



**2024-2025**  
**PARENT-STUDENT HANDBOOK**

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# Directory

## GRETNA EAST HIGH SCHOOL



**Principal**  
Chad Jepsen

### **Assistant Principal**

Jami Ewer

### **Assistant Principal**

Michael Tomjack

### **Activities Director**

Ryan Garder

[Gretna East High School Staff Directory](#)

**CENTRAL OFFICE**

[GPS Administration](#)

**BOARD OF EDUCATION**

[BOE Members](#)

## Important Information

### **Gretna East High School Behavioral Points of Contact (Social/Emotional)**

Lisa Hatch, Brandon Shostak, Kristi Meier (Counselors)

[Gretna East High School Website](#)

[Gretna East High School Calendar](#)

## Gretna Public Schools Mission Statement

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

# High Schools Handbook

## 1. ATTENDANCE

### 1.1 EXCUSED ABSENCE PROCEDURES

- A. To constitute an excused absence, an absence must be cleared with the office from the parent/guardian stating that he/she is aware of the absence. Parents/guardians of students who are absent for which no communication has been received will be contacted to verify the absence.
- B. Students may need to present documentation as to the nature of their absences. This explanation should accompany the student upon returning to school after an absence. If the absence is for a physician's appointment, a note from the physician's office should be submitted. Excessive absences due to illness must reflect a documented attempt to remedy the ailment.
- C. An absence or tardy, even by parental approval, may not be excused. The administration will determine if an absence or tardy is excused or unexcused. All absences, except for illness and/or death in the family, require advance approval.

### 1.2 INCOMPLETE WORK

Credit for incomplete work will be given when completed according to the guidelines below:

- A. To receive credit for work missed due to excused absences (e.g. approved personal illness, bereavement or emergency in the family, participation in an approved school activity), the student, upon returning to school, is responsible for requesting assignments for make-up work and b) completing the make-up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these excused absences.
- B. To receive credit for work missed due to a parent requested prearranged absence i.e. medical or dental appointment, religious observance, family trip, college visit), the student is responsible for a) requesting assignments for make-up work prior to his/her absence, and b) completing the make-up work on his/her own initiative by the due date.
- C. The date when make-up work is due will be determined by the teacher based on the content being studied and the length of student absence. Students will be given one day for each day of excused absence to complete make-up work. Students who plan to miss school due to scheduled school activities or a parent-requested prearranged absence may request assignments and make arrangements to complete part or all of the work prior to the absence.
- D. Equivalent experiences for students who miss class are difficult and sometimes impossible to recreate. In addition, testing and summarizing activities are scheduled at the end of the semester. Therefore, parent requested prearranged absences should be avoided during these times.
- E. Students may not receive full credit for incomplete work due to an unexcused absence.
- F. The administration will determine the number of days students will be allowed to make up missing work and have it counted in the semester grade.

### 1.3 TARDINESS

Tardiness is a violation of school rules. Students may be considered tardy if they are not in their assigned classroom when the tardy bell rings. No student may be admitted to class without a pass. If the student does not have a pass, the student will be marked tardy.

- A. When a student has accumulated five tardies in one semester, the student and parent will be notified by email. For every tardy received after the fifth tardy, an email notification will be sent to the student and parent.

- B. When a student has accumulated six tardies in one semester, the student may be assigned one hour of detention by the administration.
- C. When a student has accumulated seven tardies in one semester, the student may be assigned two hours of detention by the administration.
- D. When a student has accumulated eight tardies in one semester, the student may be assigned three hours of detention by the administration.
- E. For every tardy received after the eighth tardy, the student will be required to serve three hours of detention by the administration.

#### **1.4 SKIPPING CLASS/TRUANCY**

- A. A student who is absent from class without permission may receive a consequence as determined by administration. The students may not receive full credit for incomplete work.
- B. Leaving school grounds without parent and administrator permission may result in truancy and school consequences.

#### **1.5 SCHOOL ACTIVITY PARTICIPATION**

All students who participate in any school activity must be in regular full day attendance the day the activity is scheduled. A “full day” of attendance consists of the student being present in all class periods (1-8) during the school day. This applies to practice sessions as well as games, meets, dances, clubs, etc. An exception may be made if a student shows verification of having a medical appointment or has prior permission from the administration.

#### **1.6 SCHOOL ACTIVITY ATTENDANCE POLICY**

A student may be prohibited from attending a school-sponsored activity if he/she has missed a full day of attendance for illness or an unexcused absence. A “full day” of attendance consists of the student being present in all class periods during the school day.

## **2. STUDENT DISCIPLINE**

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

### **2.1 STUDENT CONDUCT**

Student behavior that infringes upon the rights of other learners or constitutes an interference with school purposes will result in disciplinary action.

- A. **Fighting and Violence:** Fighting on school property, fighting directly adjacent to school property during school hours and/or fighting at school-sponsored activities may result in disciplinary action. Causing or attempting to cause physical injury to a school employee, volunteer, or any student may result in exclusion, suspension or expulsion.
  - 1st offense may result in a 3-day suspension or more severe action.
  - 2nd offense may result in a long-term suspension or expulsion.
- B. **Abusive Language:** The oral or written use of abusive, derogatory, or profane language or gestures is prohibited and offenders may be excluded, suspended, or expelled from class or school.
  - 1. Abusive language includes, but is not limited to: any words spoken or written of any person, student or school employee which may be interpreted as slanderous, profane, vulgar, derogatory, or putting down someone’s racial or ethnic background, physical appearance or religious preference.

