an organized comprehensive set of board policies was presented to Dr. Anderson for board of education consideration. This policy book features a combination of present policy and policy recommendations needing school board approval.

CHAPTER IV

PRESENTATION OF RECOMMENDED SCHOOL BOARD POLICIES

1000 - School Community Relations1001: Communication With the Public

The board of education, district administration and each building principal shall have a well-planned and executed public relations program. The public relations program of the Gretna Public Schools shall involve the board and all school personnel.

The public shall be fully and promptly informed of plans, activities and needs of the school system.

1001.1: Communication With the Public: District Program

The district will inform the staff and the public on matters of district-wide significance, through its own publications and news media.

The office of the superintendent will serve as a resource in the development and implementation of the public relations program for the school district.

1001.2: Communication With the Public: Building-Level Programs

To increase the knowledge of the community about its schools, each school shall plan and execute a comprehensive, two-way communications program. While the responsibility for the program lies with the superintendent, each principal and member of the staff should be involved in developing and carrying out the activities of the public relations program. The program shall be evaluated annually.

A copy of the public relations program for the school district should be on file at the office of the superintendent.

1002: News Media

The active participation of newspapers, magazines, radio, television and other mass media of communication, in promoting the cause of good education in our district and elsewhere, will be encouraged by the office of the superintendent.

1002.1: News Media: Coverage of Board Meetings

Representatives of the media are invited to attend all regularly-scheduled meetings of the board. Meeting announcements, agendas, summaries of the minutes for each meeting, and other related supporting documents will be furnished by the media.

The superintendent, administrators, and others, as may be necessary, will be available for interview by media representatives.

Legal Reference: RRS

84-1401 Public meetings, defined; open to public
 84-1402 Public meetings, notice; place
 84-1403 Public meetings; memorandum; abstracts;
 permitted

1002.2: News Media: Publications, Radio and Television Presentations

It is the responsibility of the building principal to be advised of and to supervise all radio and television presentations made in the individual school.

The principal should obtain full information concerning the presentation prior to granting students permission to represent the school through such media. In those situations requiring the students to leave the school premises for such participation, parental approval should be sought and received.

1002.3: News Media: Communications From Outside the Schools

Students and faculty of the schools are to be protected from intrusions on their time during the school day except as authorized by the administration.

Exceptions may be made when, in the principal's judgement, the best interests of the students will be served. In case of differences of opinion, the decision will be made by the office of the superintendent.

1003: School Directory

The school's directory of staff will be distributed as authorized by the superintendent of schools.

Under no circumstances will it be distributed for political or commercial use.

Legal Reference: RRS

84-712 Public records; free examination; memorandum and abstracts

1004: Board of Education Meetings

Meetings of the board are conducted for the purpose of carrying on the business of the schools and, therefore, are not public meetings, but meetings held in public.

The community and press will be given advance notice of the time, place, and business matters to be acted upon at all school board meetings.

The board will provide an avenue for any citizen to express his interest in and concerns for the schools. Citizens who wish to make requests, presentations or proposals to the board are requested to direct these to the superintendent of schools who will deal with them according to rules adopted by the board.

Results of board meetings shall be forwarded to that media designated by the board as the official reporter of board minutes.

Legal Reference: RRS
79-805 Board of Education; meetings; when held;
publication of claims and summary of proceedings;
exceptions

1004.1: Board of Education Meetings: Agenda

Residents of the school district who wish to have an item placed on the agenda must contact the superintendent in writing by Wednesday of the week preceding the board meeting. After the request is received, the superintendent and president of the board will decide whether the matter is appropriate to be placed on the agenda.

1005: Responsibilities of the Board of Education

The board's prime function is the formulation of policies. Its ultimate goal is the maintenance and upgrading of the educational standards and facilities so that the best possible education will be available to the students of the community.

The local school district has been created as a unit of state government. The board, therefore, is responsible not to the local community alone, but to the state government as well.

Members of the board, individually or collectively, recognize and welcome their responsibilities for listening to comments and suggestions from the residents of the school district.

Board members individually will refer complaints, suggestions, and constructive criticism about operational matters directly to the office of the superintendent for appropriate consideration and action. Comments affecting policy will be routed through regular channels.

No board member may speak for, or in the name of, the total board unless so directed.

Legal Reference: RRS
79-443 District board; schools; supervision and control

1006: Citizens' Advisory Committees: For the Board

Advisory Ad Hoc committees should be appointed primarily to advise the board of education.

Such committees should be appointed only when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed. The committee will be disbanded when its purpose has been fulfilled.

The board shall adopt whatever citizen advisory committee structure and organization it deems appropriate to the assignment at hand.

1007: Citizens' Assistance to School Personnel: Resources

The district shall utilize those community resources and citizens deemed valuable in furthering the educational program.

1007.1: Citizens' Assistance to School Personnel: Resources

The school staff should be active in locating and contacting people in many areas of interest. In addition to seeking out individuals directly, contacts can be made through pupils in the classrooms, and through such organizations as school-community associations, and service clubs.

Letters or other contacts requesting any voluntary assistance from such a person must be cleared through the office of the principal.

A letter of appreciation should always be sent to those members of the community who contribute to the program of the school.

The principal may be asked to provide the superintendent with a summary of the extent and effect of the use of such volunteers.

1008: Visits to Schools

The board of education and staff of the school district welcome visits to the schools. Such visitations will be governed by those rules and regulations established by the district.

1008.1: Visitations by Parents and/or Guardians

Parents, guardians, and other authorized persons may visit the schools.

All visitors will report to the principal's office before visiting classes in the building.

1008.2: Visitations by Students

Visits by students from other districts or buildings must be cleared through the building principal. If approval is given, a visitor's pass will be issued.

1008.3: Visitations - Others

Persons visiting schools for the purpose of viewing new programs, organizational patterns, facilities, etc., must obtain clearance from the office of the superintendent.

Children below legal school age wishing to visit the school must be accompanied by their parent or guardian. Non-students (graduates, etc.) will not be allowed to visit in a building without special permission from the building principal.

1009: Loitering or Causing Disturbance

School administrative officials will assume the task of establishing and maintaining a positive learning environment. Persons seeking to disrupt the educational environment shall face those penalties established by the law.

Legal Reference: RRS
28-831 Educational institutions; obstructions and denial of privileges; penalty

1009.1: Loitering or Causing Disturbance

1. No person(s) shall unlawfully or willfully obstruct or deny to students, school officials, employees, faculty members, teachers or invitees:
 - a. Lawful freedom of movement on the school grounds;
 - b. Lawful use of the property, facilities, or parts of any educational institution, or
 - c. The right of lawful entrance or exit from the institution's physical facilities.
2. No person shall unlawfully and willfully obstruct school officials, employees, or teachers in the lawful performance of their duties, or willfully obstruct a student in the lawful pursuit of his educational activities; through the use of physical restraint, abduction, coercion, or intimidation, or when force and violence are present or imminent.

3. No person shall willfully refuse or fail to leave the property of, or any building or other facility operated by the district, upon being requested to do so by the chief administrative officer or his designee, if such person is committing, or threatens to commit any act which unreasonably interferes with or obstructs the lawful mission, processes, procedures, functions, or discipline of such institution.

1010: Political Activity

Materials relating to political candidates or issues shall not be distributed within school facilities. However, informational materials relating to bond issues, referendums, initiatives, and legislative issues may be discussed and distributed at approved meetings held on school property when school is not in session.

The Gretna School District will provide facilities to the Sarpy County election offices for local, state and national elections. All election laws will be observed.

1010.1: Political Activity

Campaign literature will not be distributed to students or parents by any individual or group within school facilities (this includes buildings, stadium and parking lots). However, informational material prepared by the district may be distributed through newsletters and other school publications.

School-related organizations that use school facilities shall not use school property when promoting partisan politics and individual candidates for political office.

1011: Complaints: School Personnel

The school district welcomes constructive criticism when such criticism is motivated by a sincere desire to improve the quality of education in the district.

Channels of communication as defined in the rules adopted by the board will be utilized in the handling of complaints.

1011.1: Complaints: Channels of Communication

The normal channel for complaints concerning school personnel shall be from complainant to employee to principal to superintendent to board. Every effort will be made to satisfy the complainant at the earliest possible stage. Complaints not resolved at the point of origin must be submitted in writing before further processing.

When a complaint is made directly to the board as a whole or to a board member as an individual, it shall be referred to the office of the superintendent.

If it appears necessary, the superintendent, the person who made the complaint, or the employee involved may request a public or executive session of the board for the purposes of complete study and a decision by this body. All parties involved, including the school administration, shall be asked to attend such a meeting for the purpose of presenting additional facts, making further explanations, and clarifying the issues.

1012: Use of School Facilities and Equipment

Persons or groups of both profit-making and non-profit-making organizations may be permitted to use or rent school facilities for their functions. Eligibility of organizations for use of school facilities shall be determined by the office of the superintendent.

It shall be determined that persons or groups presenting functions held in the school facilities:

1. Do not interfere with normal class use.
2. Do not interfere with events sponsored by the school and school groups.
3. Are not unlawful.
4. Do not advocate or favor, or have a reputation for advocating or favoring violence or rebellion against citizens of the United States.
5. Are not lewd or of a morally objectionable nature.
6. Do not alter, modify, change or abuse school facilities and equipment.
7. Are not detrimental to school facilities and equipment.
8. Shall be responsible for any damage incurred as a result of said function. It shall be the judgement of the office of the superintendent, based on the cost of replacement or repair as a result of such damage, as to the amount to be paid.

It is understood and agreed that the lessee shall be wholly responsible for the supervision, control and administration of all persons and activities conducted by the lessee on the schools' premises. The lessee shall protect, identify and hold the Gretna Schools harmless for any and all claims, suits, actions, damages, judgments, or causes

for action arising during the period the lessee has possession of the premises for injury to persons or property on, or about, or in any way connected with the leased premises.

Contracts for use of school facilities will be revised annually by the office of the superintendent.

1012.1: Policies Affecting School Property and Buildings

The board of education encourages public use of school facilities and school grounds. Permission for such use must be secured through the superintendent's or assistant superintendent's office. The first priority use for school facilities will be for the school district educational programs which include school related activities.

The building may be used, without payment of rental, for non-school purposes provided such purposes are non-profit making or non-sectarian in nature and the activity involves only Gretna day school students. Examples of these groups would be PTO, Scouting (girls, boys, cub) groups, Campfire Girls, faculty groups, and other community organizations. For any activity open to adults and primarily for non-Gretna school students and for any profit making activity of the community, or when admission is charged, the fee for use of the building will be as follows:

a.	Use of classroom-three hour limit - non profit	\$10.00
	profit	25.00
b.	Rent of gym, commons area of kitchen -	
	four hour limit non profit	25.00
	profit	50.00

Such persons or groups shall also be liable for any action brought by any person as a result of such use of facilities or equipment.

Use of the facility beyond the time limit will entail additional charges at an hourly rate based upon the above fees.

Profit making organizations will be charged a greater fee to be determined at the time of the rental agreement.

Custodial time fees will be charged if in the determination of the superintendent, the activity requires a school employee to be on duty.

An additional open lock-up fee may be charged if a custodian is not already on duty.

The high school will not be rented for community activities without board of education action.

Outside of the community, the charge will be decided, upon the activity and the use of the building, by the superintendent and the board of education.

1013: Cooperation Between Schools and Other Governmental Agencies and Educational Organizations

Cooperative relationships shall be maintained between officials of the school district and other governmental agencies. It is paramount that the rights of the individual, the home and the school be clearly understood and protected.

1013.1: Cooperation with Other Educational Organizations

Cooperative relationships shall be maintained with other educational organizations when it can be determined that such relationships will result in benefits to the students of the district. Members of the school staff are encouraged to work with representatives of other educational organizations.

Staff members who receive requests from other educational organizations to cooperate in educational projects shall obtain permission to participate from the office of the superintendent.

2000 - Administration

2001: A Concept of Administration

The administration of this school system is responsible for the direction, coordination and control of students and staff in their efforts to reach educational goals adopted by the board within the guidelines established by board policy, law and employee agreements.

To demonstrate leadership and to resolve the inevitable problems and obstacles which will arise both inside the school system and in its relations with the community, the board expects the administration to specialize in:

1. The processes of decision-making and communication
2. Planning, organizing, implementing and evaluating
3. Coordinating and guiding the various centers of power within the school system and the community to enable people to do things together for education that they might never be able to do separately.

Legal Reference: RRS

79-807 Board of Education; selection of officers;
rules and regulations; compensation

2002: Central Administrative and Supervisory Personnel

All administrative and supervisory positions in the school system are established initially by the board, or by state law, or both.

It is the intent of the board to activate a sufficient number of such positions to promote the attainment of our schools' goals.

In each case, the board will approve the broad purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

The board wishes the superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

2003: Superintendent of Schools

Reports to: Board of Education

2003.1: Performance Responsibilities:

1. Administers, as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the board of education.
2. Recommends the number and types of positions required to provide proper personnel for the operation of such a program.
3. Recommends policies on organization, finance, instruction, school plant, and all other functions of the school program.
4. Assumes final responsibility for the selection, assignment, dismissal, and evaluation of all personnel.
5. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the board of education informed of trends in education.
6. Supervises the preparation and presentation of the annual budget and recommends it to the board of education for approval.

7. Attends and participates in all meetings of the board, except executive sessions of those meetings which are concerned with the superintendent's employment.
8. Conducts a continuous evaluation of the progress and needs of the schools and keeps the public informed.
9. Exercises leadership in the development and execution of the school-community relations program.
10. Supervises and evaluates all principals in the district.

Length of contract: Twelve months

2003.2: Preferred Qualifications:

1. A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent.
2. Appropriate Nebraska administrative certificate.
3. Five years of successful experience in the administration of a school district.
4. Experience, maturity and leadership abilities in appropriate facets of school administration - sensitivity to the needs and objectives of the district and the ability to supervise and evaluate the work of others.

2003.3: Required Qualifications:

1. A six-year administrative specialist degree from an approved institution with a major in educational administration or the accepted equivalent.
2. Appropriate Nebraska administrative certificate.
3. Three years of successful experience as a superintendent, assistant superintendent, or a high school principal.
4. Experience, maturity and leadership abilities in appropriate facets of school administration - sensitivity to the needs and objectives of the district and the ability to supervise and evaluate the work of others.

2004: Assistant Superintendent

Reports to: Superintendent of Schools

2004.1: Performance Responsibilities

1. Assists the superintendent in directing the administration and coordination of the district's programs.
2. Provides leadership in stimulating progress toward the attainment of district philosophy and goals.
3. Assists in the development and delivery of programming in the area of staff development.
4. Provides and coordinates assistance to the building-level administration as it relates to services and assistance provided within the instructional area.
5. Keeps abreast of developments in curriculum and instruction and provides leadership in determining appropriateness for inclusion in the district's educational program.
6. Assists in the development and coordination of those sections of the budget that pertain to curriculum and instruction.
7. Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.
8. Assists the superintendent in the preparation of the budget and administers a budget control program.
9. Develops and administers a program for purchasing supplies and equipment.
10. Administers the rental and other use of school properties which are used by out-of-school groups.
11. Supervises data processing operations.
12. Develops and administers the staff development plan for the district.
13. Assists principals, teachers, and other personnel in the planning, developing, and implementing of staff development activities.
14. Secures resource personnel to conduct staff development activities for administrators, teachers, clerical staff, and custodians.
15. Coordinates the submission of all state and federal reports.
16. Supervises classroom programs for handicapped children with the assistance of building principals.

17. Arranges contract services for those children whose needs are so unique they cannot be met within the local district under the Level III model of Nebraska's law for service to the handicapped.
18. Coordinates evaluation, placement, assignment and reappraisals of students in relation to the special services program.
19. Prepares all federal, state, and local reports on special education programs and directs the budget planning for programs for handicapped children.
20. Acts as special education liaison with public and private agencies, organizations, and professional personnel in securing and providing services for handicapped children.
21. Participates in recruitment, selection and assignment of all special education personnel.
22. Assists in the development and/or modification of the program model to be utilized in the revisions and/or modification of curriculum in the district.
23. Assists in the development of those processes and procedures to be employed in curriculum development which will ensure K-12 programming.
24. Serves as a resource person to, and overall coordinator of, the respective committees as it relates to the process and procedure employed in curriculum development and/or revision.
25. Directs and coordinates the activities of K-12 curriculum committee chairpersons, special area coordinators (i.e., media, gifted, curriculum facilitator) in the development of programming.
26. Assists building-level principals in understanding and implementing the program components so that building-level administration can assume responsibility for the programs housed in their respective buildings.
27. Attends curriculum committee meetings, as deemed appropriate, to assure productivity and achievement of designated objectives within the established timetable.
28. Responsible for coordinating administrative computer services.
29. Works with the custodial supervisor to help plan, assign, supervise and coordinate the work of the maintenance crews engaged in performing a variety of repairs and maintenance of buildings, grounds and equipment.

30. Establishes guidelines defining maintenance responsibilities and custodial responsibilities.
31. Supervises psychological services.
32. Supervises and coordinates district testing programs.
33. Responsible for district student census system.
34. Assists in the design of communication strategies to inform the public about specific problems or situations which may arise.

Length of contract: Eleven months

2004.2: Preferred Qualifications:

1. A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent.
2. Appropriate Nebraska administrative certificate.
3. Five years of successful experience in the administration of a school district in the area of personnel.
4. Experience, maturity and leadership abilities in appropriate facets of school administration - the ability to select, supervise and evaluate the work of others and the ability to evaluate and manage the personnel needs of the school district.

2004.3: Required Qualifications:

1. A six-year administrative specialist degree from an approved institution with a major in educational administration or the accepted equivalent.
2. Appropriate Nebraska administrative certificate.
3. Three years of successful experience as a central office administrator or secondary principal.
4. Experience, maturity and leadership abilities in appropriate facets of school administration - the ability to select, supervise and evaluate the work of others and the ability to evaluate and manage the personnel needs of the school district.

2005: Principal

Reports to: Superintendent

2005.1: Performance Responsibilities:

1. Directs the activities of all staff members in the performance of their duties.
2. Supervises the instructional staff in the development and implementation of curriculum and student activities.
3. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
4. Assumes responsibility for the safety and administration of the assigned school plant.
5. Delegates authority to the assistant principal or other responsible personnel to assume responsibility for the school in the absence of the principal.
6. Supervises accounting of all student records.
7. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
8. Implements board of education policies and administrative rules and regulations relating to the school.
9. Supervises auxiliary services, the care of the building, and makes recommendations for building repairs and improvements.
10. Supervises and evaluates the school's extracurricular program.
11. Develops a program of public relations in order to further the community's understanding and support of the educational program.
12. Supervises the preparation of all reports for the district office, and other educational agencies.
13. Provides for inservice orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
14. Establishes guides for proper student conduct and maintaining student discipline.
15. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
16. Assists in the preparation and management of the budget.

17. Keeps informed of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
18. Conducts regular meetings of the staff as necessary for the proper functioning of the school.

Length of Contract: Eleven months

2005.2: Preferred Qualifications:

1. Doctoral degree from an approved institution with a major in educational administration or the accepted equivalent.
2. Three years of successful experience in administration as building principal.
3. Appropriate Nebraska administrative certificate.
4. Experience, maturity and leadership abilities in appropriate facets of school administration - sensitivity to the needs and objectives of the student, school and district; the ability to supervise, evaluate, and manage the work of others; leadership skills in the area of curriculum development, management and evaluation.

2005.3: Required Qualifications:

1. Master's degree from an approved institution with a major in educational administration or the accepted equivalent.
2. Successful experience in a leadership role, and three years of teaching experience.
3. Appropriate Nebraska administrative certificate.
4. Experience, maturity and leadership abilities in appropriate facets of school administration - sensitivity to the needs and objectives of the student, school and district; the ability to supervise, evaluate, and manage the work of others; leadership skills in the area of curriculum development, management and evaluation.

2006: Assistant Principal

Reports to: Principal

2006.1: Performance Responsibilities:

1. Assumes responsibility for general discipline of all students, coordinating efforts with those of other staff members.

2. Assumes responsibility for all student accounting, including coordination of procedures for attendance.
3. Assists principal in supervision of class scheduling, development of inservice programs, supervision and evaluation of staff programs, and supervision of office personnel.
4. Assumes the responsibility of the principal in his/her absence.
5. Assumes responsibility of lunch supervision of all students. Delegates lunch supervision personnel.
6. Assumes responsibility for all student organizations. This includes evaluation of the groups as well as control over all fund-raising activities.
7. Plans and supervises fire drills and an emergency preparedness program.
8. Supervises auxiliary services, the care of the building, and makes recommendations for building repairs and improvements.
9. Performs other duties assigned by the principal.

Length of Contract: Eleven months

2006.2: Preferred Qualifications:

1. A six year administrative specialist degree from an approved institution with a major in educational administration or the accepted equivalent.
2. Appropriate Nebraska administrative certificate.
3. Five years of successful teaching experience in a secondary school.
4. Experience, maturity, and leadership abilities in appropriate facets of school administration - sensitivity to the needs and objectives of the student, the school and district.

