

GRETNA MIDDLE SCHOOL



2023 – 2024

PARENT-STUDENT HANDBOOK

MR. MATT BRUGGEMAN - PRINCIPAL



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Gretna Public Schools *Mission Statement*

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

Gretna Public Schools **Goals**

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



GRETNA PUBLIC SCHOOLS ADMINISTRATION & BOARD OF EDUCATION

Administration

Mr. Travis Lightle..... Interim Superintendent
Mr. Russ Olsen..... Director of Business Operations
Mr. Michael Sortino..... Director of Student Services
Mr. Andrew Rinaldi..... Director of Human Resources
Dr. Rex Anderson..... Director of Curriculum
Mr. Shawn Hoppes..... Asst. Director of Curriculum
Mr. Andrew Boone..... Teacher Curriculum Coordinator
Mr. Paul Duin..... Director of Special Education
Dr. Kendra Schneider.... Asst. Director of Special Education
Mr. Pat Phelan..... Director of Building Projects and Custodial
Mr. Todd Mueller..... Gretna High School Principal
Mr. John Heckenlively... Gretna High School Assistant Principal
Mr. Chad Jepsen..... Gretna East High School Principal
Ms. Jami Ewer..... Gretna East High School Assistant Principal
Ms. Theresa Huttman.... Gretna High School Assistant Principal
Mr. Ryan Garder..... Gretna East High School Assistant Principal & Activities Director
Mr. Matt Curtis Gretna High School Assistant Principal & Activities Director
Mr. Matt Bruggeman.... Gretna Middle School Principal
Ms. Megan Furstenau.... Gretna Middle School Assistant Principal & Activities Director
Ms. Stacey Deterding.... Aspen Creek Middle School Principal
Mr. Riley Gross..... Aspen Creek Middle School Asst. Principal & Activities Director
Mr. Bret Basye..... Thomas Elementary Principal
Ms. Karen Naylor..... Palisades Elementary Principal
Ms. Carissa Dickes..... Gretna Elementary Principal
Ms. Amy Falcone..... Whitetail Elementary Principal
Ms. Wendi Kistler..... Aspen Creek Elementary Principal
Ms. Jennifer Hellbusch... Falling Waters Elementary Principal
Ms. Kirsten Troester..... Harvest Hills Elementary Principal
Mr. Jacob Runyon..... Assistant Elementary Principal

Board of Education

Mr. Rick Hollendieck
Mr. Kyle Janssen
Mr. Greg Beach
Ms. Dawn Stock
Mr. Mark Hauptman
Mr. Blake Turpen



[**Gretna Middle School Staff Directory**](#)

[**Gretna Middle School Coaching Staff**](#)

[**Gretna Middle School Clubs**](#)

[**Gretna Middle School Calendar**](#)

GRETNA MIDDLE SCHOOL BELL SCHEDULES

Gretna Middle School Behavioral Points of Contact

Kiely Hermeling (Counselor) and Stephanie Lindhjem (Counselor)



Middle Schools Handbook

1. ATTENDANCE

1.1 EXCUSED ABSENCE PROCEDURES

- A. To constitute an excused absence, an absence must be cleared with the office by a telephone call from the parent/guardian stating that he/she is aware of the absence. Parents/guardians of students who are absent for which no call has been received will be called by phone by the attendance office 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. All absences, except for illness and/or death in the family, require advance approval.

1.2 MAKE-UP WORK

The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated 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 activity 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. At the beginning of each semester, or during the semester for students who enter during the semester teachers will explain the procedures students should use for requesting assignments and completing make-up work in their courses.
- E. Students and parents/guardians are advised that equivalent experiences for students who miss class are difficult and sometimes impossible to recreate. Parents/guardians are also advised that testing and summarizing activities often are scheduled at the end of the quarter and the end of the semester and, therefore, parent requested prearranged absences should be avoided during these times.



1.3 TARDINESS

At the middle school level, punctuality and timeliness are taken seriously. Being on time is essential for academic success and is a critical life skill that our students must learn. Therefore, we have a tardy policy to ensure our students arrive on time and minimize classroom disruption.

Tardy Definition: Students are considered tardy if they arrive at school after the start of the first class or arrive at class after the scheduled start time.