2. Abusive, profane, or obscene language or gestures may generally mean, but is not limited to words which by their very utterance inflict injury or tend to incite an immediate breach of the peace, or words or actions which interfere with school purposes.
  3. Disrespect toward staff, students and/or employees, or disobedience of staff will not be tolerated and students may be disciplined from class.
- C. Snowballs: Throwing snowballs is prohibited.
- D. School Vandalism: School vandalism is the willful and pointless destruction of school or personal property. Any student engaging in such activity may not only be held liable for all damages by outside authorities, but may also be subject to further disciplinary action by the principal. This includes the unauthorized breaking, damaging, or entering of or on school property.
- E. Theft: The unauthorized taking of school or private property is prohibited.
- F. Displays of Affection: Public displays of affection have a tendency to create unfavorable impressions and attitudes toward the school and the individuals involved and will not be permitted.
- G. Smoking or Chewing: Smoking or chewing tobacco in the school building, on the school bus, on school grounds, on school education trips, or at a school activity. This includes activities away from school.
1. Students shall not possess cigarettes, vapor products, alternative nicotine products, lighters, cigarette packages or chewing tobacco. These items will be confiscated and disciplinary action may result.
  2. Definition of smoking: Smoking consists of being seen holding a lit or unlit cigarette, vapor or alternative nicotine product or being seen throwing a cigarette or vapor or alternative nicotine product away or being seen with smoke coming out of the nose or mouth or admitting to having smoked on the school campus.
- H. Alcohol/Drugs
1. When a student's manner and/or conduct at school or a school activity causes school personnel to suspect that a student has been using alcohol or drugs, that person shall be referred immediately to the principal and/or the school resource or other law officer. If during school hours, the principal may request the resource office and/or school nurse to assist in the observation of the student.
  2. If in the opinion of an administrator, the student has been using alcohol or drugs, the parent/guardian shall be contacted. The student may be withheld immediately from classes, subject to serious disciplinary action including contact with law officials. If the incident occurs at a school event, the student may also be turned over to legal authorities who may in turn contact the parent/guardian.
  3. When there is evidence that a student is in possession of or is observed selling or transferring suspected illegal drugs, drug paraphernalia, or alcohol on school property or at a school sponsored activity, the principal shall notify the police and the parent/guardian. Any item recovered suspected to be an illicit drug will be turned over to authorities for analysis. Students who violate 2.3 could be referred to local, county or state agencies for alcohol and/or drug counseling.

## **2.2 DETENTION**

Detention period is a time when the student is assigned to come in before the start of school or to stay after school, or another arranged time, for any infractions of accepted student behavior. Detention time is set at the discretion of the teacher or administration.

- A. If a rural bus student is detained after school, the teacher must see that he/she has transportation home or give the student 24-hour notice so that he/she will have a chance to arrange transportation. Students that are involved with activities after school may be required to serve their detention first. Students should visit with their teacher if they have a problem staying for a detention and try to make other arrangements.
- B. If a student is requested to remain after school or come in before school by a teacher or an administrator and does not do so, he/she may receive additional consequences.

## 2.3 MONDAY NIGHT SCHOOL

- A. Monday Night School will be held at the high school from 3:30-5:00 pm.
- B. Students will report to the detention room no later than 3:30 pm.
- C. If a student is late, additional time may be added to the next Monday Night School.
- D. If a student skips a Monday Night School, the student may be suspended from school and will be expected to make up the Monday Night School on the next scheduled date.

## 2.4 STUDY HALL

The following procedures will be implemented in all study halls.

- A. Students are to bring sufficient work. Failure to do so may result in the student serving a detention.
- B. Students will follow all study hall rules as set by the teacher.
- C. Any student who checks out of study hall to another area must have a pass to leave and **must check back in before the end of the period with a pass.**

## 2.5 FINE OR DAMAGE PROCEDURE

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

## 2.6 ELECTRONIC DEVICES

- A. Students need to be responsible users of technology. The school firmly believes in protecting instructional time in classrooms; therefore, personal electronic devices should not be seen, heard or used during the time allotted for each of the seven periods throughout the day unless given permission by staff. Students will place individual devices (cell phones) in the “caddies” at the beginning of each class period.
- B. Students are permitted to use electronic devices before and after school, during their scheduled lunch, and during passing periods unless restricted by staff.
- C. Personal electronics (cell phones) and listening devices (headphones, Air Pods, etc.) may only be used the last 5 minutes of class time, and in one ear, when given permission.
- D. To maintain the expected learning environment in the classroom, students who violate the electronic device policy will be subject to disciplinary actions. Once a referral has been sent to the office, the following consequences can be utilized to solve the problem:
  - 1. 1st Offense - Electronic device will be held in the office until the end of the school day.
  - 2. 2nd Offense - Electronic device will be held in the office until the end of the day and maybe assigned one hour of detention by the administration.
  - 3. 3rd Offense - Electronic device will be held in the office until the end of the day and may be assigned two hours of detention by the administration.
  - 4. 4th Offense - Electronic device will be held in the office until the end of the day and may be assigned three hours of detention by the administration.
  - 5. For each additional offense, the electronic device will be held in the office until the end of the day and may be assigned three hours of detention by the administration.
- E. Staff members have the right to confiscate an electronic device a student is on school property at any time.