2006.3: Required Qualifications:

1. Master's Degree from an approved institution with a major in educational administration or the accepted equivalent.
2. Appropriate Nebraska administrative certificate.
3. Three years of successful teaching experience in a secondary school.

4. Experience, maturity, and leadership abilities in appropriate facets of school administration - sensitivity to the needs and objectives of the student, the school and the district.

2007: Consultants

The board encourages the use of consultants as a means of providing the schools with invaluable specialized services not normally required on a continuing basis.

Sufficient funds will be made available to attract the most outstanding authorities in the various fields. However, the use of consultants from outside the school system who promote a particular commercial product is discouraged. When such consultants are used, it should be made clear to them that they are to perform as consultants and not as salesmen.

2008: Line of Responsibility

While education is a state function, local schools are administered by local authorities who are vested with certain mandatory, directory and permissive powers by virtue of the state statutes. Responsibility for determining the general policies of the school system within the framework of the statutes, is entrusted to an elective governing board termed the board of education.

Consistent with the basic principles of good management, the board of education, as the legislative body, places the responsibility for executing the policies upon the superintendent of schools, and through him to all other employees. Thus, the superintendent of schools is the de facto executive officer of the school system, the board of education the legislative body, and the operational structure and procedure shall be developed and the educational goals achieved within the framework of this concept.

The proper implementation of this working relationship must be based upon the following policies and practices:

1. The board of education, in cooperation with the staff, shall prepare a set of policies to serve as a basis for the administration of the school as a guide to the superintendent and other employees in conducting their respective duties.
2. The board policies shall be such as to attract and retain the services of well-qualified and competent employees. The status of staff members shall be changed only with the recommendation of the administrative head of the school system and only at an official meeting of the board of education. Employees shall be kept informed of their status and in the event that the board

contemplates action for dismissal, the employee affected shall be presented with reasons in writing and given an opportunity for a hearing before official action is taken by the board. This policy shall apply to the relations of the board to administrators as well as to administrators' relations to other professional personnel.

3. The board of education shall be responsible for the selection of its chief executive officer, the superintendent of schools. Subject to the approval of the board of education, the administrative head of the school system shall be responsible for the selection and assignment of school employees, the management of the school plant and equipment, the administration and supervision of the educational program and conduct of the program of public relations.
4. The chief objective of the superintendent of schools shall be the development and promotion of the educational program consistent with the state statutes and board of education policies.
5. The administrative head of the school system shall be expected to attend all meetings of the board except at times when consideration may be given to his own appointment and salary.
6. All official actions within the province of the board of education shall be transacted in official meetings of the board with the superintendent of schools (or his designated representative) present except as indicated in #5 above.
7. The board of education shall transact official business with professional staff members and other school employees only through the administrative head of the school system.
8. The administrative head of the school system shall prepare and submit annually for the board's consideration a budget of anticipated income and expenditures and shall be responsible with proper board authorization for the expenditure of, and proper accounting for, all funds in accordance with the budget.
9. In matters of policy, the superintendent of schools shall perform his duties with the approval of the board of education. He shall, however, have the right and the responsibility to recommend on matters of policy, their extension or revision. As chief executive he shall have sole responsibility for operational matters, personnel, curriculum and instruction and business functions, subject to the approval of the board of education.

Legal Reference: RRS
 79-443 District board; schools supervision and control
 79-441 District board; property, care and custody; hiring of superintendent, teachers, and personnel

2009: Research, Evaluation, Planning

The board expects the superintendent of schools to concern himself with the long-term planning to guide the board in policy development. To that end the board establishes the function of planning and policy development as an important part of the superintendent's job.

Legal Reference: RRS
79-443 District board; schools; supervision and control

3000 - Business Procedures

3001: Gifts and Private Financial Support

The board of education recognizes that individual citizens, groups of individuals, or formal organizations including private business, may from time to time, offer gifts of equipment or materials or financial resources to the school district. It shall be the policy of the Gretna Schools to accept gifts when the following criteria is met:

1. Gifts and donations become the property of the Gretna School District. All decisions about the utilization and disposition of said gift will be made by the board of education or its designated representatives.
2. Only those gifts that have the potential of making a positive contribution to the goals of the Gretna Schools will be accepted. These gifts may include items such as equipment, supplies, instructional materials, etc., which are not considered necessities for the operation of the schools.
3. The gift or donation becomes property of the Gretna Public Schools only after formal acceptance of such gift or donation by a majority vote of the members present at a regular meeting of the board of education.

It is the belief of the board of education that the wise use of gifts and financial contributions along with all other tax monies and other income from all sources will help provide a high quality educational program for all students in the School District of Gretna.

3002: Student Activities Fund Management

The board hereby authorizes the establishment and maintenance of the Gretna High School Activities Fund. The administrator of the school shall be responsible for the proper administration of the financial activities of the account in accord with the provisions of state law and appropriate accounting practices and procedures. All monies

collected shall be deposited in the Gretna State Bank. All payments made from the fund shall have the approval of the administrator responsible for the said fund.

No fund shall be kept outside of the activity fund by any school person.

The annual school district audit shall include the activity fund. Payment for the audit shall be made from district funds.

Monies raised by student organizations must be expended for the benefit of students.

3003: Audits

The books and accounts of the district shall be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The certified public accountant shall be selected by the board.

The audit, when completed, shall be presented to the board for examination.

The superintendent shall be responsible for filing copies of the audit with the proper authorities as prescribed by law.

3004: Financial Reports and Statements

The board shall receive monthly financial statements showing the financial condition of the school district as of the last day of the preceding month. Such other financial records as may be determined necessary by either the board or the administration shall be presented periodically.

3005: Budget

The superintendent is authorized to prepare an annual budget which is presented to the board of education for study and revision prior to its adoption in July or August.

The superintendent shall annually present a proposed budget for school expenditures and revenue for the next ensuing fiscal year to the board of education. The board may modify the budget as they deem necessary. They shall then adopt a proposed budget to be presented at public hearing.

Following the public hearing, the board will adopt the budget for the ensuing fiscal year.

3005.1: Budget Goals and Objectives

It is the policy of the board of education for the superintendent to prepare an operating budget which provides an optimum educational program consistent with the taxpayers' ability to support such a program. The board recognizes that the budget is a guideline for expenditure. Total expenditures shall stay within the budget amount. Individual line items of the budget are to serve as guidelines for expenditures.

3005.2: Preparation of Budget Document

The amount of the budget will be based upon the financial requirements of the school's program and district's financial resources, and shall be in keeping with statutory provisions.

The procedures for processing annual budget requests are as follows:

1. All schools and departments are to submit their budget requests in triplicate for the coming year on or before March 1.
2. All budget requests are studied and reviewed by the administration prior to approval or rejection.
3. Preliminary budgets as recommended by the administrators are presented to the board of education for study.
4. A summary describing the proposed budget for the following school year will be prepared in advance of the public budget meeting.
5. No later than August 10, the board of education presents the proposed budget to the patrons of the district for their consideration.
6. Notice of such hearings shall be given by publication in a newspaper of general circulation in the district five days prior to the date of the hearing.
7. After the meeting, the board of education will adopt the budget, making changes as it deems necessary.
8. No later than August 15, the budget, as finally adopted, is filed by the board of education with the county superintendent of schools.
9. After a public hearing, the proposed budget statement shall be adopted, or amended and adopted as amended, and a written record shall be kept of such hearing. The amount to be received from taxation shall be certified to the levying board after the proposed budget statement is adopted, or is amended and adopted as amended.

Legal Reference: RRS
 79-810 Board of Education; budget; tax, levy;
 publications of expenditures; duty of county board
 23-925 Proposed budget; notice; hearing; adoption;
 certify to board; exceptions

3005.3: Publication of Preliminary Budget

Notice of place and time of the budget hearing, together with a summary of the proposed budget statement, shall be published at least five days prior to the date set for hearing, in the Gretna Guide. (23-925)

3005.4: Hearings and Reviews

The board of education shall present the budget at a public hearing and allow the patrons of the district to request amendments to the advertised budget. Such amendments may either increase or decrease the proposed budget.

3005.5: Final Adoption Procedures

After such hearing, the proposed budget statement shall be adopted, or amended and adopted as amended, and a written record shall be kept of such hearing. The amount to be received from taxation shall be certified to the levying board after the proposed budget statement is adopted, or is amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published budget statement, a summary of such changes shall be published within twenty days after its adoption in the manner provided in this section, but without provision for hearing, setting the items changed and reasons for such changes. (23-925)

3005.6: Appeals Procedure

The board of education is the final authority and no appeals can be made provided the board has followed Section 23-925 of the Nebraska School Laws, which sets forth the procedure for budget notice hearing and adoption.

3006: Taxes

Upon approval of the budget document, county government officials will levy local school taxes and fix the rate of taxation for the purpose of raising revenue to meet the necessary expenses of the school.

The board of education shall annually, on or before August 15, report in writing to the county board the entire revenue raised by taxation and all other sources and received by the board of education for the previous fiscal year, and a budget for the ensuing fiscal year in the form of a resolution broken down generally as follows:

1. The amount of funds required for the support of the schools during the fiscal year next ensuing;
2. The amount of funds required for the purchase of school sites;
3. The amount of funds required for the erection of school buildings;
4. The amount of funds required for the payment of interest upon all bonds issued for school purposes; and
5. The amount of funds required for the creation of a sinking fund for the payment of such indebtedness.

It shall be the duty of the county board to levy and collect such taxes as are necessary to provide the amount of revenue from property taxes as indicated by all the data contained in the budget and the certificate prescribed by this section, at the time and in the manner provided in section 77-1601.

Legal Reference: RRS
79-810 Board of Education; budget; tax; levy;
publication of expenditures; duty of county board

3007: System of Accounts

The accounting systems and procedures for the school district shall be set up and operated so as to conform to best business practice and existing guides from the State Department of Education.

3008: Treasurer's Report

The treasurer of the board or his designee will submit a monthly financial report to the board.

Legal Reference: RRS
79-809 Board of Education; treasurer; duties;
bonds, compensation

3009: Monies in School Buildings

Monies collected by school district employees and by student treasurers shall be handled with good and prudent business procedures.

All monies collected shall be receipted and accounted for and directed without delay to the activities fund.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, and even then no more than a few dollars should be kept. All school banks shall provide for making bank

deposits after regular banking hours in order to avoid leaving money in school overnight.

3010: Insurance

The insurance coverage of the school district should provide the broadest, most complete coverage available. It should be secured at the most economical cost to the district and be consistent with sound insurance principles.

Legal Reference: RRS
44-762 Blanket sickness and accident insurance,
defined

3011: Employee Bonds

All school district employees who handle funds shall have at least a \$2,000 blanket fidelity bond purchased by the board.

3012: Federal Aid

It is the objective of the board of education to provide equal educational opportunities for all children. It is the intent of the board to study all federal legislation, with this philosophy in mind, selecting those particular parts of the legislation which will help the board to provide better educational opportunities, better educational environment, and better physical and mental growth for each pupil.

The board regards these billions of dollars of aid to local school districts and communities as a public trust, just as if the money came from our own local taxpayers. If the board selects any particular areas in which this federal money can assist and provide a better education, this money will be spent wisely and well, as with other local school funds.

3013: Tuition Fees

Students from other districts attending Gretna Public Schools shall be subject to tuition fees as established by the board of education.

Tuition charges will be set annually by the board of education. Non-resident tuition fees must be paid by the quarter with said payment preceding a student's admission to classes. Exceptions to the quarterly payment procedures may be allowed when:

1. A student's tuition fees are paid by the school district in which the student resides;
2. A student's tuition fees are waived by the office of the superintendent.

Legal Reference: RRS
79-445 Non resident students; admission; tuition;
persons exempt

3014: School Properties Disposal Procedure

No supplies or equipment shall be disposed of until permission has been received from the office of the superintendent.

The superintendent shall determine whether the material involved has saleable value and if such shall be the case he shall arrange for the sale of the material. If the material does not have saleable value the proper disposal of the books, equipment, and/or supplies shall be determined.

3015: Purchasing

Purchasing shall serve the educational program by providing the necessary supplies, equipment and services.

The acquisition of services, equipment and supplies shall be centralized in the purchasing office under the supervision of the office of the superintendent.

3015.1: Standardization of Supplies and Equipment

To help achieve both quality control and the price advantages of quantity purchasing, the office of the superintendent is encouraged to:

1. Set specifications for goods and services as needed.
2. Cite several existing, commercially available "standard brands" that meet those specifications acceptably as examples.
3. Invite vendors to bid on those examples or comparable ones which the vendors believe to be acceptable according to the specifications.

3015.2: Purchasing Procedures

The office of the superintendent shall be charged with the responsibilities of purchasing supplies and equipment and securing necessary services in a manner which is to the best advantage of the Gretna Public Schools.

A complete central record system will be maintained by the assistant superintendent for the purpose of combining orders, avoiding duplication of purchases, taking full advantage of lowered prices for bulk purchasing, to follow up on orders, delivery of which is unduly delayed,

and to reconcile deliveries to orders before payment is made. This delivery control will be applied to all purchases, regardless of point of delivery.

The purchase of non-budgeted items, when monies are available in the general fund, requires the approval of the office of the superintendent for amounts not to exceed \$1,000 per item. Board approval is required for the purchase of all non-budgeted items with a cost exceeding \$1,000.

Legal Reference: RRS
79-461 Treasurer; records and reports required;
delivery upon expiration of office

3015.3: Soliciting Prices (Bids and Quotations)

Whenever it is determined to be beneficial and feasible by the office of the superintendent, bids will be solicited for items purchased or services secured for the Gretna School District.

3015.4: Bids and Quotations Requiring Board Approval Prior to Award

Quotations shall be solicited for the purchase of items or securing of services in instances deemed appropriate by the office of the superintendent.

Items or services to be bid will be advertised in a newspaper of general circulation within the district two weeks prior to award. Bids on individual items with a cost in excess of \$2,000 will require board approval prior to awarding.

3016: Receiving Goods

When goods are delivered to the warehouse, the receiving clerk is responsible for checking them for quantity and quality and will sign and forward the receipt copy to the business office. If goods are sent directly to a school, the principal has the same responsibility.

3017: Paying for Goods and Services - Revolving Cash Funds

The superintendent shall establish or cause to be established administrative/activity funds. Receipts and disbursements of said funds must be in compliance with sound business procedures and prove satisfactory to auditors.

4000 - Personnel

4001: Recruitment and Selection

The district will employ the best qualified applicant for each position without regard to race, color, national origin, religion, age, or sex.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization.

Where required by law or deemed essential by the school district, employees must be duly licensed and/or certified.

A Gretna Board of Education member may not be an employee of the school district.

4001.1: Recruitment

Applications will be accepted from candidates who have graduated, or who are preparing to graduate, from accredited colleges and universities. The office of the superintendent will be responsible for disseminating information about the district and for obtaining and processing all application inquiries. Applicants inquiring about positions in the Gretna Schools will be provided with the following information:

1. Form letter indicating application procedures
2. Application form
3. Certification requirements
4. Brochures about the Gretna Public Schools

When necessary, representatives of the administrative staff will visit accredited colleges and universities to obtain applications from outstanding prospective candidates.

4001.2: Selection

The office of the superintendent reviews and screens applications. When applicants' files are complete, interviews are arranged as deemed necessary. Following interviews, applicants are notified of the status of their application when possible.

Election of all certified employees shall be by action of the board of education, upon the recommendation of the office of the superintendent.

Such nomination and election of employees shall be subject to the provisions of the laws of the State of Nebraska.

4002: Sex Discrimination

The district shall not wrongfully discriminate on the basis of sex in any of its programs or activities.

4003: Personnel Records

The school district will maintain a personnel file on each certified employee.

Prior to October 15, all teachers must complete their personnel files in the office of the superintendent with the following forms:

- Teaching certificate
- W-4 form
- Current, complete transcript
- Nebraska retirement form
- Health major medical enrollment card
- Income protection card
- Personnel card

Personnel files will also contain pertinent data relative to job performance.

4003.1: Teacher's Supervision and Evaluation File

Each principal shall establish a cumulative file for each member of his teaching staff where information regarding supervision and evaluation will be stored.

4004: Access to School District Files

All employees of the district shall have access to the personnel file maintained by the district, provided however, a written request for access is made to the office of the superintendent.

Within five days after the receipt of the request, the office of the superintendent shall advise the person making the request of the time and place where he shall have access to the personnel file.

At a time within the regular school day at a place as may be determined by the office of the superintendent, the person making the request, in the presence of a person designated by the office of the superintendent as the representative, shall be permitted to examine all documents in his personnel file with the exception of those items which are excluded by law as not being subject to a right of access.

At the time of the examination, the person shall have the right to attach a written response to any item in such file by presenting it to the representative of the office of the superintendent who shall

thereupon attach it to the file in the manner and by the method designated by the district, which manner and method shall be such as to prevent any defacing, obliteration or damage to any of the documents in the personnel file.

Any employee may authorize in writing any other person to have access to his personnel file under the same terms and conditions and the same manner as he himself might have access to the personnel file; provided however, that the authorization shall be in writing and any request granted under this paragraph is upon the express condition that the district, its officers and employees are relieved from any liability in the event the person designated in the request discloses any information obtained by him during the course of the examination.

No person shall be allowed to remove, copy or reproduce any material in his personnel file except and only to the extent he is permitted to do so by order of a court of competent jurisdiction.

Legal Reference: Sections 43-604, 43-609, 43-620, 43-625, 43-626, 43-627, 43-627.01, 43-641 to 43-653, 43-660, 79-202 79-444, 79-4,156, 79-4,157 and 79-4,158 of the Nebraska Statutes; Federal Public Law 94-142; Rule 51 of the State Department of Education

4005: Certification

Each certified staff member will hold a valid Nebraska teaching certificate. Every effort will be made to assign persons to work in their endorsed areas.

4005.1: Renewal of Certificate

Upon expiration of a teaching certificate, it is the teacher's responsibility to make application for renewal. Renewal forms are available at the superintendent's office.

4005.2: Change of Name on Certificate

If a teacher's name changes by marriage, it is the teacher's responsibility to have the name changed on the certificate.

4006: Teacher Evaluation Policy

The board recognizes that the teaching process is an extremely complex and important function. Nevertheless, because it is universally accepted that good teaching is the most important element in a sound educational program, appraisals of teachers performance of duty, competence, and professional conduct shall be made. The purpose of the evaluation will be for the improvement of instruction and to serve as a basis for determining continued employment. The procedures shall provide for a

source for determining continued employment. The procedures shall provide for a source of information for sound decision-making as well as for counseling, for inservice training, and for continued growth of all employees. The procedures, in addition to enhancing the learning process, may provide for the orderly dismissal of those who do not meet the standards of the district.

Legal Reference: 79-1254

All certified personnel shall be evaluated on appraisal forms provided by the superintendent's office as follows:

1. Probationary certified employees shall be evaluated at least once each semester in accordance with the procedures provided by law.
2. Permanent certified employees shall be evaluated at least once every school year.

4007: Renewal of Employment Contracts

Employment contracts between the school district and administrators or teachers shall be deemed renewed from year to year and shall be amended, cancelled, not renewed or terminated as specified below. The contract shall not be effective until a teacher or administrator shall notify the district in writing of his acceptance of the contract by April 15.

4008: Cancellation of Contract

Contracts of any certified employee, including probationary teachers, tenured teachers, superintendents, association or assistant superintendents may be cancelled or amended by a majority of the members of the school board during the school year for any of the reasons provided by law which include:

1. Cancellation, termination, revocation or suspension of certification as provided by law.
2. Breach of a material provision of the contract.
3. For reasons set forth in the contract.
4. Incompetency, neglect of duty, unprofessional conduct, insubordination, immorality or physical or mental incapacity.

The procedure to be followed when it is determined that it is appropriate to consider cancellation or amendment of the contract is as follows:

1. Notification, in writing, to the employee that the contract may be cancelled and the grounds for the cancellation.

2. Within seven days of receipt of the notice, the certified employee may request in writing to the secretary of the school board, superintendent or superintendent's designee that a hearing be held.
3. Prior to the hearing, if requested, a notice of cancellation and reasons therefore are deemed a confidential employment matter subject to sections 84-1410 and 79-4156 to 79-4158 and shall not be disclosed to the public or news media.
4. During the pendency of a decision, a certified employee may be suspended from duty with pay.
5. A formal due process hearing as set forth hereafter shall be provided.

4009: Probationary Certified Employees

During the first three years of employment with the district or the part-time equivalency, a certified employee shall be considered a probationary employee. His/her contract shall be deemed renewed and remain in full force and effect unless amended or not renewed as provided by law. The school board may determine to amend or not renew the contract for any reason it deems sufficient as provided by law, but such non-renewal shall not be for constitutionally impermissible reasons. If the school board, superintendent or superintendent's designee determines it is appropriate to consider the amendment or non-renewal of a probationary certified employee's contract, the following procedure shall be followed.