Tardy Consequences:

4th Tardy: Verbal Warning
5th-9th Tardy: 1-Hour Detention
10th-14th Tardy: 2-Hour Detention
15th Tardy: 3-Hour Detention

In addition to the consequences outlined above, if a student reaches their 16th tardy during a semester, a meeting with the school administration and the student's parents or guardians may be required. The purpose of this meeting is to discuss the student's tardiness and develop a plan to help the student arrive on time.

The above consequences apply to tardies within the same semester. Tardies from previous semesters do not carry over.

1.4 CLASS SKIP

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

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 (1-7) 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. If you have any questions regarding this policy, please contact the high school administrative office.



2. STUDENT DISCIPLINE

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

2.1 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.

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

2.2 ALCOHOL/DRUGS

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

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

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

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

2.3 CLASS SKIP

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



2.4 CONDUCT

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

2.5 DISPLAYS OF AFFECTION

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

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

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

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

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

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

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

2.6 DETENTION AND ZEROS AREN’T PERMITTED

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



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

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

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

2.7 ELECTRONIC DEVICES

Electronic devices (tablets/phones/smart watches/air pods/earbuds) when causing an interference or disruption may be confiscated. All cell phones must be stored in student lockers during school hours.

Recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording persons participating in school activities that are open to the public, is prohibited.

2.8 FIGHTING AND VIOLENCE

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

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

2.9 FINE OR DAMAGE PROCEDURE

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

2.10 LUNCH RULES

Students who do not follow proper rules of behavior may be excluded from the lunch area. Students are not permitted anywhere in the main building unless they have the permission of a supervisor, principal, or



instructor. Since Gretna Middle School has a closed campus, students are not permitted to leave the campus during lunch. Upon completion of lunch, students are permitted to go to the gym or outside to walk. Rules for behavior in the gym/outside will be reviewed by lunch supervisors. Misbehavior in the gym/outside may result in the loss of privileges and/or further consequences.

2.11 MAKE-UP WORK DURING SUSPENSIONS

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

2.12 NUISANCE ITEMS

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

2.13 SCHOOL VANDALISM

- A. 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.
- B. The unauthorized taking of school or private property is prohibited.

2.14 SMOKING/VAPING OR CHEWING TOBACCO

- A. The policy of the Gretna Public Schools prohibits students from smoking or chewing in the school building, on the school bus, on school grounds, on school excursion education trips, or at a school activity. This includes activities away from Gretna Public Schools buildings. Students are not permitted to leave campus for the purpose of smoking or chewing after arriving on campus.
 - 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 will 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, vapor or other alternative nicotine product away or being seen with smoke coming out of the nose or mouth or admitting to having smoked on the campus.
- B. Policy relating to Violations
 - 1. The first offense may result in suspension from all classes from one to five school days and a parent/guardian conference before reinstatement.
 - 2. The second offense may result in a long-term suspension or expulsion and a parent/ guardian conference before reinstatement.
 - 3. The third offense and each subsequent offense may result in a recommendation for expulsion for the remainder of the semester. Sanctions may vary regardless of the number of offenses if the circumstances warrant a more severe sanction for a given offense.



2.15 SNOWBALLS

Throwing snowballs is prohibited.

2.16 SUSPENSION

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

3. SCHOOL ACTIVITIES

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

3.1 ACTIVITY PASSES

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

3.2 ADMISSION PRICES

Adult General Admission	\$6.00 (\$7.00 for Football)
Student General Admission	\$4.00 (\$5.00 for Football)
Student Activity Pass	\$40.00
Adult Activity Pass	\$50.00
Senior Citizen Pass (Age 60 or Older)	Free

3.3 ADULT DRIVERS

The District does not sponsor activities involving driving vehicles unless a school employee or sponsor or an adult is driving.

3.4 ADULT SPONSORS

Adult sponsors must be in attendance at all school sponsored activities.

3.5 SCHOOL ACTIVITY POLICY

- **School Activity Participation.** All students who participate in any school activity must be in regular full day attendance the day the activity is scheduled. This applies to practice sessions as well as games, meets, concerts, etc. An exception may be made if a student shows verification of having a doctor's appointment or has prior permission from the administration.
- **School Activity Attendance Policy.** A student is prohibited from attending a school sponsored activity if he/she has not completed a full day of attendance for illness or an unexcused absence. A full day consists of all eight periods.