## 2.7 MONITORING

**Gretna Public Schools are monitored by a camera system at all times.**



### **3. SCHOOL ACTIVITIES**

#### **3.1 EXTRACURRICULAR ACTIVITIES, HAZING, AND SUPERVISION**

The purpose of student extra-curricular activities is to cultivate high ideals of citizenship, fair competition, sportsmanship and teamwork which will complement the curriculum programs of the School District. Extra-curricular activities programs shall be limited to secondary school programs in middle school and high school grades. Participation in extracurricular activities offered at a secondary school building shall be limited to the students in the grade levels served by the building. Participation in activities is defined as membership on or in a supporting position for a team, group or other organized interscholastic athletic, or performing arts activity, and includes presence at organizational meetings, practice and in team or performance areas during contests. Individuals, including students not attending the secondary school or third parties shall not participate in any manner in the activity unless specifically requested by the Activities Director or Principal of the school building, or his/her designee, and such individuals are trained to attend and participate in a supporting position or role or are performing at such activity.

- A. **Secret Organization:** No student shall participate in or be a member of any secret fraternity or secret organization that is in any degree a school organization. Students who violate this rule may be denied any or all school privileges and may be expelled.
- B. **Initiation & Hazing Activities:** Initiations and hazing activities are not permitted. Students who violate this rule may be denied any or all school privileges and may be expelled.
- C. **Adult Sponsors:** Adult sponsors must be in attendance at all school sponsored activities.
- D. **Adult Drivers:** The District does not sponsor activities involving driving vehicles unless a school employee or sponsor or an adult is driving.

#### **3.2 ACTIVITY INFORMATION**

Gretna Public Schools encourages every student to participate in at least one activity. While activity participation is a key to success in life, it is important to make the correct choice as each student must commit him/herself to the goals of that organization or program.

- A. **Activity Tickets:** Gretna Public Schools sell activity tickets. The ticket is priced to give the students an opportunity to attend athletic activities at a very low cost. We urge all students to purchase an activity ticket.
- B. **Admission/Activity Ticket Prices:** Prices will be set by the activities conference of which each high school is a member.
- C. **Activity Organization:** School activities/clubs are located on each high school's homepage. Activities that are marked with an asterisk (\*) are recognized by Gretna Public Schools but are not directly affiliated with the school and do not follow all of the guidelines and policies of the Gretna Public Schools Activities Handbook.
- D. **Activity/Club Letter Requirements:** Activities/clubs that are directly affiliated with the Gretna Public Schools must follow all of the guidelines and policies of the Gretna Public Schools Activities Handbook. If coaches/sponsors of NSAA and NCA sponsored activities choose to letter participants, they must use the following criteria as a minimum. Additional criteria requested by coaches/sponsors must be approved by the administration.
  - 1. All seniors who finish the year in good standing.
  - 2. The recommendation of the head coach / sponsor.
  - 3. An individual who is suspended from a club/activity during the school year may not letter in that particular club/activity.
  - 4. Additional lettering requirements are listed in the Gretna Public Schools Activities Handbook.

#### **3.3 USE OF SCHOOL FACILITIES: STUDENT GROUPS**

- A. **Equal Access to Student Groups**

1. In the event any of the secondary schools (grades 9-12) of the School District have a limited open forum as defined in the Equal Access Act (EAA), such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
2. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.
3. All such student meetings at school are subject to the following requirements:
  - a) the meeting must be voluntary and student-initiated;
  - b) there must be no sponsorship of the meeting by the school or its agents or employees;
  - c) employees or agents of the school are present at religious meetings only in a non-participatory capacity;
  - d) the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
  - e) non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

**B. School Recognized Non-Curricular Club Information**

1. Recognition of Non-Curriculum Equal Access Clubs: To formalize a club (to receive club recognition), a student or group of students may apply to be recognized as an EAA club, and may request a certificated Gretna Public Schools staff member to be the club supervisor/monitor. The EAA student or group must present a written proposal to the High School Administration stating the purpose of the club to the school principal or activities director requesting recognition of the non-curricular club on or before October 1st of each school year. The proposal must include written rules and attendance requirements.
2. If the criteria in paragraph 1 are met, recognition of a club will be granted not later than November 1st of the school year the proposal for recognition is received, unless a club's purpose or activities:
  - a) Would materially and substantially interfere with (1) the orderly conduct of educational activities within the school, (2) the maintenance of order and discipline on school premises, and/or (3) the protection of the well-being of students and faculty; or,
  - b) May otherwise be constitutionally denied as being contrary to the purpose and function of the School District.
3. Upon recognition of the club, the High School Administration shall inform the GEA negotiations team of the club's status. Compensation is a negotiated item. Club supervisors/monitors will be paid a stipend as long as the club meets the club recognition criteria and continues to be included in the negotiated agreement.
4. The first year of club existence serves as the probationary or establishment year. The club shall maintain accurate and up-to-date meeting and activity dates and attendance that have been documented throughout the probationary year.