1. Written notice shall be given to the employee on or before April 15 that the school board will consider amendment or non-renewal of the employee's contract.
2. Upon request, the reasons for the proposed amendment or the non-renewal shall be provided in writing with such clarity that the employee is able to prepare a response. The reasons set forth in the notice shall be employment-related.
3. Within seven days after receipt of the written notice, written request may be made to the secretary of the school board, superintendent or superintendent's designee that a hearing before the school board be held.
4. Prior to the hearing, if requested, the notice of possible amendment or non-renewal and any reasons therefore shall be considered a confidential employment matter as provided in sections 84-1410 and 79-4156 to 79-4158 and shall not be disclosed to the public or news media.

5. An informal hearing shall be held before the school board within thirty (30) days of the date of the request therefore unless otherwise agreed to by the parties in writing.
6. If a hearing is not requested, the board shall make a final determination.
7. Unless otherwise agreed upon by the parties, final action by the board must be taken on or before May 15.

The procedure for an informal hearing is as follows:

1. Notice, in writing, of the date, time and place of hearing shall be given five days prior to the date of the hearing.
2. Certified employee or his or her representative shall have an opportunity to discuss and explain his or her position regarding continued employment.
3. There should be an opportunity to present information and to ask questions of persons appearing on behalf of the school district.
4. The hearing shall be held in closed session, if requested, and upon affirmative vote by a majority of the board members present and voting.
5. The formal action of the school board shall be in open session.
6. The board may issue subpoenas and compel the attendance of witnesses for purposes of testifying at the hearing, for purposes of depositions and for production of documents.

4010: Permanent Certified Employees

A certified employee who has served the probationary period is a permanent certified employee. His/her contract shall be deemed continuing and shall be renewed and remain in full force and effect unless amended or terminated as provided by law. The contract of a permanent certified employee shall be amended or terminated for any of the following reasons by majority vote of the school board.

1. Just cause as defined by law.
2. Reduction in force as provided by law or change of leave of absence policies.
3. Failure upon written request of the school board or administrators to accept employment for the ensuing year within the time designated in the request, but not prior to March 15 of each year.

4. Revocation, cancellation, suspension or termination of certification.

The procedure to be followed when it is determined that it is appropriate to consider the amendment or termination of the contract, is as follows:

1. Notification that the contract may be amended or terminated shall be provided on or before April 15, in writing.
2. A hearing may be requested in writing to the secretary of the school board, superintendent or superintendent's designee within seven calendar days on receipt of written notice.
3. A formal hearing shall be held before the school board within thirty (30) days of the date of the request therefore unless otherwise agreed to by the parties in writing.
4. If no request is made, a final determination may be made by the board.
5. The employee shall be advised at least five days prior to the date of the hearing of the date, time, and place, all of which shall be in writing.
6. The parties may extend the time for hearings or final determination by mutual agreement in writing.
7. Final action by the board must be taken on or before May 15.
8. If a hearing is requested, it shall be a formal due process hearing.

The procedure for a formal due process hearing is as follows:

1. At least five days prior to the hearing, the employee shall be notified in writing of the basis for the proposed termination or amendment of the employee's contract.
2. Upon request, the employee shall be notified at least five days prior to the hearing of witnesses to be called to testify against the employee.
3. Upon request, the employee shall have the opportunity at least five days prior to the hearing to examine any documents that will be presented at the hearing.
4. The employee has the right to be represented.

5. The employee shall have an opportunity to cross-examine all witnesses and to examine all documents.
6. The employee shall have an opportunity to present evidence material to the issues.

Upon request of the employee or his or her representative and affirmative vote of the majority of the school board members, the hearing shall be conducted in a closed session. Formal action of the board shall be taken in open session.

The decision of the school board shall be by vote of a majority based solely upon evidence produced at the hearing. The board shall reduce its findings and determinations to writing and provide a written copy to the employee.

After the opportunity for a hearing has been provided, except in the case of a reduction in force, and just cause has been shown, sanctions other than termination or amendment may be imposed by the board as agreed upon by the parties.

Past action may be considered in determining the appropriate action in future hearing, if such action was taken within the past five years.

The board shall have all the powers to subpoena and compel the attendance of witnesses for purposes of testimony at the hearing and depositions and to issue subpoenas for the production of documents.

4011: Reduction in Force

For staff reduction determinations:

1. No reduction in force shall allow the reduction of a permanent or tenured employee while a probationary employee is retained to render a service which such permanent employee is qualified by reason of certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.
2. No reduction in force shall occur until competent evidence has been presented demonstrating that a change of circumstance has occurred necessitating a reduction in force.
3. Any alleged change of circumstances must be specifically related to the teacher or teachers to be reduced in force.
4. No employee shall be terminated for reason of a reduction in force unless it is found that there are no other vacancies on the staff for which the employee to be reduced is qualified by endorsement or by professional training to perform.

5. Any employee whose contract has been terminated because of reduction in force shall have preferred rights to re-employment for a period of twenty-four (24) months commencing at the end of the contract year and the employee shall be recalled on the basis of length of service to the school to any position for which he or she is qualified by endorsement or college preparation to teach.
6. Any tenured employee who is to be terminated under a reduction in force shall have a right to the hearing provided by law prior to such termination.

Legal Reference: RRS
 79-1254.05
 79-1254.06
 79-1254.07
 79-1254.08

In all instances, permanent employees will not be reduced while a probationary employee is retained to render a service which such permanent employee is qualified by reason of certification and endorsement to perform or where certification is not applicable by reason of college credits in the teaching area. Staff reduction determinations will be made in the following sequence and each step will be implemented before initiating the next procedure.

- Step 1. Persons to be released first shall be those holding a temporary or provisional certificate or license.
- Step 2. Following the completion of Step 1, persons selected for vacancies during the school year, those filling a leave of absence and part-time probationary employees shall be released.
- Step 3. Next, probationary employees rendering a service which a permanent employee is qualified by reason of certification and endorsement to perform or where certification is not applicable by reason of college credits in the teaching area shall be released.
- Step 4. Certified personnel with permanent status shall be reduced based upon the following considerations:
 - a. Continuous full-time service or its equivalency with the the Gretna School District.
 - (1) The only exception to this may be in the area of special assignment where it would be impossible for a continuation of a specific program.

- b. In the event two or more employees have the same length of full-time continuous service or its equivalency, the date of the signing of the contract by the board of education will take precedence.
- c. In the event the length of service and date of signing is the same, the next priority will be given to the date the contract is offered by the office of the superintendent.
- d. Staff members to be retained must be retained in the endorsed area unless assigned otherwise by the district because no other qualified personnel are available.

Step 5. Individuals who are terminated because of a reduction in force shall be automatically placed on a list for recall in order of length of service, as provided by law, for a period of two years, commencing at the end of the contract year.

- a. When vacancies occur, individuals on the recall list shall be given first priority for reemployment to any position for which he or she is qualified by endorsement or college preparation to teach on the basis of length of service to the district.
- b. Notification of a vacancy shall be made in writing by certified mail to the last known address of the persons involved and if no response is received to that correspondence within twenty (20) days of date of mailing, then an attempt shall be made to reach the individual by telephone for a period of five (5) days. After the fifth day and if no response, the next person whose name appears on the recall list will be contacted.
- c. For the purpose of establishing length of services only, individuals reemployed from the recall list shall be given credit for the years employed by the district.
- d. In case of termination, the following opportunity concerning fringe benefits will be available to the affected individual:

Health Insurance - Persons terminated may continue while on the recall list, to participate in the Group Health and Life Insurance programs of the district by paying the established rate of semi-annual premium in advance to the central office payroll department.

- e. In the event of reemployment, the individual will be placed upon the salary schedule or ranges in the same position that he/she would have been had he/she not been terminated, excepting that the period of time while the employee was not employed will not be recognized for vertical movement on the schedule.

Legal Reference: RRS
79-1254.05; 79-1254.17; 79-1254.08
LB 259

4012: Substitute Teachers

A substitute teacher shall be a person certified to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher because of illness or professional duties.

Rates of compensation for substitute teachers will be set by the board.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school district.

Substitute teachers are appointed on a temporary basis and continue as needs require. They do not come under the provisions of the Nebraska Teacher Tenure Law.

There are two classifications of substitute teachers:

1. Day-to-day substitute teachers are appointed to serve on a per diem basis for short, indefinite periods in meeting unforeseen and emergency situations. Service for ten or fewer consecutive days in any one substitute position is classified on a day-to-day basis.
2. A substitute teacher who is appointed to serve for more than ten consecutive days in a given position for a definite, but limited, period is classified as a continuous substitute teacher. A substitute teacher who serves for more than ten consecutive days shall be paid on his/her own salary computation that is pro-rated from the current salary schedule.

There is no provision for sick leave with pay.

All substitute teachers are required to assume duties as the principal may direct, and are subject to the same rules and regulations which govern other teachers. Certification requirements must be met by substitute teachers.

4013: Student Teachers and Pre-Student Teachers

The district will cooperate with colleges and universities by allowing students who are preparing to teach to devote a reasonable amount of time to training in our schools, provided that this training will in no way retard the satisfactory progress of pupils.

Legal Reference: RRS
79-1297 through 79-12,100

1. Teachers will not be assigned a student teacher or pre-student teacher unless they have indicated a willingness to participate in the program.
2. The principal and assistant superintendent will determine student teacher and pre-student teacher assignments with college officials, based on the availability of student teachers and the number of applicants indicating interest in serving as cooperating teachers.
3. Any teacher who accepts a student teacher or pre-student teacher is expected to provide adequate supervision and, in general, furnish an excellent experience for the trainee.
4. Supervision of these programs is the responsibility of the assistant superintendent. Administration of these programs in individual buildings is the responsibility of the principal.

4014: Grievance Policy

The board of education adopts the following grievance policy and procedures.

4014.1: Definitions

1. Grievant shall mean an employee of the district or a student enrolled in the school district who submits a grievance pursuant to this policy.
2. Grievance shall be construed to mean a claim or controversy based upon the interpretation, meaning or application of an employee's contract or employment; any state or federal statute relating to the working conditions of employees or the rights, duties or responsibilities of employees for which a separate process or procedure is not provided for in statute; claims of alleged discrimination under any applicable state or federal statute or the regulations duly promulgated pursuant thereto; a written reprimand issued to a teacher.

4014.2: Procedure

1. Level I: If the aggrieved party believes that a grievance exists, they shall first discuss the matter with the principal in an effort to resolve the problem. Such meeting shall take place within five (5) days of the acquiring of the knowledge of the incident which is the basis of the grievance.
2. Level II:
 - a. If an aggrieved party is not satisfied with the disposition of the problem or if no decision has been rendered following seven (7) days after the processing of the grievance at Level I, the grievant may submit the claims as a formal grievance in writing to the principal.
 - b. The principal shall arrange a meeting of the parties within seven (7) days. The grievant shall meet with the principal at the hearing. Within three (3) days after that hearing, the principal shall render his decision in writing to the aggrieved person. The superintendent shall receive a copy.
 - c. If a satisfactory adjustment of the grievance shall not have been reached, the grievant shall have the right to lodge a written appeal of the grievance with the superintendent of schools. Such appeal must be delivered to the superintendent of schools within five (5) days of receipt of the principal's decision.
 - d. Based upon the written grievance, a hearing shall be conducted within seven (7) days after receipt of the written grievance. The superintendent shall have seven (7) days after such hearing to render the decision in writing to the grievant.
 - e. If the grievant is not satisfied with the disposition of the grievance at step (d), then within five (5) days of the receipt of the written decision of the superintendent, the grievant may submit a written appeal of the grievance to the board of education.
 - f. Within thirty (30) days, the board of education or a committee of three (3) members thereof shall conduct an informal closed hearing on the grievance and shall render a decision for review by the entire board of education within ten (10) days following the hearing. The decision of the board of education shall conclude consideration of the grievance by the school district.

4013.3: General Provisions

1. Any extension of the time limitations set forth in the procedure may be extended upon the written mutual agreement of the parties. In the absence of such extension, failure to file the grievance within the time specified shall constitute a waiver of the grievance procedure.
2. The parent or guardian of a student may present the grievance for the student.

4014: Salary Schedules

Salary schedules for all personnel will be reviewed annually by the board of education. Employees will be placed on the appropriate salary schedule according to their qualifications and experience.

Each staff member will receive annually a copy of the salary schedule which pertains to his position.

In individual situations, the superintendent may recommend to the board of education that no salary increase be given, or that a salary increase be granted in addition to that listed on the salary schedule.

Faculty members shall receive their salary on a twelve month basis.

All salaries will be paid on the twentieth (20th) day of each month; if the 20th falls on a non-school date, payment will be made on the last day school is in session prior to the 20th. Special requests for other salary arrangements will be individually considered by the superintendent and board of education.

4014.1: Rules and Regulations for Purposes of Horizontal Advancement on the Salary Schedule

For purposes of determining placement on the salary schedule, all college graduate hours, undergraduate hours and professional growth required to be approved, must receive prior approval from the superintendent of schools. Staff members who have been accepted into, and working on an approved degree program which is on file in the superintendent's office do not need to go through the approval process. Application forms for approval of college graduate hours, undergraduate hours and professional growth points are available in the principal's office.

4015: Length of Contract

Teachers are under contract for 188 days. The district reserves the right to request teachers to report before the first official instructional day and to retain them after the last day of school until all official work has been completed.

4016: Extra Duty

1. Staff members may be assigned extra responsibilities, as deemed necessary, to carry out the program of the Gretna Public Schools. Teachers in the junior and senior high school may be assigned extra duty activity responsibilities.
2. Teachers in the junior and senior high schools may be requested to attend activities in the supervisory roles.
3. Teachers will be expected to attend parent-teacher organization meetings, and are encouraged to attend other school functions as they affect their buildings and the district.

4017: Teacher Dress

Teachers are responsible for providing a positive image to students. If, in the opinion of the building administrator, a staff member's dress and grooming do not present a positive image, it will be the responsibility of that administrator to encourage the staff member to change his dress and grooming habits.

4018: Lesson Plans

Each teacher is required to maintain a complete set of lesson plans for the following week. A duplicate copy of the plans should be submitted to the principal before the teacher leaves the building on Friday. Plans should be sufficiently complete so that they can easily be used by a substitute teacher.

Legal Reference: RRS

79-201 Compulsory education; attendance required;
length of school terms
79-807 Board of Education; selection of officers;
rules and regulations; compensation
79-547 Teachers; lunch period; exception

4019: Leave for Certified Personnel4019.1: Sick Leave

Sick leave with pay will be granted on the following basis: ten (10) days for each teacher who is employed for a period of nine (9) months; and one additional day for each month of employment beyond 9 months in that contract year. Sick leave may be accumulated from year to year until a teacher has accumulated a maximum of 45 days. After three (3) consecutive days of absence for illness, the principal of the building may request an acceptable physician's certificate in order for it to be counted as sick leave. In addition to personal illness, sick leave may be granted to an individual covered by this contract for an illness of the individual's family that requires the attendance of the individual under contract.

4019.2: Personal Leave

Two (2) days non-accumulative personal leave, with prior approval of the principal and superintendent.

4019.3: Bereavement Leave

Employees shall be granted up to two days (2) days leave per occurrence per year (non-accumulative) without loss of pay for absence due to grief because of the death of a family member.* Additional days may be taken in the form of personal leave, if additional days are necessary, provided the individual has personal leave available. If additional days beyond are needed, the superintendent may allow use of sick leave.

*Family member shall be defined as: spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents or grandchildren, or any other member of the immediate household.

4019.4: Professional Leave for Association Duties

Representatives of the Gretna Education Association are granted up to and including five (5) days per year of professional leave for the express purpose, as may be necessary, to conduct business of the association. Requests for professional days for association duties by representatives of the association for the express purpose, as may be necessary to conduct business of the association must be requested in writing and endorsed by the superintendent of schools, or his/her designee prior to date of leave. Professional leave days in this section are non-accumulative.

4019.5: Jury Duty

Teachers and other employees may be granted leave when called to serve on a jury. Pay received from jury duty must be returned to the school district, or this amount be deducted from the employee's salary.

4020: Activity Passes

All employees of the Gretna School District will be given an activity pass, upon request. This pass will admit the bearer and one other person to all school activities.

The activity pass may be used only by the person whose name appears on the pass.

Employees should request their passes from their principal.

4021: Professional Mileage Expenses

The Board of Education of the School District of Gretna believes that when employees are traveling on school business, that some or all of the expenses of that travel should be paid by the district.

4022: Benefits for Non-Certified Personnel - 12 Month Basis

The following benefits are provided for employees who work on a 12-month basis with 30 or more hours per week.

4022.1: Sick Leave

Thirteen sick days accumulative to forty-five days.

4022.2: Bereavement Leave

Employees shall be granted up to two days leave per occurrence per year (non-accumulative) without loss of pay for absence due to grief because of death of a family member.* Additional days may be taken in the form of personal leave, if additional days are necessary, provided the individual has personal leave available. If additional days beyond are needed, the superintendent may allow use of sick leave.

*Family member shall be defined as: spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents or grandchildren, or any other member of the immediate household.

4022.3: Personal Leave

Two days non-accumulative personal leave, with prior approval of the principal and superintendent.

4022.4: Vacation Leave

One week vacation after one year; two weeks vacation after three years; three weeks vacation after seven years of service to the district.

4022.5: Life Insurance

\$10,000 is paid by the district and employees are allowed to increase their insurance to \$20,000 by use of payroll deduction from their monthly salary.

4022.6: Health Insurance

A new employee is eligible for single coverage paid by the district. Family coverage may be obtained by the employee paying the difference

between family and individual coverage. Beginning with the third year of full-time employment, an employee is eligible for full family coverage paid for by the district.

4022.7: Legal Holidays

New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day and the day following, and Christmas Day. An employee working on a twelve-month basis would receive a normal day's wage for a holiday. If the holiday falls on a weekend, either the day preceding or following may be used for holiday pay and taken off.

4022.8: Long Term Disability

66 2/3% of basic monthly earnings as described in the schedule of benefits on the individual's policy. Benefits will be paid commencing with the 46th continuous day of disability due to accidental bodily injury or disability due to sickness, as will also be described in the individual's policy. When an employee meets the waiting period required by the insurance company, sick leave will stop and the insurance will take over. Any accumulated unused sick leave may be used at a later time if an employee qualifies for sick leave at that time.

4022.9: Vacation - Part-Time Year-Round Employees

After five years of employment, part-time year-round employees are eligible for two weeks of paid vacation.

4022.10: Accrued Longevity

Twelve month part-time employees will accrue longevity to the portion of time they have accrued.

4023: Benefits for Non-Certified Personnel - 9 Month Basis

The following benefits are provided for employees who work on a 9-month basis with 30 or more hours per week.

4023.1: Sick Leave

Ten sick days accumulative to forty-five days.

4023.2: Bereavement Leave

Employees shall be granted up to two days leave per occurrence per year (non-accumulative) without loss of pay for absence due to grief because of death of a family member.* Additional days may be taken in the form of personal leave, if additional days are necessary, provided

the individual has personal leave available. If additional days beyond are needed, the superintendent may allow use of sick leave.

*Family member shall be defined as: spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents or grandchildren, or any other member of the immediate household.

4023.3: Personal Leave

Two days non-accumulative personal leave, with prior approval of the principal and superintendent.

4023.4: Life Insurance

\$10,000 is paid by the district and employees are allowed to increase their insurance to \$20,000 by use of payroll deduction from their monthly salary.

4023.5: Health Insurance

A new employee is eligible for single coverage paid by the district. Family coverage may be obtained by the employee paying the difference between family and individual coverage. Beginning with the third year of full-time employment, an employee is eligible for full family coverage paid for by the district.

4023.6: Long Term Disability

66 2/3% of basic monthly earnings as described in the schedule of benefits on the individual's policy. Benefits will be paid commencing with the 46th continuous day of disability due to accidental bodily injury or disability due to sickness, as will also be described in the individual's policy. When an employee meets the waiting period required by the insurance company, sick leave will stop and the insurance will take over. Any accumulated unused sick leave may be used at a later time if an employee qualifies for sick leave at that time.

4023.7: Accrued Longevity

Nine month part-time employees will accrue longevity to the portion of time they have accrued.

4024: Benefits for Bus Drivers

The following benefits are provided for employees who are bus drivers.

4024.1: Sick Leave

Twenty trips accumulative to ninety trips.

4024.2: Bereavement Leave

Employees shall be granted up to 4 trips per occurrence per year (non-accumulative) without loss of pay for absence due to grief because of death of a family member.* Additional trips may be taken in the form of personal leave, if additional days are necessary, provided the individual has personal leave available. If additional trips beyond are needed, the superintendent may allow use of sick leave.

*Family member shall be defined as: spouse, child, son-in-law, daughter-in-law, parent, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents or grandchildren, or any other member of the immediate household.

4024.3: Personal Leave

Four trips non-accumulative personal leave, with prior approval of the superintendent.

4024.4: Physical Exam

May be at local physicians or physician of choice. The total sum of the local physician is paid; however, choice of another physician - the sum charged by the local physician, or the lesser amount, will be paid.