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

3.6 STUDENT ACTIVITIES, HAZING, AND SUPERVISION

Generally, 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, speech or performing arts activity, and includes presence at organizational meetings, practice and in team or performance areas during contests. Individuals, including students of the secondary school building, 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.

- **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.

- **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.

3.7 STUDENT COUNCIL

Eligibility Requirements for Student Council members:

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

- A. within twelve (12) months of the date established for the beginning of school year 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.
- B. The purposes of Student Council are as follows:
 1. To improve the quality of student life.
 2. To bring the interests and concerns of all students before the faculty, school board, and community.
 3. To act as a communications link between the faculty and the students.
 4. To act as a planning group for school wide activities.
 5. To promote and model positive attitudes toward school and its related activities.
 6. To serve the community in a positive manner.



4. STUDENT ACADEMICS, GUIDANCE, AND COUNSELING

4.1 CUMULATIVE RECORDS

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

4.2 DROP AND ADD OF CLASSES

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

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

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

4.3 GRADING SYSTEM

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

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

4.4 GUIDANCE

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

- A. Personal Counseling: Personal and group counseling are provided on a voluntary basis at student and/or parent request. All personal counseling is kept confidential. Contact the counselor if you wish to utilize this service.
- B. Career Education and Career Counseling: The Gretna Public Schools provide a career education program for all students. This program is designed to assist students in decision making, personal growth, increasing awareness of occupational choices, and in making academic plans.



4.5 HONOR ROLE AND MERIT ROLE

The principal's office will maintain lists of students who meet the Honor Roll and Merit Roll criteria. To qualify for Honor Roll, a student must have a mark point average of 3.50 to 4.00, on a 4.00 scale. A student who earns a 3.00 to 3.49 average shall qualify for Merit Roll.

4.6 MAKE-UP WORK FOR INCOMPLETES

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

4.7 MID-QUARTER REPORTS

Alternative forms of grade update reports are important to home-school communication. All students and parents will have access to mid-quarter grade updates. Parents may access their child's grades through the Online Gradebook.

4.8 PARENT-TEACHER CONFERENCES

Once during the first semester and once during the second semester, two evenings are scheduled for Parent-Teacher Conferences. These conferences are made available for parents to review grades and visit with teachers. Parents can schedule conferences any time throughout the year, with any teacher, by calling the school and making arrangements for the conferences.

4.9 SCHOOL ASSESSMENT PROGRAM

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

4.10 SPECIAL PARENT REPORTS

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

4.11 STUDENT FEES

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

General Description of Fee or Material:

1. T-shirt
2. Polo Shirt
3. Supplies needed to make and take projects.



- a) 8th Grade Industrial Technology Elective Classes
- b) 8th Grade Art Elective Classes
- c) 8th Grade FCS Electives Classes.

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

- 1. \$15.00
- 2. \$20.00
- 3. \$25.00 (Anticipated Maximum Cost)
- 4. The costs of materials for projects for Technology I is \$25. The costs of materials for projects for Technology II is \$25.
- 5. The costs of materials for all projects for Art Mania is \$20.00, Fiber is \$20.00, Print is \$20.00, 3-D Creations is \$20.00, Advanced 3-D is \$20.00 and Design and Draw is \$20.00.
- 6. FCS 8th Grade Fees
 - Teen Cuisine \$25.00
 - Housing and Interior Design \$25.00
 - Sewing Skills Students will be required to provide their own fabric for sewing projects.

5. SAFETY AND HEALTH REGULATIONS

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

5.1 CONTAGIOUS OR INFECTIOUS DISEASE

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

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

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

5.2 HEALTH REGULATIONS

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

General Goals of Health Services

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



5.3 ILLNESS DURING SCHOOL

If a student becomes ill in school, the student SHALL REPORT to the nurse and it may be the nurse's and/or an administrator's decision to determine what should be done. IN ANY CASE, A STUDENT MUST NOT LEAVE THE BUILDING WITHOUT PRIOR APPROVAL FROM THE OFFICE STAFF. Upon approval, the student may be "signed out" by the administration or designee.