**C. School Sponsored Activity and Academic Clubs and Curriculum Support Groups:**

1. The Gretna Public School District shall support school sponsored activity and academic clubs and curriculum support groups that enhance the educational experience of our students.
2. School sponsored activity and academic clubs and curriculum support groups shall be organized and all activities and meetings shall be supervised by a certificated staff member.

**D. Criteria Applicable to Equal Access Clubs and School Sponsored Activity and Academic Clubs and Groups:**

1. A year-end report will be submitted by the club/group's supervisor/monitor/sponsor, to the building principal or activities director. The report will include, but not be limited to, the club/group's membership, attendance, activities, projects, fundraisers and account status.

2. The club shall meet before or after regular school day instructional hours (8:00 a.m. to 3:21 p.m.) and must meet at least nine (9) times per school year and maintain an active student membership.
3. The supervisor/monitor/sponsor is required to keep accurate and up-to-date attendance records to include dates and times of all meetings and activities.
4. All projects and activities must have High School Administration approval.
5. Fundraising is allowed at the High School Administration's discretion Door-to-door sales are prohibited. All fundraising must have administrative approval and follow school board policy.
6. Clubs/groups shall have access to the public-address system, yearbook, and bulletin boards.
7. Club/group funds will be maintained in the Gretna Public Schools activity accounts for legal and proper accounting.
8. If a school activity conflicts with a club/group activity, the school activity will take precedence in regard to student participation and school district priority.

### **3.4 STUDENT COUNCIL**

The Student Council is the representative student organization. Its purpose is to bring the interest of the students before the school administration, to provide opportunities for cooperation with the school and community, promote the general welfare of the school, bolster school morale, hold a sentiment for law and order, and promote service activities to the school and community.

### **3.5 ACTIVITIES ELIGIBILITY**

Several non-athletic activities fall under the same eligibility guidelines set forth by the Nebraska School Activities Association for athletics. These non-athletic activities are: Vocal/Instrumental Music, Speech, Journalism and Play Production (One Act Play).

- A. NSAA Eligibility Guidelines. In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. If you do not understand a summary of these rules listed below or you need an explanation of other requirements, consult the high school principal or activities director.
- B. These rules and regulations are listed below:
- C. NSAA has a due process appeal procedure for alleged violations of their rules and regulations. These procedures, rules and regulations will be followed by Gretna Public Schools.
- D. NSAA Rules as to Eligibility of Participants:
- E. The rules and regulations governing the eligibility of student participants in NSAA activities can be found in Article 2 of the NSAA Constitution and Bylaws found on the NSAA website: [NSAA Constitution and Bylaws](#)
- F. If you do not understand these rules or you need an explanation of other requirements, consult the high school Principal or Activities Director.
- G. Eligibility Requirements for student council members, class officers, homecoming and prom candidates. The student may not have been issued a citation and have pending charges for or be under the supervision of the court or pretrial diversion program, or have been adjudicated to be guilty in federal, state, district, county or juvenile court within twelve (12) months of the date established for coronation/election for:
  1. Any alcohol, drug or tobacco related infraction or misdemeanor,
  2. Traffic citations with a penalty of six (6) points or more under the point system dealing with traffic citations, Neb. Rev. Stat. Section 60-4, 182, as amended or
  3. A Class I, II, III, or IIIA or Class W misdemeanor; or
  4. A felony at any time.

## **4. STUDENT ACADEMICS, GUIDANCE, AND COUNSELING**

### **4.1 ACCOUNTABILITY POLICY STATEMENT**

Students must complete all schoolwork to at least 70% proficiency.

### **4.2 PARENT-TEACHER CONFERENCES**

Conferences are scheduled during two evenings each semester at each high school for parents to visit any teacher or staff member. Additionally, parents can schedule conferences at any time throughout the year with any teacher by calling the school and making arrangements for the conference.

### **4.3 GUIDANCE AND COUNSELING**

Guidance services are designed to help parents, students, faculty, and administration in the educational planning of students. Some of the services coordinated by the Guidance Office include:

- A. **Make-up Work**: Policy regarding make-up work for incompletes: It is important that work assigned to students be completed on time. However, there may be circumstances that occur wherein a student has a legitimate reason for not completing work on time.
- B. **Cumulative Records**: Cumulative records are maintained for each student that attends Gretna Public Schools. These files are accessible to students, parents, teachers, administration and counselors. Students under the age of 18 must have their parents or guardian present when observing their file. By State Law, to have records sent to another school, prospective employer, or any other party, requires an official release form to be signed by a parent/guardian. These forms are available in the guidance office.
- C. **Personal Counseling**: Personal and/or group counseling is provided on a voluntary basis per student and/or parent request. All personal counseling is kept confidential. Contact a counselor if you wish to utilize this service.
- D. **Career Education and Career Counseling**: The Gretna Public Schools provide a comprehensive career education program for all students. This program is designed to assist students in decision-making, personal growth, increasing awareness of occupational choices, and making academic plans.
- E. **Academic Counseling**: Counseling is available for academic planning for each student. The counselors will oversee scheduling for each student to see that each student can meet graduation requirements while preparing for a post-high school career.
  - 1. **Registration Conferences**: All students in grades 9-11 and their parents are encouraged to attend an individual registration conference, which will be held each school year.
  - 2. **Senior Conferences**: All students and their parents are encouraged to attend an individual conference, which will be held during the school year.
- F. **School Assessment Program**: Gretna Public Schools administers a number of assessment instruments to supplement information on students. All students may be tested for academic achievement, vocational aptitudes, vocational choices and personal interests at some point in their educational program. All of this information is accessible under the same restriction as student records.
- G. **Grade Classifications**: The following guidelines will be used as a reference to determine class standing:
  - 9th Grade ..... Promotion from 8th Grade
  - 10th Grade ..... 12 credits or more
  - 11th Grade ..... 24 credits or more
  - 12th Grade ..... 36 credits or more