5000 - Students

5001: Admission

Children who have attained minimum ages specified in the law routinely will be admitted to kindergarten or first grade. Exceptions from routine admission may be made by the elementary school principal only on the basis of supporting evidence from physical and psychological examinations.

Children who apply for initial admission to the school district by transfer from non-public schools or from schools outside the district will be placed initially on the appropriate instructional level pending their observation and evaluation by classroom teachers, guidance personnel, and the school principal. After such observations and evaluations have been completed, the principal will determine the final placement of the children.

Legal Reference: RRS
79-444 District board; children under six years; exclusion, exceptions, pre-kindergarten programs authorized.

79-202 Compulsory education; physically or mentally
handicapped children; children employed;
exceptions

5001.1: Student Admission

To be eligible for enrollment in kindergarten, a child must have reached his fifth birthday on or before October 15 of the year in which he desires admission.

To be eligible for enrollment in the first grade, a child must have reached his sixth birthday on or before October 15 of the year in which he desires admission.

Any child who reaches the age of five after October 15, and before December 31, may make application to enter kindergarten by evidence of high mental ability and sufficient social and emotional maturity evidenced by results of a psychological test administered by a qualified psychologist at the parent's expense.

Proof of the child's birthdate will be required as evidence upon admitting the child to school. The legal evidences of age, in order of preference, are as follows:

1. Certificate of birth
2. Baptismal certificate
3. Passport
4. Immigration certificate
5. Bible record
6. Affidavit of parent

5002: Enrollment of Students - Residence Requirements

Children of appropriate age, as specified by state law and school board policy 5001, who at all times live with and are maintained by either their parents or a bona fide court-appointed guardian at an address within the boundaries of the Gretna Public Schools shall be accepted for enrollment in all grades of the school system at any time during the year without payment of tuition. Proof of said residency and/or said guardianship, as well as acceptable certificates of record from the student's former school, may be required by the school administration prior to enrollment of the student.

5002.1: Enrollment of Future Residents

Upon proper application, students whose parents or bona fide court-appointed guardians expect to become residents of this school district during a given semester and who have signed a contract to buy or build a residence in the district and said contract has been fully executed and accepted by the seller or builder, shall be accepted for enrollment.

to school on or about the beginning of the semester during which they expect to become residents. Verification of these contract requirements may be required by the school administration prior to enrollment of the student. No tuition will be charged. If the parents or court-appointed guardian have not moved into the said residence within nine (9) weeks after the semester starts, the administration may exclude said children from further attendance in the district schools until residency is established.

5002.2: Enrollment of Former Residents

Regularly enrolled twelfth grade students whose parents or court-appointed guardian move out of the school district after the first nine (9) weeks of the school year may continue to be enrolled in school for the remainder of the school year without payment of tuition.

All other regularly enrolled children of said former residents shall be permitted to complete only the school semester during which they become non-residents without the payment of tuition.

5002.3: Enrollment of Non-Residents

Generally, non-resident students will not be accepted into the Gretna Public Schools. However, if in the opinion of the superintendent the needs of a non-resident student could be better met by the student attending the Gretna Public Schools, the student may be considered for admission. The office of the superintendent may recommend reduction or elimination of the established fee.

5002.4: Enrollment of High School Students From Other Districts

High School students from other school districts will be admitted to the Gretna High School on a year-by-year basis upon the approval of the superintendent acting for the board of education. Non-resident high school tuition will be based upon the following circumstances.

1. Any non-resident elementary or high school student from a school district other than the Gretna School District, who on his own volition, or otherwise, wishes to attend school in the district, will be charged a tuition rate set yearly by the Gretna Board of Education to be paid by the individual student, his parents or guardian, and will be incorporated into a written contract between the district, the student, his parents or guardian. The tuition rate shall be collected in advance of admittance.

5003: Attendance Policy

Proper student attendance can be very positive and rewarding. It is important for students to have proper attendance as it reflects well in their studies and correlates to the success they will have in the

job world. Gretna Public Schools is committed to enabling student success in school and life. The following policy is designed with the success of the student in mind.

5003.1: Absences

The Gretna Schools realize absences occur that are completely appropriate and legitimate. As per delegated responsibility, the administration desires to promote fair and proper attendance policies with the student and family needs in mind.

Legal Reference: RRS

79-201 Compulsory education; attendance required;
length of school term
79-211 Compulsory attendance; non-attendance;
report to attendance officers; enforcement

5003.2: Attendance Procedures and Rules

The following procedures and rules will be followed to foster proper attendance:

1. A call from a parent or guardian is needed each day a student is absent from school. This is done so that there is no misunderstanding as to the type of absence the student has.
2. A principal will decide whether the absence is excused or unexcused.
3. The following may be considered excused absences:
 - a. Illness
 - b. Doctor's appointment. The student may have a verified appointment card filled out and returned to the office when the student returns to school. These cards may be picked up from a secretary at the front office.
 - c. Funeral
 - d. Illness in the family which may force a student to stay home.
 - e. Family trip (if the work is made up before the student leaves on a trip).
 - f. 4-H or other community or church related organizations that cannot be scheduled outside of school time.
 - g. Absences authorized by the administration or due to school related functions.
4. Any other absence may be considered unexcused.
5. If a student's absence is unexcused he/she may receive zero's for any class work missed during the absence, and may be required to make up the time missed.

6. If a student has excessive excused or unexcused absences he/she and a parent may be required to have a conference with a principal.
7. Procedure for dealing with excessive absences:
 - a. A letter will be sent home advising the student and parent after the sixth absence. A parental conference may then be held with a principal to work out any problems the student has for lack of attendance.
 - b. If a student is absent more than ten times per semester he/she may be placed on a contract for attendance and/or academic improvement for the remainder of the semester.

5004: School Census

The superintendent is authorized to take such steps as necessary to take a complete school census every year in accordance with state and local laws.

Legal Reference: RRS
 79-458 Secretary; school census; duty to take; time allowed; mentally handicapped and physically handicapped; separate identification; effect on distribution or apportionment of school funds; permanent and continuing census; report

5005: Suspension and Expulsion - Policy

The purpose of this policy is to assure the protection of all elementary and secondary students' constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process.

1. All disciplining of students by certified employees of the Gretna School District shall be done in accordance with the procedures required by Sections 79-4, 170 to 79-4,205, R.R. S. Neb. 1943.
2. No student shall be barred from school attendance or participation in school activities except under procedures prescribed by Sections 79-4, 170 to 79-4, 205, R.R.S. Neb. 1943.
3. The superintendent may designate other school officials to perform the functions designated for the superintendent and the principal in sections 79-4, 170 to 79-4, 205, R.R.S. Neb. 1943.
4. No student shall be expelled until the applicable provisions Conditions and Procedures have been followed.

Legal Reference: RRS
79-4, 170 to 79-4, 205 Suspension and Expulsion
28-806 Public Indecency

5005.1: Suspension and Expulsion

1. The board may by rule specify a particular action as a sanction for particular conduct, if otherwise authorized by law. Any such rule shall be binding on all students, school officials, board members, and hearing examiners.
2. Expulsion is specified as a sanction for particular conduct under rules and standards promulgated by the board only in cases where the board has determined that the conduct has the potential to seriously affect the health, safety, or welfare of the student engaged in the conduct, other students, staff members, or any other person, or to otherwise seriously interfere with the educational process.
3. Rules must be clear and definite to provide clear notice to students as to the conduct prescribed or required thereunder. 79-4,176 (1).
4. Rules shall be distributed to students and their parents at the beginning of the school year, or at the time of enrollment, if during the school year. 79-4,176 (3).
5. Rules shall be posted in conspicuous places in each school during the school year. 79-4, 177 (3).
6. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students and parents. 79-4, 176 (3).

5005.2: Types of Exclusion

1. Short term suspension: Up to and including five school days. 79-4, 178 (1).
2. Emergency exclusion: Immediate exclusion if the student has a dangerous disease, or his conduct presents a threat to the physical safety of the school community or is very disruptive. 79-4, 177 (1).
3. Long term suspension: More than five school days, less than 20 school days. 79-4, 179 (1).
4. Expulsion: Remainder of semester. 79-4, 179 (2).

5. Mandatory reassignment: Involuntary transfer to another school within the system in connection with any disciplinary action. 79-4, 179 (3).

5005.3: Conditions and Procedures

1. Short term suspension:

- a. The following behavior constitutes grounds for this type of exclusion:
 1. Conduct set forth in (3) A (1) through (8), below. 79-4, 178 (1) (a).
 2. Any other violation of rules or standards of behavior adopted pursuant to LB 503. 79-4, 178 (1) (b).
- b. The following procedure is required for short term suspension:
 1. Principal must make an investigation. 79-4, 178 (2).
 2. Principal may suspend after he/she determines it is necessary to help the student, to prevent interference with school purposes, or to further school purposes. 79-4, 178 (2).
 3. Prior to such suspension, student must be given oral or written notice of charges, an explanation of the evidence against him, and an opportunity to present his version. 79-4, 178 (3).
 4. Within 24 hours or such additional time as is reasonably necessary following suspension, the principal must:
 - (i) Send a written statement to student, and the student's parents or guardian describing the student's conduct or violation of rule. 79-4, 178 (4).
 - (ii) Set forth the reasons for the action taken in the written statements. 79-4, 178 (4).
 - (iii) Make a reasonable effort to confer with parents before, or at the time student returns to school. 79-4, 178 (4).

2. Emergency Exclusion:

- a. A student may be subject to emergency exclusion for the following reasons:

1. Dangerous communicable disease. 79-4, 177 (1) (2).
 2. Creating a danger to self or others. 79-4, 177 (1) (b).
 3. Disrupting others' opportunity to learn. 79-4, 177 (1) (b).
- b. An emergency exclusion may last only as long as a clear factual situation warrants it. 79-4, 177 (2).
- c. An emergency exclusion may initially last for up to and including five school days and the following procedure should be followed:
1. Principal must make an investigation. 79-4, 178 (2).
 2. The student must be given oral or written notice of the charges and the reasons for the exclusion. 79-4, 178 (3).
 3. The student must be given an explanation of the evidence against him and an opportunity to present his version. 79-4, 178 (3).
 4. Within 24 hours of such additional time as is reasonably necessary following an emergency exclusion to last up to and including five school days, the principal must:
 - (i) Send a written statement to student, and the student's parents or guardian describing the student's conduct or violation of rule. 79-4, 178 (4).
 - (ii) Set forth the reasons for the action taken in the written statements. 79-4, 178 (4).
 - (iii) Make a reasonable effort to confer with parents before, or at time student returns to school.
 - (iv) Include with the written statement, a description of the hearing procedures provided by LB 503 and a hearing request form explaining that if the duration of the emergency exclusion should, in fact, exceed five school days, that the student, student's parents or guardian may use such form to request a hearing.
- d. In the event an emergency exclusion must be extended beyond five school days and a hearing is requested within six school days of the original exclusion, the following procedure must be followed:
1. Superintendent must appoint a hearing examiner on the same day the request for hearing is received.

2. On the same day he is appointed, the hearing examiner must give written notice to the principal, student, and student's parents or guardian, of the time and place for the hearing.
 3. The hearing should be scheduled on the third school day after the request, thus providing two school days actual notice to the principal, the student, the student's parents or guardian.
 4. The requirements for the hearing examiner are set forth at (c) 3, below. The rules, which apply to the conduct of the hearing are set forth at (c) 4, below.
 5. A final determination must be made within ten (10) school days after the initial exclusion.
- e. If a hearing is requested after the 6th school day following the initial date of the emergency exclusion, but within 30 calendar days, the following procedure must be followed:
1. Superintendent must appoint a hearing examiner.
 2. Hearing examiner must give written notice to principal, student, and student's parents or guardian of the time and place for a hearing. Must give no less than 2 school days actual notice.
 3. Hearing must be held within 5 school days after it has been requested.
 4. The requirements for the hearing examiner are set forth at (c) 3, below. The rules which apply to the conduct of the hearing are set forth at (c) 4, below.
3. Long Term Suspension, Expulsion, and Mandatory Reassignment:
- a. The following behavior constitutes grounds for these types of exclusions: (See 79-4, 180).
 1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 2. Willfully causing or attempting to cause substantial damage to private or school property, stealing, or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.

3. Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
 6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic liquor.
 7. Public indecency, as defined by law, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age.
 8. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
 9. A repeated violation of any rules validly established pursuant to law if such violations constitute a substantial interference with school purposes.
- b. The following procedure is required for these types of exclusions:
1. The principal must file a written charge and summary of evidence supporting the charge with the superintendent on the date of the decision to exclude. 79-4,181 (1).
 2. Within 2 school days, written notice must be sent by registered or certified mail to the student and student's parents or guardian, informing them of their rights under the act. 79-4,181 (1).
 3. This notice shall include the following: 79-4,181 (2).
 - (i) Rule violated and summary of evidence.
 - (ii) Penalty which principal has recommended.
 - (iii) Notice of student's right to a hearing upon request.
 - (iv) Hearing procedures provided by the act and appeal procedures.

- (v) A statement concerning the right to examine the student's academic and disciplinary records and any affidavits to be used at a hearing.
 - (vi) A statement concerning the right to know the identity of witnesses who will appear at hearing, and the substance of their testimony.
 - (vii) A form on which the student, the student's parents, or guardian may request a hearing.
- c. The following preliminary procedure must be followed if a hearing is requested within 5 school days of the receipt of notice:
1. Superintendent must appoint a hearing examiner. 79-4, 182 (1).
 2. Hearing examiner must give written notice to principal, student, and student's parents or guardian of the time and place for the hearing. Must give no less than 2 days' actual notice. 79-4, 182 (1).
 3. The requirements to be a hearing examiner are the following: (See 79-4, 182 (2) and 79-4, 183).
 - (i) Must not have brought the charges against the student.
 - (ii) Shall not be a witness at the hearing.
 - (iii) Must have no involvement in the charge; must be impartial.
 - (iv) must be available to answer any questions relative to the hearing.
 4. Hearing must be held within 5 school days after the request, but cannot be held without providing the principal, student and student's parents of at least 2 school days notice. 79-4, 182 (3).
 5. The right to examine the records and written statements (including the statement of any witnesses for the school), prior to the hearing with the principal, must be provided to legal counsel, student, student's parents, guardian, or representative. 79-4, 182 (4).
 6. If no hearing is requested, the punishment goes into effect on the 5th school day following receipt of notice. A

hearing may be held, if requested after 5 school days, but no later than 30 calendar days following receipt of notice, but the punishment continues, pending final determination. 79-4, 184 and 79-4, 185.

- d. The following rules apply when a hearing is conducted:
1. The following shall attend the hearing: hearing examiner, the student, his representative (if any), the student's parents or guardian, and if necessary, the counsel for the school board. 79-4, 186.
 2. Witnesses may be present only when giving information at the hearing. 79-4, 186.
 3. Anyone may be excluded by the examiner if they disrupt an orderly hearing. 79-4.186.
 4. Student may speak in his own defense and question witnesses, he may choose not to testify; he may be excluded when discussing student's emotional problems for psychological evaluation. 79-4, 186, 79-4, 188, and 79-4, 191 (2).
 5. The principal shall present statements in affidavit form, to the hearing examiner of anyone having information about the student's conduct and the student's records, only if these have been made available to the student, student's parents, guardian or representative prior to the hearing. 79-4, 189.
 6. Hearing examiner is not bound by rules of evidence or other courtroom procedure. 79-4, 190.
 7. The following persons may ask persons to testify at the hearing; the student, the student's parents, guardian or representative, the principal and hearing examiner. 79-4, 191 (1).
 8. Testimony shall be under oath; the hearing examiner shall administer the oath. 79-4, 191 (1).
 9. The persons listed in (7) above, shall have the right to question any witness giving information at the hearing. 79-4, 191 (2).
 10. Any person giving testimony is given the same immunity from liability as a person testifying in a court case. 79-4, 192.
 11. The proceeding shall be recorded at the expense of the school district. 79-4, 193.

12. If more than one student is charged with violation of the same rule and acted in concert, a single hearing may be held, unless student interests may be substantially prejudiced, as determined by the hearing examiner. 79-4, 194 (1).

e. Report of the hearing examiner:

1. Report shall include hearing examiner's findings, a recommendation of the action to be taken, and the reasons therefore. 79-4, 195 (1).
2. Report shall be reviewed by the superintendent who may change, revoke, or impose the sanctions recommended. In no case may the superintendent impose a sanction more severe than the examiner's recommendations. 79-4, 195 (2).
3. Written notice of the recommendations by the examiner and the determination of the superintendent shall be sent by registered mail or personal delivery to the student and student's parents or guardian. 79-4, 196.
4. Upon receipt of the written notice, the determination of the superintendent shall take effect. 79-4, 196.

f. The record and the appeal.

1. The record shall consist of the charge, the notice, the evidence presented, the hearing examiner's findings and recommendations, and the action of the superintendent. 79-4, 197.
2. On appeal to a court, the record shall also consist of any additional evidence taken and any additional action taken in the case and shall also include the rules and regulations of the board relied upon by the school district in its determination to suspend, reassign, or expel the student. 79-4, 197.
3. Appeal to the school board may be made within 7 school days following the receipt of written notice of the determination of the superintendent by the student, the student's parents or guardian, by a written request, filed with the secretary of the board or with the superintendent. 79-4, 198 (1).
4. Hearing of the school board:
 - (i) May be held either before school board or committee of the board consisting of not less than three members. 79-4, 198 (2)

- (ii) Must be held within a period of 10 school days after request; such time for hearing may be changed by mutual agreement of the student and superintendent. 79-4, 198 (2).
- (iii) The appeal shall be made on the record, but new evidence may be admitted to avoid substantial unfairness. The new evidence shall be a part of the record. 79-4, 198 (2).
- (iv) After examining the records and taking new evidence, if any, the board or the designated committee thereof, may withdraw to deliberate privately upon the record and new evidence. 79-4, 199 (1).
- (v) When the school board deliberates, it may reopen hearings to receive additional evidence subject to the right of all parties to be present. 79-4, 199 (2).
- (vi) The school board may alter the superintendent's recommendations, but may never impose more severe sanctions. 79-4, 199 (3).
- (vii) Final determination of the board shall be personally delivered or sent by registered mail to the student and his parents or guardian. 79-4, 200.
- (viii) Appeal of the decision of the school board is to the district court of the county where the action is taken. Appeal must be made within 30 days after service of the final decision of the school board. 79-4, 202 (1).

4. Settlement not precluded.

Nothing in this procedure shall preclude the student, the student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing state. 79-4, 181 (3).

5. Special procedures for protecting the rights of handicapped students subjected to the disciplinary process.

a. No student shall be expelled unless one of the following shall have first occurred.

- 1. The student's parents or guardian have, on proper notice and opportunity, declined to file with the superintendent or his designee an Assertion of Special Condition; or

2. The Building Multidisciplinary Evaluation Team ("Building Team") has, upon referral of a student by the superintendent or his designee, certified that the student is not "handicapped" as defined in paragraph 2.
 - b. For the purposes of this policy, a student shall be deemed to be handicapped if he or she is mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multi-handicapped, or has specific learning disabilities, and who, because of those impairments, needs special education and related services.
 - c. If district procedures have identified a student as handicapped within the meaning of subparagraph 5-b hereof, such student shall be evaluated by the district Multidisciplinary Evaluation Team ("District Team") to determine whether the conduct in question is related to the handicapping condition.
 1. If the District Team shall determine that the conduct in question is not related to the handicapping condition, subparagraph (d) 1, shall apply.
 2. If the District Team shall determine that the conduct in question is related to the handicapping condition, expulsion shall not be imposed. In such a case, the Building Team shall be directed to study and evaluate the student's present educational placement previous progress, and shall, within forty-five (45) days of referral, provide a written recommendation to the director of special education for special educational placement of the student, with a view to maximum realization of the student's potential consistent with the district's educational goals and capacity. If the parent or guardian shall disagree with that recommendation, a complaint may be filed with the State Board of Education pursuant to Neb. Rev. Stat. sections 43-661 to 43-668.
 - d. Upon the request of the superintendent or his designee, or upon the written request of the interested parent or guardian, the Building Team shall conduct a hearing to determine whether a student is handicapped within the meaning of the policy.
 1. If the Building Team shall determine that the student is not handicapped, no further Building Team deliberations shall be had with respect to that student, and the student shall be dealt with according to regular district disciplinary procedures. If the parent or guardian shall disagree with such determination, a complaint may be filed with the

State Board of Education pursuant to Neb. Rev. Stat. sections 43-661 to 43-668.

2. If the Building Team shall determine that the student is handicapped, paragraph C shall apply.
- e. It is the policy of the district that in no event shall educational services be completely withdrawn or withheld from any handicapped student.

5006: Civil and Legal Rights and Responsibilities

5006.1: Due Process Hearing

In order to assure a student of his constitutional rights and the protection of due process of law, he shall be given an opportunity for a hearing should he or his parents desire to have one. The hearing shall be held to allow the student to contest the facts which may lead to the exercise of disciplinary authority or to contest the severity of the sanction handed down by the disciplinary authority.