- If ill, the student should not stay in the restroom or any other area. Students are expected to report to the office immediately. The office or the nurse, not the student, will contact the parents before a student is sent home in the event of an illness.
- Students who go home because they are ill without prior approval from the administration may be considered truant.

5.4 IMMUNIZATIONS

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

5.5 MEDICATION IN SCHOOL

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

Medicine prescribed by a doctor must be sent to the school nurse in the prescription bottle correctly labeled, along with written permission from the parent or guardian regarding its administration. Medications that are not FDA approved, including but not limited to herbal remedies, dietary supplements and naturopathic medicines, will not be administered by district nurses or personnel without a doctor's order.

5.6 PARTICIPATION IN PHYSICAL EDUCATION

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

5.7 PHYSICAL EXAMINATIONS

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

All students shall show evidence of a physical examination by a qualified physician within six months prior to the entrance of such student into the beginner grade (kindergarten) and the **seventh grade**, or in



the case of a transfer from out-of-state to any other grades, unless the parent or guardian of such student objects thereto in writing. (Nebraska. Statute 79-444)
Each student must have a physical examination administered by a licensed physician before such student may take part in interscholastic athletics.

6. STUDENT/PARENT ONE-TO-ONE IPAD HANDBOOK POLICY

Student-parent 1-1 Device Handbook Policy

1-1 Device Insurance Agreement

1-1 Device Loan Agreement

7. GENERAL INFORMATION

7.1 BULLETIN BOARDS

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

7.2 CHEATING

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

7.3 CIVIL RIGHTS

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

7.4 GENERAL INFORMATION

Unless a student has made prior arrangements with a teacher, coach, or administrator, there should be no expectation of student supervision 30 before 7:35 AM or after 4:05 PM.

7.5 LOST AND FOUND

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



7.6 ROOM PASSES

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

7.7 SOCIAL EVENTS

Middle School social events are sponsored for the benefit of Middle School students. The events are for students in grades 7-8 unless otherwise sanctioned by the building principal. Any student leaving a social event for any reason before the event is over will not be readmitted. Grade 6 will have an activities night rather than a social event.

7.8 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.

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

7.9 STUDENT LOCKER/BOOK BAGS

Each student will be assigned a locker. Students are responsible for the neatness of their lockers. Nothing shall be placed on top of lockers nor are lockers to be decorated without permission from a principal. The combinations given each student to open his/her locker are confidential and are not to be shared. The school administration reserves the right to inspect lockers for any reasonable cause. Book bags must be stored in the student's locker. Book bags are not to be taken to class. Book bags in the classroom present



a safety hazard and do not encourage the development of organization on the part of the student as they become a traveling locker.

7.10 STUDENT PHONE USE

- School phones may be used by students.
- Permission must be received from the teacher, secretary, or principal before a student may use an office phone.

7.11 TREATS

Treats at the middle school are allowed for special occasions. A celebration with a special meal such as pizza at lunch is prohibited, as it separates out students from others, and is not conducive to a good student climate.

7.12 VISITORS

Because of the size of our enrollment, students are encouraged NOT to bring visitors to school. ANY EXCEPTIONS TO THE RULE SHALL BE APPROVED BY THE PRINCIPAL AT LEAST ONE DAY IN ADVANCE. In addition, parents wishing to visit classrooms shall make a request to the Principal 24 hours in advance of the date requested to visit. If approval is given, a visitor's pass shall be obtained from the office.

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)

8. COMMUNITY RELATIONS POLICY

8.1 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 and forms related to the Gretna Public Schools Anti-Discrimination Policies.

1. [Anti-discrimination \(Policy 1200\)](#)
2. [Title IX - Procedures for Complaints of Sexual Harassment \(Policy 1211\)](#)
3. [Title IX - Discrimination \(Policy 1210\)](#)
4. [Notice of Formal Complaint of Sexual Harassment Form](#)
5. [Sexual Harassment Complaint Form](#)
6. [Designation of Coordinator \(Policy 1250\)](#)



8.2 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: [Recording of Others \(Policy 1102\)](#)

8.3 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: [Tobacco Policy \(Policy 1120\)](#)

8.4 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 advanced notice of visitations to make appropriate arrangements for visitations. Please select the following link to view this policy: [Visiting Schools \(Policy 1010\)](#)

9. STUDENT POLICY

9.1 ACADEMIC REPORTING AND PROGRESS

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

1. [Promotion and Retention \(Policy 5201\)](#)
2. [Notice of Rights Under FERPA \(Policy 5202z\)](#)
3. [Make-up Work \(Policy 5207\)](#)

9.2 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.