\*Determination involvement in school activities will follow these guidelines.

#### 4.4 GRADUATION REQUIREMENTS

Students graduating must successfully accumulate 46 credits (Carnegie Units) during grades 9-12. Each class is worth 1 credit per semester if it meets every day. If it meets every other day, such as PE 9 and PE 10, it is worth .5 credit for the semester. Minimum requirements by subject area required of all students are:

<b>CLASSES OF 2024-2026</b>	<b>CLASSES OF 2027</b>
English ..... 8.0 Credits	English.....8.0 Credits
Social Studies ..... 6.0 Credits	Social Studies.....6.0 Credits
Mathematics ..... 6.0 Credits	Mathematics.....6.0 Credits
Science ..... 6.0 Credits	Science.....6.0 Credits
Physical Education .... 2.0 Credits	Physical Education.....2.0 Credits
Personal Finance..... 1.0 Credit	Personal Finance.....1.0 Credit
Electives ..... 17.0 Credits	Comp Sci & Tech.....1.0 Credit
TOTAL ..... 46.0 Credits	Electives.....16.0 Credits
	TOTAL.....46.0 Credits

- A. Midterm Graduation: Any senior who wishes to graduate at midterm must adhere to the following guidelines:
1. Declare intent to graduate at mid-term, no later than September 15 of the senior year by filling out a form, which is available in the counselor’s office.
  2. Upon a credit check and examination of credits to see that mid-term graduation is possible, a letter will be sent to the student and a duplicate put in the student’s file to confirm the intent of mid-term graduation.
  3. Any intent to graduate early is contingent upon the student passing course work in which he/she is enrolled.
  4. Mid-term graduates may not participate in school activities after mid-term graduation but will be allowed to attend Prom.
  5. Credit recovery coursework credits may not be applied toward early graduation.
  6. There will be no formal mid-term graduation ceremony. Mid-term graduates may participate in graduation exercises in the spring with the rest of their class.
- B. Grading: Courses at GPS High Schools are graded in one of two categories. Some courses are graded numerically, 1-5, with 1 being the highest grade. A few courses may be graded either (S) or (F) Satisfactory or Failure.

Grading Scale for Non-Dual Credit:	Grading Scale for Dual Credit:
1 = 100-94	1 = 100-90
2 = 93-86	2 = 89-80
3 = 85-78	3 = 79-70
4 = 77-70	4 = 69-60
5 = 69 and below	5 = 59 and below

- C. Honor Roll, Merit Roll: The counselors will maintain lists of students that meet Honor Roll and Merit Roll criteria.
1. To qualify for Honor Roll, a student must be taking at least 6 classes and have a grade point average of 3.50 to 4 on a 4.0 scale.

2. A student that is taking at least 6 classes and has a 3 to 3.49 grade point average shall qualify for Merit Roll.
- D. Academic Letter: Students that have attained a 3.5 or better Cumulative Grade Point Average for three (3) or more semesters will receive an academic letter. Students will be awarded a chenille letter and certificate. Multiple-year letter winners receive a gold letter bar with their certificate.
  - E. Schedule Changes/Drop and Add: Students may make changes to their class schedules by completing the drop and add process. To make a schedule change, students should contact a guidance counselor or complete the schedule change request form.
    1. All students will be scheduled for six classes and have no more than one study hall per semester unless administratively approved.
    2. Drop and add timeframes will be communicated by the guidance office.
    3. **No schedule changes will be allowed after the semester begins.**
  - F. Special Parent Reports: Parents and/or students requesting more frequent feedback about progress of a student should contact a Counselor or Administrator.

#### **4.5 COLLEGE VISITS**

The following procedures should be followed for students who wish to take a College Visit:

- A. College visit days are for seniors and second semester juniors.
- B. Students visiting a college/university or vocational school accompanied by a parent/guardian will be allowed unlimited release time. It is strongly recommended by the administration and the high school counselors that a parent/guardian accompany the student on college visits.
- C. Students who make a visit without a parent or guardian will be limited to two days released time from school. If a student makes a visitation without a parent or guardian, he/she must obtain a college verification form. This form is available in the counseling office. This process should be completed at least one week in advance of the visitation.
- D. Parents must call the school to give permission prior to any college, university or vocational school visit.
- E. Failure to follow any or all of the above procedures may result in the student receiving an unexcused absence.→

#### **4.6 STUDENT/PARENT MEETINGS (ARMED SERVICES/COLLEGE)**

- A. Students and/or parents may meet with Armed Services Recruiters before or after school. Students will not be released from class to meet with a recruiter and should sign up for these meetings in the guidance office.
- B. Students are encouraged to meet with any of the college or vocational school admissions counselors when they visit. These visits are held before and after school. Parents are welcome to attend these presentations. Interested students should sign up in the counseling office prior to the end of the day before the visit.