The following procedural guidelines will govern the hearing:

1. Written notice of charges against students shall be supplied to the student and his parents.
2. The hearing officer shall ascertain the facts and if the facts indicate the student's guilt, the hearing officer shall review the designated punishment to determine its fairness.
3. The parents shall be present at the hearing.
4. A record shall be kept of the hearing.
5. The findings of the hearing officer shall be reduced to writing and sent to the student and his parents.
6. The student and his parents shall be made aware of their right to appeal the decision of the hearing officer.

Legal Reference: RRS
79-449 Students expulsion or suspension; grounds;
notice; procedures

5007: Foreign Exchange Students

Tuition waivers to non-resident foreign exchange students shall be subject to the following conditions:

1. The School District of Gretna will accept a maximum of two students per year from other nations who come to the Gretna School District via exchange programs.
2. Approved programs include:
 - American Field Service (AFS)
 - International Christian Youth Exchange (ICYE)
 - Youth for Understanding (YFU)
 - International Cultural Exchange (ICX)
 - Rotary International Exchange

Other exchange programs must be approved by the high school principal.

3. No student will be enrolled until all student record information has been cleared through the office of the high school principal. Information such as student's name, nationality, age, school records, sponsor's name and address, etc., shall be provided. Students must comply with physical examination and immunization requirements.
4. Admission to exchange students new to the United States will be made ONLY at the beginning of the school term. All arrangements for admission must be concluded prior to the beginning of the school term.
5. Exchange students must agree to abide by the policies and regulations of the School District of Gretna and Gretna Senior High School.
6. On September 1 of the year of admission to the Gretna Public Schools, the exchange student must be at least sixteen (16) years old, but not older than nineteen (19) years of age.
7. School district funds will not be expended except for waiver of tuition and provision of an activity ticket.
8. Exchange students must live in the school's attendance area.

5008: Student Placement

The professional staff is expected to place pupils at the instructional level best suited to their academic, social, and emotional needs.

5008.1: Student Assignment to Grade Level - Elementary

Students on the elementary level shall be advanced from one grade level to the next upon the recommendation of the teacher and the approval of the principal and superintendent.

5008.2: Student Assignment to Grade Level - High School

High School students will be classified according to the number of credit hours they have earned, as follows:

- Freshmen: Upon successful completion of the eighth grade as prescribed by 5008.1.
- Sophomores: Upon successful completion of 50 credit hours or 10 Carnegie Units.
- Juniors: Upon successful completion of 100 credit hours or 20 Carnegie Units.
- Seniors: Upon successful completion of 150 credit hours or 30 Carnegie Units.

5009: Access to School District Files

All students and their parents, guardians, teachers, counselors and school administrators have the right of access to the school files or records which relate to said individual students as authorized by applicable federal and state law.

The district shall adopt measures necessary to insure that the confidentiality of said personnel files and student files and records be maintained as required by applicable federal and state law.

Legal Reference: Sections 43-604, 43-609, 43-620, 43-625, 43-626, 43-627, 43-627.01, 43-641 to 43-653, 43-600, 79-202, 79-444, 79-4,156, 79-4,157 and 79-4,158 of the Nebraska Statutes; Federal Public Law 94-142; Rule 51 of the State Department of Education.

5009.1: Regulations Regarding Access to School District Files

1. A pupil of any school in the district, and his parents or guardian, shall have access to the school's files or records maintained concerning him or her; provided, however, that such access shall be available only after a written request shall have been made to the principal to have access to all files and, provided further, that the access to the files shall be during the regular school day. For students not enrolled in special education programs, only "directory information" may be released without prior consent. However, school principals must make a reasonable effort to inform parents, guardians and students of the right to release such information prior to any release of same and the parents, guardian or student may, at any time, notify school officials that they do not want such information released without prior consent, and school

personnel must honor such requests. For students enrolled in special education programs, written consent must first be obtained from the student, his or her parents or guardian before directory information or any personally identifiable data can be released to anyone outside those agencies responsible for the student's education and before such data can be used by anyone for any purposes other than those for which the data were collected.

2. The files or records maintained may consist of the following:
 - a. Directory Information - name, address, birthdate, phone number and other information deemed necessary by school officials for identification and recognition of a student.
 - b. Personally Identifiable Data - includes all items included within the term "directory information" and in addition includes a student's social security number or student number and any list of personal characteristics or any information which would make it possible to identify the child with reasonable certainty.
 - c. Academic Information - grades and narrative reports, credits, achievement test scores, and other related data as designated by the building principal.
 - d. Psychological Information - psychological evaluations, IQ tests and guidance-related data (if such information has been obtained by the school).
 - e. Disciplinary Information - disciplinary measures administered by professional personnel.
3. Within five (5) school days after the receipt of the request, the principal shall advise the person making the request of the time and place where he or she shall have access to the school's files or records concerning the pupil.
4. The principal shall make all records available to the person requesting and have appropriate personnel available to interpret the pupil's records, if necessary.
5. Professional personnel may have access to review any pupil's file if permission is granted by the principal.
6. In the event the pupil has not yet attained the age of 18, any request made by the pupil shall include approval and consent of parents or guardians of the pupil. In the event the pupil has attained the age of 18, any request made by parents or guardians must also contain the approval and consent of the pupil. In the

event a pupil has attained the age of 18 and is self-supporting and is neither a legal ward nor deemed incompetent, then the pupil alone shall have the accessibility and confidentiality rights with respect to his or her records and files.

7. In the event a request is made by one who is a guardian, the principal may require proof of the legal capacity of the person making the request.
8. At the time and place designated by the principal, a person making the request shall be permitted to examine the school's files or records in the presence of a person or persons designated by the principal. Parents, guardians or students will have the right to obtain copies of the complete records at 50 cents per page. However, the first two copies of grade transcripts will be furnished without charge. Additional transcripts will be duplicated at a cost of \$1 per transcript. Parents, guardians, or students may have the right to attach a written explanation or response to any information contained within the file.
9. No person will have the right to examine the school's files or records maintained concerning the pupil without consent. The only exceptions to this procedure are:
 - a. School officials, if authorized
 - b. Comptroller General of the United States, the Secretary of HEW, Commissioner of Education, Assistant Commissioner, the Director of the National Institute of Education.
 - c. State educational authorities when necessary in connection with audit and evaluation of a federally supported educational program.
 - d. In connection with a student's application or receipt of financial aid.
 - e. Organizations conducting studies to test students provided the students are not identified, upon approval of the office of the superintendent of schools.
 - f. Accrediting organizations in order to carry out their accrediting functions.
 - g. In compliance with judicial order or subpoena, but parents and students must be notified of the order or subpoena in advance of compliance.

All authorized agencies and schools with which the district shares personally identifiable data shall be bound by accessibility and confidentiality requirements and procedures similar to those.

contained in this Rule, No. 5009.1, and district personnel shall make a reasonable effort to monitor compliance with this requirement.

10. School files and records concerning pupils shall be maintained so as to separate academic and disciplinary material. Said disciplinary information shall be retained for the two preceding school years and after that period shall be destroyed. Personally identifiable data (except name, address, phone number, grades, attendance records, and grade levels) of pupils enrolled in special education programs shall be destroyed within five years after the data is no longer needed to provide educational services to the pupil; provided, however, that prior to the destruction of any personally identifiable data, reasonable efforts shall be taken to notify the pupil and parents or guardian of their right to copies of that data. This shall include the sending of written notice by certified mail to the last known address of the pupil and of the parents or guardian. Implementation of this requirement shall be the responsibility of the superintendent or of a person designated by him or her.
11. Transcripts of academics shall be provided for other schools in which a student plans to enroll upon condition that parental notification and written consent precede releasing. A copy of the transcripts shall be given to parents, guardians, or students upon request, and an opportunity provided for a hearing to challenge the contents.
12. The procedure for challenging school records shall be as follows:

The challenge shall first be presented, in writing, to the principal or his representative. The principal or his representative shall hold a hearing with all parties concerned within five (5) school days of the receipt of the request. Within three (3) school days of the hearing, the parties involved shall be notified of the principal's decision, in writing.

If the parties involved are not satisfied with the decision rendered by the principal, they can, within fifteen (15) school days of the hearing, present the challenge to the superintendent of schools or his or her representative. The superintendent of schools or his or her representative shall hold a hearing with all parties concerned within five (5) school days of the receipt of the request.

Within three (3) school days of the hearing, the superintendent of schools shall notify the parties involved, in writing, of his or her decision or, if the case may involve his or her representative, of that representative's decision.

If the parties involved are not satisfied with the decision rendered by the superintendent of schools or of his or her representative,

REQUEST/AUTHORIZATION TO RELEASE RECORDS

GRETNA PUBLIC SCHOOLS
Gretna, Nebraska

This form is to be used to obtain student records from a school attended previously.

Date

Dear Principal:

This is to request/authorize your release of the school records of

(Name of student)

who has enrolled in this school. Records to be released are:

_____ Cumulative school record

_____ Health record

_____ Psychological records (if applicable)

Records are to be sent to the following school:

Signature of School Representative

Signature of Parent or Guardian

they can, within fifteen (15) school days of the hearing, present the challenge to the secretary of the board of education (in writing).

The board of education will hear the challenge at its next regular meeting or special meeting to be held no later than ten (10) school days after receipt of the challenge. Within three (3) school days the board of education shall notify the parties involved of its decision.

13. Consent for releasing records to others must be in writing, signed and dated by the person giving consent; shall include types or specifications of records to be released, the reason for the release, and the names of parties to whom such records shall be released.

5010: Graduation/Separation

Graduation from our schools implies that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve and that they have satisfactorily passed any examinations and other requirements set by the faculty. In addition, students shall have maintained a satisfactory record of citizenship during their progression through the instructional programs of the schools.

The faculty will establish their detailed requirements to agree with the school goals as adopted by the board. It is expected that insofar as possible the faculty will apply measures of achievement to provide evidence that each student has progressed far enough toward school goals to warrant his graduation according to the terms of paragraph #1 above.

The staff will arrange each spring for appropriate awards and recognition programs and graduation exercises.

Legal Reference: RRS
79-213 American citizenship; required instruction;
patriotic exercises; duties of officers

5010.1: Requirements for Senior High School Graduation

Students differ widely in their interests, abilities and expectations. For this reason, the following are stated as minimums to allow flexibility in the planning of individual student programs. However, on the assumption that some elements should be shared in common by educated persons, these basic uniform requirements are established for graduation for the Gretna Public Schools.

1. To be eligible for graduation from Gretna High School, a student must have earned a total of 200 semester hours, or 40 Carnegie Units of credit. A minimum of 180 hours or 36 Carnegie Units must be in academic subjects. Activity credits include such areas as: librarian, driver education, and other approved activities.
2. High School students shall be required to carry a minimum class load of five subjects or a total of five credits per semester. All students will be strongly encouraged to have only one study hall and take six credits per semester. These requirements may be waived for students in unusual situations.

5010.2: Minimum Requirements

The following are minimum requirements for graduation from Gretna High School. One credit is awarded if a student attends class five times a week for one semester.

English	6.0 Credits
Social Studies	6.0 Credits
Mathematics	4.0 Credits
Science	4.0 Credits
Physical Education	2.0 Credits
Fine Arts/Practical Arts	2.0 Credits
Electives	<u>16.0 Credits</u>
	40.0 Credits

5010.3: Explanation of Required Credits

English - Three years or six semesters of English chosen from the following:

9th Grade English
 10th Grade English
 11th Grade English
 12th Grade English
 10th - 12th Grade Electives

Social Studies - Three years or six semesters of Social Studies chosen from the following:

9th Grade World History
 10th Grade American History
 11th Grade American Government
 11th - 12th grade Electives

Mathematics - Two years or four semesters of Mathematics chosen from the following:

Algebra
 Basic Math
 Pre Algebra
 Business and Applied Math
 Geometry
 Algebra II
 Computer Programming I
 Computer Programming II
 Advanced Math

Science - Two years or four semesters of Science chosen from the following:

9th Grade - Physical Science
 10th Grade - Biology
 Chemistry
 Advanced Chemistry
 Advanced Biology
 Physics
 Practical Science

Physical Education - Two years or four semesters of Physical Education chosen from the following:

9th Grade PE
 10th Grade PE
 11th - 12th Grade - Leisure Time Sports and Weight Training

Fine Arts/Practical Arts - One year or two semesters of Fine Arts/Practical Arts chosen from the following:

Band
 Choir
 Art
 Industrial Arts
 Business
 Home Economics

Electives - 16 semesters of Electives chosen from the following:

- 10 - 12 English Electives
- 11 - 12 Social Studies Electives
- 11 - 12 Computer Programming I
- 11 - 12 Computer Programming II
- 11 - 12 Photography
- 9 - 12 Foreign Language
- 9 - 12 Band
- 9 - 12 Vocal Music
- 9 - 12 Art
- 9 - 12 Business Education
- 9 - 12 Industrial Arts
- 9 - 12 Home Economics
- 9 - 12 Drivers Education
- 9 - 12 Librarian
- 9 - 12 Pom Pon Squad
- 11 - 12 Physical Education

5010.4: Passing Grade

A grade of four (4) or better must be maintained in any course used to fulfill graduation requirements. Should a "pass-fail" grading system be utilized in a course, only a "pass" grade will fulfill graduation requirements.

5010.5: Mid-Term Graduates/Other Deviations of Policy

No pupil may graduate without eight semesters attendance in grades nine through twelve. The only possible deviation of this policy would be illness, extreme emergency, or by recommendation of the administration and approval of the board of education.

5010.6: Students Lacking Graduation Credits

A student who is lacking in graduation credits at the time of his/her respective class graduation may not be allowed to participate in graduation ceremonies of that class. Every effort will be made by the principal and counselor to make sure the student and parents are kept aware of situations where a deficiency in credits could effect a student's graduation. The diploma will be signed and awarded only when the necessary credits are acquired.

5010.7: Valedictorian and Salutatorian

Valedictorian and salutatorian awards will be given at the close of the school year.

Valedictorian shall be conferred upon the student having the highest average grade for a full four-year course of study.

Salutatorian award shall go to the student with the second highest average grade for a full four-year course of study.

5010.8: Baccalaureate and Commencement Speakers

Baccalaureate and commencement speakers will be selected by the superintendent with the approval of the board of education.

5011: Policies and Regulations Governing Student Participation in Extra-Curricular Activities

5011.1: Nebraska School Activities Association Rules

1. The Gretna Public School District is a member of the NSAA which is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extra-curricular activities.

The Gretna Public Schools are subject to and governed in part by the rules and regulations for extra-curricular activities of the NSAA, which rules and regulations are incorporated into and made a part of this policy by this reference. These rules and regulations include, but are not limited to such subjects as eligibility, entry fees, awards, seasons, practices, summer activities, out-of-state contests, statewide contests, Sunday contests, physical examinations, participation on non-high school teams in non-school competition, all-star competitions, amateur rules, assumed names, prohibited activities, playing rules, equal opportunity for participation, and sports sponsored by the Association.

Any individual who is a member of any Gretna Junior-Senior High interscholastic athletic squad cannot participate in any other organized sport, in school or out of school, during the period that he is a member of Gretna's interscholastic squad. Example: Town team basketball or an open golf tournament.

2. These rules and regulations are listed below:

NSAA has a due process appeal procedure for alleged violations of their rules and regulations which procedures and which rules and regulations will be followed by the Gretna Public Schools.

3. Summary of NSAA Rules as to Eligibility of Participants

- a. Students must be undergraduates, must be high school students in regular attendance, taking at least fifteen semester hours per week and doing passing work in fifteen semester hours for the current semester, and must have become regular in attendance on or before the 11th school day of the semester in which the

activity takes place. Exception: When a student is prevented from becoming regular in attendance because of personal illness or a quarantine, this rule may be waived upon presentation to the NSAA offices of satisfactory evidence of the cause of such late registration. No other excuse for late registration shall be accepted toward meeting this eligibility requirement.

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the NSAA.

If you do not understand a summary of these rules listed below or you need an explanation of their requirements, consult the high school principal or athletic director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 15 hours per week and regular in attendance.
3. Student must be enrolled in some high school on or before the 11th school day of the current semester.
4. Student is ineligible if 19 years of age before September 1 of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school attendance. After a student's initial enrollment in grade ten, he/she shall be ineligible after six semesters of school attendance.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received 15 semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.

10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in the district.)
12. A student is ineligible if his/her parents have changed their domicile to another school district and the student has remained in former school which is in a different school district. (EXCEPTION: If parents have moved after school has started the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, and the student is eligible for that school year in the school district from which the parents moved.)
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Board of Control for their review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

5011.2: Gretna Public School Rules

1. The following conduct shall constitute grounds for suspension from practices, participation in interscholastic competition or other participation in extra-curricular activities, when such conduct occurs on school grounds, or off school grounds during the season of the particular activity. (Infraction of rules will be governed by the rules in the student handbook as well as the rules set forth in this handbook.)
 - a. The use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal

private or school property of substantial value, or repeated damage or theft involving private or school property of small value.

- c. Causing or attempting to cause physical injury to a school employee or to any students. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief it was necessary to protect some other person shall not constitute a violation of this subdivision.
- d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- e. Knowingly possessing, handling, or transporting any object or material that is ordinarily or generally considered a weapon.
- f. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic liquor. This should be a 6 week suspension from game participation, but the student can practice if the coach wishes.
- g. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
- h. Students planning to participate in activities are expected to report for the activity at the beginning of each season.
- i. Participants are required to attend all scheduled practices and meetings. If circumstances arise to prevent the participants' attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
- j. Abusive or profane language or gestures are prohibited. This will not be tolerated at games or during practices.
- k. Good sportsmanship shall be observed during practice sessions and contests.
- l. The use of tobacco, drugs (other than those prescribed by a physician) or alcoholic beverages, in any form, is prohibited. This should be a 6 week suspension from game participation, but the student can practice if the coach wishes.
- m. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed

provided that participants shall be notified of such rules and regulations by written handouts or posting on bulletin boards prior to the beginning of the season.

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 athletic 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 athletic director. Obligation for the physical examination is the responsibility of the parent or legal guardian. The examination must be given after June 1 of each year. This certifies that the athlete is qualified for the entire school year, June 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 June 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 Schools Student Participation and Parent Consent form. This request is board of education policy for the well being of the parents, the athlete, and the school district.

3. Due Process for Extra-Curricular Activities

In the case of alleged infractions of the rules and regulations set forth in or adopted under Paragraph 1, the participant may be suspended from practices, participation in the interscholastic competition or other participation in extra-curricular 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, the student's parents or guardian of the action taken.
- d. If a participant, 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 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.
- h. Nothing contained in this policy shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage provided herein.

5012: Interscholastic Athletics

The office of the superintendent shall establish an interscholastic athletics program for both sexes; such program shall be in compliance with the rules and regulations of the Nebraska School Activities Association, and those rules approved by the local board of education.

In compliance with the rules as established by the Nebraska School Activities Association, the principal has the responsibility for determining the eligibility of students.

It shall be the responsibility of the coach to determine which candidates shall be members of the team.

Standards for participation, conduct, and personal appearances shall be established by the coaches with acceptance of the fact that said standards shall be reasonable and in harmony with the philosophy and goals established by the Gretna Public Schools. In those cases where there is a division in the decision-making, the building principal shall be responsible for resolving the issue.

All participating students shall meet those rules and regulations as established by the Nebraska Activities Association and the board of education.

5013: Athletic Participation

It is the belief of the board of education that each student should have the opportunity to develop his/her athletic skills through a program of supervised competition.

In each sports activity, the basic goals should be to learn fundamental skills, build interschool relationships, promote physical, social, and mental growth, develop personal satisfaction and confidence, develop self-discipline and sportsmanship, create a feeling of school unity, and to experience the challenge of competition.

5013.1: Administrative Guidelines:

Coaches will endeavor to meet the philosophical goals by teaching fundamentals, emphasizing teamwork, sportsmanship, and scholastic eligibility. The emphasis on winning becomes secondary to teaching how to take a win or a loss. Each junior high coach will attempt to have all participants share in a balanced amount of playing time.

High school (9-12) athletic programs will be competitive in nature. Coaches at the 9th grade level will, when possible, emphasize participation as well as competition.

5014: Student Conduct

Students in our schools are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

All students should be responsible for the consequences of their conduct. This refers to their actions toward each other, their language, their dress, and their manners.

In each instance in which an employee acts to help a student conduct himself properly, emphasis shall be upon the growth of the student's ability to discipline himself.

5015: Student Disorders

It is the purpose of the board, acting within the intent and letter of the laws and Constitution of this State, to provide instruction for students at the public expense. Any act by any person or persons to interfere with or to thwart that purpose is unlawful. Therefore, actions by a student or students to interfere materially or substantially with the operation of the school by defacing or destroying school property, by rioting, break-ins, sit-ins, lie-ins, smash-ins, and picketing to force students not to cross picket lines are illegal. Students who engage in such activities will be punished to the full extent of the law.