1. Admission Requirements [Admission Requirements \(Policy 5001\)](#)
2. Student Attendance [Student Attendance \(Policy 5008\)](#)
3. Closed Campus [Closed Campus \(Policy 5009\)](#)
4. Notice Concerning Disclosure of Student Recruiting Information - [Notice Concerning Disclosure of Student Recruiting Information](#)

9.3 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](#)

9.4 EMERGENCY PROTOCOL (STUDENTS WITH ALLERGIES)

If you have a student with allergies, please select the following link for the District procedures and protocols for students with allergies: [Students with Allergies \(Policy 5602\)](#)

9.5 EQUAL EDUCATIONAL OPPORTUNITIES/WELFARE

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

1. [Child Abuse and Neglect \(Policy 5402\)](#)
2. [Married Students \(Policy 5403\)](#)
3. [Search and Seizures \(Policy 5406\)](#)
4. [Vandalism \(Policy 5407\)](#)
5. [Health Screening \(Policy 5408\)](#)
6. [Anti-Bullying Policy \(Policy 5415\)](#)
7. [Student Fees Policy \(Policy 5416\)](#)
8. [School Wellness Policy \(Policy 5417\)](#)
9. [Homeless Students \(Policy 5418\)](#)
10. [Student Privacy Protection Policy \(Policy 5419\)](#)
11. [Dating Violence \(Policy 5420\)](#)
12. [Pregnant and Parenting Students \(Policy 5422\)](#)
13. [Food and Nutrition Services](#)
[Meal Charge Policy \(Policy 3571\)](#)
14. [Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973](#)

9.6 STUDENT ACTIVITIES

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

1. [Student Fund Raising Activities \(Policy 5306\)](#)
2. [Charitable Giving Campaign \(Policy 5307\)](#)

9.7 STUDENT DISCIPLINE

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

1. [Student Discipline \(Policy 5101\)](#)
2. [Drug and Substance Use and Prevention \(Policy 5104\)](#)

9.8 STUDENT RIGHTS

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

10. INSTRUCTION POLICY

10.1 INSTRUCTION

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

1. [Ceremonies, Observances and the Pledge of Allegiance \(Policy 6117\)](#)
2. [Recognition of Religious Beliefs and Customs \(Policy 6360\)](#)
3. [Controversial Issues \(Policy 6390\)](#)
4. [Homework \(Policy 6240\)](#)
5. [Purpose of Homework \(Policy 6241\)](#)
6. [Field Trips \(Policy 6270\)](#)

7. [Special Education \(Policy 6600\)](#)
8. [Guidance \(Policy 6260\)](#)
9. [Notice Concerning Staff Qualifications](#)
10. [Parent/Community Involvement \(Policy 6400\)](#)
11. [Selection and Review of Instructional and Media Materials \(Policy 6300\)](#)
12. [Artificial Intelligence \(Policy 6288\)](#)
13. [Library/Media](#) - A description of the library/media program can be found under the media tab on our school website.
14. [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:

 - 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**
 - Ongoing data collection used to make informed decisions
 - Utilizing tiers of instruction, intervention, and support
 - Creating a positive climate and culture

10.2 SCHOOL SAFETY

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

- A. [Fire Drills/Crisis Plan \(Policy 6115\)](#)
- B. [Emergency Dismissal or Cancellation \(Policy 6116\)](#)
- C. [Safe Schools Policy \(Policy 6120\)](#)
- D. [Concussions \(Policy\) 6283](#)
- E. [Concussions: Return to Learn Protocol \(Policy 6283A\)](#)
- F. [Health Regulations and Medication Dispensing \(Policy 6910\)](#)
- G. [Internet Safety Policy \(Policy 6800\)](#)