#### **4.7 METRO CAREER ACADEMY/UNMC HEALTH ALLIANCE**

Juniors and Seniors taking daytime classes through the Metro Community College Career Academy Programs or the UNMC Health Alliance will be given “release time” to attend these classes during the school day. If these classes are not in session during a school day, students will be released from school at the time they would normally leave campus. Students may use this release time for part-time employment, volunteer service, or other opportunities. If MCC and / or UNMC have classes scheduled when Gretna Public Schools is not in school, students are expected to attend those classes.

## **5. STUDENT/PARENT LAPTOP HANDBOOK**

### **STUDENT/PARENT 1-1 DEVICE HANDBOOK**

#### **24\_25 1-1 Device Insurance Agreement**

#### **24\_25 1-1 Device Loan Agreement**

## **6. GENERAL INFORMATION**

### **6.1 BUILDING HOURS**

The school building is to be used as a place for study and work by the students. Because of this philosophy, the building will be opened at 7 am. Students wishing to use the library before 7:50 am may do so if they have a pass from a teacher and our media specialists people are present. Students not wishing to take advantage of this area will remain out of the academic area until 7:50 am. No students should be in the building after 4 pm unless they are under the supervision of an instructor or sponsor.

### **6.2 BULLETIN BOARDS**

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

### **6.3 VISITORS**

Students are encouraged not to bring visitors to school. Any exceptions to the rule need to be approved by the principal at least one day in advance. If approval is given, a visitor's pass shall be obtained from the office.

- A. Outside food/drink: The delivery of food or drink to the high school is prohibited, unless direct permission has been granted by the administration and the food/drink is brought to school personally by a parent/guardian.
- B. Meeting with staff: All parents, community members and past graduates wishing to schedule a meeting with a staff member should contact the staff member or the administration to set this meeting. Please check in the front office upon arrival at school and remain in the office until directed to the designated meeting area by the office staff or administration.

### **6.4 CLOSED CAMPUS**

Gretna Public Schools operate under a closed campus rule. Students will not be permitted to leave the school after arriving in the morning until classes dismiss at 3:20pm unless permission to do so is obtained from the student's parent/guardian and the high school administrative office. If a student is given permission to leave the building, he/she must sign out at the office before leaving.

### **6.5 TELEPHONE**

Students may use the administrative office telephones with staff authorization.

## **6.6 STUDENT PARKING AND DRIVING**

Cars are to remain in the parking lots until the student leaves school at the completion of the day. Permission to move cars during the day must be obtained from the office. The designated rows (white lined stalls) located in the various high school parking lots are reserved for staff only.

- A. **Buses:** When school buses are stopped for the purpose of loading or unloading students, all vehicles must stop until the bus proceeds onward or until the bus driver signals for the vehicle to proceed.
- B. **Reckless Driving:** Reckless driving on school property will not be permitted. Violators are subject to discipline by the school officials and/or the sheriff's office.
- C. **Parking Lot:** The parking lot is off limits to students during the school day. The parking lot is off limits during the lunch hour. No student may drive cars during the school day unless it is an emergency. This must be cleared in the office and parent permission must be secured.
  1. Students are asked to exit the school parking lot by 3:50 p.m. on school days unless here for an after-school activity taking place that evening.
  2. No loitering in the school parking lots after school hours and on the weekends.
  3. Students in grades 9-12 can purchase a parking pass online for \$20.
  4. Vehicles located on campus during school hours parked inappropriately or without a visible parking pass could face the following consequences:
    - a) 1st Offense- Warning and asked to immediately move their vehicle.
    - b) 2nd Offense- Monday Night School and asked to immediately move their vehicle.
    - c) 5th Offense- Parking suspension for the remainder of the semester or 4 months (whichever is longer) and immediately asked to move their vehicle.
- D. **Violation/Consequences:** Students in violation of the above rules (6.6) may be subject to suspension and the loss of driving privileges for the remainder of the year.

## **6.7 ROOM PASSES**

Students in the hallways during class periods must have a pass. If a student wants to see a teacher or go to another room during study hall, he or she must have a pass by that teacher before reporting to study hall.

## **6.8 STUDENT LOCKERS**

All students may be issued a student locker in the building if they choose to have one. All students are responsible for the neatness of their lockers. Nothing shall be placed on top of lockers. The combination given to each student to open their locker is confidential and is not to be shared. Students are advised not to keep valuables such as money, cameras, etc. in the locker. The school administration reserves the right to inspect lockers for any reasonable cause.

## **6.9 STUDENT DRESS AND PERSONAL APPEARANCE**

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 judgment and responsibility of the individual and the parents.

Dress 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.