Legal Reference: RRS
79-443 District board; schools; supervision and control

5016: Vandalism

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.

Legal Reference: RRS
28-578 Malicious injury to buildings and appurtenance; penalty
79-4, 121 School books; ownership, care; liability of pupils for damages

5017: Nuisance Items

Nuisance items are classified as anything a student might have in his possession that could disrupt the normal functions of the school day. These items will be taken away from the student at the discretion of the teacher. Students may pick them up at the end of the year or the parents may get them at any time.

5018: Tobacco, Alcohol, Drugs

Possession or use of tobacco, possession, distribution or use of behavior-affecting substances, or possession, distribution or use of "look-alikes" are prohibited on school grounds and at school-sponsored or school-related activities.

It is the policy of the school district to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving behavior-affecting substances.

School property may be inspected by school authorities in the interest of maintenance, health, and safety. Lockers, though assigned to pupils, are school property and may be inspected.

Legal Reference: RRS

79-4,172 Administrative and Teacher Personnel
Authorized Actions
79-4,177 Student; Exclusion; Circumstances;
Emergency Exclusion; Procedure
79-4,178 Principal; Suspend Student; Grounds;
Procedure; Written Statement; Conference
79-4,180 Student Conduct Constituting Grounds
for Long-Term Suspension, Expulsion, or
Reassignment; Enumerated
79-1270 Public Schools; Health Education Required

5018.1: Smoking and Chewing of Tobacco

The policy of the Gretna Public School prohibits students from smoking or chewing in the school building, on the school bus, on school grounds, on school sponsored excursionary education trips, or at a school activity. This includes activities away from Gretna High School. 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.

5018.2: Alcohol - Drugs - "Look Alike" Drugs

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, drugs, or look-alike drugs during school hours, 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 sponsored event the student may be turned over to the law 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 look-alike 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 authorities for analysis. Students who violate these rules could be referred to local, county or state agencies for alcohol and/or drug counseling.

5018.3: Definitions

1. Alcoholic Beverages - any substance subject to the jurisdiction of the Nebraska Liquor Control Commission.
2. Drugs or Behavior-Affecting Substances - includes alcoholic beverages or any other behavior-affecting chemical or any controlled substance as defined by Neb. Rev. Stat. section 28-401, including but not limited to "uppers", "downers", barbiturates, amphetamines, LSD, heroine, hashish, or cocaine. This definition also includes substances such as glue, to the extent any such substance is used for the purpose of mood or behavior alteration by a student. It does not include medication prescribed to a student by a licensed physician.
3. Distribution - includes any sale, transfer, handing, transmitting or giving of the item in question, with or without an exchange of value.
4. "Look-alike" Drugs - any substance that is not a controlled substance, but which, by the appearance of the dosage unit, including, but not limited to, color, shape, size, or marking, or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.
5. Possession of a Substance - includes situations where a student has on his person, or within his personal property, or has under his control, such a substance on school property or at a school-sponsored or school-related activity.
6. Use of a Substance - includes situations where a student is reasonably believed to have assimilated such substance or is reasonably found to be under the influence of the same while on school property or in attendance at a school-sponsored or school-related activity. Whether a student is under the influence of a behavior-affecting substance at any given time is a factual determination

to be made upon reasonable grounds by the responsible staff member or members. Among the factors which the staff member may take into consideration are whether the student's breath or clothing manifests the odor of alcohol or another prohibited substance.

5019: Student Driving and Parking

5019.1: Parking Areas

All cars shall be parked in designated areas. The superintendent and board of education shall designate the areas and notify students by appropriate means.

5019.2: Restricted Areas

There shall be no parking in driveways, in front of crosswalks, or in any other area that would normally be restricted.

5020: Student Dress Code

The Gretna School District recognizes that student dress styles do change; however, if a style demonstrates that it substantially disrupts or has a material interference with school activities, constitutes a threat to the safety and health of self and others, or is in violation of any statute, it will not be permitted in school. Ideally, within these limits the decision regarding attire and grooming shall be left to the good judgement and responsibility of the individual and the parents.

Policy for students participating in activities which in any way are representative of the individual, school, and community shall be outlined by the respective activity sponsor and administration. Adherence to these policies will be mandatory for participation in all activities.

Student dress and appearance is usually a concern of students and parents. The school administration also has the responsibility to help develop values which contribute to good taste in matters of dress and appearance.

1. Student appearance should be of high enough standard as to contribute to the general learning environment.
2. Shoes will be worn at all times.
3. Printed wording or pictures on clothing advertising or promoting tobacco, alcohol, drugs, or is vulgar in interpretation will not be permitted to be worn.
4. Hats or caps are not to be worn in the building or at lunch.

5. Sleeveless shirts, tank tops, or shirts/blouses showing the midriff are not permitted.
6. Dress shorts or walking shorts will be permitted. Cut-offs, running shorts, gym shorts, or any short shorts are not permitted.
7. Any clothing or accessories that may interfere with the educational process may be removed or confiscated as to improve the learning environment.

5021: School Bus Transportation

The board of education shall provide school transportation service for eligible students based on safety, efficiency, and economy through the use of publicly owned buses. The following shall be taken into consideration in developing a transportation system.

The board shall establish its own bus system to conform to or exceed minimum standards as set forth by the state.

Certain rules and regulations pertaining to the transportation of students in the State of Nebraska have been established. Items covered shall be enforced:

1. Inspection of buses
2. Qualifications for school bus drivers

Legal Reference: RRS
 79-448
 79-448.06
 79-328

Certain other driving regulations governing school buses are set forth in the General Motor Vehicle Laws of the State of Nebraska.

5021.1: School Bus Regulations

1. Pickup points will be no closer than one mile from the school.
2. Rural students will be picked up at the point where their driveway meets the county or state road, except when the board of education considers it as a hazardous stop or turnaround. Exceptions will be handled on an individual basis and the board of education will only consider an exception in circumstances where the bus does not have to back onto the public road. Turnarounds or circles on private property may be acceptable.
3. Seating shall be provided that will permit each occupant a seat in a plane of lateral location intended by the manufacturer. No bus

shall be loaded beyond the manufacturer's specified capacity. The first violation calls for a warning, the second violation may cause withdrawal of the school's transportation vehicle operator's permit. Seating shall be within the 75% rule. Unsafe articles are not allowed on the bus. Any article that could fly through the air and injure or be tossed and injure inside the bus is prohibited. Band instruments and lunch boxes, however, are permitted.

4. All students could be required to travel one mile to school or bus stop.
5. Bus stops will be marked for safety and selected for safety and all children will be required to meet at the bus stop assigned.
6. Elementary students shall ride the bus 75% of the time unless he/she has school activities, morning and/or night.
7. High school students shall request bus transportation prior to the beginning of the school year and ride 75% of the time unless they have school activities, morning and/or night.

5022: Bus Conduct

Upon the arrival of the bus and the student's boarding the bus, he or she become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day and the bus has departed.

In view of the fact that a bus is an extension of the classroom, the board shall require students conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Although the primary responsibility for a student's conduct rests with the school administration, the school bus driver is responsible for the health, safety, and welfare of each passenger while in transit. Thus, the school bus driver has the same type of responsibility for the students as the classroom teacher.

In cases when a student does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the student, parents, supervisor of transportation and building principal.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. Such suspensions will follow proper suspension procedure. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

5023: Activity Trips

It shall be the policy of the School District of Gretna to use school buses for the transportation of student participants to school activities within the boundaries of the State of Nebraska and within a 150 mile radius of Gretna. For all activity trips, consideration of the educational value of the trip, the specific purpose of the trip, and the frequency of trips by a specific group shall be taken into account before receiving board approval.

School activity trips of over 150 miles or out of the State of Nebraska, except for NSAA approved competition, shall be approved by the board of education at least two months prior to the actual trip. During exceptional circumstances the board may choose to act upon requests with less than a two month deadline.

5023.1: Transportation for Student Activities

The School District of Gretna provides transportation for all student participants for all school activities that require transportation. All students are required to go and return on this school district transportation. When important family or personal situations require that a student return home or go to an activity with a parent, this special exception may be allowed if the parent makes a written request in advance of the activity (whenever possible). The building principal may approve these exceptions when the actual transportation is being provided by a parent.

5024: Police Questioning and Apprehension

In the event an officer requests to remove a pupil from school for questioning or arrest, a warrant or approval of the parent must be presented unless the child has been guilty of a misdemeanor in the presence of the officer.

Law enforcement officers may not remove a child from a school building for questioning while the child is properly in attendance, without permission of the child's parent, regardless of whether the child is below or above 16 years of age. However, the situation would be different when an enforcement officer has a warrant for the child's arrest or an order signed personally by the judge of the juvenile court. Also, where a crime has been committed on school premises, pupils may be questioned in the school without parental consent.

Legal Reference: RRS
43-205.01 Juvenile courts; child taken into custody without warrant; age limits; grounds; not deemed arrest

5024.1: Search and Seizure

School officials designated by the superintendent may conduct searches of lockers and other facilities provided for the use of students by the school district and may conduct searches of the clothing and person of a student for the purpose of finding illegal, dangerous and other objects, the possession of which is contrary to district policy, when necessary for the welfare and well-being of the students and the property for which the school official is responsible and for the administration of other policies of the district.

Such officials may seize and take custody of any illegal or dangerous objects or substances which may threaten the welfare of the students and other personnel or property under the jurisdiction of the school official or which are objects or substances, the possession of which is contrary to the policy of the district, found as a result of a search.

Refusal of a student to consent or submit to reasonable search and surrender of objects or substances found in the conduct of such search may be grounds for suspension.

5024.2: Searches of Lockers and Other Facilities

Searches of lockers and other facilities provided for the use of students by the school district shall be made only by the principal or assistant principal, and they are authorized to seize and to take possession of illegal or dangerous objects or substances, the possession of which is forbidden by the district.

Such search and seizure shall be conducted in accordance with the following procedures:

1. No search shall be conducted unless there is a reasonable suspicion of a violation of school policies dealing with the possession of such objects or substances. In all situations, the student's constitutional rights to privacy and private property must be emphasized.
2. When a locker or other facility provided for the use of students is to be searched, such search shall be conducted by at least one of the authorized officials and one staff member, and when reasonably possible, should be conducted in the presence of the student to whom the locker or other facility is assigned or made available.
3. Law enforcement authorities shall be permitted to conduct a search or seizure on school district property only under a duly authorized and proper court order or warrant, and the superintendent and school district attorney shall be informed as soon as possible to determine

any question of the legality of the search. Neither school officials nor staff members shall participate directly or indirectly in any search or seizure conducted by any law enforcement official.

4. A search of the person or the clothing of a student shall be made only by an authorized official and shall be conducted in the presence of a staff member. The search shall be conducted only by officials and staff members of the same sex as the person being searched and at such times and places as are reasonable under the circumstances.
5. The authorization of the designated school officials to conduct a search of a student's person and clothing shall include the right to search on the school property any purse, brief case, or other container which is found or is present on the district property.
6. A refusal of a student to consent to or permit a search or a refusal to surrender objects or substances found in the conduct of the search may be grounds for suspension.

5025: Corporal Punishment Policy

The board of education recognizes that discipline must be maintained in Gretna Public Schools and that every activity should contribute positively to the creation and maintenance of a climate that is conducive to learning. All certified members of the school staff have a responsibility for consistency in setting behavioral limits and maintaining them throughout the school.

In matters of discipline, when positive efforts have been made to correct a student whose behavior is too negative to permit the maintenance of a good learning environment, corporal punishment may be administered by the principal or assistant principal, generally with prior knowledge of the parent.

School personnel will make every reasonable effort to keep in close communication with parents whose student is having any discipline problem.

The superintendent will develop rules and regulations to carry out this policy.

A staff member may, however, use reasonable physical force to control a pupil when it is essential for self-defense, the protection of persons other than himself and the safeguarding of property.

Legal Reference: RRS
 28-840 Use of force by person with special
 responsibility for care, discipline, or
 safety of others

5026: Classroom, Hall and Ground Conduct

A pupil is expected to use good manners at all times. Each student is expected to make the school attractive by keeping desks, walls, hallways, and lockers clean. Waste paper should be disposed of in the recepticals located in the hallways and classroom areas.

Students and their parents shall be responsible for all damages to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.

Pupils should care for and conserve all school property and supplies which belong to them as well as the citizens of the Gretna School District.

Refusal to comply with these regulations will result in enforcement of school discipline procedures which may include parent conference, discontinuation of school privileges, suspension, expulsion, or Saturday school.

5027: Health Regulations

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

5027.1: General Goals of Health Services

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

5027.2: Physical Examinations

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

Legal Reference: RRS
 79-4133 through 79-4137

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

Legal Reference: RRS
79-444

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

5027.3: Immunizations

All students shall show evidence of immunizations as stipulated by Nebraska Statute upon entering school.

Legal Reference: RRS
71-403

5027.4: Illness or Accident in School

If any student becomes ill, or sustains a significant injury at school, the parent or guardian, or the 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 an emergency, the school may call the family physician, or an available emergency physician for administration of temporary relief or aid.

If in the opinion of the principal, or attending adult, a student has sustained a serious injury, or his life is in jeopardy, a rescue squad shall be called immediately.

5027.5: Contagious or Infectious Disease

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

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

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

5027.6: Medication in School

No medication shall be administered to any student by school personnel without written permission by the parent or guardian.

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

5028: Child Abuse, Neglect and Cruelty

"Abuse" is defined by Section 28-710 of the Nebraska Statutes, as: Abuse 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/her life or physical or mental health; (b) cruelly confined, or cruelly punished; (c) deprived of necessary food, clothing, shelter, or care; or (d) left unattended in a motor vehicle, if such minor child is six years of age or younger; or (e) sexually abused.

5028.1: Procedure

When any nurse, school employee or any other person has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to abuse or neglect, or observes such person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident to the principal or cause a report to be made to the proper law enforcement agency or to the State Department of Public Welfare on their toll-free number in accordance with Section 28-711 of the Nebraska Statutes. Such report may be made orally by telephone, with the caller giving his or her name and address, and shall be followed by a written report.

The written report to be filed by the administrator or staff member shall be on a form provided by the Gretna Public Schools, which form shall contain at least the following items of information:

1. Name of the school
2. Name, address and age of child
3. Address of person in custody of child
4. Name of the person observing the condition
5. Date of observation
6. Description of condition
7. Picture, if practical
8. Date of reference to school health worker
9. Statement of child, if it can be obtained
10. Any evidence of previous abuse

The report must be filed by the administrator or staff member first observing the condition of the student, and the condition shall be

noted on the report by the school health worker and the appropriate administrator. This procedure must be followed because the statute places the burden of making the report on any person who has reason to believe the statute has been violated.

Legal Reference: RRS
Sections 28-1501 & 1508 of the Nebraska
Statutes

5029: Student Fund Raising Activities Policy

It shall be the policy of the Gretna Public Schools to consider fund raising activities under the following circumstances.

For all fund raising proposals, considerations will be given to the educational value of the purpose for which the funds are to be raised, the frequency of the fund raising by the particular organization and the best interest and welfare of the students involved.

The board of education will delegate authority to the administration to develop guidelines for fund raising under normal circumstances. During exceptional circumstances, the board may choose to approve the purposes of, and the proposed fund raising activities when a special project is submitted to the board of education for their consideration.

5029.1: Rules and Regulations

All fund raising activities must have written approval by the principal and superintendent in advance of any order.

All fund raising proposals must be in the principal's office by May 1 of the preceding year. Only under extreme circumstances will proposals be considered at a later date.

All fund raising activities should avoid, as much as possible, competition with local businesses.

Make sure the activity is well organized.

1. Organize sales teams.
2. Orderly procedures for turning in receipts daily.
 - a. Do not keep money in rooms
 - b. Encourage students to turn in money daily.
 1. They are less likely to lose it.
 2. They are less likely to have the money stolen.

5030: Management of Funds

The accounting system for managing student funds shall be designed to yield the largest possible educational return to pupils without sacrificing the safety of funds, or exposing pupils to undue responsibility or unnecessary routine.

The administration is charged with the responsibility for making rules, regulations and procedures for the conduct, operation and maintenance of extra-curricular accounts, and for the safeguarding, accounting and audit of all monies received and derived therefrom.

In the event a class graduates and leaves unexpected and uncommitted funds, they may revert to student council funds.

Legal Reference: RRS

79-546 Class II, III, IV, V, and VI districts
audit by public accountant or certified public
accountant; rules and regulations

5031: Social Events; Meetings

A number of our school goals are supported by well-conceived and well-managed social events. Consequently, parties, dances, teas, and comparable social events have an important place in a well-rounded school program.

5031.1: Regulations

1. All school social events will be restricted to members of the student body, the class or club concerned and their guests. Parents are always welcome at school functions.
2. All social events are to be chaperoned properly at the direction of the school principal.
3. Permission to have social events is to be cleared with the building principal and placed on the school calendar. The principal will expect the group and their sponsor to work out all details in preparation and clean-up.
4. All events held on school nights should end by eleven o'clock unless changed by the principal.
5. There are to be no parties at the end of the school year.
6. No school parties are to be held during the school day unless the activity represents a meaningful part of the educational program. The school principal shall determine the number of parties to be held each year.

5031.2: Family Night

Wednesday night is designated for students to participate in family activities. School-sponsored activities are not scheduled on this night, and teachers do not schedule examinations for Thursday except during exam week.

5032: Civil and Legal Rights and Responsibilities

The board wishes to provide the means, insofar as possible, for the solution of student-staff-board relationship problems within the school structure.

The superintendent establishes regular channels of communication among the respective groups with lines of responsibility, roles, power and responsibilities clearly set forth so that the schools may benefit from constructive problem solving based upon contributions from each group.

Differences, disputes, and conflict between students and staff are civil, not criminal, matters. As such, constitutional provisions for the right to counsel, trial by jury, power to subpoena witnesses, and comparable safeguards do not necessarily apply. Rather, the definition of due process between student and staff should be in a clarification of the role of each, a giving of proper notice, the holding of hearings within the framework of a teacher-student relationship, and an adequate opportunity for the student to express "his side".

5033: Equal Educational Opportunities

The board supports equal educational opportunity for students free from limitations based upon ethnic or racial background, religious beliefs, sex, or economic and social conditions.

This concept of equal educational opportunity serves as a guide for the board and the staff in making decisions relating to school facilities, employment of personnel, selection of educational materials, equipment, curriculum, and regulations affecting students.

5034: Recognition of Religious Beliefs and Customs

Though the staff may encourage students to develop high moral and ethical values under the leadership of their parents and religious leaders, the following shall be observed.

1. No teaching within the schools shall be sectarian in nature.
2. If any school program, practice or instruction is, in any way, infringing upon a student's religious beliefs, such student may be excused from participation.

Legal Reference: RRS
79-214

5035: Insurance

A group plan of pupil accident insurance shall be made available on a voluntary basis to every pupil registered in the schools of the district from kindergarten through grade twelve. The specific plan shall be approved by the board.

Pupil accident insurance is required for all students who participate in secondary school athletic programs. This insurance will not be provided by the school district.

Legal Reference: RRS
44-762 Blanket sickness and accident insurance,
defined

5036: Closed Campus

The junior and senior high school shall have closed campus during the school day. All students will be expected to stay at school all day unless excused by the principal.

6000 - Instruction

6001: General Policy Statement

The professional staff of the school district is responsible for maintaining the program of instruction which is in accordance with federal regulations, the provisions of the constitution of the state, the acts of the legislature, the rules and regulations of the state board of education, and the policies and regulations of the board. The professional staff is also responsible for further development of those comprehensive educational programs which lead to the fulfillment of those goals and objectives as adopted by the Gretna Public Schools.

Legal Reference: RRS
79-443 District board; schools; supervision and
control

6002: Multi-Cultural Education

In order to prepare students to function in a pluralistic society, school staff will utilize the resources of curriculum instruction, inservice, counseling and guidance to reflect the racial, ethnic, language and cultural heritage of both the historical and modern day United States of American.

Such resource utilization and programming shall be in compliance with policies of laws as identified by TITLE VI AND VII of the 1964 CIVIL RIGHTS ACTS, TITLE IX of the 1972 EDUCATION AMENDMENT, the FEDERAL REHABILITATION ACT of 1973, 79-213 of the Nebraska Law and those rules and regulations stipulated in current accreditation standards.

The office of the superintendent is assigned the responsibility of ensuring that the students of our schools receive preparation for functioning in a pluralistic society by:

1. Selecting materials and methods that will assist in avoiding bias and stereotyping in our schools;
2. Conducting inservice programs for staff that will help them to understand a multi-cultural approach and to reflect it in their teaching and administrative duties;
3. Encouraging all students to grow in self-esteem and to understand and develop their academic and human potential; and
4. Guarding against the grouping of students that reflects racial, ethnic, language or cultural bias.

6003: School Calendar

A school calendar for the ensuing school year shall be adopted each year. The board of education shall adopt by April 1 the calendar for the ensuing school year and shall publish the adopted calendar by May 1. Prior to submitting the calendar for board approval, the superintendent of schools may consult with the representatives of school district employees.

Major changes in the school calendar will be made by the board only upon recommendation of the superintendent, following consultation with employees as indicated in the above paragraph.

6003.1: School Calendar - Instructional Hours

The school calendar will provide for 1080 instructional hours at the secondary level, 1032 instructional hours at the elementary level and 516 hours at the kindergarten level.

The instructional hour is defined as that time when students are under the supervision of a certified staff member from the time school is scheduled to begin until the time when school is scheduled to end each day. The regular time scheduled for each student's lunch is excluded from instructional program time.

All students of the Gretna Schools will be required to be in attendance during this instructional time unless excused by the parent or guardian and the excuse is in congruence with school attendance policies.

6004: School Day for Students

The school day shall be scheduled in such a way that students are given the best opportunity for their educational growth and development. The length of the day, and the arrangement of time segments within it, need not be uniform for all schools or for all grade levels. The professional staff shall be encouraged to use flexibility in designing student schedules.

Legal Reference: RRS 79-443
District board; schools; supervision and control

In designing the student day, the following considerations are to be met:

1. The learning activities of each student are carefully guided and supervised.
2. Each student has opportunities to receive individual assistance from teachers outside of the regular school day.
3. Parents and the general public shall be informed of the reasons for the variations which exist in the times designated for the beginning and ending of the school day.
4. Early dismissal to facilitate student employment shall be subject to approval of the building administration. An employer's verification of working hours and parental or guardian permission shall precede any early dismissal for work-related activities. Early dismissal of other students shall be for reasons of health, etc., and must be validated by the student's parent or guardian.
5. An alteration of the school day shall be subject to the approval of the office of the superintendent.

Legal Reference: RRS
79-443 District board, schools, supervision and control

6005: School Day for Staff

Members of the professional staff shall be on duty before and after regular school hours long enough to plan and to carry out their individual professional responsibilities as determined by the superintendent of schools and/or the building principals.

Professional employees are considered on duty until 4 p.m. If responsibilities require that they will remain after 4 p.m., they are expected to comply.

The school day is ordinarily scheduled from 8 a.m. to 4 p.m. Exceptions occur according to various buildings and their particular needs. Each year the specific hours of the school day for pupils and other personnel will be established by the superintendent and/or the building principal(s).

When needed, teachers are expected to be available for consultation with pupils, parents, and fellow teachers in that time period following the conclusion of the regular school day.

Legal Reference: RRS 79-101
Terms; defined

6006: Emergencies

The district shall take every possible precaution for the safety of students and employees under its jurisdiction.

Except for those dates designated on the school calendar, school shall not be dismissed except by action of the board of education or in those emergency situations as determined by the superintendent of schools. Only in instances of extreme emergency will schools be dismissed during the school day.

6006.1: Emergency Dismissal

In the event of dismissal during the school day due to some emergency situation, the following procedures shall be followed:

1. Students living within walking distance of the attendance center shall be allowed to proceed home if in the determination of the building administration conditions are conducive to safe travel by foot.
2. Students who normally use school-provided transportation services shall remain at the attendance center until such vehicles arrive or until their parents or guardians provide alternative transportation.
3. Students shall be allowed to leave school with adults other than their parents or guardians only when permission is granted by the parents or guardians of the respective child.

6006.2: Emergency Situations

The principal of each building shall maintain an up-to-date plan for dealing with emergency situations; said plan to be submitted to the superintendent for approval. The plan will include emergency procedures for fire, civil defense, inclement weather, bombs and bomb threats.

Emergency drills shall be scheduled in such a way:

1. That for training purposes, adequate orientation and instruction comes early in the school year;
2. That such schooling be properly balanced throughout the school year;
3. That they fall at a variety of times from the beginning to the end of the school day;
4. That they come when students are in diverse locations and in a variety of activities throughout the building;
5. That they are carried out as rapidly as possible without endangering students or staff.

All building level emergency plans shall be submitted to the office of the superintendent.

6006.3: Fire Safety in the Schools

Each building shall conduct one fire drill each month and keep all doors and exits unlocked during school hours. Reports of the monthly fire drills are to be on file in the school, and the completed form submitted to the State Fire Marshall's office at the end of the school year.

The regulations for fire drills approved by the State of Nebraska must be followed explicitly at all times. Copies of these regulations are to be maintained in the office of each principal.

Legal Reference: RRS 79-4,123
 Fire Prevention; instruction in public schools;
 books and literature; by whom supplied
 RRS 81-527
 State Fire Marshall; schools; exits, fire drills

6006.4: Civil Defense Warning System

An "alert" and "take cover" warning for a tornado is a three-five minute straight blast of the siren with no variation in pitch. This identical warning sound is also used for other natural disasters which may occur.

The "alert" and "take cover" warning for a nuclear attack or explosion is a three-five minute siren sound with varying volumes producing a "wavy" sound which fades and then comes on with more volume.

In case of either of the above, the following should take place:

1. Classroom will be notified by the intercom in case of an emergency if there is power to do so. If there is no intercom, the notice will be given by the quickest means possible.
2. Students should exit at once in an orderly fashion to an inside wall away from windows and sit on the floor.
3. No student will be permitted to leave the building unless a parent comes into the building to get the student.
4. Under any circumstances do not stay in the gymnasium, library or other structures with side, free span roofs.

If possible, buildings will dial the emergency broadcast stations for up-to-the-minute information and progress reports.

6007: Bombs and Bomb Threats

The following procedures were developed by the NASSP and shall be followed when the need arises.

A phone call to a school or elsewhere stating that a bomb has been placed in a school building or other board of education building, where a caller hangs up without giving detailed information, may be classed as a hoax or prank. It may have been made to harass school personnel, students, or other public employees who may be dispatched to the school as a result of the call. An individual having information regarding a bomb and communicating such information to a responsible school official should be willing to give full and unhurried information and answer questions.

1. Upon receipt of a phone call by school personnel, where the caller reports a bomb in the building, the below procedure is to be employed:
 - a. The person receiving such a call shall inform the caller, "I'll connect you with the principal."
 - b. Whenever possible, the school principal will question the caller and attempt to determine: a) location of bomb, b) appearance of bomb package, c) time set for detonation d) description of the explosive material, e) names and addresses of persons responsible, f) name and address of caller, g) other pertinent information.
 - c. If the caller refuses to talk to the principal, the person receiving the call will immediately and personally notify the principal and give all information regarding the call.

2. The school principal will evaluate the information received and decide upon a course of action (depending upon whether he judges it to be: 1) possible false bomb threat, 2) possible real bomb in building).
3. Possible false bomb threat (procedure)
 - a. Have the head custodian and all administrators and supervisors report to the principal's office at once for instructions.
 1. The head custodian shall be instructed to use his subordinates in conducting a search of the building without disrupting classes in session. Detailed instructions to the custodian are to be reviewed in advance to conserve time when the threat occurs.
 2. All other non-teaching personnel are to be assigned familiar areas to be searched.
 3. By prearranged signal, all teachers are to scan their rooms (not a detailed search--do not disrupt or dismiss classes).
 - b. The office of the superintendent of schools is to be notified promptly and at this time, designated district personnel will be dispatched to the affected building.
 - c. All school personnel assigned to searching are to report their findings to the principal within 15 minutes after receiving such detail. Assign search areas to knowledgeable people and limit size to 15-minute capability.
 - d. Strange objects (possible bombs) are not to be moved. If (they are) located in a classroom or other occupied area, this room and immediate adjacent rooms are to be evacuated at once (and will not be used again) until someone in authority can examine and rule on the strange object. These rooms and areas may be re-occupied as soon as the object is declared safe or after it has been removed to a safe location.
 - e. Strange objects that may be an explosive bomb should be handled only by experienced public officials, such as (members of the) Fire Department (911), Police Division (911), Civil Defense, Military or other explosive and bomb disposal experts.
 - f. Whenever a possible bomb is discovered, the police and fire departments are to be notified at once so they may dispatch personnel to the scene to render advice and assistance.

- g. All false bomb threats must be reported immediately to:
 - a) the office of the superintendent of schools, and b) the Sarpy County Police Department (911).
 - h. When an object is discovered that appears to be a bomb or is suspected of being a bomb, proceed under emergency plans outlined under 4.
4. Possible real bomb in building procedure. In any case where the school principal feels that the "bomb in building" report is valid, in view of the willingness of the informer to give detailed, convincing information, the principal shall proceed as outlined below. This procedure is also to be followed when an object suspected of being explosive (a bomb) is discovered.
- a. If evacuation of the building is in the judgement of the principal, the proper procedure, fire drill instructions and procedure should be followed. Both the police (911) and fire department (911) should be called if the school is evacuated. The additional manpower will shorten the search.
 - b. School personnel (teachers, administrators, counselors, supervisors, custodians, and all other school employees from the school) may be used to search areas familiar to them. The best and quickest search is made by people familiar with normal objects and conditions in their work area.
 - c. Suspected objects should be left to the experts to evaluate, handle, and process. The school employee's responsibility ends when the search produces a suspected object. He reports his findings and moves to a safe distance.
 - d. All pertinent instructions listed under 2, "Possible False Bomb Threat (Procedure)", are to be followed when a real bomb is discovered or one is believed to be in the building.
5. More considerations and instructions in handling bombs and bomb threats.
- a. Try to eliminate publicity and discussion to avoid spreading the idea to others.
 - b. The assistant principal, teacher-in-charge during principal's absence, secretary, and custodian should be informed of these plans.
 - c. Teachers and all other school employees should be briefed on their assignments, so that they may respond calmly when a threat develops.

- d. These procedures should be treated confidentially. Please do not post on bulletin board but keep in a folder accessible to those who need to be acquainted with them.
- e. Since bomb threat calls are likely to be committed by a prankster, evacuating in every instance may encourage such individuals to repeat these nuisances. Each bomb threat call must be evaluated and an appropriate response determined by the person in charge of the school.
- f. No report of a "bomb in the building" should be ignored. The minimum response must be no less than a search by appropriate school employees followed by a report to indicated people.

6008: School Dismissal for Inclement Weather

When school is not held or is dismissed early due to poor weather conditions, notification will be placed on KFAB radio station and any other such means as the superintendent may deem necessary and feasible.

When it is necessary to dismiss school due to inclement weather after the school day has started, parents and guardians will be notified by radio station KFAB.

The Gretna Schools will be closed when, in the determination of the superintendent of schools, or person appointed by him in his absence, the weather conditions constitute a hazard for the students getting to or from school.

The starting time of the morning session may be delayed when necessary.

6009: Ceremonies and Observances

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day that such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America. In addition, the above-mentioned flags shall be prominently displayed with the school buildings.

Legal Reference: RRS
79-4128 Flag and flagstaffs; required on public school buildings or grounds

6010: Goals of the Instructional Program

The district shall provide a comprehensive instructional program with sufficient alternatives for maximum growth and development of students attending our schools. In addition, the district may provide educational

services for those segments of the community not traditionally served by public education.

Legal Reference: RRS
79-101 Terms, defined

The comprehensive instructional programming shall include but not be limited to (1) basic skills; (2) preparation for a changing society; (3) career preparation; (4) creative, constructive, and critical thinking; (5) science, arts and humanities; (6) self-worth; (7) social skills and understanding; (8) environmental quality; (9) economic understanding; (10) continuing education.

6011: Curriculum - Development and Adoption

All major program adoptions and/or major course revisions shall be subject to the approval of the board of education. Major program adoptions and/or major course revisions shall be proposed by district-wide curriculum committees and/or building curriculum committees and approved, rejected or revised and approved by the office of the superintendent before being submitted to the board of education for final approval.

6012: Curriculum - Materials in the Curriculum

Administrators and professional staff, with approval from the office of the assistant superintendent, shall determine the curriculum which can best be taught at each level and the curricular materials to be utilized. The educational merits of those curricular materials should be the factor in determining inclusion or exclusion in/from the curriculum.

Parents shall have the right to make a request that their child be excused from the study of a given book, instructional unit or particular literary work. Parents shall also have the right to suggest, through formal complaint procedures, that a given book, instructional unit, or literary work be excluded from the curriculum for all students.

Legal Reference: RRS
79-443 District Board, schools; supervision and control

6013: Curriculum - Evaluation

Programs shall be continuously evaluated and modified in a systematic manner to ensure maximum pupil development and achievement of those curricular objectives as defined and adopted by the Gretna Public Schools.

Legal Reference: RRS
79-443 District board; schools; supervision and control

6014: Curriculum Guide

K-12 curriculum materials including objectives, skills, and concepts shall be prepared in harmony with the legal requirements of the state and the purposes of the program of instruction. These guides are available at each school building and in the office of the superintendent.

6015: Extra-Class Activities

A vital component of a comprehensive educational program is a properly supervised extra-class activities program. Such activities, properly supervised and kept in proper perspective, shall be maintained in the school program in order to give students opportunities for experiences not possible in classroom activities. Care and consideration should be given to the amount of time these activities take students away from school during school hours or away from studies on "school nights." This policy is applied in such areas as scheduling of interscholastic contests, meetings and trips involving school organizations and in-school activities such as meetings, initiations, etc.

6015.1: Supervision

Whenever or wherever held, when conducted under the name of the school or school district or any class or organization thereof, extracurricular activities shall be under the general supervision of the school authorities.

6015.2: Non-Secret

Extracurricular groups shall not be secret in nature.

6015.3: Participation

All activities affiliated with the school will be open to all students of that school without regard to race, color, creed or national origin.

Students will be strictly limited in participating in activities of a non-school nature during school hours. Prior to such participation, approval must be granted by the school building administrator.

Legal Reference: RRS
79-4,125 Public Schools; secret organizations;
membership in, prohibited

6016: Class Size

The district recognizes the relatedness of staffing goals, staff utilization, class size and effective teaching. Accordingly, the board of

education will annually review pupil-staff ratios existant in the elementary and secondary schools.

6018: Field Trips

Student trips of significant educational value shall be encouraged and student trips of significant recreational value shall be permitted under rules established by the superintendent. Students' welfare and safety and the proper care of school vehicles shall be primary considerations.

Legal Reference: RRS
 79-487 Pupils; transportation; buses; purchased; use
 79-489 Pupils; transportation; driver; liability policy; conditions

Field trips shall be considered as instruction and planned as such with definite objectives determined in advance.

Appropriate instruction shall precede and follow each field trip.

All field trips shall begin and end at the school.

Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.

Teachers or other certified personnel shall accompany pupils on all field trips and shall assume responsibility for their proper conduct.

When a field trip is made to a place of business or industry, the teacher shall insist that an employee of the host company serve as conductor.

Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a field trip.

6019: Homework

Homework should be related to the school's goals or philosophy of education. The assignment of homework is encouraged when it can be seen to be beneficial to the student and does not interfere with the proper development of the child's health. Homework should not take so much of the child's time that he is denied opportunities to engage in activities of his own choosing.

The following generally accepted principles should govern the teacher in the assignment of homework.

1. There should be flexibility and differences in the assignments to individual students. These should stem from real needs and the consideration of the total educational background of the individual student.
2. Homework should serve a definite purpose; to provide drill or practice on a principle or skill already taught; to provide real-life application of the matter in hand; to develop appreciation for or knowledge of community resources; or to develop the personal culture of the student.
3. Homework should be used as a technique for learning. "Busy work" turned in by the pupil and discarded by the teacher does not further learning. It merely inspires resentment and lessens the effectiveness of the teacher.
4. Homework should not be used to replace or reduce supervised study, which should take place during school hours. This type of study usually achieves better results than homework.
5. There should be a cooperative effort on the part of teachers to coordinate homework assignments so that students are not overburdened with excessive quantities of homework.
6. Each teacher should teach pupils what to study and how to study.
7. Assignment of after-school study should take into consideration community and religious activities and provide no obstacle to student participation in these activities.

6020: Make-Up Work

Students who are absent from school (with excused absences) shall be assigned those make-up activities felt to be most beneficial to the student.

The teacher of each subject area will determine the plans for making up the work.

During prolonged absence due to illness, the parent may call the school office to make arrangements for picking up the work.

When the school administration has given approval for students to participate in such activities as music programs, dramatics, athletics, etc., students should not be penalized for not being present to take tests and participate in the daily work. They should be given an opportunity to make up work missed. This work may be required to be made up in advance of the absence.

6021: General Examination and Testing

The Gretna Public Schools shall have a comprehensive program of testing and evaluation.

Standardized group tests measuring achievement and aptitude should be administered periodically. The specific tests and testing schedule shall be determined by the superintendent. Individual standardized tests will be administered on a referral basis (with parental consent when necessary).

The School District of Gretna shall have a testing program which identifies student skill development in specific areas. The N-ABELS testing program developed by the Nebraska Department of Education shall be utilized in this program.

The purposes of this comprehensive testing plan are to evaluate individual student needs and progress, and to provide data for the evaluation of the effectiveness of the program of instruction.

6022: Media Centers

The board of education endorses the School Library Bill of Rights, as drawn by the American Library Association, which asserts that the responsibility of the school library is:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide background of information which will enable pupils to make intelligent judgments in their daily life.
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical thinking and reading.
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

6023: Guidance and Counseling

The guidance and counseling program shall be an integral part of the total program of instruction.

The major objective of the guidance and counseling program is to help each child make the best of his educational opportunities toward a normal, useful and happy life.

The guidance and counseling program shall be directed toward the growth and development of all pupils in the school, recognizing however, that some pupils are in greater need of individual guidance and counseling than others.

The guidance and counseling program shall attempt to provide for each pupil a sense of belonging, self-respect, emotional security, achievement and recognition. The program shall also endeavor to help the student develop an appreciation and understanding of the world in which he lives by providing a classroom and school environment in which effective learning and good behavior take place.

Guidance and counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career planning, study helps, help with home, school and/or social concerns. Guidance and counseling services also include family education services, teacher resource assistance, staff inservice programs, orientation services and follow-up, and liaison assistance in the area of community services.

6024: Psychological Services

The district shall provide students psychological evaluation and counseling when appropriate.

Procedures for Psychological Services to Individual Students

1. Concern about student expressed at building level by parent, guardian, or staff member to appropriate individuals. Appropriate individuals include: counselors, administrators, resource teachers.
2. Psychologist meets with staff, parent, or guardian to discuss referral.
3. Psychologist makes contact with parents or guardian to secure background information and permission for evaluative activities.
4. Appropriate evaluative activities as determined by psychological staff are initiated.

5. Conference with appropriate school personnel and parents or guardians to interpret results and make recommendations.
6. Ongoing follow-up as necessary initiated by parent/guardian, staff or psychologist.

6025: Handicapped Children

All children regardless of their handicapping condition are entitled to an equal opportunity for education according to the individuals' needs. The Gretna School District assumes the responsibility of attempting to identify at least annually all resident handicapped children and to provide or contract for program services for all such children who will benefit from such programs. These programs shall include but not be restricted to the development of self-realization, social awareness, economic usefulness and civic responsibility as required by law. To avoid expensive duplication every effort will be made to utilize established programs in cooperation with all contracting agencies approved by the State Department of Education.

The Gretna School District shall establish procedures to assure that, to the maximum extent appropriate, handicapped children are educated with children who are not handicapped and that special classes, separate schooling, or other removal of handicapped children from the regular educational environment occurs only when the nature of severity of the handicap is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. A continuum of service shall be made available.

The right to an appeal of an educational placement of a handicapped child shall be available to the child and to the child's parents and/or guardian. Appeals may be taken from the recommended placement decision of district personnel, from a declaration of ineligibility for placement, from placement outside the district, and from a determination that a child is handicapped and in need of services.

The district's programs for handicapped children shall abide by the dictates and spirit of applicable federal and state law.

The district shall make every reasonable effort to assure that testing and evaluation materials and procedures used for the purpose of evaluation and placement of handicapped children will be selected and administered so as not to be racially or culturally discriminatory.

Legal Reference: Sections 43-604, 43-609, 43-625, 43-626, 43-627, 43-620, 43-627.01, 43-641 to 43-653, 43-660, 79-202 and 79-444 of the Nebraska Statutes; Federal Public Law 94-152; Rule 51 of the State Department of Education

6026: Summer School

The school district may conduct a summer school program each year. Its purpose is to provide additional opportunities for pupils to receive remedial instruction and participate in enrichment activities. Summer school attendance does not in any way guarantee promotion for pupils. They may, however, earn credits toward high school graduation which may result in a revision of class placement in the high school.

7000 - Facilities Development7001: Forecasting Enrollments

Methods for forecasting enrollment shall consist of the following:

1. Public facility plan projections.
2. Periodic student census.
3. Principal's reports for current and projected enrollment.
4. Review and evaluation of proposed rezoning.
5. Review of approved building permits
6. Information submitted by builders and developers.
7. Reports indicating anticipated and approved number of dwelling units resulting from submitted site plans.