- A. Student appearance should be of high enough standard as to contribute to the general learning environment. Clothing that interferes with the educational process or is too revealing will not be allowed (as determined by the administration).
- B. Shoes will be worn at all times.
- C. Printed wording or pictures on clothing advertising or promoting tobacco, alcohol, drugs, or is vulgar in interpretation will not be permitted to be worn. Violators will be disciplined.
- D. Head wear is not to be worn in the building during the school day. Examples include but are not limited to hats, caps, bandanas, masks, and hoods.

### **6.10 WORK RELEASE PROGRAM**

The work release program is used to help students gain practical work experience at the same time they are attending school. Gretna Public Schools believes that the educational program of a student can be enhanced only if work does not interfere with the student's program in school. Students are released from school only if they are employed by a business. Work release does not include working at home for parents. Students interested in the school's work release program can pick up the necessary forms from the office. Any student wishing to be released the last period of the day for employment purposes must adhere to the following regulations:

1. The student must be a junior or senior.
2. The employer will fill out a form (to be used for contact verification) indicating the student's work schedule.
3. A periodic check will be made to verify continued employment.
4. Failure to follow the above procedure may be cause to remove the student from the work release program.
5. Students who are having academic problems may be removed from the work release program.

### **6.11 LOST AND FOUND**

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

### **6.12 ACADEMIC DISHONESTY**

Students caught cheating or plagiarizing will be disciplined in accordance with the teacher's classroom policies.

### **6.13 SCHOOL DANCES**

School dances are sponsored for the benefit of students. The dances are for students in grades 9-12 only. Students may not be permitted to bring guests older than twenty years of age to any school dance or prom. All students from other schools, graduates, or other out-of-school guests as well as out-of-class guests must be cleared by the building administration in advance of the dance. Any student leaving the dance for any reason before the dance is over will not be readmitted.

### **6.14 FINAL EXAMS**

High school students may be given a comprehensive final exam at the end of each semester. The purpose of the final exams is to help students prepare for post-secondary comprehensive exams. It is recommended that the results of these exams constitute no more than 5-10 % of a student's semester grade.

### **6.15 FAMILY NIGHT: SCHOOL WORK/ACTIVITIES (WEDNESDAY EVENINGS AND SUNDAYS)**

Students should not be given homework on Wednesday or given a test on Thursday. Assignments, projects, papers, speeches should not be due on Thursdays.

Coaches and sponsors will not schedule activities and/or practices on Wednesday evenings, past 6:00 PM. EXCEPTION: When a team or activity is required to play or perform in a conference event, district, or state tournament competition. In a rare instance, a rescheduled event may be considered based on a unique circumstance. When these instances occur, the school will make an attempt to notify the local churches.

#### **ACTIVITIES ON SUNDAYS**

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

Coaches and sponsors will avoid scheduling practices on Sundays. EXCEPTION: When a team or activity is required to play or perform in a district or state competition on Monday at the varsity level, practices may be scheduled after 2:00PM, Sunday afternoon. Team and activity banquets, as well as limited performances, may also be scheduled after 2:00PM on Sunday afternoon. For any event scheduled on a Sunday, a high school administrator must first grant permission. When these rare instances occur, the school will make an attempt to notify the local churches.

#### **6.16 CIVIL RIGHTS**

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

#### **6.17 STUDENT FEES**

Please utilize the following link to view the schedule of fees for Gretna Public Schools: [☰ 5416--Student Fees](#)

## **District Handbook**

Each year the Board of Education shall adopt a Parent-Student Handbook. The rules, procedures, and practices adopted in the Parent-Student Handbook shall have the effect of Board Policy and shall control over any earlier-adopted Board policy to the extent of the conflict. The Parent-Student Handbook is not a contract (Policy 5011)

### **7. COMMUNITY RELATIONS POLICY**

#### **7.1 ANTI-DISCRIMINATION**

The policy of Gretna Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Please select the following links for information related to the Gretna Public Schools Anti-Discrimination Policies. If you have questions, concerns, or a complaint, please contact the Title IX Coordinator, Andrew Rinaldi, at [arinaldi@gpsne.org](mailto:arinaldi@gpsne.org).

- A. [☰ 1200--Anti-Harassment Policy](#)
- B. [☰ 1210--Title IX Policy](#)
- C. [☰ 1210 -- Title IX Supporting Documentation \(Procedures for Complaints of Sex Discrimination\)](#)
- D. [☰ 1250--ADA and 504 Coordinator and Compliance](#)

#### **7.2 RECORDING OF OTHERS**

To ensure the privacy and confidentiality of student information, Gretna Public Schools has adopted a policy for the procedures for recording others. Please select the following link to review this policy: [☰ 1102--Recording of Others](#)

### **7.3 TOBACCO POLICY**

The use of tobacco products is prohibited in all school buildings and all school vehicles. To view the entire policy, please select the following link: [☰ 1120--Tobacco Policy](#)

### **7.4 VISITING GRETNA SCHOOL BUILDINGS**

Parents and other interested individuals are encouraged to visit school and are to be made welcome by the respective building staffs and student bodies; however, administration requires 24-hour advance notice of visitations to make appropriate arrangements for visitations. Please select the following link to view this policy: [☰ 1010--Visiting School](#)

## **8. STUDENT POLICY**

### **8.1 ACADEMIC REPORTING AND PROGRESS**

The following links provide information about academic progress, making up work when absent, and the confidentiality of student information.