Legal Reference: RRS

79-312 County superintendent; general duties
 79-543 Real estate for future sites outside district; acquire, own, manage, hold; erect building on, when; annexation; effect
 79-458 Secretary; school census; duty to take; time allowed; mentally handicapped and physically handicapped; separate identification; effect on distribution or apportionment of school funds; permanent and continuing census; report

7002: New Construction7002.1: Evaluating Existing Buildings

All existing school facilities will be evaluated annually for their spatial, thermal, visual, sonic, and aesthetic requirements in terms of the desired educational programming.

In addition to the inspections provided by other district personnel, planning for major rehabilitation and remodeling will be incorporated in the school facilities master plan on a scheduled basis.

Legal Reference: RRS
79-811 Board of Education; special fund for sites
and buildings; levy of taxes

7002.2: Involving the Public

Proposed new construction shall be discussed in public at regular board meetings and/or with local citizen groups or selected committees.

1. Committees may be appointed by the board to study specific areas of educational interest or planning.
2. Meetings shall be scheduled as necessary to permit the public to present their views on matters affecting their particular community or school.
3. Central administrative staff shall be available on request to supplement the board during public presentation of matters involving educational planning.
4. Visual aids, consisting of drawing, sketches, renderings, models, maps, charts, and other statistical presentations, shall be provided for use at public meetings.

7002.3: Using Educational Consultants

The board recognizes the complexities of providing physical facilities in a rapidly growing community. This responsibility is complicated by the demands for change made by a dynamic educational program.

Consultants and other appropriate resource personnel from state agencies, colleges, universities, planning laboratories, and consulting firms may be used to augment school system personnel when needed and recommended by the superintendent of schools and authorized by the board of education.

Legal Reference: RRS
79-328 State Board of Education; powers; duties
(Probably should work through State Board of
Education)

7003: New Construction - Services of the School Attorney

Services of the school attorney shall be available for legal counseling on matters pertaining to site acquisition, easements, dedications, contracts; contract payments, liens or claims, and such other matters as may arise.

Legal Reference: RRS
79-4,150 Legal services; payment authorized

The school board attorney shall review:

1. Land purchase contracts.
2. Construction contracts.
3. Easements and/or permits for utilities.
4. Title and deed for dedicated sites.
5. The need for new legislation relative to special land use.

The attorney shall prepare:

1. Titles and deeds.
2. Settlement documents for land transfer.
3. Condemnation documents for site and easement acquisition.
4. Liens and claims.
5. Deed of dedication for rights-of-way.
6. Resolutions for board approval involving easements, rights-of-way, and land sales.

The attorney shall provide legal representation during condemnation proceedings, suits involving construction contracts and payments.

The attorney shall coordinate settlement and condemnation payments for land and easement acquisition.

7004: New Construction - Architect

The board shall employ a certified licensed architect to perform professional services for major building projects. His work will involve planning, design and all other standard architectural services such as, but not limited to, site development, plumbing, heating, air conditioning, structural, electrical, communications and others.

Legal Reference: RRS
48-433 Building plans; duties of draftsmen;
violation, penalty
81-855 Engineers and architects; public buildings;
supervision by registered engineer or architect
required

7004.1: Selection of an Architect

Architects for specific construction projects shall be recommended by an architect selection committee to the board of education through the superintendent of schools. Members of the architect selection committee shall be appointed by the board of education.

Architects for specific construction projects shall be recommended by an architect selection committee to the board of education through the superintendent of schools. Members of the architect selection committee shall be appointed by the board and shall include the assistant superintendent and others responsible for building, planning and construction.

Completion of the architect selection process shall be attained as early as possible so that the architect's services may be used in the site selection and public relations aspects of the program. Generally, the district shall use local architects. However, an architect from outside the immediate area may be recommended, if the candidate clearly has unique qualifications.

Although design competition may be used in the selection of architects, the inherent dangers of this practice result in favoring selection through general qualifications procedures such as interview, job visitation, credential check and so forth.

The guidelines established for architect selection in this manner shall be as follows:

1. The architect must possess the school design experience necessary for the work.
2. The architect must have the needed technical knowledge to control the design of the structure in order to secure the best results without waste of space or money.
3. The architect must have the executive or business ability to compel the proper performance of contracts.
4. In special architectural situations, such as facilities for the handicapped, etc., the architect must have successfully done work of like character from which his/her ability may be inferred.
5. Honesty, integrity and fiscal responsibility are considered essential to the prudent use of school funds.
6. The architect must have demonstrated the design ability (creativity) for the planning of a good school and the creation of aesthetic qualities.
7. The architect must have the staff necessary for the task, and this staff must be organized to provide adequate supervision and perform the other functions of an architect in a satisfactory manner.
8. The architect must have the ability and temperament to work cooperatively with others in the building program.

The services provided by the architect shall be:

1. To develop appropriate designs for facilities that meet the educational needs within the budget of the board.
2. To prepare feasibility studies for additions, alterations or renovations to existing buildings.
3. To provide consulting services on technical matters or in support of legal proceedings or public hearings.
4. Responsibility for all technical services included in the owner-architect agreement.
5. Availability for such other services as required by the board within the scope of an agreement.

In addition all the services and specifications spelled out in the contract with the architect shall be provided.

Legal Reference: RRS
 48-443 Building plans, duties of draftsmen;
 violations; penalty
 81-855 Engineers and architects; public buildings;
 supervision by registered engineer or architect
 required

The contract between the board and the architect shall be a standard form of agreement, modified as necessary to define the services to be rendered, duly executed by both parties and attested.

The board may require legal review.

7005: New Construction - Engineer

The board shall employ certified engineers, at approved fees, to perform professional services for projects of limited scope involving planning design or study in specialized field, such as site development, plumbing, heating, air conditioning, structural, foundations, electrical communications, and others.

Legal Reference: RRS
 81-855 Engineers and architects; public building;
 supervision by registered engineer or architect
 required

The services provided by the engineer shall be:

1. To develop appropriate designs for the required facilities within the budget of the board.

2. To prepare feasibility studies of specialized systems.
3. To provide consulting services on technical matters or in support of legal proceedings or public hearings.
4. To be responsible for all technical services included in the owner-engineer agreement.
5. To render other services requested by the board within the scope of an agreement.

The contract between the board and the engineer shall be a standard form of agreement, modified as necessary to define the services to be rendered, duly executed by both parties, and attested.

The board may require legal review.

7006: New Construction - Acquisition

Property acquisition for school purposes shall generally proceed in the following manner:

1. The property shall be appraised at current market value by two competent appraisers.
2. Negotiations with the owner on the basis of the appraisals shall be made.
3. The purchase shall be consummated or condemnation proceedings shall be instituted.
4. The property shall be cleared of all structures as rapidly as possible. Such work shall be let for bids.

7007: Final Payment

Final payment for architectural and/or engineering services may be rendered when the project is substantially complete, as certified by the architect or engineer, and is ready for occupancy and the use for which it is intended.

7008: Receiving and Opening of Bids

All bids shall be received and opened by the superintendent of schools. The superintendent shall certify to the district the details of the bidding. When bids are accepted by the board of education, the superintendent shall present a copy of the recommendation for acceptance to the assistant superintendent for his files.

7009: Bid Bond for Bidders

Bid Bond: Cash, or a certified check, money order or bank draft payable to Gretna Public Schools, District No. 37, or a bid bond executed by the bidder, in the amount of five percent (5%) of the amount of the bid, shall be submitted with each bid.

If a bid bond is submitted, it shall be issued by a surety company authorized by the State of Nebraska to issue such bonds and shall be acceptable to the owner and shall be submitted on AIA Document A310, current edition.

Bid security of the two (2) lowest bidders will be retained until a contract is entered into and required bonds and insurance filed. This period will not exceed thirty (30) days after the date of receipt of bids. The bid security of others will be returned after tabulation of bids is completed.

7010: List of Completed Projects

From a list of projects submitted by the prospective bidder, the architect shall investigate and evaluate his capability and contracting experience and make recommendations to the board of education.

7011: Contracts

7011.1: Awarding Contracts

Recommendations for the awarding of contracts shall be initiated by the superintendent. The superintendent shall recommend the contract award and shall make final recommendations to the board of education.

Contract forms shall be prepared by the administrative staff and be approved by the board of education. Such forms shall be designed in accordance with the state law as to format, terminology, and methods of execution.

7011.2: Signing of Documents

All contracts and/or agreements shall be executed by both parties, witnessed and seal affixed as required. The board, at its option, may require legal review.

8000 - School Board Governance and Operation

8001: Board Meetings

The regular meetings of the board of education shall be at a school building at 8:00 pm the first and third Wednesdays of each month, or as

otherwise provided. All members must be notified of the meeting. Notice of the regular meetings may be given by publication in a local newspaper of general circulation, or by posting in at least three public places within the school district, such as town hall, high school building, elementary school building.

Special meetings of the board of education may be held as circumstances demand, and may be called by the president or any two members. Notice will be given as provided for regular meetings.

All notices given shall contain an agenda of subjects known or a statement that the agenda, which shall be kept continually current, shall be available for public inspection at the office of the superintendent of schools during normal business hours.

When it is necessary to hold an emergency meeting without notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency.

The superintendent shall attend all meetings except that portion where his own employment is under consideration.

A copy of the minutes of board meetings will be kept on file in the superintendent's office for inspections by the public as required by law.

The board shall be both legislative and executive body in carrying out its responsibility for the education of the children of the community. However, the board shall be primarily a legislative body, delegating many of the executive responsibilities to the superintendent.

It shall be the duty of each member to attend all meetings of the board of education. If any member shall refuse to attend any two successive meetings, after having been notified, and if satisfactory cause for his non-attendance is not shown, the board of education may proceed to declare his office vacated.

Legal Reference: 79-462

8002: Election of Officers

At the January meeting the board of education will select from its membership a president and vice-president selected yearly. A secretary and a treasurer may be selected from the personnel of the board of education or from outside. Each officer shall serve for the term of one year or until a successor is elected and qualified.

8003: Executive Session

By a majority vote, the board of education may hold executive sessions

at regular and special meetings only. Such motion, second, and roll call shall be duly recorded in the minutes of such meeting and shall show the vote by name of each member. Also shall be recorded the time of commencement and conclusion of executive sessions. No formal action will be taken in executive session. All formal official actions of the board on any question or motion shall be in open session.

8004: Board of Education Committees

The president of the board of education shall have the authority to appoint two or more board members to the following committees. These individuals will serve on these committees until the board reorganization meeting. Duties of each committee area is as follows:

1. Committee for Transportation. The superintendent shall be responsible for regular and normal bus maintenance and operation. The superintendent will confer with this committee and receive their approval before ordering major repair or maintenance. The committee has the authority to authorize any repair and maintenance requested by the superintendent.

Committee may make periodic inspections of vehicles and discuss maintenance and operating procedures with the superintendent and the drivers.

The board of education shall act as an advisory board to the superintendent for any irregularities observed in the operation or driving of the individual drivers or vehicles.

2. Committee for Buildings and Ground Maintenance: The superintendent shall be responsible for normal maintenance and operation of the buildings and grounds. Committee shall notify the superintendent of maintenance or repair needed and the superintendent shall instruct custodians or other repair and maintenance men. The committee may make periodic inspection of the plant, and advise of maintenance and repair deemed necessary.

The superintendent shall direct requests for permission to perform major maintenance or repair projects to this committee.

The committee shall have authority to approve or disapprove maintenance and repair requests.

3. Committee on Americanism

A committee will review textbooks and activities per Nebraska State Law.

8005: Compensation

No member of the board, except the secretary, shall accept or receive

any compensation for services performed in discharging the duties of his office.

Board members may be reimbursed for reasonable and necessary expenses incurred in discharging the duties of their office except expenses to and from board meetings, upon approval of the board after presentation of itemized claims.

8006: Bylaws of the Board

8006.1: Meeting Conduct - Parliamentary Procedure

Unless otherwise provided in the board's bylaws, the board shall conduct all its meetings in accord with Robert's Rules of Order, Revised.

8006.2: Minutes

The minutes of the meetings of the board of education shall include:

1. The classification (regular, adjourned, or special), date, and place of meetings.
2. The call to order stating time, person presiding, and his office.
3. The record of the roll call of board members.
4. A notation of the presence or absence of the superintendent. A notation of other staff members and visitors present.
5. A record of any corrections to the minutes of the previous meetings and the action approving them.
6. A record of all communications presented to the board.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of board members or staff members.
9. A record of each motion placed before the board including the member making the motion and the member seconding, if any. The ayes and nays shall be recorded by name.
10. Special marking to indicate policy matters.

The minutes shall be permanently filed and indexed for reference purposes.

All reports requiring board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the district as a permanent record.

8006.3: Meetings - Notification to Members

Materials pertaining to the meeting shall be sent out from the administration office by Friday preceding the meeting.

Legal Reference: RRS
79-439 District board; quorum; meetings; exception

8007: Individual Members

Members of the board shall have authority only when acting as board legally in session. The board shall not be bound in any way by any action or statement on the part of any individual board member except when such statement or action is in pursuance of specific instructions from the board.

No board member, by virtue of his office, shall exercise any administrative responsibility with respect to the schools or as an individual command the services of any school employee.

Legal Reference: RRS
 79-439 District board; quorum; meetings; exceptions
 79-801 Classification; boundary; name; body corporate; powers
 79-805 Board of Education; meetings, when held; publication of claims and summary or proceedings; exceptions

8008: Duties of the Auditor

The duties of the independent auditor shall be as follows:

1. To examine the balance sheet of the school district at the end of the fiscal year and the related statements of transactions in the various funds for the fiscal year then ended.
2. To conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances.
3. To render an opinion on the financial statements prepared at the close of the fiscal year.
4. To prepare such financial statements for publication as may be required by law.
5. To make such recommendations to the board concerning its accounting records, procedures, and related activities as may appear necessary or desirable.
6. To perform such other related services as may be requested by the board.

Legal Reference: RRS
 79-546 Class II, III, IV, V and VI districts; audit by public accountant or certified public accountant; rules and regulations

8009: Responsibilities of the President

It is the president's duty to:

1. Call meetings of the board.
2. Preside at all meetings.
3. Represent the school district in all legal actions.
4. Appoint all committees.
5. Serve, if he chooses, as an ex officio member of committees.
6. Countersign all orders on the treasurer for claims allowed by the board.
7. Countersign all orders on the county treasurer for the transfer of funds.
8. Participate in and vote on all actions of the board.

Legal Reference: RRS

- 79-452 President; duties; right to vote
- 79-453 President; meetings; maintenance of order
- 79-455 President; actions for or against district

8010: Responsibilities of the Vice-President

It is the vice president's duty to:

1. Assume presidential responsibilities in the absence of the president.
2. Perform any other duties as designated by the president.

Legal Reference: 79-516.06

8011: Responsibilities of the Secretary

The secretary is required to:

1. Keep an accurate record of all meetings.
2. Send out legal notices of meetings.
3. Notify all persons elected as members or officers of the board.
4. Handle official correspondence of the school board.
5. Make required reports to county and state officials.
6. Make the annual school census unless the board provides otherwise.
7. Draw and sign orders on the school district treasury for the payment of authorized claims.
8. Draw and sign orders on the county treasurer transferring funds to the school district treasury.
9. Maintain classified accounts of receipts and disbursements of the general and building funds, and of such other funds as the board may require.
10. Compute withholding and social security taxes and retirement payments from salaries of teachers.

11. Act as custodian of all school district securities, documents, title papers, and other records of the board.
12. Make available to the superintendent all records and other information requested.
13. Publish the budget, and publish a list of all claims allowed and a concise summary of all board proceedings.

Legal Reference: RRS

79-456 Secretary; duty as clerk of district
 79-457 Secretary; books, records, and reports; duty to preserve
 79-458 Secretary; school census; duty to take; time allowed; mentally handicapped and physically handicapped; separate identification; effect on distribution or apportionment of school funds; permanent and continuing census; report
 79-905 Board of education; meetings; when held; publication of claims and summary of proceedings, exception
 79-806 Publication of proceedings; noncompliance of secretary; penalty

8012: Responsibilities of the Treasurer

It is the treasurer's duty to:

1. Receive and be responsible for all school district money.
2. Place funds in depositories approved by the board.
3. Disburse funds on orders signed by the president and secretary.
4. Keep accurate records of all receipts and disbursement, showing the source of receipts, to what funds they belong, and the payees of all disbursements.
5. Render such financial reports as the board may require at any time.

Legal Reference: RRS

79-459 Treasurer; bonds; filings; failure to give; effect
 79-460 Treasurer; district funds; receipt and reimbursement
 79-461 Treasurer; records and reports required; delivery upon expiration of office
 79-809 Board of education; treasurer; duties; bonds, compensation

8013: Filling Vacancies

The board of education shall fill by appointment any vacancy that may occur in its membership. The appointment will be until the term vacated expires.

Legal Reference: RRS
 79-462 District officers; vacancy; acts creating
 79-463 District officers; vacancy; how filled
 79-464 District officers; vacancy; appointment or
 special election; term

9000 - Negotiations

9001: Act; How Cited

Sections 79-1287 to 79-1295 may be cited and known as the Nebraska Teachers' Professional Negotiations Act. (Laws 1967) Sec. 79-1295

9002: Board of Education; Meet; Confer

Notwithstanding the provisions of sections 79-1287 to 79-1296, no board of education or school board of any public school district in the state shall be required to meet or confer with representatives of an organization of certificated school employees unless a majority of the members of such board determines to recognize such organization. Any such recognition shall be and remain in effect for a period of one year. (Laws 1967) Sec. 79-1290

9003: More Than One Organization; Recognition; How Determined

If more than one organization of certificated school employees requests recognition as the representatives of the certificated employees, the board of education or school board may recognize as the representative the organization which has for the last two preceding years enrolled a majority of the certificated school employees as certified by a membership list submitted by the organization to the superintendent of schools before the first day of January of each year. (Laws 1967) Sec. 79-1291

9004: Board of Education; Meet; Request; Accept; Reject

A representative organization shall give to the board of education or school board a written request to meet and confer with such board regarding employment and relations with certificated employees. The request to meet and confer shall specify the areas to be discussed by the parties. The board shall have thirty days in which to accept or reject the request in whole or in part, and shall give written notice of its decision. If the board accepts the request, the first meeting shall be held within twenty-one days after such acceptance. (Laws 1967) Sec. 79-1292

9005: Board of Education; Representatives; Agreements; Disputes, Fact Finding Board

If the board of education or school board shall determine to meet and

confer with representatives of the employee organizations, such meetings shall be good faith negotiations in regard to the matters set forth in the request to meet and confer and the acceptance thereof.

Should such negotiations result in mutual agreement, the matters so agreed upon shall be reduced to written form and signed by a representative of each of the negotiating parties.

If the parties are unable to agree on any such matters, the dispute shall be submitted to a fact-finding board composed of one member selected by the board of education or school board, one member selected by the employee organization, and a third member selected by the two members appointed by the parties. If the members appointed by each party fail to agree upon a third member, within ten days after the selection, they may request the State Department of Education to submit a list of five persons deemed qualified to serve as members of such board. Upon receipt of such list, the members selected by the parties shall alternately strike names until one remains, and the person not stricken shall become the third member.

Such fact-finding board shall hear and review the matters relating to the dispute and shall within thirty days render a report of its opinion which shall recommend a basis for settlement of the dispute. Such recommendation shall receive the good faith consideration of the parties as a method of settling the dispute but in no case shall they be binding on the school district. (Laws 1967) Sec. 79-1293

9006: Board of Education; Meetings; Rules; Regulations

Each board of education or school board of a public school district which shall determine to meet and confer with representatives of an organization of certified employees, shall adopt rules and regulations for the administration of such negotiations under sections 79-1287 to 79-1296. (Laws 1967) Sec. 79-1294

CHAPTER V

SUMMARY AND RECOMMENDATIONS

Summary

This study was designed to assess the board policies of the Gretna School District and, wherever appropriate, make recommendations for the purpose of making revisions, deletions, and additions. The basic format of this study was to compare the current board policies with those of other school districts and determine what policies needed to be updated or rewritten.

Dr. Ron Anderson, Superintendent of Schools, and members of the board of education had indicated that the quality and quantity of Gretna School Board Policies were not sufficient to meet the needs of the district.

A comprehensive review of the literature and research on board policy formation was conducted to determine effective methodology and technique. The present Gretna School Policies were reviewed and analyzed. Policies from other school districts were synthesized and compared to determine a numbering system and format for policy book construction.

Wide participation from those affected by the board policies was used in the formulation process. The Gretna School Board attorney was also contacted for analysis and opinion to be used in the development of these policies.

Finally, all of the mentioned analyses and compared policies were organized, codified, and placed in numerical categories so that new

policy recommendations and revisions could be made to the superintendent and board of education.

Recommendations

1. It is recommended that these policy additions and revisions be presented to the board of education. There are nine categories and each should be presented separately for discussion/changes and possible approval within the next 12 months.
2. It is recommended that the Davies-Brickell numbering system be used by the Gretna Public Schools when adopting new board policies.
3. It is recommended that these policies, when adopted, be evaluated on a yearly basis for future deletions and additions.
4. It is recommended that when future changes are made in board policy that the school attorney always be consulted for legal opinion.