- A. [☰ 5201--Promotion & Retention](#)
- B. [☰ 5202z--Notification of Rights Under FERPA](#)
- C. [☰ 5207--Make-up Work](#)

### **8.2 ADMISSION AND ATTENDANCE**

The following links provide information about student admission to Gretna Public Schools, attendance requirements and procedures, and notice of providing student information to military recruiters.

- A. [☰ 5001--Admission Requirements](#)
- B. [☰ 5008--Student Attendance](#)
- C. [☰ 5009--Closed Campus](#)
- D. [☰ Notice Concerning Disclosure of Student Recruiting Information](#)

### **8.3 SCHOOL HEALTH AND WELLNESS**

The following links provide information on school health regulations and protocols:

- A. [☰ General Health Guidelines and Protocols](#)
- B. [☰ 5408--Health Inspections](#)
- C. [☰ 5409--Communicable Diseases](#)
- D. [☰ 5602--Students with Allergies](#)
- E. [☰ 6283 --Concussions](#)
- F. [☰ 6283A--Return to Learn Protocol](#)
- G. [☰ 6900--Chronic Infectious Disease Practice and Procedure](#)
- H. [☰ 6910--Dispensing Medications](#)
- I. [☰ 5417--School Wellness Policy](#)

### **8.4 BUS TRANSPORTATION GUIDELINES**

Gretna Public Schools provides transportation to students who live more than one mile from their assigned home school. Please select the following link for additional information about bus rules, bus registration, and bus passes:

- [☰ Bus Transportation Guidelines](#)

## 8.5 EQUAL EDUCATIONAL OPPORTUNITIES/WELFARE

The following links provide information outlining policies to provide for equal opportunities, safety, and welfare of all students.

- A. [5402--Child Abuse and Neglect Reporting](#)
- B. [5403--Married Students](#)
- C. [5406--Search and Seizures](#)
- D. [5407--Vandalism](#)
- E. [5415--Anti-Bullying Policy](#)
- F. [5416--Student Fees](#)
- G. [5416A--Student Fee Policy Appendix](#)
- H. [5418--Homeless Student Policy](#)
- I. [5419--Student Privacy Protection Policy](#)
- J. [5420--Dating Violence Policy](#)
- K. [5422--Pregnant and Parenting Students](#)
- L. [3571--Meal Charge Policy](#)
- M. [Food and Nutrition Services](#)
- N. [Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973](#)

## 8.6 STUDENT ACTIVITIES

Please select the following links for information about fundraising and charitable giving.

- A. [5306--Student Fund Raising Activities](#)
- B. [5307--Charitable Giving Campaigns](#)

## 8.7 STUDENT DISCIPLINE

The following links provide information about Student Discipline (Code of Conduct).

- A. [5101--Student Discipline Policy](#)
- B. [5104--Drug and Substance Use and Prevention](#)

## 8.8 STUDENT RIGHTS

Please select the following link for information about due process and student rights: [Student Rights](#)

# 9. INSTRUCTION POLICY

## 9.1 INSTRUCTION

The following links provide information in regards to teaching, learning, and guidance services throughout Gretna Public Schools.

- A. [6117--Ceremonies and Observances and Pledge](#)
- B. [6360--Recognition of Religious Beliefs and Customs](#)
- C. [6390--Controversial Issues](#)
- D. [6240--Homework](#)
- E. [6241--Purpose of Homework](#)
- F. [6270--Field Trips- Clean](#)
- G. [6600--Special Education Policy](#)
- H. [6260--Guidance](#)
- I. [Copy of Notice Concerning Disclosure of Student Recruiting Information](#)
- J. [6400--Parent Involvement](#)

- K. [6410--Parent Involvement in Title I Programs](#)
- L. [Title I Parent-School Learning Compact 24-25](#)
- M. [6300--Review of Instructional Materials](#)
- N. [6288 -- Artificial Intelligence](#)
- O. **Library/Media** - A description of the library/media program can be found under the media tab on our school website.
- P. **MTSS (Multi-Tiered Systems of Supports)**  
 Gretna Public Schools is utilizing a framework named MTSS (Multi-Tiered Systems of Supports). MTSS is a proactive approach to meeting the needs of and educating the entire student. The MTSS framework provides interventions and support for students with academic, behavioral, social, and emotional challenges. The key components of the MTSS Framework incorporated by Gretna Public Schools are as follows:
  1. Establishing and teaching schoolwide expectations and procedures. The schoolwide procedures are based on the following District-wide expectations:
    - **G - GIVE KINDNESS**
    - **P - PRACTICE ACCOUNTABILITY**
    - **S - STAY SAFE**
  2. Ongoing data collection used to make informed decisions
  3. Utilizing tiers of instruction, intervention, and support
  4. Creating a positive climate and culture

## **9.2 SCHOOL SAFETY**

The following links provide information on school safety including crisis/emergency plans, regulations, and protocols:

- A. [6115--Fire Drills, Emergency Plans Rev](#)
- B. [6116--Emergency Dismissal or Cancellation](#)
- C. [6120--Safe Schools Policy](#)
- D. [6800--Internet Safety Policy](#)